



# TOWN POLICY

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**POLICY NUMBER:** 1104

**REFERENCE:**

Council 125.05.13  
Council 324.11.14

**ADOPTED BY:**

Town Council  
1 May 2013

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**PREPARED BY:** Administration

**DATE:** 1 May 2013

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**TITLE:** Council Procedural Policy

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**Policy Statement**

The Town of Strathmore will provide guidelines to regulate the proceedings and conduct of Council and Council Committee Meetings.

**1. TITLE**

1.1 This Policy may be cited as "the Council Procedural Policy".

**2. DEFINITIONS**

2.. In this Policy:

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
- (b) "Agenda" means the list and order of business items for any meeting of Council, or Committees;
- (c) "Bylaw" means a bylaw of the Town;

- (d) "CAO" means the Chief Administrative Officer within the meaning of the *Municipal Government Act*;
- (e) "CAO Briefing Session" means a meeting called by the CAO in which Council is provided with information only; (*Amended November 5, 2014*)
- (f) "Chairperson" means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee;
- (g) "Council" means the Mayor and Councillors of the Town of Strathmore.
- (h) "Deputy Mayor" means the Member of Council appointed pursuant to this Policy to act as Mayor in the absence or incapacity of the Mayor;
- (i) "Ex-officio" means membership by virtue of one's office;
- (j) "In-Camera" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;
- (k) "Mayor" means the Member of Council duly elected as Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council;
- (l) "Member" means a Member of Council duly elected and continuing to hold office;
- (m) "Officer" means the CAO, or designate, all of whom shall be recorded in the official minutes;
- (n) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege;
- (o) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Policy or the customary proceedings in debate or in the conduct of Council's business;
- (p) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the position and conduct of Members in their respective character as elected representatives;

- (q) "Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other Member of Council chosen to preside at the meeting;
- (r) "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act;
- (s) "Quorum" means a majority of Members of Council as prescribed in the Act.
- (t) "Special Council Meeting" means a meeting called by the Mayor or a majority of Council pursuant to the Act;
- (u) "Town" means the Corporation or the Town of Strathmore.

### **3. APPLICATION**

- 3.1 This Policy applies to all meetings of Council.
- 3.2 The precedence of the rules governing the procedure of Council is:
  - (a) the *Municipal Government Act*;
  - (b) other provincial legislation;
  - (c) this Policy
  - (d) Bourinot's Rules of Order
- 3.3 Subject to the appeal process described in this Policy, the Presiding Officer shall interpret procedure.
- 3.4 In the absence of a statutory obligation, any provision of this Policy may be temporarily altered or suspended by an affirmative vote of two-thirds of all members present. A motion to temporarily alter or suspend this Policy is not debatable or amendable.

### **4. ORGANIZATIONAL MEETING**

- 4.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 4.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 4.3 Until the Mayor has taken the Oath of Office, the Municipal Clerk shall chair the Organizational Meeting.
- 4.4 The Municipal Clerk shall set the time and place for the Organizational Meeting, the business of the meeting being limited to:
  - (a) Oath of Office;
  - (b) Assignment of Seating;
  - (c) Deputy Mayor Rotation;
  - (d) Signing Authority;
  - (e) Schedule of Meetings; and
  - (e) Council Committee Appointments
- 4.5 Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

## **5. MEETINGS OF COUNCIL**

### Regular Council Meetings (Amended November 5, 2014)

- 5.1 Council shall hold no less than two (2) Regular Council meetings per month and one (1) CAO Briefing Session per month as needed.
- 5.2 Regular Meetings of Council shall be held in the Town of Strathmore Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.
- 5.3 Regular Meetings of Council shall be held on the first and third Wednesday every month.
- 5.4 Regular Meetings of Council shall commence at 7:00 p.m. but may commence at an earlier time if there is an "In Camera" item to be discussed.
- 5.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.

