

PARKLAND COUNTY

BYLAW NO. 2026-07

BEING A BYLAW OF PARKLAND COUNTY FOR THE PURPOSES OF REGULATING MEETING PROCEEDINGS

WHEREAS the *Municipal Government Act*, RSA 2000 c M-26, provides that Council may pass bylaws in relation to the procedures to be followed by Council, Council Committees and other bodies established by Council;

AND WHEREAS the *Municipal Government Act*, RSA 2000 c M-26, provides that Council may by bylaw delegate its powers, duties or functions to a Council Committee;

NOW THEREFORE the Council of Parkland County duly assembled and under the authority of the *Municipal Government Act*, RSA 2000 c M-26, as amended, hereby enacts the following:

TITLE

1. Title means this bylaw may be called the "Meeting Procedures Bylaw".

DEFINITIONS

2. In this Bylaw, the following words and phrases mean:
 - (1) "Act" means the *Municipal Government Act*, RSA 2000 c M-26, any regulations thereunder, and as amended;
 - (2) "Agenda" is the order of business for a meeting and includes the associated reports, bylaws or other documents;
 - (3) "Bylaw" means a Bylaw of Parkland County;
 - (4) "CAO" mean the designated Chief Administrative Officer as defined in the Act or their delegate;
 - (5) "Chair" means the Mayor or the person who has been given authority to direct the conduct of a meeting;
 - (6) "Closed Session" means a portion of a Council or Committee meeting that is not open to the public pursuant to Section 197 of the *Municipal Government Act*, RSA 2000 c M-26, to meet in private to discuss matters protected from disclosure;
 - (7) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the *Local Authorities Election Act*;
 - (8) "Council Committee" means a committee, board or other body established by Council under the Act;
 - (9) "Councillor" means Mayor and members of Council elected pursuant to the *Local Authorities Election Act*;
 - (10) "County" means Parkland County;
 - (11) "Defer" means to put off or delay a matter on the agenda to a later time within the same meeting;
 - (12) "Deputy Mayor" means the Councillor appointed by Council to perform all the duties of the Mayor in the absence or incapacity of the Mayor;
 - (13) "Electronic Communication" means a system that enables a Council Member, individual or group who are not physically in the room where a meeting is held, to attend the meeting. This includes, but is not limited to, teleconferencing or online meeting management systems;
 - (14) "Legislative and Legal Services" means the Manager of Legislative and Legal Services, or their delegate, who conducts administrative duties as delegated by the CAO pursuant to s. 208 of the Act;
 - (15) "Meeting" means an organizational, inaugural, regular or special meeting of Council or a Committee; where a quorum of Council meets to discuss anything that moves the agenda of Council forward;
 - (16) "Member" means any member of Council or a Council Committee;
 - (17) "Mayor" means the Chief Elected Official as defined in the Act;
 - (18) "Notice of Motion" means formal notice given to Council by a Council Member indicating their intent to present a motion for Council consideration at a later Council Meeting;

- (19) "Organizational Meeting" means an annual meeting of Council held in accordance with the Act;
- (20) "Pecuniary Interest" means a matter being considered which an elected official knows or should know could monetarily affect the elected official, their immediate family including their spouse, partner, children, parents, or spouse's parents, an employer of the elected official, or a business or corporation in which the elected official or their immediate family has an interest;
- (21) "Point of Order" means bringing to the attention of the Chair that a person has broken a rule or made an error in procedure and asking that the rules be followed or that the error in procedure be corrected;
- (22) "Point of Privilege" means a request made by a Member during a meeting to address an urgent matter that affects the rights, comfort, or integrity of the attendees, rather than the business currently under discussion;
- (23) "Postpone" means to schedule a matter to a later specified date and time;
- (24) "Public Hearing " means a formal meeting advertised and held by Council that is open to the public for the purpose of collecting public input through verbal presentations and written submissions before making a final decision on a specific matter;
- (25) "Quorum" is the minimum number of Members who must be present at a Meeting for official business to be conducted legally and for decisions to be valid;
- (26) "Recess" means to take a short break from the meeting with the intent of returning to the order of business or agenda item that directly preceded the break during the same meeting;
- (27) "Regular Meeting" is a Meeting of Council held in accordance with Section 193 of the *Municipal Government Act, RSA 2000 c M-26*;
- (28) "Special Meeting" is a Meeting of Council held in accordance with Section 194 of the *Municipal Government Act, RSA 2000 c M-26*; and
- (29) "Table" means to set a matter aside, including debate and delaying a decision on a motion, to a time in the future.

