

TOWN OF CORONATION
PROCEDURAL BYLAW OF COUNCIL AND COUNCIL COMMITTEES
Bylaw 2016-648

A BYLAW OF THE TOWN OF CORONATION IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

PURPOSE

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, council may adopt bylaws in relation to the establishment and functions of council committees and the procedure and conduct of council and council committees;

And Whereas, pursuant to Section 203 of the *Municipal Government Act*, council may by bylaw delegate its powers, duties or functions to a council committee;

And Whereas the *Municipal Government Act* governs the conduct of council, councillors, council committees; municipal organization and administration; public participation; and the powers of a municipality;

The Town of Coronation Council enacts:

1.0 Short Title

1.1 This bylaw may be called the *Procedure Bylaw*.

2.0 Definitions

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.2 "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.3 "Administration" means the Chief Administrative Officer or an employee accountable to the CAO employed by the Town of Coronation;
- 2.4 "Amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- 2.5 "Chief Administrative Officer" (otherwise referred to as the CAO), means the person appointed by Council into the position of CAO pursuant to Section 205 of the *Municipal Government Act*;
- 2.6 "Committee of the Whole" means a committee consisting of all members of Council which meet at an in-camera session

- 2.7 “Coronation” means the Town of Coronation;
- 2.8 “Council” means the Council of the Town of Coronation;
- 2.9 “Council Committee” means a committee, board or other body established by a council under the *Act*;
- 2.10 "Councillor"; “Member of Council”; “Council Member” means any member except for the Mayor;
- 2.11 "In Camera" means a meeting at which only councillors and other persons specified by council may attend;
- 2.12 “Member” means a duly elected Member of Council or a duly appointed Member of a Committee.
- 2.13 “Minutes” means the written record of a Meeting recorded in the English language without note or comment.
- 2.14 “Organizational Meeting” means a meeting of Council held in accordance with Section 192 of the Municipal Government Act;
- 2.15 "Orders of the day" means a requirement that the Mayor return to the predetermined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
- 2.16 “Peace Officer” means a Peace Officer as defined in the *Police Act*;
- 2.17 “Pecuniary Interest” means a pecuniary interest within the meaning of Section 170 of the Municipal Government Act;
- 2.18 “Point of Information” means a request by a Member directed through the Chair to another Member or to Administration for information relevant to the business at hand
- 2.19 “Point of Order” means a demand by a member of council that the Mayor enforce the rules of procedure;

- 2.20 “Point of Privilege” means a request made to the Mayor by a member of council on any matter related to the rights and privileges of councillors and includes:
- 2.20.1 the comfort of councillors
 - 2.20.2 the conduct of Coronation employees or members of the public in attendance at the meeting;
 - 2.20.3 the accuracy of the reports of council’s proceedings; and
 - 2.20.4 the reputation of council and councillors;
- 2.21 “Postpone” means to delay the consideration of any matter, either:
- 2.21.1 to later in the meeting;
 - 2.21.2 to a specified time and/or date;
 - 2.21.3 until the occurrence of an event; or
 - 2.21.4 indefinitely;
- 2.22 “Public Hearing” means a meeting or portion of a meeting that council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions;
- 2.23 “Public Meeting” means a meeting of council or committee of the whole at which members of the public may attend and may be invited to make submissions to council, but which is not a public hearing;
- 2.24 “Quorum” means:
- 2.24.1 In the case of a Council meeting, the majority of the valid and subsisting Members of Council;
 - 2.24.2 In the case of a Committee Meeting, unless the bylaw establishing such Committee specifies a different quorum, the majority of the Members thereto, including Members at Large.
- 2.25 “Recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- 2.26 "Reconsider" means a motion made by a member who voted on the prevailing side of a motion adopted by council with the purpose of retaking the vote on a motion dealt with earlier in that same meeting;
- 2.27 “Recorded Vote” means that prior to the vote on a motion, a Member has called for the minutes to record the Members present at the Meeting and for the minutes to show which Members voted for or against the motion or abstained.

- 2.28 "Refer" means to send a pending motion or agenda item to a council committee or the administration for investigation and report;
- 2.29 "Renew" means to bring forward to a later meeting a previously defeated motion;
- 2.30 "Rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- 2.31 "Table" means to set a matter aside until a majority decides to address the item again by means of a motion to lift from the table; and
- 2.32 "Term" means the length of time that an elected council serves between two consecutive municipal elections.

3.0 Application and Interpretation

- 3.1 This bylaw shall apply to all meetings of council and committee of the whole.
- 3.2 Council may make this bylaw applicable to other council committees, either in whole or in part.
- 3.3 Where council makes this bylaw applicable to a council committee, it shall apply with all necessary modifications, and
 - 3.3.1 any reference to the Mayor shall be treated as a reference to the chair of the council committee;
 - 3.3.2 any reference to a councillor shall be treated as a reference to a member of the council committee; and
 - 3.3.3 any reference to council shall be treated as a reference to the committee.
- 3.4 To the extent that a matter is not dealt with in the *Act* or this bylaw, council shall have regard to *Robert's Rules of Order Newly Revised*.
- 3.5 The precedence of the rules governing the procedures of council is:
 - 3.5.1 the *Act*;
 - 3.5.2 other provincial legislation;
 - 3.5.3 this bylaw; and
 - 3.5.4 *Robert's Rules of Order Newly Revised*.
- 3.6 Council may waive all or part of the provisions of this bylaw for a meeting, if the councillors present vote unanimously to do so.