CAO Briefing Sessions (Amended November 5, 2014)

- 5.6 The Chief Administrative Officer may call a CAO Briefing Session at his discretion. All Agenda items for a CAO Briefing Session will be determined by the Chief Administrative Officer. CAO Briefing Sessions will be governed and chaired by the CAO.
- 5.7 CAO Briefing Sessions shall be held on the second Wednesday of every month as needed.
- 5.8 The following guidelines apply to all CAO Briefing Sessions:
  - 5.8.1 Attendance of Council Members is optional;
  - 5.8.2 There are no quorum requirements;
  - 5.8.3 Minutes of CAO Briefing Sessions will not be kept;
  - 5.8.4 The flow of information at a CAO Briefing Sessions will be entirely one way from members of Administration in attendance to members of Council in attendance;
  - 5.8.5 The only questions which may be asked by members of Council are those for clarification or information provided by Administration;
  - 5.8.6 Members of Council shall not debate with Administration, information provided or actions taken by Administration;
  - 5.8.7 Members of Council shall not provide direction or instructions to Administration;
  - 5.8.8 Members of Council shall not discuss or debate the information provided by Administration amongst each other;
  - 5.8.9 Members of Council shall not attempt to reach any decisions on the basis of information provided by Administration at the CAO Briefing Session; and
  - 5.8.10 Agendas are prepared by the CAO or their designate, though areas of interest could be suggested in advance by members of Council.

- 5.6 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the Act.
- 5.7 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

## **6. AGENDA**

- 6.1 The Agenda shall list the items and order of business for the meeting.
- 6.2 After review by the CAO, the Municipal Clerk will prepare the Agenda and shall ensure copies of the Agenda are available to the following no later than 4:30 p.m. on the Friday prior to the Wednesday Council meeting:
  - (a) Members of Council;
  - (b) representatives of the local news media; and
  - (c) distributed to all staff who are entitled to receive copies.
  - (d) published on the Town website.
- 6.3 All submissions for the Agenda of all Regular Meetings of Council shall be received by the Municipal Clerk no later than noon on the Thursday prior to the Wednesday on which the meeting is to be held.
- 6.4 Except for a report made to Council by a Member attending a meeting, or investigating a matter for Council, Members shall present matters for consideration on the Agenda either by submitting a Written Inquiry or Notice of Motion to the Municipal Clerk no later than noon on the Thursday prior to the Wednesday on which the meeting is to be held.
- 6.5 Subject to Subsection 6.6 of this Policy, only material which has been received in accordance with Subsections 6.3 and 6.4 of this Policy shall be considered at the meeting for which the Agenda is prepared.
- 6.6 If an urgent matter, as defined in section 26.2, needs to be brought before Council at any meeting the item shall:
  - (a) be accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item; and

- (b) be approved by a majority vote of Council.

## **7. COMMUNICATIONS**

7.1 If a person wishes to have any matter considered by Council, a letter or other communication shall be addressed to the Municipal Clerk and the letter or communication shall:

- (a) be printed, typewritten or legibly written;
- (b) clearly set out the matter at issue and the request made of Council;
- (a) be signed by the writer, and include the printed name and address of the writer;
- (d) be submitted to the Municipal Clerk no later than noon on the Thursday prior to the Wednesday on which the meeting is to be held. The Municipal Clerk in consultation with the CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.

7.2 On receipt of a communication for Council the Municipal Clerk, in consultation with the CAO, may:

- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate; or
- (b) refer the matter to a staff member for response prior to providing the communication or letter to Council.

## **8. DELEGATIONS**

8.1 A member of the public may request in writing to be included on an Agenda as a delegation. The request must be submitted in writing and shall:

- (a) include a summary of the information that will be presented to Council;
- (b) not exceed five typewritten pages;

- (c) be submitted to the Municipal Clerk no later than noon on the Thursday prior to the Wednesday on which the meeting is to be held. The Municipal Clerk, in consultation with CAO, will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 8.2 No person representing an individual shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put to him/her by a Member, unless granted a time extension by the majority of Council.
- 8.3 No person representing a group shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put to him/her by a Member, unless granted a time extension by the majority of Council.

## **9. ORDER OF BUSINESS AT MEETINGS**

- 9.1 The normal order of business for the regular meeting of Council shall be as follows:
  - (a) Call to Order
  - (b) In Camera (If Required) (*Amended November 5, 2014*)
  - (c) Public Hearing (If Required)
  - (d) Agenda - Amendments and Adoption
  - (e) Adoption of Previous Minutes
  - (f) Delegations
  - (g) Bylaws
  - (h) Old Business
  - (i) New Business
  - (j) Administration
  - (k) Committee & Department Reports
  - (l) Inquiries Between Councillors or to Administration
  - (m) Council Invitations
  - (n) Adjournment
- 9.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

## **10. QUORUM**

- 10.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.



10.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, Deputy Mayor and Acting Mayor are absent, the Municipal Clerk shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

10.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the Municipal Clerk shall record the names of all the Members present and adjourn the meeting.