APPLICATION AND INTERPRETATION

- 3. To the extent that a matter is not dealt with in the Act or by this Bylaw, members will have regard to Robert's Rules of Order.
- 4. The precedent of rules governing the procedure of Meetings are:
 - (1) the Act,
 - (2) other provincial legislation,
 - (3) this Bylaw, and
 - (4) Robert's Rules of Order (current edition).

ORGANIZATIONAL MEETING OF COUNCIL

- 5. An Organizational Meeting of Council shall be held each year as required by the Act, at a time, date and place determined by the CAO.
- 6. All Members must attend the Organizational Meeting.
- 7. The agenda for the Organizational Meeting shall be restricted to:
 - (1) Following a general municipal election, Council shall establish a four-year schedule identifying the four-month rotation during which each Councillor will serve as Deputy Mayor;
 - (2) Following a general municipal election, Council shall be introduced and shall take the Official Oath of Office, unless the Chief Administrative Officer schedules these activities to occur at an earlier event;
 - (3) Councillors who will serve as Deputy Mayor within the next twelve months shall take the Official Oath of Office;
 - (4) The establishment of the regular meeting dates for Council meetings and Governance and Priorities Committee meetings; and

- (5) Appoint members of Council to Boards and Committees, based on the Mayor's recommendations after consultation with the members of Council prior to the Organizational Meeting.
 - a. In a year in which a general election is scheduled to occur, no Council meetings or Governance and Priorities Committee meetings shall be scheduled between nomination day and the organizational meeting.

NOTICE OF COUNCIL MEETINGS

8. Once established by Council at the Organizational Meeting, Council meeting dates shall be advertised in accordance with the Act and Parkland County's Advertising Bylaw.
9. When Council changes the date, time, or place of a regularly scheduled meeting, notice of the change shall be prepared and advertised in accordance with the Act and Parkland County's Advertising Bylaw.
10. Notice of Special Council Meeting shall be prepared and advertised pursuant to the Act and Parkland County's Advertising Bylaw.

QUORUM

11. As soon as there is a Quorum of members after the hour fixed for the meeting, the Chair will call the Meeting to order.
12. If neither the Mayor nor the Deputy Mayor is in attendance within fifteen (15) minutes after the scheduled start time of a Meeting, the next Deputy Mayor listed in the rotation schedule shall chair the Meeting until the arrival of the Mayor or the Deputy Mayor.
13. Unless a Quorum is present within thirty (30) minutes after the scheduled start time of the Meeting, the Meeting may, at the discretion of the Chair, be postponed to the next regular meeting date. The Legislative & Legal Services shall record the names of the Members present at the expiration of the thirty (30) minute period, and such record shall be appended to the next agenda.
14. If Quorum is lost after the Meeting is called to order, the meeting will be Recessed until quorum is restored. If quorum is not restored within thirty (30) minutes, the Meeting shall be postponed to the next regular meeting date.

COUNCIL MEETING AGENDAS

15. The Agenda for a meeting shall be in the form prescribed by the CAO.
16. The Agenda shall be reviewed by the CAO and Members prior to being finalized and available for distribution.
17. The Agenda for a Meeting, together with all reports and presentations, shall be published to Parkland County's website by 4:30 p.m. on the Thursday prior to the day of the meeting.
18. Agenda items initiated by Members or administration will be submitted to the CAO for consideration and scheduling on agendas for Meetings.
19. A Member or administration may request to add or remove an item from the Agenda when the Chair calls for the adoption of the Agenda during a Meeting. An item may be added or removed only with the approval of a majority of Members present at the Meeting.
20. The Chair may alter the order of business on the Agenda for the convenience of the Meeting; however, any item scheduled for a specific time may be moved only with a majority of Members present at the Meeting.