ORGANIZATION OF COUNCIL & COMMITTEES

4.0 Organizational Meetings

4.1 Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.

4.2 The CAO shall set the time and place for the organizational meeting.

4.3 At the annual organizational meeting, council shall

4.3.1 Elect one Councillor from amongst themselves to the position of Mayor;

4.3.2 elect one Councillor from amongst themselves to the position of Deputy Mayor;

4.3.3 establish the dates and time of commencement and place of the regular Council meetings; and

4.4 *Robert's Rules of Order Newly Revised* will be used by council.

5.0 Inaugural Meeting

5.1 The Organizational Meeting immediately following a general municipal election shall be called the Inaugural Meeting.

5.2 At the Inaugural Meeting, Council shall be required to appoint the Mayor from among the Councillors as the first order of business.

5.3 Until the Mayor has taken the oath of office, the CAO shall chair the Inaugural meeting.

5.4 Each Councilor shall take the prescribed oath of office as the next order of business at the Inaugural meeting.

5.5 At the Inaugural meeting, in addition to those items in Section 4.3, each Councilor shall affirm the Code of Conduct as approved from time to time by council;

5.6 Members of Council hold office from the beginning of the Inaugural meeting following the general election until immediately before the beginning of the Inaugural meeting following the next general election in accordance with the Local Authorities Election Act.

6.0 Council Seating

6.1 The Mayor shall occupy the seat at the centre of the council table.

7.0 Quorum

- 7.1 Quorum of council is a majority of councillors.
- 7.2 If quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, the CAO will document the names of those who are present and the meeting will be adjourned and rescheduled.
- 7.3 The agenda delivered for that meeting shall be considered at the next Regular Meeting of Council prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.
- 7.4 If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

DUTIES OF OFFICIALS

8.0 Duties of the Mayor

- 8.1 The Mayor shall, when present:
 - 8.1.1 open and adjourn council meetings;
 - 8.1.2 chair all meetings of council and Committee of the Whole meetings;
 - 8.1.3 preserve order and decorum in council meetings;
 - 8.1.4 rule on all questions of procedure;
 - 8.1.5 ensure that each member of council who wishes to speak on a debatable motion is granted the opportunity to do so;
 - 8.1.6 determine the speaking order when two or more members of council or others wish to speak; and
 - 8.1.7 decide who, aside from members of council, may address council.
- 8.2 The Mayor is an ex officio member, by virtue of office, of all council committees, unless a bylaw establishing a committee expressly states that the Mayor is not an ex officio member of that committee.
- 8.3 If the Mayor is present at a committee meeting by virtue of office:
 - 8.3.1 the Mayor has all the rights and privileges of the other committee members including the right to make motions and vote.

9.0 Duties of the Deputy Mayor

- 9.1 Council shall appoint a Deputy Mayor for a one-year period at the organizational meeting.
- 9.2 The Deputy Mayor shall chair council meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this bylaw during the absence or incapacity of the Mayor.
- 9.3 In the absence or inability of the Mayor and Deputy Mayor to act, a member of council shall chair council meetings and shall have all the powers and responsibilities of the Mayor under this bylaw.

10.0 Duties of the Chief Administrative Officer

- 10.1 The chief administrative officer shall be subject to the *Act* and the *Chief Administrative Officer's Bylaw*.

11.0 Order in Council Chambers – The Public

- 11.1 Only councillors, the CAO, and those individuals authorized by the CAO may be present on the floor of council chambers.
- 11.2 A person not listed in section 11.1 may be present on the floor of council chambers if that person has first received the approval of the Mayor.
- 11.3 The CAO, an employee or consultant authorized by the CAO may address the council from the floor of council chambers, if recognized by the Mayor.
- 11.4 A person not listed in section 11.1 may address council from the public gallery with permission of the Mayor.
- 11.5 No person present in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker or interfere with the action of council.
- 11.6 The Mayor may call to order any person on the floor or in the gallery who has created a disturbance and may expel that person from council chambers.
- 11.7 An employee or member of the public who refuses to leave council chambers upon the order of the Mayor may be removed by a peace officer.
- 11.8 No person shall record the proceedings of council through electronic audio, video, camera or other devices, unless authorized to do so by this or any other bylaw or by a unanimous vote of council members present.

