

Terms in Current Meeting Procedures Bylaw	Type of Change - Rationale	Proposed Change
PARKLAND COUNTY		
BYLAW NO. 2015-06		
BEING A BYLAW OF PARKLAND COUNTY FOR THE PURPOSES OF REGULATING MEETING PROCEEDINGS		
PROCEEDINGS FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS		
WHEREAS the Municipal Government Act allows Council to adopt bylaws in relation to the establishment and functions of Council Committees and the procedure and conduct of Council and Council Committees;	Clarity: To state the purpose of the bylaw Housekeeping: update reference to legislation	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 provides that Council may by bylaw delegate its powers, duties or functions to a Council Committee;	Housekeeping: update reference to legislation	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;
AND WHEREAS the Municipal Government Act governs the conduct of Council, Councillors, Council Committees, municipal organization, administration, public participation and the powers of a municipality;	Clarity: Recommend that this preamble be removed to prevent any potential confusion regarding conduct of Council. Bill 50 resulted in changes to the <i>Municipal Government Act</i> preventing Councils from making a bylaw or resolution that addresses councillor conduct or behaviour.	
NOW THEREFORE the Council of Parkland County duly assembled and under the authority of the Municipal Government Act, as amended, hereby enacts the following:	Housekeeping: update reference to legislation	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	Type of Change - Rationale	Proposed Change
1. This Bylaw may be called the Meeting Procedures Bylaw.	Housekeeping	1. Title means this bylaw may be called the “Meeting Procedures Bylaw”.
DEFINITIONS	Type of Change - Rationale	Proposed Change
2. In this bylaw, the following words and phrases mean:	No change	
(1) “Act” means the Municipal Government Act, R.SA 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;	Housekeeping: simplify wording and update reference to legislation	(1) “Act” means the Municipal Government Act, RSA 2000 c M-26, any regulations thereunder, and as amended;
(2) “Adjourn” means to postpone the meeting or public hearing to another date or time;	Clarity: Remover definition and use the term "postpone"	
(3) “Administrator” means the designated staff member responsible for the administrative duties of a Council or Council Committee;	Housekeeping: remove this definition because the word does not appear anywhere in the bylaw	
(4) "Agenda” means the order of business for meetings;	Clarity: add more information to definition	(2) "Agenda" is the order of business for a meeting and includes the associated reports, bylaws or other documents;
(5) "Bylaw" means a Bylaw of Parkland County;	No change	(3) "Bylaw" means a Bylaw of Parkland County;
(13) “CAO” mean the designated Chief Administrative Officer as defined in the Act or his/her designate;	Housekeeping - revise "his/her" to "their"	(4) "CAO" means the designated Chief Administrative Officer as defined in the Act or their delegate;
(6) "Chair" means the Mayor or the person who has been given authority to direct the conduct of a meeting;	No change	(5) "Chair" means the Mayor or the person who has been given authority to direct the conduct of a meeting;
(7) “Challenge” means a member’s expression of disagreement immediately following a decision of the Chair;	Housekeeping: Definition is not required because the process of a Challenge is detailed within the bylaw	
	Clarity: Add definition of "Closed Session" and remove definition for "In-Camera" to use wording used in meeting agendas and that is recognized by residents and the organization	(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;
(8) “Council-in-Whole” means membership that includes all members of Council;	Housekeeping: remove this definition because the word does not appear anywhere in the bylaw	
(9) “Council” means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;	Housekeeping: update reference to legislation	(7) “Council” means the Mayor and Councillors duly elected pursuant to the provisions of the <i>Local Authorities Election Act</i> ;
(10) “Council Committee” means a committee, board or other body established by Council under the Act;	No change	(8) “Council Committee” means a committee, board or other body established by Council under the Act;
(11) “Councillor” means a member of Council elected pursuant to the Local Authorities Election Act;	Housekeeping: update reference to legislation	(9) “Councillor” means Mayor and members of Council elected pursuant to the <i>Local Authorities Election Act</i> ;
(12) “County” means Parkland County;	No change	(10)“County” means Parkland County;
	Clarity: Add definition. This is a term commonly used by the chair to allow an item to be paused in order to move to appointments scheduled on the agenda	(11) "Defer" means to put off or delay a matter on the agenda to a later time within the same meeting;
(14) “Deputy Mayor” means the Councillor appointed by Council to perform all the duties of the Mayor in the absence or incapacity of the Mayor;	No change	(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;