SCHEDULED DELEGATIONS AT COUNCIL MEETINGS

21. Scheduled delegations must provide their presentations and relevant materials to the County no later than twelve (12) business days prior to the meeting at which they are scheduled to attend.
22. A person or a representative of any delegation or group of persons, who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or email to the County outlining the subject to be discussed.
23. The CAO will review the request, in consultation with any affected departments, and may:
 - (1) provide an administrative response to the delegation to satisfy the request for an appointment with Council;

- (2) add the appointment to the next regular meeting Agenda; or
 - (3) add the appointment to a future meeting Agenda.
24. Delegations consisting of more than one individual shall appoint a spokesperson that will be responsible for presenting on behalf of the group.
 25. Presentations will be directed to the Chair and, unless otherwise scheduled, will be limited to ten (10) minutes with an additional fifteen (15) minutes for questions for clarification by Members. The Chair may extend the time limits, as necessary.
 26. Delegations requesting reappearance on a matter shall only be permitted to do so if the information to be presented is new or significantly additional to the material previously presented.
 27. Debate concerning matters raised by a delegation will take place at the discretion of Members.

PUBLIC INPUT AT MEETINGS

28. Council may schedule a Public Input session during a regular Council or Governance and Priorities Committee meeting for the purpose of obtaining public opinion on any resolution, bylaw, issue, or other matter.
29. The Chair shall first recognize those speakers who have registered in advance with Legislative and Legal Services and then shall call any speakers in the gallery who indicated a desire to speak.
30. Public Input presentations are intended to be verbal only and shall not include written submissions unless permitted by the Chair during the Meeting.
31. Speakers will be required to identify themselves to Council by providing their full name and if they are a resident or business owner in Parkland County.
32. Each speaker shall have up to 5 minutes to present to Council, unless there is consent from Council to extend this time limit.
33. Speakers requesting reappearance on a matter shall only be permitted to do so if the information to be presented is new or significantly additional to the material previously presented.
34. Public Input shall not include comments or submissions on any matter that has a scheduled Public Hearing. Speakers wishing to address such matters may do so at the Public Hearing in accordance with the Municipal Government Act and this Bylaw. Public Input shall not include comments or submissions on any matter that is the subject of litigation, arbitration, or a legal claim involving the County, or any matter for which the County is receiving or providing legal advice, or where disclosure could prejudice the County's legal position. The Chair may rule a speaker out of order and refuse comments that violate these restrictions and may direct the speaker to the appropriate process or meeting if one exists. These restrictions are intended to ensure procedural fairness, avoid duplication with statutory Public Hearings, and protect the integrity of ongoing legal proceedings.

PUBLIC CONDUCT

35. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action within a Meeting.
36. The Chair may call to order any person who has caused a disturbance and may order that person expelled from the Meeting.
37. The Chair may request the services of the RCMP to remove an expelled person if that person does not leave voluntarily.

PUBLIC HEARING PROCEDURES

38. This part applies to meetings of Council only.
39. The Mayor shall chair all Public Hearings.
40. Public Hearing Procedures:
 - (1) Individuals and Groups at Public Hearings:
 - a. Members of the public can participate in Public Hearings. Members of the public may be an individual or a group of individuals who may present in-person, present electronically, or provide a submission for a public hearing.