10.4 If a Council meeting is adjourned for:

(a) failure to constitute a quorum; or

(b) due to loss of quorum as a result of a Member leaving the meeting;

the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

## **11. ADJOURNMENT**

11.1 A Council meeting shall adjourn no later than 11:00 p.m., if in session at that time unless Council, by resolution of a two-thirds majority of Members present, taken as soon before 11:00 p.m. as the business permits, agree to an extension of the meeting beyond 11:00 p.m.

11.2 A Member may move a motion to adjourn a Meeting at any time, except when:

(a) another Member has the floor;

(b) a call for a vote has been made;

(c) the Members are voting;

(d) Council is in Committee of the Whole; or

(e) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

11.3 A motion to adjourn shall be put without comment or debate.

## **12. MINUTES OF COUNCIL**

- 12.1 The Municipal Clerk shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member for the next Regular Council meeting.
- 12.2 The Presiding Officer shall present the minutes to Council with a request for a motion to confirm the minutes.
- 12.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 12.4 Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 12.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the minutes unless the evidence has been compiled or made under the direction or control of the Municipal Clerk.
- 12.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Municipal Clerk before Council has officially confirmed the minutes.

## **13. CONTROLS AND CONDUCT OF COUNCIL MEETINGS**

- 13.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the Act.
- 13.2 Subject to being overruled by a majority vote of Members, which vote shall be taken without debate, the Presiding Officer:
  - (a) shall maintain order and preserve decorum and may, if necessary, call a Member to order;
  - (b) shall decide points of order without debate or comment other than to state the relevant section of this Policy;
  - (c) shall determine which Member has a right to speak;
  - (d) shall ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote; and

- (e) shall rule when a motion is out of order.
- 13.3 When the Presiding Officer wishes to debate on a motion, he/she may do so after all members have spoken.
- 13.4 When the Presiding Officer wishes to make a motion, the chair will be automatically passed to another member of Council.
- 13.5 A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 13.6 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair;
  - (b) shall maintain order and quiet; and
  - (c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 13.7 The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 13.8 When a Member or Officer wishes to speak at a Council meeting they shall obtain the approval of the Presiding Officer before doing so.
- 13.9 When a Member or Officer is addressing the Presiding Officer every other Member shall:
- (a) remain quiet and seated;
  - (b) not interrupt the speaker except on a Point of Order; and
  - (c) not carry on a private conversation.
- 13.10 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members;

- (b) not shout, raise his/her voice or use offensive language; and
- (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;

13.11 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress he/she shall rise and the time of leaving and returning shall be recorded in the minutes by the Municipal Clerk.

13.12 No member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken.

#### **14. POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE**

14.1 When any Point of Order, Point of Procedure or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer.

14.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member or the Officer or the Council.

14.3 When a Question of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favorably, the Member who raised the Question of Privilege shall be permitted to pursue the question.

14.4 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.

14.5 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, he/she shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

14.6 The decision of the Presiding Officer shall be final unless a challenge is made pursuant to Section 15 of the Policy.

## **15. CHALLENGE TO THE RULING OF THE PRESIDING OFFICER**

- 15.1 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 15.2 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.
- 15.3 If the Presiding Officer refuses to put the question "That the decision of the Presiding Officer be overruled" Council shall request the Deputy Mayor to proceed, in accordance with Section 15.1
- 15.4 Any resolution carried under the circumstances mentioned in Section 15.3 of this Policy, is effectual and binding as if carried under the chairmanship of the Presiding Officer.

## **16. MOTIONS IN COUNCIL**

- 16.1 A Member who wishes to submit a motion in excess of 25 words shall do so in writing.
- 16.2 After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- 16.3 Except as specifically provided elsewhere in this Policy, every substantive motion shall be debatable by Council, including the following:
- (a) a motion for adoption of, refusal of, or further consideration of a report to Council;
  - (b) a motion arising out of any matter included in the Agenda;
  - (c) a motion for amendment to any Bylaw or any matter arising directly out of any Bylaw properly before Council;
  - (d) a motion for second reading of a Bylaw;
  - (e) a motion for appointment or dismissal of a committee;
  - (f) a motion for Council to go In Camera;

- (g) such other motions made upon routine proceedings as may be required for:
  - (i) the observance of the proprieties of Council,
  - (ii) the maintenance of the authority of Council,
  - (iii) the appointment or conduct of its officers,
  - (iv) the management of its business,
  - (v) the arrangement of its proceedings,
  - (vi) the correctness of its records, or
  - (vii) the setting of Meeting dates or the days and times of its Meetings.
- (h) a motion to postpone.