	Legislative Requirement: add definition	(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;
(15) “In-Camera” means a Council or Council Committee meeting that is closed to the public pursuant to the Act at which only Council and other persons specified by Council may attend;	Clarity: delete definition of "In-Camera" and use definition for "Closed Session"	
(16) "Manager of LAS" means the Manager of Legislative and Administrative Services, who conducts administrative duties of the CAO pursuant to the Act s208(1)(a-f)(n-o) or his/her designate;	Clarity: Identify department by full name and update reference to the Act	(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;
(17) "Meeting" means any meeting of Council or Council Committee;	Clarity	(15) "Meeting" means an organizational, inaugural, regular or special meeting of Council or a Committee; where a quorum of Members meet to discuss anything that moves the agenda of Council forward;
(18) "Member" means any member of Council or Council Committee;	Housekeeping	(16) "Member" means any member of Council or a Council Committee;
(19) "Mayor" means the Chief Elected Official as defined in the Act;	No Change	(17) "Mayor" means the Chief Elected Official as defined in the Act;
(20) "Notice of Motion" means the presentation of a motion, for consideration and debate at a subsequent meeting;	Clarity	(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;
(21) "Organizational Meeting" means a meeting of Council held in accordance with the Act;	Clarity	(19) "Organizational Meeting" means an annual meeting of Council held in accordance with the Act;

	Clarity: add definition for "Pecuniary Interest"	(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;
(22) "Point of Information" means a request directed to the Chair, to another member or to staff for information relevant to the business at hand but not related to a point of procedure;	Housekeeping: delete definition because term does not appear in bylaw	
(23) "Point of Order" means the raising of a question by a Member, CAO, or Manager of LAS to call attention to a departure from this Bylaw;	Clarity	(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;
(27) "Point of Privilege" refers to all matters affecting the rights and privileges of Council collectively or any of its members individually;	Clarity	(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;
(24) "Point of Procedure" means a question by a Member directed to the Chair to obtain information pertaining to the rules governing the meeting, bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the situation or the effect of a motion;	Housekeeping: delete definition because term does not appear in bylaw	
(25) "Postpone" means to delay the consideration of any matter either to later in the meeting, to a specified time and/or date, until the occurrence of an event, or indefinitely;	Clarity	(23) "Postpone" means to schedule a matter to a later specified date and time;
(26) "Public Hearing " means a pre-advertised hearing that Council is required to hold under the Act or other enactments or a non-statutory meeting or hearing as approved by Council.	Clarity	(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;
(28) "Quorum" means a majority of those members serving on Council or Council Committee, except where special committee policies have been passed;	Clarity	(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;
(29) "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;	Clarity	(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;
(30) "Recorded Vote" means the calling by a Member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;	Housekeeping: delete - term does not require a definition; see section on "Recorded Votes"	
(31) "Regular Meeting" means a meeting of Council held in accordance with the Act, or a regularly scheduled Council Committee meeting;	Clarity	(27) "Regular Meeting" is a Meeting of Council held in accordance with Section 193 of the Municipal Government Act, RSA 2000 c M-26;
(32) "Special Council Meeting" means a meeting of Council called by the Mayor, or a majority of Councillors, in accordance with the Act;	Clarity	(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
(33) "Table" mean a motion to delay consideration of any matter to another time.	Clarity	(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	Type of Change - Rationale	Proposed Change
3. This Bylaw will govern all Council meetings and Council Committee meetings, unless otherwise specified in this bylaw as applicable only to Council or only to Council Committee. This Bylaw shall be binding upon all committee members whether Council or public members.	Housekeeping: delete because this is stated in the preamble - "Council may pass bylaws in relation to the procedures to be followed by Council, Council Committees and other bodies established by Council;"	
4. 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.	No change	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.