12.0 Order in Council Chambers - Council

- 12.1 The Mayor may call to order any councillor who is out of order.
- 12.2 A councillor who is called to order must cease talking or otherwise engaging in the activity specified by the Mayor in the call to order.
- 12.3 When a councillor has been called to order but persists in breaching the order of council, the Mayor may name the councillor and declare the offence.
- 12.4 The CAO shall note the offence in the minutes.
- 12.5 If a councillor who has been named:
 - 12.5.1 apologizes to council and withdraws the offensive statement or action, then
 - i. that councillor may remain and continue to participate in the meeting; and
 - ii. the Mayor may direct that the notation of the offence be removed from the minutes; or
 - 12.5.2 fails or refuses to apologize and withdraw the offensive statement or action then that councillor is automatically expelled and must leave council chambers immediately.
- 12.6 A councillor who refuses to leave the council chambers upon the order of the Mayor may be removed by a peace officer.
- 12.7 No councillor shall be expelled for a period greater than the meeting that was in progress at the time of the expulsion.
- 12.8 A councillor who is called to order or named may immediately thereafter challenge the ruling of the Mayor and state the terms of the challenge.
- 12.9 When there is a challenge to the ruling of the Mayor, all further debate shall cease until the challenge has been dealt with by council.
- 12.10 A challenge of the Mayor's ruling shall follow those procedures outlined in sections 13.2 to 13.4.

13.0 Calling a Member to Order

- 13.1 When the Mayor calls a Member to order, the Member speaking shall be seated and remain seated. After the Mayor has ruled, the Member may explain the action resulting in the call to order.

- 13.2 In the event that a Member refuses to be seated when called to order, the Mayor shall request the Deputy Mayor to make a motion to remove the unruly Member either:
 - 13.2.1 For the balance of the meeting; or
 - 13.2.2 Until a time stated in the motion; or
 - 13.2.3 Until the Member makes an apology acceptable to the Meeting for the unruly behavior;Whichever is the shortest time.

- 13.3 If the resolution passes, the Mayor shall direct the Member to leave.

- 13.4 When the Mayor has directed a Member to leave and the Member makes a satisfactory explanation and apology, the Council may, by a motion, allow the offending Member to remain.

14.0 Challenge to Ruling of the Mayor

- 14.1 When a Member wishes to challenge the ruling of the Mayor, the motion, “That the decision of the Mayor be overruled” shall be made, and the question shall be put to a vote immediately without amendment or debate by decision of Council. A vote against the motion is a vote to uphold the ruling of the Mayor.

- 14.2 The Mayor shall be governed by the vote of the majority of the Members present.
 - 14.2.1 If the Mayor refuses to put the motion, “That the decision of the Mayor be overruled”, the Deputy Mayor shall be requested to proceed with putting the motion and the vote, from the floor if necessary.
 - 14.2.2 A resolution carried under subsection (1), is effectual and binding as if carried with the Mayor as chair.

15.0 Persons wishing to address Council – Delegate

- 15.1 If a person wishes to address Council as a delegate, that person must contact the CAO and state the reason for the request to speak in the form of a one page letter. The letter must be delivered no later than 4 pm on the Wednesday prior to the meeting date. If it is recommended that Council hear the matter, the CAO will contact the person and provide a time in which they can speak.

15.2 The CAO may

15.2.1 Refer the matter to a Committee; or

15.2.2 Recommend that Council hear from the person; or

15.2.3 Refuse to hear from the person and refer the matter to the Administration for reply.

15.3 Notwithstanding section 15.1 and 15.2.

15.3.1 Council may allow a person to address a matter that is on the agenda

15.3.2 Council may, on a two-thirds vote, allow a person to address a matter that was not on the agenda, by referring the matter to any appropriate committee, appoint a special committee to deal with the matter, or deal with the matter itself at that or some later meeting; and

15.3.3 No person shall address Council for more than 15 minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council.

15.4 A Committee must hear a person referred to it by Council.

15.5 Persons addressing Council or COW shall limit their comments to the matter contained in the report and the recommendations being discussed.

16.0 Rules Governing Debate

16.1 A motion must be made by a councillor before council can debate an item before council.

16.2 A seconder to a motion is not required.

16.3 All discussion at a meeting of council shall be directed through the Mayor.

16.4 Unless otherwise provided by resolution, a councillor may speak only:

16.4.1 once on any motion; and

16.4.2 once on any amendment to a motion.

16.5 Notwithstanding 16.4:

16.5.1 a councillor may ask questions of the administration or other councillors on any motion or amendment to a motion;

16.5.2 a councillor may speak to answer questions put by other councillors; and

16.5.3 a councillor who has made a motion may speak a second time to close the debate.