- b. Groups are comprised of three or more individuals who claim to be affected by the subject matter of the public hearing, and they have agreed to put forward their common interests or concerns collectively.
 - c. If a group wishes to provide an in-person or electronic presentation at a public hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group.
 - d. If an individual is part of a group that is intends to present or provide a submission for a public hearing, that person cannot also present or provide a submission as an individual for the same public hearing.
 - e. All the same requirements that apply to a presentation or submission by an individual under this bylaw also apply to a presentation or submission by a group.
- (2) Registration:
- a. Members of the public who wish to make a verbal presentation at the public hearing are encouraged to register in advance. Members of the public who wish to make a virtual presentation must register in advance.
 - b. Registration may be done by emailing governanceagendas@parklandcounty.com or calling 780-968-8471 before 4:30 p.m. on the Wednesday prior to the public hearing. No late registrations will be accepted.
 - c. Members of the public who attend in person but are not registered to speak will be given an opportunity to speak after all registered speakers have spoken.
- (3) In-Person and Virtual Verbal Presentations:
- a. Verbal presentations by the public will be limited to 5 minutes. A countdown clock will be used to assist with managing time.
 - b. Speakers must identify themselves by their full name and explain how they are affected by the matter being considered at the public hearing before they begin their presentations.
 - c. Speakers will only have one opportunity to speak.
 - d. For virtual verbal presentations, if the connection is lost during the presentation, the County will note the speaker's time and move to the next speaker. If the County or speaker can reconnect, the speaker will be given their remaining time to conclude their presentation.
- (4) Written Submissions:
- a. Members of the public may provide written submissions in advance of the public hearing for consideration.
 - b. Written submissions must be legible, include the author's full name and include how the author is affected by the matter being considered at the public hearing.
 - c. Written submissions that are offensive, discriminatory or otherwise inappropriate or do not meet the criteria outlined in this procedure may be redacted or returned.
 - d. All written submissions will be made public as part of the Council agenda.
 - e. Members of the public who submit a written submission may also make a verbal presentation.
 - f. Written submissions must be emailed to Parkland County Legislative & Legal Services at governanceagendas@parklandcounty.com by 4:30 p.m. on the Wednesday prior to the public hearing. No late submissions will be accepted.
- (5) Virtual Attendance:
- a. Anyone may attend the public hearing virtually via a Microsoft TEAMS meeting link. To obtain the meeting link, send an email requesting the link to governanceagendas@parklandcounty.com or call 780-968-8471 before by 4:30 p.m. on the Wednesday prior to the Public Hearing. No late registrations will be accepted. The meeting link will be emailed on Thursday prior to the Public Hearing.
 - b. Anyone attending or participating virtually will require a computer, laptop, tablet or smartphone that can access the Microsoft Teams app. Virtual attendees and participants are responsible for testing their cameras, speakers and microphones prior to the meeting to confirm that they have the means to participate in the public hearing. The County

cannot provide technical support and is not responsible for poor or lost connectivity. Virtual participants must keep their devices on mute.

- c. Members of the public who attend virtually may not speak unless they have registered in advance.
 - d. Participants must keep their cameras and microphones deactivated before and after their presentation; and keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
- (6) Public Hearing Procedures:
- a. The Chair will declare the public hearing in session.
 - b. County Administration will present an overview and summary of the matter being considered.
 - c. The applicant, if any, will be invited to make a presentation.
 - d. The Chair will call speakers to make presentations in the following order:
 - i. Registered in-person speakers;
 - ii. Registered virtual speakers; and
 - iii. In-person members of the public who did not register to speak.
 - e. At the conclusion of each speaker's presentation, Council may ask the speaker questions beyond the 5-minute time limit.
 - f. Once all speakers are concluded, the Chair shall invite the applicant to make closing comments, if any.
 - g. Administration will respond to questions from Council, if any.
 - h. The Chair will close the public hearing.

RECORDING DEVICES

- 41. Meetings may be audio and video recorded to provide live video streaming and video archiving, with the exception of Closed Sessions.
- 42. The use of audio/video recording devices or photographs by the public or the media during a meeting is prohibited unless authorization is provided by the Chair and CAO.

ELECTRONIC COMMUNICATION

- 43. Acceptable Circumstances for Use
 - (1) Meetings may be held by means of Electronic Communication according to the provisions of the Act.
 - (2) Public Hearings must have Electronic Communication options for participation.
 - (3) Members of Council may participate in any Meeting by attending in-person by telephone or by video conference.
 - (4) Councillors that are physically present at the Meeting location or participating by means of Electronic Communication are deemed to be present at the Meeting and will be counted towards Quorum.
 - (5) Immediately after a Meeting is called to order, and after any recess exceeding 30 minutes, the Chair must conduct a roll call to confirm the identity of any Councillors participating by means of Electronic Communication.
 - (6) If a Meeting is in Closed Session, Councillors participating by means of Electronic Communication must confirm to the Chair that they are in a private location and able to maintain confidentiality of the Meeting.
 - (7) The Chair has the authority to end a member's electronic participation in a meeting if, in their determination, it is disruptive to the meeting, or the location of the member is not secure or appropriate.
 - (8) Members must notify the Chair and Chief Administrative Officer as soon as they are aware of their need to participate in a meeting electronically.
 - (9) Members participating in a meeting by Electronic Communications must have their cameras activated and be visible to the other members of the meeting to be considered present, unless otherwise permitted by the Chair.

