

TOWN OF SLAVE LAKE
PROCEDURES BYLAW
BYLAW #28-2016

READ A FIRST TIME THIS 18th DAY OF APRIL 2017


MAYOR


CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME THIS 18th DAY OF APRIL 2017


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A BYLAW TO DEAL WITH PROCEDURES AND THE TRANSACTION OF BUSINESS BY THE MUNICIPAL COUNCIL OF THE TOWN OF SLAVE LAKE IN THE PROVINCE OF ALBERTA. THIS BYLAW WILL RESCIND BYLAW #06-2016.

WHEREAS it is necessary to continue and to establish rules and provisions to regulate the conduct of business in Council Meetings and in Committee Meetings, to control and maintain order in Council meetings, to provide for standing and special committees, to provide for the enactment of Municipal Legislation and to provide for dealing with petitions, remonstrance's and submissions to Council;

WHEREAS the Municipal Government Act governs the conduct of Councils, Councilors, Council Committees; municipal organization and administration, public participation; and the powers of a municipality;

WHEREAS pursuant to section 145 of the Municipal Government Act R.S.A. 2000, Chapter M-26, Council; may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

NOW THEREFORE the Municipal Council of the Town of Slave Lake duly assembled enacts as follows:

Section 1: TITLE

1.0 This bylaw may be cited as "The Procedures Bylaw"

Section 2: DEFINITIONS AND INTERPRETATION

2.0 In this bylaw:

- a) "Acting Mayor" means the member selected by the Council to preside at a meeting thereof in the absence or incapacity of both the Mayor and the Deputy-Mayor.
- b) "Agenda" means the agenda for a Regular, Committee of the Whole, or Special Meeting of Council prepared pursuant to Section 7.
- c) "Bylaw" means a bylaw of the Town of Slave Lake.
- d) "Chair" means the person who presides at a meeting, and when in attendance at a Council or Committee of the Whole Meeting, shall mean the Mayor;
- e) "Chief Administrative Officer" means a person appointed by council under the provisions of the Municipal Government Act.
- f) "Committee of the Whole" is a committee consisting of all Members of Council whose main function shall be to review issues, matters and recommendations, which require more extensive briefing and/or informal discussion in order to develop a better understanding of the issues prior to decision. Committee of the Whole meetings shall be regular or special meetings whereby Council may make decisions.

- g) "Council" means the Mayor and Members of the Town for the time being elected pursuant to the provisions of the Municipal Government Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.
- h) "Deputy-Mayor" means the Member who is appointed by Council pursuant to the provisions of Section 16 to act as Mayor in the absence or incapacity of the Mayor;
- i) "In Camera" means all, or 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, as provided for under Section 197 of the Municipal Government Act.
- j) "Intermunicipal Committee" is a committee consisting of representatives from the Town Council and other Municipalities and/or Municipal Districts whose function shall be to review issues, matters and recommendations which relate to two or more Municipalities or Municipal Districts.
- k) "Member" means a member of Council, duly elected and continuing to hold office;
- l) "Mayor" means the Chief Elected Official of the Town within the meaning of the Municipal Government Act.
- m) "New Business" means business dealing with a matter which has not been introduced to Council at the same or previous meeting and of which no notice has been given of the intention to present it;
- n) "Person" shall refer to any Council or Committee Member, any member of the Town of Slave Lake Administration, and delegations addressing Council or any committee, any member of the press and media, and any member of the public present at a meeting;
- o) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- p) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;
- q) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following:
 1. the organization or existence of Council,
 2. the comfort of Members,
 3. the conduct of Administration or members of the public in attendance at the meeting, and
 4. the reputation of Members or Council as a whole;
- r) "Point of Procedure" means a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
 1. make an appropriate motion,
 2. raise a Point of Order,
 3. understand the procedure, or
 4. understand the effect of a motion;

- s) "Quorum" means the majority:
 1. of the valid, subsisting Members of Council as set out as the relevant provisions of the Municipal Government Act.
 2. in the case of the Committee, Board, Commission or other organized and recognized group, unless the bylaw or resolution establishing such a body specifies a different quorum, the majority of the members thereof;
- t) "Question of Privilege" means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- u) "Sine Die" means to postpone indefinitely;
- v) "Special Resolution" means a resolution passed by two-thirds majority of all Councilors or two-thirds of all members of a Committee;
- w) "Special Committee" means a committee established by Council to undertake a specific or unique task on behalf of Council;
- x) "Town" means the Corporation or the Town of Slave Lake;
- y) "Unfinished Business" means business which has been raised at the same or a previous meeting and which has not been completed.
- z) "Vice Chair" means the person who is appointed to preside in the absence of or incapacity of the chair, and when in attendance at a Council or Committee of the Whole meeting, shall mean the Deputy-Mayor.

Section 3: APPLICATION OF BYLAW

3.1 This bylaw applies to:

1. all Council Meetings, and
2. all Committee Meetings, except for:
 - a) when Council has granted permission the Committee to establish its own procedures within the parameters of this Bylaw and the Municipal Government Act, and
 - b) there shall be no limit to the number of times a member may speak to a question.

3.2 Council procedure is governed by:

1. the Municipal Government Act
2. all other applicable provincial legislation; and
3. this Bylaw

3.3 When any matter relating to proceedings in Council or in Committee of the Whole thereof arises which is not covered by a provision of this bylaw; the matter shall be decided by a reference to the Municipal Government Act.

3.4 From the date of passing of this bylaw the following rules and regulations only shall be observed for the order and dispatch of business in Council and all Committees thereof and all rules and regulations existing and inconsistent with this bylaw are hereby rescinded.

3.5 This bylaw shall not be rescinded, amended, or suspended, except so far as the terms hereof permit, unless it is rescinded, amended, or suspended:

1. by a bylaw unanimously passed at a Regular or Special Meeting of Council at which all members thereof are present, or
2. by a bylaw passed at a Regular Meeting of Council, pursuant to a notice in writing given and openly announced at the next proceeding meeting of Council and setting out the terms or the substantial effect of the proposed bylaw.

3.6 In case the seat of any Councilor becomes vacant by reason of death, resignation, or otherwise, the member elected to fill his/her place shall occupy his/her seat in the Council Chamber.