- 16.6 The Mayor may participate in debate on any matter before council without relinquishing the chair.
- 16.7 The Mayor may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the chair to the Deputy Mayor until the vote on the motion has been taken.
- 16.8 When a member of council wishes to leave the council chambers while a meeting of council is in progress:
- 16.8.1 the member of council shall await the formal acknowledgement of the Mayor before leaving; and
- 16.8.2 the time of the member's departure, and return, if any, shall be recorded in the minutes.
- 16.9 If a councillor is in a Conflict of Interest or has a Pecuniary Interest under the *Act*, that councillor shall state they are in a conflict and the reason for the conflict and shall leave the meeting.
- 16.10 Where a councillor has left the meeting under section 16.9:
- 16.10.1 the reason for and time of the councillor's departure, and return, if any, shall be recorded in the minutes;
- 16.10.2 if council amends the motion before it, council shall recess to allow the chief administrative officer to endeavor to advise the councillor who has left the meeting of the amendment so that the councillor may determine whether he/she remains in a conflict of interest; and
- 16.10.3 council shall not consider any other agenda item until the chief administrative officer has endeavored to advise the councillor who left the meeting because of a conflict that there is a new agenda item before the meeting.
- 16.11 In order to ensure that quorum is not lost, the Mayor may recess the meeting briefly if a member of council wishes to leave the meeting but intends to return.
- 16.12 Subject to the *Act*, no councillor shall leave the council meeting after a question is put to a vote until the vote is taken.
- 16.13 A member of council who is speaking may be interrupted by the Mayor if:
- 16.13.1 the member speaking is out of order; or
- 16.13.2 the matter being addressed by the member speaking is outside the jurisdiction of council.

- 16.14 A member of council who is speaking may only be interrupted by another councillor on:
- 16.14.1 a point of privilege; or
 - 16.14.2 a point of order.
- 16.15 The member of council who is speaking when a point of order or privilege is raised shall cease speaking immediately.
- 16.16 The Mayor may grant permission:
- 16.16.1 to the council member raising the point to explain the point briefly; and
 - 16.16.2 to the council member who was speaking to respond briefly; but otherwise a point of order or privilege is not debatable or amendable.
- 16.17 The Mayor must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a member of council to the ruling.
- 16.18 The Mayor may seek advice from the chief administrative officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the council.

MEETINGS OF COUNCIL & COMMITTEES

17.0 Regular Meetings

- 17.1 All Regular Meetings of Council shall be held in the Council Chambers in the Town Office. A two-thirds vote is required to change the location of a meeting. The location cannot be outside of the Town of Coronation limits.
- 17.2 The Mayor may direct that a Special Meeting of Council may be held within the Town Office. Council may, at a Regular Meeting of Council, direct that the date, time or location of a subsequent meeting be other than as provided above, provided notice is given in writing at least 24 hours prior to all Councillors and the public.
- 17.3 Regular meetings of Council shall be held on the second & fourth Monday of each month.
- 17.4 Every regular meeting of Council shall commence at 7:00 pm, and adjourn not later than 10:00 pm, unless Council passes a motion to extend the meeting past 10:00 pm by a two-thirds vote.

18.0 Combined Meetings

- 18.1 In a Combined Meeting, the Regular Public Hearing portion shall commence immediately following "Adoption of Agenda".

19.0 Public Meetings

- 19.1 Except as provided in section 20, all meetings shall be held in public.

20.0 In Camera Meetings

- 20.1 No item shall be considered In Camera unless one of the exceptions to disclosure in Division 2 Part 1 of the Freedom of Information and Protection of Privacy Act applies.
- 20.2 A Meeting held In Camera subject to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act may exclude the Administration, but not Councillors or the CAO except for improper conduct.
- 20.3 No bylaw or resolution shall be passed at an In Camera Meeting, except a resolution to revert to meeting in public or to recess.
- 20.4 In accordance with the Municipal Government Act, the Subdivision and Development Appeal Board may deliberate and make their decisions In Camera.

21.0 Committee of the Whole

- 21.1 There shall be a committee of the whole comprising all councillors.
- 21.2 Council, by majority vote, may schedule a committee of the whole meeting or may resolve itself into committee of the whole.
- 21.3 In addition to the restrictions contained in section 203(2) of the *Act*, the committee of the whole shall not hold public hearings.
- 21.4 Subject to the *Act*, any councillor may move that council move into committee of the whole to consider any matter either at the current council meeting or at another date. Instructions to the committee of the whole may be included in this motion.
- 21.5 Committee of the whole may move in camera in accordance with the *Act* and the *Freedom of Information and Protection of Privacy Act*.
- 21.6 No bylaw, resolution, or motion shall be passed when committee of the whole is sitting in camera in accordance with the *Freedom of Information and Protection of Privacy Act* except motions to return to the public forum.

22.0 Providing Notice of Meetings

- 22.1 Members and Public must receive notice of all meetings.
- 22.2 Notice of Regular Meetings of Council and Committee of the Whole is deemed to be given by publication of a calendar of meetings in the Town Office.
- 22.3 For all meetings requiring notice, the CAO shall ensure the notice is:
 - 22.3.1 issued a minimum 24 hours prior to the meeting date;
 - 22.3.2 posted in the Town Office & specifies the time, date and location;
 - 22.3.3 delivered, faxed or emailed to each member.
- 22.4 If a matter is not specified in the notice of a special meeting, it may not be dealt with, unless all members are present and a motion is passed by a majority to deal with the matter.