16.4 When a motion has been made and is being considered, no Member may make any other motion except to:

- (a) amend the motion;
- (b) refer the main motion to some other group for consideration;
- (c) postpone the main motion to a specified meeting date; or
- (d) recess the Meeting.

16.5 Except as specifically provided elsewhere in this Policy, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion.

## **17. MOTIONS CONTAINING DISTINCT PROPOSITIONS**

17.1 A motion containing several distinct propositions is not out of order for that reason alone.

17.2 When a motion contains two or more propositions, and when

- (a) any member requires; or
- (b) the Presiding Officer orders

Council shall vote on each proposition separately.

## **18. MOTIONS OUT OF ORDER**

- 18.1 Subject to an appeal in accordance with Section 15, it is the duty of the Presiding Officer to determine if a motion or amendment is in order and the Presiding Officer may decline to put a motion before Council if it is out of order or contrary to law.
- 18.2 The Presiding Officer shall advise Council and shall cite the applicable rule or authority when determining that a motion is out of order.

## **19. AMENDMENTS**

- 19.1 No amendment shall be made to a motion:
  - (a) to refer a question to some other body for consideration;
- 19.2 While a motion is under discussion by Council a Member may not move an amendment which:
  - (a) does not relate to the subject matter of the main motion; or
  - (b) is directly contrary to the main motion.
- 19.3 The Presiding Officer shall allow only one amendment at a time to the main motion and only one amendment to that amendment may be allowed at a time.
- 19.4 The Presiding Officer shall put amendments to a vote in the reverse order to which they have been moved.
- 19.5 When all amendments are voted on, the Presiding Officer shall ask for a vote on the main motion, incorporating any carried amendments.

## **20. DEBATE ON MOTIONS**

- 20.1 Notwithstanding Section 20.1, prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 No Member may speak more than twice on any motion, except under the following circumstances:
- (a) when a Member feels they have been misquoted or misunderstood, they may, after receiving permission from the Presiding Officer, explain a material part of their speech, but may not introduce any new matter and there shall be no debate on the explanation;
  - (b) when a Member has moved the motion, they may close the debate after all other Members have been given an opportunity to speak;
  - (c) before the debate has been closed and the vote called, provided no other Member has the floor, a Member may, request that the motion be read aloud or ask a question which:
    - (i) relates directly to the debate;
    - (ii) contains no argument; and
    - (iii) introduces no new material on the motion.
- 20.3 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.4 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

## **21. TABLING, POSTPONING AND REFERRING MOTIONS**

- 21.1 Motions to table any matter are not permitted.
- 21.2 A motion to postpone any matter shall include in the motion:
- (a) a specific time to which the matter is postponed, or
  - (b) provision that the matter is to be postponed indefinitely.
- 21.3 A motion to postpone a matter is amendable and debatable.



- 21.4 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.5 When dealing with subject matters where a Committee has been appointed for that purpose, or an Officer would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.6 A Member who is moving a referral motion shall be required to include in the motion:
- (a) the terms on which the motion is being referred;
  - (b) the time when the matter is to be returned; and
  - (c) whatever explanation is necessary as to the purpose of the motion.

## **22. VOTING ON MOTIONS**

*(Amended November 5, 2014)*

- 22.1 When this Policy requires that a motion be made, a Bylaw be passed, or any other action be taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the Act, or some other relevant statute does not specify differently.
- 22.2 A question or motion shall be declared lost when it:
- (a) does not receive the required number of votes; or
  - (b) receives an equal division of votes.
- 22.3 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the Municipal Clerk shall record the abstention and reasons in the minutes.
- 22.4 The Municipal Clerk shall record the names of those who vote against a motion in the Minutes.

- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Policy or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case the decision of Council may be expressed a show of hands.

**23. RECONSIDERING AND RESCINDING A MOTION**

*(Amended November 5, 2014)*

- 23.1 Notwithstanding the other provisions of this Policy, no motion made or action taken by Council shall be reconsidered unless:
  - (a) it is a motion made or an action taken at the same Meeting; or
  - (b) it is a motion made or an action taken at a Meeting held six months or more before its reconsideration; and
  - (c) a vote of at least two-thirds of Council approves reconsideration of a motion made or an action taken less than six months before its reconsideration.
- 23.2 A Member who wishes Council to reconsider, alter or rescind any motion already passed or action taken at a meeting, shall bring the matter before Council by a Notice of Motion which shall:
  - (a) specify the Meeting at which the matter will be brought to Council; and
  - (b) indicate in the substantive portion of the motion what action is being requested.
- 23.3 A Member of the prevailing side may move to reconsider a matter considered at the same meeting and if a majority of the Members vote for reconsideration, the matter may again be dealt with at the same meeting.