5. The precedent of rules governing the procedure of Council and Council Committees is: (1) The Act, (2) Other provincial legislation, (3) This Bylaw, and (4) Robert's Roles of Order (current edition).	Housekeeping	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).
6. In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if the majority of Council members present vote in favour of dealing with the matter under consideration.	Clarity: following the same procedures for each meeting demonstrates open governance	
7. A resolution waiving any provision of this Bylaw as provided for in Section 6 will only be effective for the meeting during which it is passed.	Clarity: following the same procedures for each meeting demonstrates open governance	
ORGANIZATIONAL MEETING OF COUNCIL	Type of Change - Rationale	Proposed Change
8. 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.	No change	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.
	Legislative Requirement: add section requiring all Members to attend - section 193 of the MGA states: 193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.	6. All Members must attend the Organizational Meeting.
9. The agenda for the Organizational Meeting shall be restricted to:		7. The agenda for the Organizational Meeting shall be restricted to:
(1) The establishment of a four-year rotation schedule indicating each Councillor's four-month term to serve as Deputy Mayor, the order by which is determined by Council or by drawing names from a receptacle, should the meeting follow the general municipal election;	Clarity	(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) The administration of oaths and introduction of members of Council, should the meeting follow the general municipal election, unless scheduled by the CAO to take place at an earlier event;	Clarity	(2) Following a general municipal election, Council shall be introduced and shall take the Official Oath of Office, unless the CAO schedules these activities to occur at an earlier event;
(3) The appointments and administration of oaths of Deputy Mayors for the ensuing one-year period;	Clarity	(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, Governance and Priorities Committee, and Agricultural Service Board;	Clarity Housekeeping: update to remove the Agricultural Service Board	(4) The establishment of the regular meeting dates for Council meetings and Governance and Priorities Committee meetings;
(5) The establishment of membership on Council Committees, based on the Mayor's recommendations after consultation with the members of Council prior to the Organizational Meeting;	Clarity	(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

	Clarity: add term to provide a rule for scheduling regular meeting during an election year, understanding that pursuant to the MGA Council retains the right to call special meetings at any time.	7. (5) 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.
(6) The appointments of Weed Inspectors, Pest Control Officers, Soil Conservation Officers, and Reclamation Inspectors, as required by the Province of Alberta; and	Housekeeping: delete - CAO Bylaw 2025-13 gives the CAO authority to appoint: inspectors under the <i>Agricultural Pests Act</i> , RSA 2000, c A-8; inspectors under the <i>Weed Control Act</i> , SA 2008, c W-5.1; soil conservation officers under the <i>Soil Conservation Act</i> , RSA 2000, c S-15; agricultural fieldmen under the <i>Agricultural Service Board Act</i> , RSA 2000, c A-10; inspectors and investigators under the <i>Environmental Protection and Enhancement Act</i> , RSA 2000, c E-12; and fire guardians under the <i>Forest and Prairie Protection Act</i> , RSA 2000, c F-19. Some appointments identified do not align with the Organizational meeting and are scheduled to come to Council during regular Council meetings.	
(7) Affirmation of Council Conduct.	Legislative Requirement: delete - Bill 50 resulted in changes to the <i>Municipal Government Act</i> preventing Councils from making a bylaw or resolution that addresses councillor conduct or behavior	
NOTICE OF COUNCIL MEETINGS	Type of Change - Rationale	Proposed Change
10. Meetings of Council, once established by Council at the Organizational Meeting, will be advertised pursuant to the Act.	Clarity	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.