23.0 Cancellation of Meetings

- 23.1 A Regular Meeting may be cancelled:
 - 23.1.1 by a majority of Members at a previously held Meeting; or
 - 23.1.2 with the written consent of a majority, provided twenty-four (24) hours notice is provided to Members and the public; or
 - 23.1.3 with the written consent of Two-Thirds (5) of the Members if twenty-four (24) hours notice is not provided to the public.
- 23.2 A Special Meeting, called by the Mayor, may be cancelled:
 - 23.2.1 by the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - 23.2.2 if less than twenty-four (24) hours notice is provided, the Mayor may cancel with the written consent of Two-Thirds (5) of the Members.
- 23.3 A Special Meeting, requested in writing by a majority of Members, may be cancelled:
 - 23.3.1 with the written consent of the requesting Members, if 24 hours notice is provided to the Members and the public; or
 - 23.3.2 if less than 24 hours notice is provided, with the written consent of Two-Thirds (5) of the Members.
- 23.4 Committee Meetings may be cancelled as per Section 23.1.1 & 23.1.2, however at least 24 hours notice of cancellation must be provided to the Members and the public.

RECORDS OF COUNCIL

24.0 Agenda

- 24.1 The proposed agenda for each council meeting shall be established by the CAO.
- 24.2 The subject of the Agenda for a Special Meeting of Council other than a strategic planning meeting is approved by the Mayor and CAO at the time of giving notice of the meeting.
- 24.3 The proposed agenda shall include:
 - 24.3.1 all recommendations for resolutions received in accordance with sections 34.1 and 34.2;
 - 24.3.2 all matters scheduled to that council meeting by prior resolution of council; and
 - 24.3.3 such other items of business as determined by the Mayor and CAO.
- 24.4 In establishing the agenda, the Mayor and CAO may establish a specific time for the introduction of and debate on any agenda item.
- 24.5 The first order of business at any council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that council may approve.
- 24.6 The order of business at a council meeting shall be the order of the items on the adopted agenda.
 - 24.6.1 The order of items for the regular agenda shall be as follows:
 1. Call to Order
 2. Acceptance of Agenda
 3. Adoption of Previous Minutes
 4. Delegations
 5. Staff Reports to Council
 6. Old Business
 7. Bylaws
 8. New Business
 9. Council Reports
 10. CAO Report
 11. Financial Reports
 12. Correspondence
 13. Confidential Items (In Camera Session)

- 24.7 Councillors shall submit a written report to Council at least once per month which:
- 24.7.1 shall update Council on recent activities of interest to the Council and the municipality
 - 24.7.2 shall report to Council on the activities of boards and committees to which the Councillor has been appointed by Council
 - 24.7.3 shall be provided in electronic format to the CAO by 4:00 p.m. on the Wednesday immediately prior to the scheduled Council meeting at which the report shall be presented.
- 24.8 Addendums to the agenda must be high priority or emergent items authorized by the CAO.
- 24.9 After adoption of the agenda, council may alter the order of the items on the agenda, by majority vote, for convenience of the meeting.
- 24.10 Deadline for submission of agenda items is 4:00 p.m. on the Wednesday immediately prior to the scheduled Council meeting in which the item will be discussed, in order to allow sufficient time for review by the CAO.
- 24.11 All agenda items will be presented with a Request for Council Decision and shall include a recommendation for action, and shall also include any relevant supporting documentation as an attachment.
- 24.12 Should there be several priority items that are not addressed prior to the adjournment of the regular meeting, a Special Meeting of Council may be called by the Mayor or the meeting may be reconvened.
- 24.13 When a person wishes to have a letter or other communication considered by Council or a Committee, it shall be addressed to the council, and shall:
- 24.13.1 Clearly set out the matter at issue and the request; and
 - a. For written correspondence; must be printed, typewritten or legibly written, be signed with the name of the writer and contain the mailing address of the writer; or
 - b. For electronic communication; must contain the name of the writer and both the mailing and electronic address of the writer. |
 - 24.13.2 A communication received by the CAO which does not meet the conditions in subsection (1) or is abusive in nature may be filed by the CAO.

24.14 On receipt of a communication, the CAO may;

24.14.1 Include it on the agenda of the next Regular meeting, in full or in summary form; or

24.14.2 Refer it to Administration for reply.

24.15 Once considered, no communication on substantively the same matter can be considered for at least 6 months.

24.16 An electronic copy of the Agenda shall be published and made available for the Council at least three days prior to the scheduled Council meeting.

24.17 An electronic copy of the Agenda shall be published and made available for the Public on the business day immediately preceding the scheduled Council meeting.

25.0 In Camera Agenda

25.1 The items on the In Camera agenda are approved by the CAO in accordance with the provisions of the Municipal Government Act

25.2 In accordance with the Municipal Government Act, Section 153 and the Freedom of Information and Protection of Privacy Act, all members are required to keep in confidence matters discussed In Camera until the item is discussed at a Meeting held in public.

26.0 Minutes

26.1 The CAO shall:

26.1.1 in the case of a recorded vote, record the names of the Members and how they have voted;

26.1.2 prepare the Minutes of every Meeting, in accordance with Section 208(1) of the *Municipal Government Act*, and distribute a copy to each Member in a subsequent Agenda for adoption at the Meeting;

26.1.3 record the name and general nature of a Pecuniary Interest or Conflict of Interest declared by a Member for out of camera discussions;

26.1.4 record the names of persons who have spoken for or against a matter considered at a Public Hearing; and

26.1.5 record the distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the Corporate Record.