Section 4: ORGANIZATIONAL MEETING OF COUNCIL

4.1

1. The Chief Administrative Officer shall fix the time and place for the first meeting of Council following the general election pursuant to the Municipal Government Act and the Local Authorities Elections Act.

2. Unless Council shall:

- a) by a two-thirds vote taken at a previous Regular meeting, or
- b) by a unanimous vote taken at a previous Special Meeting

determine that a subsequent meeting of Council shall be held at a different place, all meetings of Council subsequent to the first meeting following the general election shall be held in the Town Office.

2. If it is decided to hold any meeting of Council at any place other than the Town Office, the Chief Administrative Officer shall affix a notice of such change of location to the agenda for the meeting to be held elsewhere than the Council Chambers when the same is delivered to the members of Council pursuant to Section 7.

4.2

1. Unless it is the first meeting since the last election, the Mayor shall take the Chair and call the meeting to order.
2. If it is the first meeting since the last election, the Chief Administrative Officer shall call the meeting to order and shall preside over the meeting until oath prescribed by Oath of Office Act has been administered to the Mayor.

3. Seating of Councilors shall be determined by lot for four year terms at the Organizational Meeting

of Council immediately following each general Municipal Election.

4.3

1. The Mayor, if he/she has been elected at the last election immediately preceding the Organizational Meeting shall take the official oath prescribed in the Oath of Office Act.
2. After the Mayor has taken the oath, he/she shall preside over the meeting and the Councilors shall take the Official Oath of Office.
3. After the official oaths have been taken as required by Subsections (1.) and (2) the Members who have been added to Council by the last general election shall be introduced by the Chief Administrative Officer.

4.4

1. Subject to a nomination process which permits members to nominate from amongst themselves candidates for Chair of a Committee and the membership, voting shall be by special ballot.
2. The nomination process shall:
 - a) be conducted by the Chief Administrative Officer
 - b) be conducted in a fair and impartial mannerThe Mayor shall present the results to Council for approval
3. The Mayor shall be ex-officio voting Member of Council Committees
4. The Chief Administrative Officer shall be an ex-officio Member of all Council Committees but shall not have a vote.
5. Council shall make appointments at its Organizational Meeting and shall proceed to consider the appointment of Public at Large Members for various Boards, Committees and other bodies which are within its jurisdiction to appoint.

4.5 An Organizational Meeting shall be held annually as required by the Municipal Government Act.

Section 5: PLACES, DATES AND TIMES OF MEETINGS

5.1

1. Subject to Section 4.1 subsection (1) and (2) of this bylaw, Council Meetings shall be held at the town Office:

- a) Regular meetings of Council shall be in the Council Chambers on the First and Third Tuesday of every month for all business of Council
 - b) a Committee of the Whole Meeting shall be held on the second Tuesday of every month and, at the Chair's discretion, may be in the Council Chambers or other meeting room at the Town Office.
 - c) Special meetings of Council shall be held at any time with appropriate notice, as per the Municipal Government Act, at the Chair's discretion, in the Council Chambers or other meeting room at the Town Office.
2. Notwithstanding anything contained in subsection (1), and (3), Council may by a majority vote of the Members present at any Regular Meeting of Council direct that:
 - a) the next Council Meeting will be held on a day other than Tuesday on which it would fall due, and
 - b) any meeting of Council may commence at any time other than that set for such meeting in this Section.
 3. Unless otherwise determined pursuant to the provisions of Subsections (2) and (4), Council Meetings held for the purpose of Subsection (1) shall commence at 7:00 o'clock in the evening and shall continue not later than 10:00 o'clock in the evening, of the same day.
 4. Notwithstanding the provisions of Subsection (3) Council may upon an affirmative vote of a majority of the Members present and voting, which vote subject to the provisions of Subsection (6), must be taken not later than 10:00 o'clock in the evening, to extend the meeting beyond 10:00 o'clock in the evening.
 5. Unless there has been a motion passed by the required majority within the prescribed time extending the Council Meeting beyond 10:00 o'clock in the evening, all matters of business which appear on the Council's agenda for a meeting and which have not been dealt with by that time shall be deemed to be tabled until the next Regular Meeting of Council.
 6. Notwithstanding the other provisions of this Section, if no motion is passed before 10:00 o'clock in the evening by the required majority for extension of the meeting and if a Member has risen and is addressing Council at 10:00 o'clock in the evening the Mayor or other Chair shall, as soon as the Member resumes his/her seat, call the attention of Council to the time, and if Council thereupon considers and votes on a motion to extend the meeting, such motion shall be deemed validly put and passed or defeated as the case may be, notwithstanding that it is later than 10:00 o'clock in the evening.
 7. If it appears to the Mayor or other Chair that any matters included in the agenda for a Council Meeting which were not disposed of by the Meeting prior to the adjournment thereof are of an urgent nature which requires action before the next Regular Meeting, he/she shall call pursuant to the provisions of Section 194 of the Municipal Government Act a Special Meeting of Council to deal with such matters.

5.2

When a Regular or Special Meeting of Council is adjourned, in order to terminate the debate on a certain subject, or because the business on the agenda has been completed, it shall be deemed to be the end of that meeting and a subsequent meeting shall be considered to be a new meeting.

5.3

1. Subject to the provisions of Subsection (2) of Section 5.1, Council may, by two-thirds majority of the Members present at any Regular or Special Meeting, decide to hold a Special Meeting at any time and place it deems fit.
2. Except in the case of a Special Meeting determined at another Special Meeting or at a Regular Meeting of Council, and subject to the provisions of Subsection (3) of Section 5.1, the Chief Administrative Officer shall mail, email to, or deliver to each Member, so that he/she receives it at least 24 hours before the time of the Special Meeting, a notice of that Special Meeting indicating the time and location at which such meeting will be held and indicating the business or matter which shall be discussed thereat.
3. The Mayor on his/her own initiative may summon a Special Meeting at such time and location as he/she deems fit by a notice in writing given at least 24 hours prior to the meeting and indicating in general terms the business or matter to be transacted thereat. He/she may mail, email to, or deliver to each Member, so that he/she receives it at least 24 hours before the time of the Special Meeting.
4. When requested by a majority of Council in writing, the Mayor shall summon a Special Meeting at such time and location as the request of Council shall indicate and shall notify all Members of Council at least 24 hours prior to the meeting, he/she may mail, email to, or deliver to each Member, so that he/she receives it at least 24 hours before the time of the Special Meeting, notice shall indicate:
 - a) that the Meeting has been called at the request of Members, and
 - b) the business to be transacted thereat.
5. Notwithstanding the provisions of Subsection (1) and (2), the Mayor may call a Special Meeting of Council upon shorter notice, either verbal or written, as he/she deems sufficient if at least two-thirds of the Members of Council give their consent in writing to such notice before the commencement of the meeting.
- 6.