MEETING MINUTES

44. Legislative and Legal Services will prepare the minutes of each Meeting and will distribute a copy of the unadopted minutes with the following regular meeting agenda for approval by Council.
45. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
46. Legislative & Legal Services may make minor changes to the minutes to correct errors in grammar, spelling, numbering, and punctuation, or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed that would alter or affect the actual decision made by Council.

CLOSED SESSIONS

47. Council or Council Committee may consider a matter in a closed session in accordance with the Act.
48. No motions shall be made during an in-camera session, except for a motion to reconvene the regular meeting.

MOTION PROCEDURES

49. The process for putting a motion forward is:
 - (1) Member addresses the Chair;
 - (2) Chair recognizes the Member;
 - (3) Members makes the Motion;
 - (4) Chair states the motion;
 - (5) Members debate the motion;
 - (6) Chair call the question;
 - (7) Members vote; and
 - (8) Chair announces the result.
50. A motion will not require a seconder.
51. After a motion has been moved, it is the property of Council or Council Committee and may not be withdrawn, modified, or substituted without majority consent.
52. Members may give permission by majority vote to withdraw, modify, or substitute any motion at the request of the mover before the motion has been voted on.
53. A motion that is withdrawn has the same effect as if it had never been made. After the motion is withdrawn, a member may introduce a new motion for consideration.
54. When a motion has been moved and the chair has stated the motion, a Member cannot move another motion except for:
 - (1) A motion to withdraw;
 - (2) A motion to table;
 - (3) Call the Question (that the vote must now be taken);
 - (4) A motion to postpone;
 - (5) A motion to refer; or
 - (6) A motion to amend.
55. All motions should be concise, unambiguous and provide clear instruction.

AMENDMENT TO A MOTION

56. All amendments must relate to the matter dealt with in the main motion and will not substantially alter the motion as to change its intent or meaning.
57. Only one amendment to a motion may be before the meeting at any time, except for an amendment to an amendment. An amendment to an amendment must be voted on before the first amendment.
58. When a motion to amend is passed, the main motion will be amended accordingly.

59. Following the completion of all amendments, the main motion, as amended, will be put to a vote.

SPLITTING MOTIONS

60. When a motion has two or more recommendations, a member may request, after a motion has been moved but before the vote on the motion, that the recommendations be severed and considered as separate motions.
61. The Chair determines whether the motion will be severed and the mover of the original motion is still considered the mover of the severed motions.

TABLING

62. A Member may move to Table a matter, including any pending amendments to a motion that has not yet been voted on, to a time in the future.
63. Tabling motions are not debatable. The Member will briefly explain their reason for making the motion to Table.
64. A Tabled matter is brought back with all the motions connected with it, exactly as it was when it was Tabled.
65. If the Tabling motion does not include the date of the meeting to which the Tabled matter is to be brought forward, it will be brought forward to the next meeting.
66. If a matter that was Tabled is not dealt with within one year after the date that it was originally Tabled, the matter is considered withdrawn and is null and void. Tabled motions relating to bylaw readings are not subject to this section because the provisions of Section 188 of the Act prevail.

RESCINDING MOTIONS

67. A Member may move to rescind a motion that was passed at an earlier meeting.
68. The Member moving a motion to rescind must have voted on the prevailing side of the original motion.
69. Notwithstanding section 68, a Member who did not vote on the prevailing side of a motion, may move a motion to rescind that motion if a Notice of Motion has been provided to Council.
70. A motion cannot be rescinded if the motion has resulted in an irreversible action.
71. If a Member wishes to amend the wording of a motion passed at an earlier meeting, they should first move to rescind the original motion and then proceed to move an amended version of the original motion.
72. A motion to rescind is not debatable, and cannot be amended, reconsidered or rescinded.

RECONSIDERATION

73. A Member may propose to reconsider a motion that has already been voted on by moving a motion to reconsider the original motion at the same Meeting at which the vote on the original motion took place.
74. The Member moving a motion to reconsider must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any member who voted for the original motion may move the motion to reconsider.
75. Motions to reconsider are debatable and cannot be amended.
76. A motion to reconsider should be used when a motion is passed or defeated at a meeting and a Member wishes to reconsider the vote on the motion at the same meeting. If a motion to reconsider passes, the original motion is brought back for consideration as if the mover of the original motion had just made the motion.