- 26.2 A Member may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission.
- 26.3 Only minor changes may be made 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; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.

27.0 Confirmation of Agenda

- 27.1 The agenda shall be confirmed at the start of every meeting.
- 27.2 When a change in the order of business is desired, the members may table, bring forward or refer an item. This can be done during confirmation of the Agenda for items known to require such action. The minutes of the meeting are to reflect that change in order.
- 27.3 Urgent business should be considered for addition to the agenda at this time. However, urgent business may be added at another time in the meeting.

28.0 Confirmation of Minutes

- 28.1 The Mayor shall request a motion to confirm the minutes.
- 28.2 The minutes of a previous meeting shall not be read aloud unless directed by a unanimous vote of the members present.
- 28.3 Committees shall confirm the minutes of previous meetings.

29.0 Corporate Seal

- 29.1 The CAO or designate shall have custody of the corporate seal.
- 29.2 The corporate seal shall only be used under the direction of the CAO or designate as prima facie evidence that the Town of Coronation has assented to those documents to which the seal is affixed.
- 29.3 The corporate seal shall be affixed to the following documents:
 - 29.3.1. All bylaws of the Town of Coronation signed by the Mayor and the CAO;
 - 29.3.2. Debentures issued by the Town of Coronation and signed by the Mayor;
 - 29.3.3. Certificates of registration of debentures signed by the CAO or other designated officer;
 - 29.3.4. Contracts signed by the CAO;
 - 29.3.5. Papers certified by the CAO as being true copies of original documents held in the CAOs Office; and

29.3.6. Such other papers or documents which, in the opinion of the CAO, warrant the seal to be affixed.

30.0 General Meeting Procedures

30.1 A meeting is called to order when:

30.1.1 Sufficient members are present to form a Quorum at the time set for the start of the Meeting. The Mayor shall take the Chair and call the Meeting to order; and

30.1.2 There are sufficient members present to form a Quorum at the time set for the start of the Meeting and the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a councillor to be appointed by a resolution to chair the meeting.

30.2 When there are insufficient members present to form a Quorum at the time set for the start of the Meeting, the CAO shall record the names of the Members present and the Meeting shall be adjourned until the next Regular Meeting, unless a Special Meeting is called earlier. The agenda delivered for the meeting shall be considered at the next regular meeting prior to the consideration of the agenda for the subsequent meeting, or it shall be the agenda for a special meeting called for that purpose.

31.0 Presentations/Recognitions

31.1 All non-standard presentations and recognitions made to Council at a Regular Meeting must be approved and placed on the agenda through the CAO.

32.0 Pecuniary Interest

32.1 A member who has a pecuniary interest in a matter before Council shall:

32.1.1 Disclose the general nature of the pecuniary interest; and

32.1.2 Leave the meeting before debate and return after the vote is declared.

32.2 The member declaring a pecuniary interest is not considered part of the quorum for the item.

32.3 Pecuniary interests are to be noted in the meeting minutes stating the agenda item in which they pertain to.

32.4 Pecuniary interests for in-camera items are to be noted under "In-Camera" heading; however, the description is not required.

33.0 Unfinished Business

- 33.1 Unfinished Business remaining at the time of the adjournment due to loss of Quorum shall be considered at the next Regular Meeting or at a Special Meeting called for the purpose of the unfinished business.

MOTIONS IN MEETINGS

34.0 Motions

- 34.1 Recommendations for motions to be made at a council meeting must be given to the CAO by 4:00 p.m. on the Wednesday immediately prior to the council meeting at which the motion is to be considered.
- 34.2 A motion must be made prior to any debate or vote occurring.
- 34.3 A recommendation in a report is not a motion until a councillor moves it.
- 34.4 A recommendation in a report may be moved and seconded as the main motion with an amendment included.
- 34.5 Council shall consider only one motion at a time.
- 34.6 After a motion has been moved, it may not be withdrawn without the majority consent of council.
- 34.7 The following motions are not debatable by council:
 - 34.7.1 to raise a point of privilege;
 - 34.7.2 to call for orders of the day;
 - 34.7.3 to raise a point of order;
 - 34.7.4 to withdraw a motion;
 - 34.7.5 to recess or adjourn the meeting; or
 - 34.7.6 to challenge a ruling of the Mayor.
- 34.8 When a motion has been made and is being considered, no councillor may make any other motion except:
 - 34.8.1 to amend the motion;
 - 34.8.2 to refer the main motion to committee of the whole, the administration, a council committee or some other person or group for consideration;
 - 34.8.3 to postpone consideration of the motion; or
 - 34.8.4 to table the motion.

34.9 Motions shall have precedence in accordance with the order that they are listed in section 34.7 and then in section 34.8

34.10 If a motion fails, the same motion shall not be renewed unless:

34.10.1 a general municipal election has been held; or

34.10.2 one year has passed since the date that the motion was defeated.