Section 6: DEPUTY-MAYOR AND ACTING MAYOR

6.1

1. The Mayor and Council shall nominate and elect, at its first Organizational Meeting following election, from its Members a Deputy-Mayor for eight month terms, or such longer periods as the Council may determine.
2. Council may at any time appoint one of its Members to be an Acting Mayor in the absence or inability of the Mayor and Deputy-Mayor to act. If a regular system of rotation of Members to

be Deputy-Mayor is established, the Member who would be Deputy-Mayor shall be deemed to be the Acting Mayor.

Section 7: AGENDA FOR COUNCIL MEETINGS

7.1

All items of business from a Member of Council and/or Administration for the agenda of a Council Meeting must be presented to the Chief Administrative Officer and/or the Mayor by 4:30 pm on the Wednesday proceeding the meeting, for the Chief Administrative Officer and/or the Mayor to have the item placed on the agenda.

7.2

The Chief Administrative Officer, after consulting with the Mayor shall prepare an agenda containing:

1. agenda items from adjourned meeting where a previous meeting has been adjourned for lack of quorum and no Special Meeting has been called to deal with the business of the adjourned meeting, and these items must be dealt with before any items on the current agenda.
2. items of business to be conducted at the meeting as contained in staff or committee reports.
3. bylaws to be considered at the meeting and indicate the readings to be given to them.
4. minutes of any previous meetings, for Council to accept as presented or amend.
5. notices of motions to be presented at the meeting, and
6. any other matter or thing that Council may from time to time direct

7.3

For Regular Meetings of Council the Chief Administrative Officer shall compile an agenda for use by the Members of Council, listing the following Order of Business:

1. Adoption of Agenda
2. Additions or Deletions to agenda
3. Public Hearings (if required)
4. Delegations
5. Adoption of Minutes from previous Meetings of Council
6. Business Arising from Minutes
7. CAO Update
8. Question Period
9. Old Business (if required)
10. New Business / Reports
11. Correspondence (if required)
12. Mayors Corner
13. In Camera (if required)
14. Adjournment

7.4

Notwithstanding section 7.2 and 7.3 "Committee of the Whole" agendas shall only contain items of business to be discussed and Committee Reports.

7.5

The Order of Business for Committee of the Whole Meetings shall be as follows:

1. Adoption of Agenda
2. Additions or Deletions to agenda
3. Delegations
4. CAO Update
5. Question Period
6. Old Business (if required)
7. New Business / Reports (if required)
8. Committee Meeting Minutes and Updates
9. Correspondence (if required)
10. Mayors Corner
11. In Camera (if required)
12. Adjournment

7.6

1. The Chief Administrative Officer shall cause the agenda to be copied and to be provided no later than 4:30 pm on Friday immediately preceding the Council Meeting. Agendas will be distributed to Council via email. They will be posted on the Town website for the public. Council and/or residents may also pick up hard copies of the agenda from the Town Office after 4:30 pm on the Friday preceding a Council Meeting.
2. All material for inclusion in the agenda shall be in the hands of the Chief Administrative Officer not later than 4:30 pm on the Wednesday immediately preceding the Tuesday on which the Council Meeting is held for which the agenda is prepared.
3. Material which has not yet been included in the agenda when it is issued shall be considered a late addition at the meeting for which the agenda is prepared, unless Council otherwise directs through an adoption of the agenda.

Section 8: COMMENCEMENT OF COUNCIL MEETING

8.1

1. If there are not sufficient Members assembled at any meeting to constitute a quorum within half an hour from the time of commencement of the meeting, the Chief Administrative Officer shall record the names of all the Members present at that time and unless a Special Meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next Regular Meeting.
2. When Council is unable to meet for want of quorum, or due to a loss of quorum as a result of a Member leaving the meeting, the agenda delivered for the proposed meeting shall be

considered at the next Regular Meeting prior to consideration of the agenda for the subsequent meeting or at a Special Meeting called for that purpose.

8.2

1. If there are sufficient Members present to constitute a quorum at the time set for the commencement of the meeting or as soon thereafter a quorum is present the Mayor or in the absence of the Mayor the Deputy-Mayor, or in the absence of both of them, the Acting Mayor shall take the Chair call the Members to order, and preside over the meeting.

2. If there is a quorum present at the time the meeting should be called to order and the Mayor, Deputy-Mayor are both absent, the Chief Administrative Officer shall call the meeting to order and shall call for an Acting Mayor to be chosen by resolution of the Members present at the meeting.

Section 9: POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

9.1

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

9.2

When a Point of Information is raised, the Mayor shall answer the question or direct the question to the appropriate Member or Staff.

9.3

When the Mayor 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 Mayor shall state the rule or authority applicable in the case.

9.4

1. When a Member desires to address the Council on a Question of Privilege he/she shall be permitted to raise such Point of Privilege and when he/she does so shall explain succinctly in what way personal Privilege of the Member or Privilege of Council are affected.

2. After the Member has stated the Point of Privilege the Mayor or Chair of the meeting shall rule whether or not the matter raised is deemed to be a Point of Privilege.

3. A matter which has been ruled to be a Point of Privilege shall take precedence over all other matters before Council.

4. Where the Mayor or Chair has ruled that a matter raised is a Point of Privilege the Member raising the same may speak on it, but there shall be no debate on the matter unless a motion thereon is put to Council.

5. If the Question of Privilege concerns a situation, circumstance or event which arose between meetings of Council, the member bringing the matter before Council do so immediately after the adoption of minutes of the previous meeting.