11. The Manager of LAS will be responsible for posting public notice of changes to a Regular Meeting or notification of a Special Current Meeting at least twenty-four (24) hours in advance by:	Clarity: create two individual terms for clarity.	Revised to read: 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.
(1) Posting a notice on the electronic billboard and on the main entrance window at Parkland County Centre, 53109A Hwy 779, Parkland County, Alberta,	Housekeeping: delete - the County's Advertising Bylaw provides the flexibility we need to ensure that we communicate changes in as many ways as possible to residents - this includes creating digital notices that are displayed on the screens above the customer service area in the main foyer	
(2) Posting a notice on the County's website if time permits, and	Housekeeping: delete - the County's Advertising Bylaw provides the flexibility we need to ensure that we communicate changes in as many ways as possible to residents - included posting to Parkland County's website	
(3) Posting a notice in the local newspaper if time permits.	Housekeeping: delete - in the majority of instances the time between when a meeting is cancelled or set is to short to permit advertising in a newspaper, however the County's Advertising Bylaw provides the flexibility we need to ensure that we communicate changes in as many ways as possible to residents	
QUORUM	Type of Change - Rationale	Proposed Change
12. As soon as there is a quorum of members after the hour fixed for the meeting, the Chair will call the meeting to order.	No change	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.
13. In the event that both the Mayor and the Deputy Mayor are not in attendance within fifteen (15) minutes after the time scheduled for a Meeting, the next Deputy Mayor scheduled in the roster shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.	Clarity: use of words and terms (i.e.: "rotation schedule" rather than "roster") consistently throughout bylaw	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.
14. Unless a quorum is present within thirty (30) minutes after the time scheduled for the meeting, the meeting may, at the discretion of the Chair, be adjourned until the next regular meeting date. The names of the members present at the end of the thirty (30) minute time limit will be recorded and such record will be appended to the next agenda.	For clarity: Revise second sentence to read: The recording secretary shall record the names of the Members present at the expiration of the 30 minute time limit and such record shall be appended to the next agenda.	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.
15. A Special Council meeting may be called pursuant to the Act to deal with the matters intended to be dealt with at the adjourned Council Meeting.	Housekeeping: delete - Council always has the right to schedule Special Council meetings. When reviewing this term consideration was given to: the time it takes administration to prepare and publish a new meeting agenda; transparent governance practices (i.e. publishing agendas on Thursdays) and acknowledging that the new meeting agenda will contain new information that Council will be required to review prior to the next meeting.	
16. In the event that quorum is lost after the meeting is called to order, the meeting will be recessed until quorum is obtained. If quorum is not obtained within thirty (30) minutes, the meeting will be adjourned.	Clarity: use of words and terms consistently throughout bylaw	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	Type of Change - Rationale	Proposed Change
17. The preparation and distribution of Council meeting agendas will be the responsibility of the Manager of LAS. The Manager of LAS will ensure that:	Clarity	15. The Agenda for a meeting shall be in the form prescribed by the CAO.
(1) The draft agenda is reviewed by the CAO and General Managers;	Clarity	16. The Agenda shall be reviewed by the CAO and Members prior to being finalized and available for distribution.

(2) Copies of the agenda are available or electronically submitted to all members of Council; and	Housekeeping: information does not need to be captured in bylaw	
(3) Council agendas are made available to members of the media and the public.	Clarity: add more information for transparency of the process	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. Items initiated by a Council member will be submitted to the office of the CAO at least twenty-one days (21) days prior to the date of the meeting.	Housekeeping: delete - the term as it is written does not reflect current processes and does not allow for consideration of matters that arise with short notice. Items initiated by a Member are incorporated into the next term.	
19. Items initiated by Administration will be submitted to the Manager of LAS at least twenty-one days (21) days prior to the date of the meeting.	Housekeeping: revise to update term for flexibility	18. Agenda items initiated by Members or administration will be submitted to the CAO for consideration and scheduling on agendas for Meetings.