34.11 Notwithstanding section 34.10, if a motion is defeated, a councillor may introduce a motion calling on council to renew the motion if:

34.11.1 a two-thirds majority of council grants leave to a councillor to introduce a motion calling on council to renew the motion; or

34.11.2 the councillor who wishes to have council renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate.

34.12 If a motion succeeds, a councillor may introduce a motion calling on council to rescind the motion or amend a motion previously adopted, provided that the councillor sets out in writing what special or exceptional circumstances warrant further debate.

34.13 In emergent situations, where previous notice to rescind or amend a motion previously adopted is not practical, a motion to rescind or amend a motion previously adopted shall require a two-thirds vote of councillors present at the council meeting at which the rescinding or amending motion is introduced.

34.14 A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.

35.0 Amendments to Motions

35.1 A councillor who moved a motion may not move an amendment to it.

35.2 Any councillor, other than the councillor who moved the main motion, may move to amend a motion.

35.3 The councillor who moved the main motion may move an amendment to the amendment.

35.4 The Mayor shall allow only:

35.4.1 one amendment to the main motion; and

35.4.2 one amendment to the amendment to be advanced and considered at a time.

35.5 Council must vote:

35.5.1 on an amendment to the amendment, if any, before voting on the amendment; and

35.5.2 on any amendment before voting on the main motion.

35.6 When an amendment is on the floor, council may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.

35.7 The Mayor shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of council.

35.8 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to council for a vote, incorporating the amendments that have been passed by council.

35.9 Notwithstanding anything in this section, a councillor who has moved a motion may restate the motion to include a proposed amendment if no other councillor objects.

36.0 Motions to Refer

36.1 Any councillor may move to refer any main motion, and any pending amendments, to a council committee or the administration for investigation and report.

36.2 A motion to refer:

36.2.1 is debatable;

36.2.2 precludes any further amendment to the main motion, until the motion to refer has been addressed by council;

36.2.3 shall include instructions indicating what the receiving body is to do and the date by which council requires a response; and

36.2.4 may be amended only as to the body to which the motion is referred and the instructions on the referral.

36.3 The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

- 36.4 Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by council prior to the referral. The resolution proposed by the referral body shall be as if introduced to council for the first time, and council shall be free to consider any amendment to it.

37.0 Splitting a Motion

- 37.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a councillor may request that the motion be split into parts so that each part may be voted upon individually.
- 37.2 A councillor who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.
- 37.3 The chief administrative officer may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by council.

38.0 Tabling Motions

- 38.1 A motion may be tabled by a majority vote of council to enable council to deal with other more pressing matters.
- 38.2 A motion to table:
- 38.2.1 includes all other motions; and
 - 38.2.2 takes precedence over any other motion connected with the motion being tabled.
- 38.3 A motion that has been tabled may be raised from the table at any time by a majority vote of council.
- 38.4 If a motion to raise a motion from the table is defeated, it may only be made again after council has addressed some other matter or business.
- 38.5 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.
- 38.6 A motion fails if it is not raised from the table within one year of being tabled.

39.0 Postponing Motions

39.1 A motion may be postponed:

39.1.1 to later in the meeting to enable council to deal with other more pressing matters; or

39.1.2 to a specified time and/or date; or

39.1.3 until the occurrence of an event; or

39.1.4 indefinitely.

39.2 A motion to postpone:

39.2.1 includes the motion being postponed and all connected amendments; and

39.2.2 takes precedence over any other motion connected with the motion being postponed.

39.3 A motion that has been postponed under section 39.1.1 or 39.1.4 may be considered at any time by a two-thirds majority vote of council.

39.4 If a motion to consider a postponed motion is defeated, it may only be made again after council has addressed some other matter or business.

39.5 When a motion that has been postponed is brought back to council, it is brought back with all motions connected with it, exactly as it was when postponed.

39.6 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

39.7 The effect of the motion to postpone a motion indefinitely is to suppress it throughout the current council term.

40.0 Notice of Motion

40.1 Prior to council adjourning a regular council meeting, councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the chief administrative officer with a written copy of the notice.

40.2 A notice of motion given at one regular council meeting will automatically appear on the agenda of the next regular council meeting.