9.5

When the Mayor 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.

9.6

The decision of the Mayor shall be final unless a challenge is made pursuant to Section 10 of this bylaw.

Section 10: CHALLENGE TO THE RULING OF THE MAYOR

10.1

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 immediately without debate.

10.2

The Mayor shall be governed by the vote of the majority of the Members present, and the names of the voting members voting shall be recorded in the Minutes.

10.3

If the Mayor refuses to put the question "That the decision of the Mayor be overruled" Council shall request the Deputy-Mayor to proceed, in accordance with Section 10.1.

10.4

Any resolution carried under the circumstances mentioned in Section 10.3 of this bylaw, is effectual and binding as if carried under the chairmanship of the Mayor.

Section 11: CONTROL AND CONDUCT OF COUNCIL MEETINGS

11.1

1. Subject to being overruled by a majority vote of Members of Council which shall be taken without debate, the Mayor or Chair;
 - a) Shall maintain order and preserve decorum of the meeting,

- b) Shall decide Points of Order without debate or comment other than to state the rule governing,
 - c) Shall determine which Member has a right to speak,
 - d) Shall ascertain that all Members who wish to speak on a motion have spoken thereon and that all Members are ready to vote by asking the question "Are you ready for the question"? and/or "Call the question to vote?" and shall thereafter require the vote?
 - e) Shall rule when a motion is out of order, and
 - f) May call a Member to Order.
2. In the event that a Member refused to come to order as require by Subsection (1) hereof when called to order the Mayor shall request the Deputy-Mayor, or if the Deputy-Mayor is the unruly Member, another Member of Council to move a resolution to remove the unruly Member for the remainder of the meeting.
 3. If a majority of Council votes in favour of the resolution the Mayor shall direct the unruly Member to leave the Council Chambers and if the Member refuses to leave, direct that he/she be removed by any Police authority / or Peace Officer.
 4. If after Council has directed an unruly Member to leave the Council Chambers, the Member so directed makes an apology and explanation adequate and satisfactory to the Council, it may be by a majority vote of the remaining Members present allow the offending Member(s) to remain in his/her place if he/she has not left it, or to retake it if he/she has.

11.2

1. When a Member is addressing the Chair every other Member shall remain quiet, shall not interrupt the speaker except on a Point of Order, shall not carry on a private conversation and shall not cross between the speaker and the Chair.
2. When a Member is addressing Council he/she,
 - a) Shall not speak disrespectfully of Her Majesty the Queen, her official representatives, or her government,
 - b) Shall not use offensive words referring to any Member of Council, or to any Official or any employee of the Town,
 - c) Shall not reflect on any vote of Council except when moving to rescind it and when so doing shall not reflect on the motives of the Members who voted for the motion,
 - d) Shall not shout or immoderately raise his/her voice or use profane, vulgar or offensive language.

11.3

1. When the Mayor calls a Member to order the Member shall resume his/her seat, but may afterwards explain his/her position in making the remark for which he/she was called to order.
2. Where a Member wishes to leave the Council Chambers while a meeting of Council is in progress he/she shall obtain the Mayors silent acknowledgement before leaving his/her place.

3. No Member shall leave the Council Chambers after a question is put to a vote until the vote is taken.

11.4

1. Unless he/she first obtains permission from the Mayor, a person who is not a Member of Council shall not enter the Council seating area of the Council Chambers, during a sitting of the Council.

2. Members of the Public who constitute the audience in the Council Chambers during a Council Meeting may not address Council without permission of the Mayor, members of the public should complete the required documentation and be placed on the agenda as a Delegation if they wish to address Council in a Regular Council Meeting, members of the public shall maintain order and quiet and shall not interrupt any speech or action of the Members of Council.

3. The Mayor may direct that a Police officer/Peace Officer remove any person in the audience who creates any disturbance during a meeting.

Section 12: PROCEEDING AT MEETINGS

12.1

1. Subject to the other provisions of this section the order of business for a meeting shall be contained in the Agenda for the meeting.
2. The regular order of business for a Regular Meeting of Council shall be listed in Section 7.3
3. Additions and Deletions to the agenda may be made by a majority vote of Council under "Adoption of the Agenda" agenda item only.
4. If an alteration of the order of business is desired for the convenience of the meeting, Council may by a two-thirds vote make any such alteration of the order of business but shall not in so doing delete any portion of the business which is set out in the Agenda.
5. Notwithstanding the order of business set out in Subsection (2) hereof, where the same subject matter appears in more than one place in the same agenda, unless Council by resolution otherwise determines, Council shall deal with all items on the agenda related to said subject matter on the agenda. The Chief Administrative Officer in putting together copies of the Agenda may insert immediately following the first appearance of an item a copy of any document dealing with the same subject matter although the said item may appear in any subsequent portion of the agenda. The Chief Administrative Officer, in preparing the minutes of the Council Meeting shall note in the proper place, as provided in Subsection (2) hereof, that the item listed as having been dealt with under the previous order of business, was dealt with in accordance with Subsection (4).

12.2

1. Unless requested by a majority of the members the Minutes of previous meetings shall not be read aloud.
2. The Mayor shall present the Minutes to Council with a request for a motion adopting them.

3. If there are any corrections or if a majority of the Members of Council deem any correction or corrections to be necessary for the accuracy of the minutes, it or they shall be incorporated therein.
4. The Chief Administrative Officer shall cause the Minutes of each Council Meeting to be prepared, copied, and distributed to the Members of Council as part of the agenda for the next Regular Meeting unless such meeting is a "Committee of the Whole". Minutes shall include the following:
 - a) all decisions and other proceedings;
 - b) the names of Councilors present at and absent from the meeting;
 - c) any abstentions from voting made under the Municipal Government Act by any Councilor and the reason for the abstention; and
 - d) the Signature of the Mayor and the Chief Administrative Officer (upon adoption of the Minutes)

12.3

1. "In Camera" sessions may be held if approved by a majority vote of Council present at a meeting. Items to be discussed are limited to those referenced in Section 197 (1) of the Municipal Government Act.
2. No motions may be made while in camera except for a motion to come out of "In Camera"
3. No records will be kept during "In Camera" and any documentation will be returned to the meeting secretary for appropriate disposal.