NOTICE OF MOTION

77. Before the meeting is closed, the Member may read and briefly describe a Notice of Motion. The notice will be recorded in the minutes and placed on the agenda for the next meeting or for the meeting date identified in the notice.
78. A Member who submits a written Notice of Motion to the CAO does need to be present at the meeting; the CAO will read the Notice of Motion on the Member's behalf.

79. If the motion is not made at the Meeting noted in the Notice of Motion, it will remain on the agenda for consideration for the next two meetings. After the third meeting, the motion will be removed from the agenda and may only be advanced through a new Notice of Motion.
80. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory statements.

VOTING

81. Calling the Question
 - (1) When the Chair is satisfied that debate on the motion has concluded and no additional information is forthcoming, the Chair will call the question and submit the motion for a vote. No further debate shall take place until the vote is completed.
 - (2) A Member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
82. Pecuniary Interest
 - (1) Members who have a reasonable belief that they have a pecuniary interest, as defined in the Act, in any matter before Council, any Council Committee, or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, including the reason, the time at which the member left the room, and the time the member returned.
83. Voting Procedures
 - (1) Votes on all motions must be taken as follows:
 - a. The Chair will call the question.
 - b. All Members present must vote by a show of hands, or by verbally stating "in favour" or "opposed".
 - c. The Chair must declare the result of the vote.
 - (2) After the Chair declares the result of the vote, Members may not change their votes.
 - (3) From the time the question is called by the Chair until the result of the vote is declared, members must be silent and must not leave their seats.
84. Motion Carried
 - (1) Unless otherwise specified in this Bylaw, a motion will be carried when a majority of members present at a meeting vote in favour of the motion.
85. Tie Vote
 - (1) When the vote is tied the motion is defeated.
86. Recorded Votes
 - (1) At Meetings where all Members vote "in favour" of a motion the minutes will state "the motion carried unanimously".
 - (2) At Meetings where the vote of Members is not unanimous the minutes will state the Members present and whether each Member abstained, voted "for" the motion, voted "against" the motion.

BYLAW PRESENTATION

87. When a bylaw is presented to Council for enactment, Legislative & Legal Services must include a bylaw number and short title of the bylaw on the agenda.
88. All amendments to a proposed bylaw must be made by resolution and must be made prior to consideration of third reading of the proposed bylaw. Council must be provided the opportunity to review the full text of the amendment before a vote is called on the amendment to the proposed bylaw.

89. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the bylaw.
90. Legislative & Legal may make minor changes to the bylaw to correct errors in grammar, spelling, numbering and punctuation, or to correct the omission of a word necessary for the meaning or continuity of a sentence. No change shall be allowed which would alter or affect the substance of a proposed bylaw.
91. When a bylaw is subject to a statutory Public Hearing, a Public Hearing date and time must be established before second or third reading.
92. If a vote on consideration for third reading is not passed unanimously, the Clerk will place third reading of the proposed bylaw on the agenda of the next regular Council Meeting, or a special meeting called for that purpose.

RULES OF DEBATE AND LIMITS TO SPEAKING

93. Rules of Debate
 - (1) An item on the Agenda will be discussed as follows:
 - a. The Chair may invite administration to provide introductory remarks or make a presentation;
 - b. The Chair will invite Members to ask administration relevant questions;
 - c. Members may make any motions necessary to deal with the item;
 - d. The Member who made a motion may speak first to introduce such motion;
 - e. Members may ask questions and speak to a motion that has been accepted by the Chair; and
 - f. The Member that made the motion may provide closing remarks prior to the vote being called.
94. Limits of Speaking
 - (1) The Chair will maintain the speaking order.
 - (2) No Member may speak unless and until recognized by the Chair, except to raise a Point of Privilege or a Point of Order.
 - (3) Members will ask all questions and direct all comments through the Chair.
 - (4) At the discretion of the Chair, a Member may ask a series of questions relating to the matter.
 - (5) Members may only speak once on a topic until every member present has had the opportunity to speak, except:
 - a. to speak again to clarify a material part of their initial comments; or
 - b. to raise a Point of Privilege or a Point of Order.