40.3 A notice of motion cannot be made at a special council meeting.

40.4 A motion of notice is not debatable until a councillor moves the motion.

RULES FOR BYLAWS

41.0 Bylaws

- 41.1 The CAO must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that council may adopt from time to time by resolution.
- 41.2 Each proposed bylaw must include:
 - 41.2.1 the bylaw number assigned to it;
 - 41.2.2 a concise title; and
 - 41.2.3 the reading to take place.
- 41.3 If the council is not satisfied with the form of a proposed bylaw, council may refuse to consider the bylaw until it is in the proper form.
- 41.4 The bylaw number, concise title of a proposed bylaw and the reading to take place must be included on the agenda of the meeting at which the bylaw is to be introduced.
- 41.5 The CAO must make available a copy of the bylaw to each councillor before the first reading of the bylaw.
- 41.6 Every proposed bylaw must have 3 distinct and separate readings.
- 41.7 After first reading of the bylaw a councillor may move to have the bylaw read a second time.
- 41.8 Council may not give a bylaw more than two readings at a meeting unless councilors unanimously agree to consider third reading at that meeting.
- 41.9 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:
 - 41.9.1 are deemed to have received first and second reading; and
 - 41.9.2 are incorporated into the proposed bylaw.
- 41.10 The CAO may draw council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that council consider an amendment to correct the error.
- 41.11 If amendments to the proposed bylaw have been carried, a councillor may request an opportunity to review the full text of the bylaw as amended prior to third

reading and the Mayor shall provide a recess for the councillor to do so.

41.12 If any reading of a proposed bylaw fails, all previous readings are rescinded.

41.13 A bylaw is deemed to be passed when it receives third reading and it is signed by the Mayor and a designated officer.

41.14 Copies of bylaws, once approved, shall be filed in the Bylaw Library and published on the Town of Coronation Web Site.

42.0 Information Requests

42.1 A councillor wishing to make an information request of administration shall present it to council at the appropriate time on the agenda of a regular council meeting.

42.2 If the CAO is unable to answer the information request at the meeting, the CAO will forward the request to the appropriate official or body in the Town of Coronation for a response.

42.3 Unless the information request specifies that the councillor wishes the information to appear on a subsequent agenda, the information will be forwarded directly to all councillors.

42.4 If the CAO determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the *Freedom of Information and Protection of Privacy Act*, the CAO shall file a response with council stating the reasons for withholding the information.

42.5 If the CAO determines that the time and cost of compiling the information will be considerable, the CAO shall request a resolution of council to approve the request either at the same meeting or a future meeting.

42.6 If a councillor who has made an information request wishes to withdraw the request, at the appropriate time on the agenda that councillor shall so inform council.

43.0 Public Hearings

43.1 "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.

43.2 "Close" used in relation to a public hearing means to terminate the public hearing.

- 43.3 The Agenda for Public Hearings shall include those items relating to planning matters in accordance with the MGA, items in which Council has directed to the Public Hearing and items placed on the agenda by the Mayor and CAO.
- 43.4 Members addressing Council are subject to a fifteen minute time frame.
- 43.5 Individuals addressing Council shall provide their name, who they represent and provide the CAO the correct spelling of their name and presentation material to Council to be included in the Corporate Record for the Meeting.
- 43.6 The Mayor, or the CAO, shall inform council of any written submissions and the numbers in favor of and opposed to the matter.
- 43.7 Any person who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the council in person or through an agent, as per Section 230(4) of the Municipal Government Act.
- 43.8 Any councillor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.
- 43.9 Members shall not ask questions of the Administration until all of the public or representatives have been heard.
- 43.10 The public hearing must be closed before council votes on second reading of a bylaw.
- 43.11 Once the public hearing is closed, council shall not receive any additional information on a proposed bylaw or resolution without reopening the public hearing.
- 43.12 If there is more than one public hearing on the agenda, there shall be a motion to adjourn or close one public hearing before the Mayor opens another public hearing.
- 43.13 Matters that are related to the same topic may be addressed in the same public hearing.
- 43.14 The order of business for each item of a Public Hearing shall be:
- 43.14.1 Presentation from the Administration and questions of clarification;
 - 43.14.2 Public Hearing presentations by
 - o Those speaking in favor,
 - o Those speaking against, and
 - o Follow-up questions from members.

- 43.14.3 Questions of the administration from members; and
- 43.14.4 Motions.

43.15 Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.

43.16 Public meetings shall be conducted according to the procedures for public meetings adopted from time to time by council.

44.0 Adjourning the Meeting

44.1 When the Mayor is satisfied that all the business and purposes of a meeting have been addressed, the Mayor requests a motion to adjourn the meeting.

44.2 Any councillor may move to adjourn the meeting at any time.

44.3 Meetings shall adjourn at 10:00 pm. If in session at that time, Council may conclude the matter under discussion by a two-thirds vote, taken before 10:00 pm and then recess the meeting.

44.4 Meetings may continue past 10:00 pm with a motion to continue in 1 hour increments with a two-thirds vote.

44.5 The Regular meeting shall reconvene at a time scheduled during the previous Regular Meeting to complete unfinished business remaining at the time of the recess, unless otherwise directed by a two-thirds vote.

44.6 When a motion to adjourn is lost, a new motion to adjourn must be made and adopted. This motion cannot be reconsidered.

45.0 Communications

45.1 A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the Act and policies and procedures adopted by council.

46.0 Severability

46.1 If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

COMING INTO FORCE AND REPEAL

That Bylaw 2014-622 is hereby rescinded.

This bylaw shall come into effect on the date of final passing thereof.

READ a first time this 14th day of November, 2016.

READ a second time this 12th day of December, 2016.

READ a third time and finally passed this 12th day of December, 2016.

Mayor

Chief Administrative Officer