Section 13: COMMUNICATIONS AND PETITIONS

13.1

1. Where a person wishes to bring a matter to Council or to have any matter considered by Council he/she shall address a letter or other Communication to the Council which letter or other Communication shall:
 - a) Be typewritten or legibly written by hand,
 - b) Be signed using the correct legal name of the writer,
 - c) Contain the full mailing address of the writer,
 - d) Indicate if the writer wishes to address Council on the matter or to answer questions in relation to the Communication.

A person wishing to address Council at a Council Meeting will be required to complete a Delegation Request Form to be placed on the Order of Business for a Council Meeting Agenda.

2. A group of persons who wish to present to Council a petition on any matter within its jurisdiction shall cause the petition to be prepared which shall, in addition to the requirements set out in the Municipal Government Act:
 - a) be printed, typewritten, or legibly handwritten,
 - b) clearly set out the matter at issue and request made of Council in respect thereof,
 - c) indicate in the petition if a representative wishes to address Council on the subject matter of the petition,

- d) if a representative wishes to address Council at a Meeting a Delegation Request Form must be completed in addition to the petition, in order to be added to order of business on a meeting agenda
- e) be signed by the proper authorities as required by the Municipal Government Act and Local Authorities Election Act,
- f) set out the street address of each petitioner, or the legal description of the land on which the petitioner lives.

3.

Where a matter has been presented to Council by a person or group pursuant to Subsections (1) or (2) of this Section and has been dealt with by Council in any final manner and a person or group directs a letter or communication to Council on the same or substantially the same matter again within the six months after the time Council so dealt with the matter, Council, subject to Subsection (4), shall not hear, discuss or consider the matter again until six months has elapsed after the time when Council previously disposed of the matter.

4.

Notwithstanding Subsection (3), Council by a two-thirds vote of Council may again consider the matter at an earlier time than the time set by Subsection (3).

13.2

Where pursuant to the provisions of Section 13.1 (1)a communication intended for Council is received, the Chief Administrative Officer shall, place it on the agenda of the next Regular Meeting of Town Council once he/she is assured that there is sufficient information contained therein to allow Council to render a decision.

Section 14: PERSONS WISHING TO ADDRESS COUNCIL / DELEGATIONS

14.1

If a citizen, group or citizens, or Town Committee member wishes to address Council on any matter, he/she or they shall be provided this opportunity provided that they either:

1. Advise the Chief Administrative Officer prior to the deadline for submission of the agenda items and the Chief Administrative Officer shall clearly indicate the "delegate" on the Council agenda in connection with when that agenda item arises, or
2. A completed "Delegation Request Form" will be required and is a public document which will become a part of the agenda package.
3. Advise the Mayor of their intention to speak when Delegates are called for at the beginning of the meeting.
4. Where a citizen, group of citizens or Town Committees may address Council on any matter, they will do so prior to the Town Council debating the matter, and they shall not participate in the subsequent debate of the matter unless the Mayor, at the request of any Member, allows further involvement of the citizen, group of citizens or Town Committee members.
5. Number and priority of delegations may be determined by the Mayor for each Council meeting.

14.2

Unless:

1. an applicable statute or other overriding law in force in the Province of Alberta requires a time longer than ten minutes be allowed, or
2. the time is extended by a majority vote of Council,
No person shall address Council for more than ten minutes, excluding the time required to answer questions put to him/her by the Council.

14.3

1. If a person is unable to attend Council, a Public Meeting, or Public Hearing in person, that person may authorize an individual to speak on his/her behalf.
2. The authorization must be in writing, name the individual authorized to speak, the proposed resolution or bylaw to be spoken to, and must be signed by the person giving the authorization.
3. The authorized speaker must state the name of the person the speaker represents and must present the written authorization to the Chief Administrative Officer.
4. Where an authorized speaker represents more than one person, the speaker will only be allowed to address Council for ten minutes, unless the time is extended under Section 14.2

Section 15: PUBLIC HEARINGS

15.1

1. Public Hearings will be held, whenever possible, during evening Meetings of Council to accommodate the Public.
2. The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
3. The Chief Administrative Officer or Administration representative shall introduce the proposed bylaw or resolution and shall briefly state the intended purpose.
4. The Chair shall request those who wish to speak make presentation identify themselves, and the Chair shall open the floor to presentations from the Public.
5. A person who does not identify themselves will not be given the opportunity to address Council.
6. Presentation may be made verbally, in writing or both. Written submissions shall be collected by the Chief Administrative Officer and retained for information purposes. Verbal presentations shall be limited as set out in Section 14.2.
7. After a presentation any Member may ask the person relevant questions. After all presentations from the Public have been completed, any Member may ask Administration relevant questions.
8. Following the Public presentation and Member questions the Chair shall close the Public Hearing.

15.2

If no person of the Public identifies themselves to address Council, Council may hear an introduction of the matter from the Chief Administrative Officer or Administration representative, ask relevant questions, and then the Chair may close the Public Hearing.

15.3

1. A Member who was absent for all of a Public Hearing on a proposed bylaw or resolution must abstain from voting.
2. A Member who was absent for part of a statutory hearing may abstain from voting.
3. If a Member abstains from voting, the abstention must be recorded in the Minutes.

15.4

When Council has received a sufficient petition for a Public Meeting; Council may adopt specific rules of procedure for that public meeting, having regard to the number of issues raised and the nature of the issues raised.

Section 16: MOTIONS IN COUNCIL

14.1

A motion that has been moved shall not be required to be seconded, but the motion must be stated by the Chair prior to debate.

16.2

1. Unless he/she has given notice at a previous Regular Meeting of Council a Member shall not make a motion introducing a new matter for consideration of Council.
2. Subsection (1) shall not be construed as preventing a motion on any subject matter discussed or dealt with pursuant to an item appearing on an agenda for the meetings at which it is discussed or preventing a motion on a question of privilege.
3. Notwithstanding subsection (1) Council may, by two-thirds vote, waive the requirement for notice contained in this section.