20. The addition of items to the prepared agenda will require approval of the majority of members at the time of the meeting.	Clarity	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.
21. If an alteration to the order of business is desired for the convenience of the meeting, the Chair may make such alteration but shall not delete any portion of the business set out in the agenda.	Clarity: to address the fact that the Chair may alter the order of business on the Agenda. Administration does not recommend moving items scheduled for a specific time; however should it be required the term will allow Council the ability to do so. Consideration has been given to: transparent governance practices, of the unknown impacts that moving an appointment may have on those presenting, residents, administration, and other stakeholders.	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	Type of Change - Rationale	Proposed Change
22. If presenters have written or electronic submissions that are intended to be part of their presentation, the written or electronic submission must be provided to the CAO or Manager of LAS at least eight (8) working days prior to the meeting, unless the CAO or Manager of LAS approves a lesser time.	Clarity	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.
23. The written application must clearly indicate the topic and purpose of the presentation for inclusion in the meeting agenda.	Clarity: use wording to accurately capture the process	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.
24. The Manager of LAS 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; (3) Add the appointment to a future meeting agenda if	Clarity: use wording to accurately capture the process - requests from delegates come into the County through a variety of channels not all requests are received by LAS, but they are all considered by the CAO before going to Legislative & Legal Services to confirm the appointments, update future agendas with details of the delegation. This process provides the organization with the flexibility to move requests quickly through the process.	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.
a. requested by the individual or group making the request; or	Housekeeping: delete - the wording is not required in bylaw	
b. if Administration requires more time to properly investigate and report the matter.	Housekeeping: delete - the wording is not required in bylaw	
25. Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group.	Clarity	24. Delegations consisting of more than one individual shall appoint a spokesperson that will be responsible for presenting on behalf of the group.
26. Delegates will be required to identify themselves and to sign the Guest Registry prior to addressing Council.	Housekeeping: delete - Legislative and Legal Services works with individuals to confirm appointments, details of presentations and presenters prior to their attendance before Council	
27. As per Section 45 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the Freedom of Information and Protection of Privacy Act.	Housekeeping: delete - this is information is covered under section "Recording Devices"	
28. Presentations will be directed to the Chair and, unless otherwise scheduled, will be limited to ten (10) minutes with an additional ten (10) minutes for questions for clarification by members and administration. The Chair may extend the time limits as necessary.	Clarity: changed time for comments and questions from 10 min to 15 min to accurately reflect time required for delegations	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.
29. Delegates 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.	Clarity: be consistent with wording used	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.
30. Debate concerning matters raised by a delegation will take place at the discretion of the members.	No change	27. Debate concerning matters raised by a delegation will take place at the discretion of Members.
PUBLIC INPUT AT MEETINGS	Type of Change - Rationale	Proposed Change
31. 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.	No change	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.
32. The Chair shall call upon those who may have registered beforehand with the CAO, or who have indicated from the gallery that they wish to speak.	Clarity: reworded, intent remains unchanged	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.

33. Public Input presentations are intended to be verbal only, and does not include opportunity to accept or review any written or electronic submissions.	Clarity: reworded to align bylaw with current practices	30. Public Input presentations are intended to be verbal only and shall not include written submissions unless permitted by the Chair during the Meeting.
34. Speakers will be required to identify themselves and to sign the Guest Registry prior to addressing Council.	Clarity: reworded to align bylaw with current practices	31. Speakers shall be required to identify themselves to Council by providing their full name and indicating whether they are a resident or business owner in Parkland County.
35. As per Section 45 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the Freedom of Information and Protection of Privacy Act.	Housekeeping: delete - this is information is covered under section "Recording Devices"	
36. Presentations during Public Input sessions shall be limited to an aggregate total of ten 10 minutes, unless there is consent from Council to extend the allotted time.	Clarity: reworded to align bylaw with current practices	32. Each speaker shall have up to 5 minutes to present to Council, unless there is consent from Council to extend this time limit.