23.4 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.

23.5 All votes on motions to reconsider or rescind shall be recorded.

## **24. BYLAWS**

24.1 When a Bylaw is presented to Council for enactment, the Municipal Clerk shall publish the number and title of the Bylaw in the Agenda.

24.2 The Municipal Clerk shall copy the Bylaw in full and forward it with the Agenda.

24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.

24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.

24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.

24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.

24.7 After a Member has made a motion for second reading of a Bylaw, Council may:

- (a) debate the substance of the Bylaw; and
- (b) propose and consider amendments to the Bylaw.

24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.

24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:

- (a) motion for third reading of the Bylaw shall be made;

- (b) Council shall vote on the motion without amendment or debate;
- (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.

24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.

24.11 In conformance with the Act:

- (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
- (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

## **25. NOTICE OF MOTION**

25.1 A Member wishing to introduce a new matter for consideration by Council shall submit a Notice of Motion in writing to the Municipal Clerk no later than noon on the Thursday prior to the Wednesday on which the Meeting is to be held.

25.2 Council may on a two-thirds vote waive the requirement for Notice contained in subsection 25.1, however, the matter would then be considered urgent business.

25.3 The Municipal Clerk shall ensure that a Notice of Motion appears on the Agenda for the next regular meeting, unless the proponent of the Notice of Motion agrees with the Municipal Clerk that the matter can be resolved or addressed in some other manner.

## **26. URGENT BUSINESS**

26.1 Notwithstanding subsection 25.1, a Member may move to discuss a matter of urgent business without prior Notice of Motion.

26.2 A motion to bring a matter before Council as urgent business is business which meets the following criteria:

- (a) the matter proposed for discussion must relate to a genuine emergency, call for immediate and urgent consideration;

- (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting;
- (c) the matter shall not be one which should be dealt with by giving written notice; and
- (d) the matter shall not raise a Point of Privilege.

## **27. INQUIRIES**

27.1 A Member wishing to make an "Inquiry for Answer" at a Regular Meeting should, where possible:

- (a) make a verbal inquiry to the CAO in advance of the meeting, or
- (b) put the inquiry in writing for response at a subsequent meeting.

27.2 Unless an inquiry specifies that the Member wishes the answer to appear on a subsequent Council Agenda, the CAO or an Officer may give the answer directly to the Members.

27.3 When an inquiry involves a written answer to be given at a future Meeting and it appears to the CAO that the Town would incur a cost of over \$500.00 by reason of:

- (a) time of Town employees who must be taken from performance of their regular duties or overtime that must be worked;
- (b) the need to hire additional employees, or
- (c) the necessity of obtaining and paying for the information from other than Town employees, and no appropriation has been made for such expenditure in the Budget,
- (d) the CAO shall report the anticipated cost to Council before undertaking such inquiry.

27.4 When the CAO has established the cost of an inquiry, Council may:

- (a) direct that the Administration proceed with the investigation necessary to answer the inquiry and make provision for the payment of the cost; or

(b) by a two-thirds vote direct that Administration abandon the inquiry.

27.5 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.

## **28. IN CAMERA**

28.1 Council may, by resolution, enter In Camera, in accordance with the Act.

28.2 Council may consider matters that are required to be held In Camera under the Municipal Government Act in the In Camera session.

28.3 While Council is In Camera, the procedures of Council shall be relaxed as follows:

(a) A Council Member may speak even though there is no motion on the floor, but if there is a motion on the floor a Council Member shall only address that motion;

(b) A Council Member may speak more than once, provided that each Council member who wishes to speak to the matter has already been permitted to do so.

## **29. RECESS**

29.1 Any Councillor may move that Council recess for a specific period.

29.2 A motion to recess must not be used to interrupt a speaker.

29.3 After the recess, business will be resumed at the point when it was interrupted.

## **30. PUBLIC HEARINGS**

30.1 All Public Hearings shall be held in accordance with the Public Hearing Procedural Policy No. 6101.

## **31. GENERAL**

31.1 That this Policy shall come into full force and effect upon approval by resolution of Council.