16.3

1. A notice of motion and the substance thereof shall be presented at one Regular Meeting of Council and shall be placed on the Agenda for the next Regular Meeting.
2. If the motion is one for which no notice is required or if Council has waived the requirement for notice pursuant to Section 16.2 (3), either the Member by making the motion or the Chief Administrative Officer shall reduce the motion to writing before it is considered by Council.

16.4

1. Except as elsewhere specifically provided by this bylaw, the following motions are debatable by Council:
 - a) a motion arising out of any matter or thing included in the Agenda for the Council Meeting at which it is being debated;
 - b) a motion concerning any question, matter, subject or thing tabled "Sine Die" from a previous meeting of Council or table for a meeting at which it is discussed;
 - c) a motion of concurrence in, rejection of, or further consideration of a report to Council or a motion arising out of any report dealt with in a report to Council;
 - d) a motion for the second reading of a bylaw;
 - e) a motion for the third reading of a bylaw;
 - f) a motion for appointment of a committee or dismissal of a committee;
 - g) a motion for Council to go "In Camera"
 - h) a motion for amendment to any bylaw properly before Council or any arising directly out of a bylaw properly before Council,
 - i) such other motion made upon routine proceedings as may be required for the observance of the properties of the Council, the maintenance of its authority, the appointment or conduct of its officers, the management of its business, the arrangement of its proceedings, the correctness of its records, the fixing of its sittings or the days and times of its sittings or the time of the meeting or adjournment.
2. When a motion has been made and is being considered by Council no Member may make any other motion except:
 - a) a motion to refer the main question to some other person or group for consideration,
 - b) a motion to amend the main question or an amendment to it;
 - c) a motion to table the main question;
 - d) a motion to postpone the main question or an amendment to it;
 - e) a motion to adjourn the meeting.

16.5

1. A Member moving a motion to table any matter whether the matter is contained in a petition, enquiry, motion or other matter before Council shall include in the tabling motion,
 - a) the time at the present meeting or the date of a future Regular Meeting to which the motion is to be tabled, or
 - b) a provision that the matter is to be tabled "Sine Die"
3. A motion to table a matter shall not be debated except as to the time when Council will again consider the motion.
4. A matter which has been tabled "Sine Die" or to a particular date shall not be again considered by Council before that date set except on a vote of majority of the Members of Council present and voting on it.

16.6

1. When there is a committee appointed for the purpose, a Town department normally dealing with subject matter of a motion or a Town Official who would normally deal with such matters, Council may refer the question before it to the Chief Administrative Officer who shall have the appropriate department or official deal with the matter.
2. A motion to refer a matter shall be put forward without amendment or debate.
3. A Member of Council who is moving a reference motion shall be required to include in the motion;
 - a) the terms on which the motion is being referred,
 - b) the time when the reference is returnable, and
 - c) whatever explanation is necessary as to the purpose of the motion.
4. Notwithstanding Subsection (2) when pursuant to the provisions of Subsection (1) a motion to refer a matter is made, a Member may ask the Mayor or Chair at Council Meeting a question relative to any of those matters which, as provided in Subsection (3). May be included in a reference motion.

16.7

After a motion has been made notwithstanding Section 16.4 or anything elsewhere contained in this bylaw a Member may with the consent of Council,

- a) On his/her own initiative while he/she is speaking on the same, or
 - b) When requested by another Member speaking on the same motion,
- change the wording of the motion or agree to a change proposed by another Member if the alteration does not change the intention of the motion.

Section 17: MOTIONS CONTAINING DISTINCT PROPOSITIONS

17.1

1. A motion containing several distinct propositions is not out of order for that reason alone.
2. Where a motion contains two or more propositions:
 - a) if a majority of Council so requires, or
 - b) If the Mayor or Chair so orders,Council shall vote on each proposition separately.

Section 18: AMENDMENTS

18.1

Notwithstanding anything elsewhere herein contained no amendment shall be made to:

1. A motion to refer a question to some other person or body for consideration, or
2. A motion is to table a question, or
3. A motion is to postpone discussion on a matter to stand a stated time, or
4. A motion to adjourn a meeting, or
5. A motion for first reading of a bylaw

18.2

1. While a motion is under discussion by Council, a Member may not move:
 - a) an amendment which does not relate to the subject matter of the principal motion,
 - b) an amendment directly contrary to the principle motion.
3. When an amendment has been moved to a motion that is under discussion, an amendment to the amendment may be moved, then no further amendments may be moved to the amendment or to the principle question until after the amendment to the amendment is voted upon.
4. A Member who moved a motion may not move an amendment to it.

18.3

1. The Mayor or Chair shall not put the principal motion under debate until all amendments to it have been put and voted on.
2. The Mayor or Chair shall put amendments in the reverse order to which they have been moved.
3. When all amendments are voted upon the Mayor or Chair shall put the principal motion incorporating therein any amendments already adopted.
4. Notwithstanding the provisions of Subsection (2) when the blanks of time and amounts are being filled in a motion the amendments containing the longest time and the largest amounts shall be put first and the smaller amounts and smaller times shall be put in decreasing order until one is passed.

Section 19: MOTION OUT OF ORDER

19.1

1. When a motion is out of order the Mayor or Chair shall so advise the Council and shall cite the rule or authority applicable thereto.
2. Any Member of Council may raise the question of whether or not a motion is in order.

Section 20: DEBATE ON A MOTION

20.1

1. Except as otherwise provided in this section no Member may speak more than twice on any motion.
2. Notwithstanding Subsection (1) a Member after receiving permission from the Mayor or Chair at the meeting may speak in explanation of a material part of his/her speech in which has been misquoted or misunderstood but, he/she may not introduce any new matter and there shall be no debate on the explanation.
3. Notwithstanding Subsection (1) a Member who has moved a substantive motion other than:

- a) a motion to approve or accept a recommendation from the Chief Administrative Officer's report or in another report made to Council,
- b) a motion to appoint or instruct a committee, or
- c) a motion that the main question before Council be immediately put to a vote,

May speak in reply to close the debate after all other Members of Council have been given an opportunity to speak.