	Housekeeping: to be consistent with terms used for delegations.	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.
	Housekeeping: introduce rules for awareness of how comments for matters that have a Public Hearing scheduled or that are related to an ongoing legal matter.	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 <i>Municipal Government Act</i> 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	Type of Change - Rationale	Proposed Change
37. A person may request to speak to Council or Council Committee from the public gallery, with permission of the Chair. Speakers are required to address members from the presenters' table using the microphone provided.	Housekeeping: delete	
38. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action of Council or Council Committee.	Clarity: reworded, intent remains unchanged	35. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action within a Meeting.
39. The Chair may call to order any person who has created a disturbance and may order that person expelled from the meeting.	No change	36. The Chair may call to order any person who has caused a disturbance and may order that person expelled from the Meeting.
40. The Chair may request the services of the RCMP to remove an expelled person if that person does not leave voluntarily.	No change	37. The Chair may request the services of the RCMP to remove an expelled person if that person does not leave voluntarily.
PUBLIC HEARINGS	Type of Change - Rationale	Proposed Change
41. This part applies to meetings of Council only.	No change	38. This part applies to meetings of Council only.
42. The Mayor shall chair all public hearings.	No Change	39. The Mayor shall chair all Public Hearings.
43. The procedures to be followed are as follows:	Clarity	40. Public Hearing Procedures:
(1) The Chair shall declare the public hearing in session, state the purpose of the public hearing and outline the public hearing procedures.	This section has been incorporated into the guidelines below.	
(2) The CAO (or delegate) shall present an overview and summary regarding the resolution, bylaw or matter to be dealt with, as well as any written submissions received prior to the public hearing.	This section has been incorporated into the guidelines below.	
(3) The Chair shall request those who wish to make a verbal presentation to identify themselves. A person who does not identify him or herself will not be given the opportunity to speak. The applicant will be invited to make the first presentation. Then the Chair shall then open the floor to public presentations.	This section has been incorporated into the guidelines below.	
(4) Public presentations may be made verbally, in writing, or both, with copies of written submission being filed with the Manager of LAS.	This section has been incorporated into the guidelines below.	
(5) Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration unless there is consent by the members to extend this limit.	This section has been incorporated into the guidelines below.	
(6) Persons making presentations may be questioned by Council and administration for clarification, however, Council shall not enter into debate during a Public Hearing.	This section has been incorporated into the guidelines below.	
(7) The Chair shall invite the applicant to make closing comments, if any.	This section has been incorporated into the guidelines below.	
(8) Following verbal presentations, the CAO (or delegate) will respond to any questions from Council.	This section has been incorporated into the guidelines below.	
(9) The Chair shall close the public hearing.	This section has been incorporated into the guidelines below.	
(10) Once the public hearing is closed, the Chair shall advise that no further information on the matter shall be received by Council.	This section has been incorporated into the guidelines below.	
(11) The Chair may recess or postpone the public hearing.	This section has been incorporated into the guidelines below.	
(12) If a public hearing is postponed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the public hearing.	This section has been incorporated into the guidelines below.	
(13) Debate concerning matters raised at the public hearing shall take place after the public hearing is closed.	This section has been incorporated into the guidelines below.	

	Clarity - add - revise bylaw to provide clear Public Hearing Procedures and align with current processes. These procedures were submitted for a legal review in 2025.	(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.
	Clarity - add - revise bylaw to provide clear Public Hearing Procedures and align with current processes. These procedures were submitted for a legal review in 2025.	(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.
	Clarity - add - revise bylaw to provide clear Public Hearing Procedures and align with current processes. These procedures were submitted for a legal review in 2025.	(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.
	Clarity - add - revise bylaw to provide clear Public Hearing Procedures and align with current processes. These procedures were submitted for a legal review in 2025.	(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.