DUTIES OF THE CHAIR

95. The Chair of a meeting is responsible for:
 - (1) Presiding over conduct of Members at meetings, including providing for the orderly consideration, preserving good order and decorum, deciding on and responding to procedural questions, ruling on Points of Order and Points of Privilege, and responding to challenges of the Chair;
 - (2) Managing the flow of business at meetings, including changing the order of the Agenda when appropriate and calling for recesses; and
 - (3) Provide for the orderly queuing of speakers and ensuring that each Member who wishes to speak on a matter or motion is provided an opportunity to do so in accordance with this bylaw.

MEMBER PARTICIPATION AT MEETINGS

96. When in attendance at a Meeting, Members must maintain order and decorum during the meeting. Members must:
 - (1) Speak and listen respectfully to all those participating in or attending the Meeting;
 - (2) Be acknowledged by the Chair prior to speaking;

- (3) Use parliamentary language whenever possible;
 - (4) Respect the rules and proceedings of the Meeting;
 - (5) Refrain from side conversations with each other when another person is speaking; and
 - (6) Respect the decisions of the Chair and other Members, respect the submissions made by the public and respect the advice provided by administration.
97. If a Member continues to breach the rules in this bylaw, the Chair may request that another Member move a motion to remove the unruly member from either the balance of the meeting or until such time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion is carried, the Member must leave the meeting.
98. If the Chair continues to fail to adhere to the rules of this bylaw, a Member may move a motion to remove the unruly Chair from either the balance of the meeting or until such time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion is carried, the Chair must leave the meeting.
99. If the Chair or a Member has been directed to leave the meeting in accordance with this bylaw, the Chair or Member may provide an explanation and apology for their behavior. If the remaining Members find the statement satisfactory, the Members may by resolution allow the offending Member to remain or return to the Meeting.
100. Any expulsion shall be noted in the minutes.
101. A Member who wishes to leave the meeting permanently prior to the close of the meeting will advise the Chair by means of a Point of Privilege, and the time of their departure will be recorded in the minutes.

POINT OF PRIVILEGE

102. A Member who desires to address the Meeting upon a matter that they believe concerns the rights or privileges of the Members collectively, or of themselves, will be permitted to raise a Point of Privilege.
103. There shall be no debate on a Point of Privilege.
104. A Point of Privilege will take precedence over all other matters and while the Chair is ruling on the Question of Privilege, no one will be in possession of the floor.
105. Following the ruling of the Chair on the Question of Privilege and then dealing with same, the Chair will go immediately back to the pending question or debate.
106. A Point of Privilege is not recorded in the minutes of the meeting.

POINT OF ORDER

107. A Member may interrupt the meeting proceedings to raise a Point of Order:
- (1) To question a procedural decision or interpretation made by the Chair or another Member;
 - (2) To bring attention to a potential or actual breach of the rules of this Bylaw; or
 - (3) To bring attention to a potential or actual breach of the Act or other governing legislation.
108. Any Point of Order must be raised immediately after the occurrence that is the subject of the Point of Order.
109. The Chair must rule on the Point of Order by agreeing or disagreeing with the Point of Order and stating the reasons for their ruling.
110. There shall be no debate on a Point of Order.
111. All Points of Order, challenges, and their dispositions, with reasons given by the Chair will be captured in the meeting minutes.

CHALLENGE

112. The decision of the Chair on a Point of Order or a Point of Privilege shall be subject to immediate challenge by a Member.
113. When a challenge is made:
- (1) The Chair will provide concise reasons for the ruling;
 - (2) The Chair will immediately put forward a motion to challenge the ruling to a vote by stating, "Is the Chair's ruling upheld?";

- (3) Debate is not allowed on the motion to challenge; and
- (4) The vote of the Members shall be final.

CLOSE OF MEETING

114. When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair may close the meeting.

ENACTMENT / TRANSITION

115. Should any provision of this Bylaw be deemed to be invalid then such invalid provision will be severed from this Bylaw, and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

116. Bylaw 2015-06 is hereby repealed.

117. This Bylaw shall come into force and take effect on the day of third and final reading thereof.

READ A FIRST TIME this ____ day of _____, 2026.

READ A SECOND TIME this ____ day of _____, 2026.

READ A THIRD TIME and finally passed this ____ day of _____, 2026.

Mayor

Chief Administrative Officer