- 4 Notwithstanding Subsection (1) before the debate has been closed and the question called on a motion and when another Member does not have the floor, a Member during the debate:
 - a) ask a question which relates directly to the debate, contains no argument and introduced no new material on the motion, or
 - b) request that the motion or a part thereof be read aloud.
- 5. Unless Council by a majority vote shall extend the time, no Member shall speak longer than:
 - a) five minutes on any original motion before Council, or
 - b) three minutes on any amendment to an original motion before Council.]

20.2

- 1. When a Member has moved a motion closes the debate the Mayor shall put the motion to a vote;
- 2. When a motion has been declared as provided in Section 11.1 (1) and (d) no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- 3. Unless the Mayor is overruled by a majority vote of the Members present at a Council Meeting he/she shall determine when a motion is to be put and his/her decision shall be final.

Section 21: RECONSIDERING AND RESCININDING A MOTION

21.1

- 1. When a Member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting and when such matter does not appear on the Agenda, he/she shall bring the matter before Council by a Notice of Motion which shall:
 - a) be given at a Regular Meeting, proceeding the meeting at which he/she wishes Council to reconsider the matter;
 - b) specify the meeting at which he/she proposes to bring the matter to Council, and
 - c) indicate either in the preamble or in substantive portion of the motion the action which he/she wishes to propose that Council shall take on the matter.
- 2. Unless:
 - a) a Notice of Motion was given at previous meeting that the matter would be raised at the meeting at which the Member wishes to raise it, or
 - b) Council by vote of two-thirds of the Members present and voting thereon waives the requirement for the notice,

No Member shall make a motion on any other matter which does not appear on the Agenda for the meeting then in session and on which Council passed a motion at a previous meeting.

3. When Council wishes to reconsider any action taken or subject matter of any motion passed at the same meeting a Member may move to reconsider the matter and if a majority of the Members of Council vote for the reconsideration, the matter again may be dealt with at the same meeting.
4. Where a matter on which Council has made a previous motion or taken a previous action properly before Council as provided in this Section, Council may by a simple majority pass a motion which alters, rescinds or conflicts with any previous action taken or motion made without specifying that the previous motion or action is being altered or rescinded and the provisions of such shall override the provisions of any previous motion with which they conflict.
5. Notwithstanding anything provided in this Section where pursuant to any motion duly passed by Council the Town has 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 liability or obligation.

Section 22. VOTING ON MOTIONS

22.1

1. Unless excused from voting by resolution of a majority of Council or unless he/she is disqualified from voting by reason of a direct or indirect pecuniary interest, the Mayor, when present and each Member present shall vote on every motion before Council. Voting shall be done by a show of hands.
2. 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 the discussion and voting on the matter are concluded, as prescribed in the Municipal Government Act.
3. If, notwithstanding the provisions of Subsection (1) a Member refuses or fails to vote on an issue he/she shall be deemed to have voted in a negative on the matter and shall be so recorded.
4. No Member who is absent from the Council Chambers when the vote is put, and:
 - a) either the Mayor has begun to poll the Members if a show of hands vote is being taken, or
 - b) the decision is made to take a recorded vote,Shall attempt to vote and therefore he/she cannot vote on the matter.

22.2

If any Member of the Council shall call for a poll of the Members or for a recorded vote the names of those who vote for and those who vote against shall be entered in the Minutes.

22.3

After the Mayor has polled the members on a division and has announced the result of a vote on a motion no Member shall without unanimous consent of the other Members present change his/her vote.

22.4

1. Whenever a statute of the Province of Alberta, a regulation made thereunder to this or another bylaw of the Town requires a designated 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 by the statute, regulation or bylaw.
2. Where:
 - a. a Member requires for the record that a vote be taken on division, or
 - b. more than two members dissent to a motion which is put to a show of hands vote, or
 - c. Mayor of the meeting directs that a vote be taken on a division, or

The Mayor shall poll the Members present and shall record each Member voting for the motion and each Member voting against it.

Section 23: MOTION TO ADJOURN

23.1

1. Subject to the provisions of Subsection (2) a Member may move a motion to adjourn the meeting at any time.
2. No Member shall move that the meeting adjourn when
 - a. another Member is in possession of the floor, or
 - b. a call for division has been made, or
 - c. the Members are voting, or
 - d. Council is "In Camera", or
 - e. a previous motion to adjourn has been defeated and no other immediate proceedings have taken place.
3. A motion to adjourn shall be put without comment or debate.

Section: 24: COMMITTEE OF THE WHOLE

24.1

1. Committee of the Whole Meetings shall be organized and run in the same manner as Regular Meetings, as subject per this bylaw. The Mayor shall be Chairman thereof and shall,
 - a. maintain order in the Committee of the Whole, and
 - b. report the proceedings of the Committee of the Whole.
2. Subject to Section 4.1 and/or Section 5.1, scheduled Committee of the Whole meetings shall commence at 7:00 o'clock in the evening, held on the second Tuesday of each month in the Town Office as determined by Town Council at its organizational Meeting and such other dates as determined by the Mayor with a minimum of 24 hours written notice.

3. Agendas will be prepared and sent out by the Chief Administrative Officer, or designate in the same manner and format as Agendas that are compiled and distributed for Regular Meetings, and as set out in this bylaw.

24.2

1. Notwithstanding the provisions of Subsection (1) the rules of order for the conduct of the Committee of the Whole:
 - a. A Member may speak more than twice to any question.

Section 25: SPECIAL COMMITTEES

25.1

1. Subject to the provisions of the Municipal Government Act Council may appoint such Special Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Town and shall at the same or another time:
 - a. establish generally or in detail the duties and the responsibilities,
 - b. the composition, and
 - c. the duration, of a committee established.
- 2 The size of a quorum required or a meeting of a Special Committee shall be determined by the number of voting members specifically named to the committee only.

25.2

The responsibility of individual Councilors appointed by Council to a Special Committee shall include those responsibilities outlined in the applicable Schedules forming a part of this bylaw or Town Policy as may be in effect from time to time.

Section 26: SPECIAL COMMITTEE (Select or Ad Hoc)

26.1

Council hereby establishes the Council Compensation Committee whose terms of reference shall be governed by Council as may be determined from time to time pursuant to Policy.

Section 27: BYLAWS

27.1

1. Where Council has approved the principles of the subject matter of a proposed bylaw it shall refer the matter to the Chief Administrative Office with instructions for the preparation of the bylaw.