	Clarity - add - revise bylaw to provide clear Public Hearing Procedures and align with current processes. These procedures were submitted for a legal review in 2025.	(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.

	Clarity - add - revise bylaw to provide clear Public Hearing Procedures and align with current processes. These procedures were submitted for a legal review in 2025.	(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	Type of Change - Rationale	Proposed Change
44. Council and Council Committee meetings may be audio and video recorded to provide live video streaming and video archiving.	Clarity: reworded and added the exception of Closed Session.	41. Meetings may be audio and video recorded to provide live video streaming and video archiving, with the exception of Closed Sessions.
45. Third party audio and video recordings of Council and Council Committee meetings may be allowed with prior written permission from the Manager of LAS, as long as no disruption to the meeting is caused.	Housekeeping: revise wording to align with current process	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	Type of Change - Rationale	Proposed Change
46. Acceptable Circumstances for Use	No change	43. Acceptable Circumstances for Use
(1) Meetings may be held by means of electronic or other communication facilities according to the provisions of the Act.	Clarity: use consistent wording throughout bylaw	(1) Meetings may be held by means of Electronic Communication according to the provisions of the Act.
	Legislative Requirement: add term	(2) Public Hearings must have Electronic Communication options for participation.
(2) A member may participate in a specific item(s) at a meeting by using a communication facility if: a. The member is in a location outside Parkland County for any reason; b. The member is in a location within Parkland County, but is unable to attend a meeting due to physical restraints for himself or herself, or an immediate family member; c. There is a quorum of other members situated in the actual meeting place to ensure the meeting could continue if the communication facility failed; d. The CAO is present at the Council or Council Committee meeting.	Clarity: revise to update bylaw to modernize bylaw for hybrid meeting options	(3) Members of Council may participate in any Meeting by attending in-person by telephone or by video conference.
	Clarity: add term to update bylaw to modernize bylaw for hybrid meeting options	(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.
	Clarity: add term to update bylaw to modernize bylaw for hybrid meeting options	(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.
	Clarity: add term to update bylaw to modernize bylaw for hybrid meeting options	(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.
	Clarity: add term to update bylaw to modernize bylaw for hybrid meeting options	(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.
	Clarity: add term to update bylaw to modernize bylaw for hybrid meeting options	(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.
	Clarity: add term to update bylaw to modernize bylaw for hybrid meeting options	(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.
47. Notice of Proposed Use (1) Any member who wants to use a communication facility must, at least seven (7) days in advance of the meeting date, notify, in writing or by email, the Chair and CAO (or designate) that he or she intends to participate in the meeting and provide the necessary contact information. (2) The member will be available at least one (1) hour prior to the meeting to ensure the communication facility is functioning.	Housekeeping: delete - no longer required with technology today and requirement to provide notice moved to section above	
COUNCIL MEETING MINUTES	Type of Change - Rationale	Proposed Change
48. The Manager of LAS will prepare the minutes of each Council Meeting and will distribute a copy of the minutes with the following Regular Meeting agenda.	Clarity: use consistent wording throughout bylaw	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.
49. Any member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.	No change	45. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
50. The Manager of LAS may make minor changes to the minutes to correct errors in grammar, spelling and punctuation, or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed that would alter or affect the actual decision made by Council.	Clarity: use consistent wording throughout bylaw	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.
COUNCIL COMMITTEE MEETING MINUTES	Type of Change - Rationale	Proposed Change
51. The administrator will prepare the minutes of each Council Committee Meeting and will distribute a copy of the minutes with the following agenda.	Housekeeping: delete - captured in term 44. already	
IN-CAMERA SESSIONS	Type of Change - Rationale	Proposed Change
52. Council or Council Committee may consider a matter in a closed session in accordance with the Act. No motions shall be made during an in-camera session, except for a motion to reconvene the regular meeting.	Clarity: rename heading to "Closed Session" and split into two terms	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	Type of Change - Rationale	Proposed Change

	Clarity: add process for putting a motion forward	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.