2. Unless and until the bylaw is approved by the Chief Administrative Officer as to form, phraseology and legal validity, a Standing Committee to which a bylaw is referred for preparation shall not submit the bylaw to Council in final form for enactment.

27.2

1. Where a bylaw is presented to Council for enactment the Chief Administrative Officer shall cause the number and the short title of the bylaw to appear in the Agenda in the appropriate place.

27.3

1. Every proposed bylaw must have three distinct and separate readings, prior to enactment and pursuant to the Municipal Government Act.
2. Unless the Municipal Government Act, some other provincial statute or a Town bylaw requires a greater majority, a bylaw shall be passed when a majority of the Members present and voting on the third reading vote in favor of the bylaw.

27.4

1. A bylaw shall be introduced for its First Reading by the motion that the bylaw specifying the number and short title be read a First time.
2. Where a bylaw is introduced for its First Reading is not copied in or delivered with the Agenda, the Chief Administrative Officer if a Member so requests, shall read the bylaw aloud at length, but otherwise only the title and number of the bylaw shall be read aloud.
3. Council shall vote on the motion for the First Reading of a Public Bylaw and if required set a date for a Public Hearing of the bylaw without amendment or debate.
4. If a Member does not elaborate on the subject matter of the bylaw or phrase his/her question so as to set his/her opinion for or against the bylaw, notwithstanding the provisions of Subsection (3) he/she may ask a question or questions concerning the bylaw.
5. For Bylaws brought forward to Council from Administration, and if the bylaw does not require a Public Hearing, Council may amend or debate and give direction to Administration.

27.5

1. A bylaw shall be introduced for its Second Reading by the motion that it be read a second time, specifying the number of the bylaw.
2. After a Member has made the motion for the Second Reading of the bylaw Council may:
 - a. debate the substance of the bylaw, and

- b. propose and consider amendments to the bylaw.
- 3. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a First time and incorporated in the bylaw.

27.6

1. After a motion has been made for the Second Reading of a bylaw or after a Council has gone "In Camera" to debate the Second Reading of a bylaw a Member may require all or a portion of the bylaw to be read aloud.
2. The Chief Administrative Officer shall be responsible for keeping a record of:
 - a. any amendments to the bylaw passed by Council, and
 - b. amendments reported by Council "in Camera"
3. When all amendments have been accepted or rejected the motion for Second Reading of the bylaw as amended shall be put.

27.7

1. A motion for the Third Reading of a bylaw shall give the number and the short title of the bylaw.
2. It shall not be necessary to read the bylaw aloud for the Third Reading.
3. Unless the members present at a meeting unanimously agree that a bylaw presented to Council for a Third Reading at the same meeting at which it has received two readings the bylaw shall not be given more than two readings at one meeting.
4. If a Council unanimously agrees that a bylaw may be presented for a Third Reading at a meeting at which it has received two readings the Third Reading requires no greater majority of affirmative votes to pass the bylaw than if it had received a Third Reading at a subsequent meeting.

27.8

1. After Council votes affirmatively for a Third Reading of a bylaw it:
 - a. becomes a municipal enactment of the Town, and
 - b. is effective immediately unless the bylaw states otherwise.
2. After passage a bylaw shall be signed by the Mayor or Chair at the meeting at which it was passed and by the Chief Administrative Officer and shall be impressed with the corporate seal of the Town.

Section 28: MATTERS SUBMITTED TO A VOTE OF ELECTORS

28.1

1. Unless there is a provincial statutory provision requiring it to be submitted at a different time and subject to Subsection (2) Council shall submit a bylaw which is to be submitted to the electorate for voting:
 - a. after it has received its Second Reading by Council, and
 - b. at the time of the next Town election
2. Notwithstanding the provisions of Subsection (1) the bylaw may be submitted before the next annual Town election if:
 - a. it is a money bylaw; or
 - b. it is for an expenditure required for a project which must be paid prior to the next annual election, or
 - c. Council by a vote of majority of the members deems for some other sufficient reason that the bylaw should be submitted earlier.
3. When:
 - a. a bylaw which is to be submitted to the electorate has been read a Second time as provided in Subsection (1), or
 - b. a resolution has been passed directing a matter to be submitted to the electorate and determining the manner in which it is to be submitted,
it shall not again be debated in Council before the electorate has voted on it.

Section 29: ENQUIRIES

29.1

1. Unless an enquiry from a Member specifies that he/she wishes the enquiry and the answer thereto appear on a subsequent Council Agenda, the Chief Administrative Officer to whom the enquiry is directed shall send or give the answer directly to the Member of Council making the enquiry and neither the enquiry nor the answer shall appear in the Council Agenda.
2. Where a Members enquiry involves a written answer to be given at a future meeting and it appears to the Chief Administrative Officer that the cost to the Town which will be incurred by reason of:
 - a. time of Town employees which must be taken from performance of their regular duties or overtime which must be worked, or
 - b. the need to hire additional employees, or
 - c. the necessity of obtaining and paying for the information from other than Town employees, is likely to be more than a nominal cost and no appropriation has been made for such expenditure in the budget of any department, then the Chief Administrative Officer shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the enquiry unless and until Council:
 - a. directs that the enquiry shall be made, and

- b. provides in a supplementary budget or otherwise or the payment of the cost.
- 3. Notwithstanding anything else contained in this Section or elsewhere in this bylaw the subject matter of an enquiry is not debateable until the reply thereto has been made or presented to Council.
- 4. Notwithstanding the other provisions of this section a Member of Council wishing to obtain information or make an enquiry may instead of following the procedure set out in Subsection (1) reduce the enquiry to writing and forward the Chief Administrative Officer with the request that it be discussed with the Mayor.
- 5. Upon receipt of the enquiry and the request the Chief Administrative Officer shall discuss the enquiry with the Mayor who may:
 - a. Refer the enquiry to the appropriate department of the Town for a report to be made through the Chief Administrative Officer either
 - 1. to the Council, or
 - 2. directly to the Councilor who made the enquiry.

Section 30: GENERAL

30.1 This bylaw shall take effect upon Third Reading.