53. A motion will not require a seconder.	No change	50. A motion will not require a seconder.
54. 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.	No change	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.
55. 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.	No change	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.
56. 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.	No change	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.
57. A member may require the motion under discussion to be read at any time during debate, except when another member is speaking.	Housekeeping: delete - current processes the motion is either in agenda or displayed on the	
58. When a motion is under debate, no other motion will be received other than a motion to: (1) Fix the time for adjournment, (2) Adjourn, (3) Withdraw, (4) Table, (5) Call the Question (that the vote must now be taken), (6) Postpone, (7) Refer, or (8) Amend.	Housekeeping: revise - to align bylaw current actions as defined. The term adjourn has been removed from definitions.	54. When a motion is under debate, no other motion will be received other than a motion to: (1) Withdraw, (2) Table, (3) Call the Question (that the vote must now be taken), (4) Postpone, (5) Refer, or (6) Amend.
59. All motions should be concise and unambiguous.	Clarity	55. All motions should be concise, unambiguous and provide clear instruction.
60. No motion bringing new matter before Council or Council Committee may be made while any other motion is pending.	Housekeeping: delete	
61. A motion may be tabled to enable Council or Council Committee to deal with other more pressing matters.	Housekeeping: delete	
62. If a motion is contrary to the rules and privileges of Council or Council Committee, the Chair may refuse to accept it and must cite the applicable section of this Bylaw.	Housekeeping: delete - can be addressed through Point of Order and Point of Privilege	
AMENDMENT TO A MOTION	Type of Change - Rationale	Proposed Change
63. 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.	No change	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.
64. 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.	No change	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.
65. An amendment to an amendment must be relevant to the first amendment.	Housekeeping - delete - covered in term 56.	
66. When a motion to amend is passed, the main motion will be amended accordingly.	No change	58. When a motion to amend is passed, the main motion will be amended accordingly.
67. Following the completion of all amendments, the main motion, as amended, will be put to a vote.	No change	59. Following the completion of all amendments, the main motion, as amended, will be put to a vote.
SPLITTING MOTIONS	Type of Change - Rationale	Proposed Change
68. A member may request that a motion be divided if it contains parts that stand as complete propositions. Council and Council Committee must then vote separately on each proposition.	Clarity	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	Type of Change - Rationale	Proposed Change
69. A motion to table takes precedence over all other motions connected with the motion being tabled.	Clarity: update term	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.
70. Debate may occur regarding the merits of tabling a matter.	Clarity: revised to provide clarity regarding debate on a motion to table	63. Tabling motions are not debatable. Members will briefly explain their reason for making the motion to table.
71. Any member may move to take a motion from the table, provided no other motion is on the floor.	Housekeeping: delete - update bylaw to align with current process	
72. A tabled matter is brought back with all of the motions connected with it, exactly as it was when it was laid on the table.	Clarity	64. A Tabled matter is brought back with all the motions connected with it, exactly as it was when it was Tabled.
73. The motion to take from the table is not debatable or amendable and requires only a majority vote.	Housekeeping: delete - update bylaw to align with current process	
74. 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 subsequent meeting.	Clarity	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.
75. If a matter is not taken from the table within one year after the date that it was 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.	It is never in order to use the motion to table to kill a motion or to delay its consideration.	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	Type of Change - Rationale	Proposed Change

76. A motion to rescind a previous motion may be accepted by the Chair and, if passed by a majority vote of the members present, the previous motion referred to is declared null and void.	Clarity: added more information to promote a greater understanding of rescinding motions and how they are used	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	Type of Change - Rationale	Proposed Change
77. A motion to reconsider a motion may not be applied to: (1) Any vote which has caused an irrevocable action, or (2) A motion to reconsider.	Clarity	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.
78. After a motion has been voted on, any member who voted on the prevailing side may move to reconsider a the motion and must state his/her reason(s) for the motion to be reconsidered.	Clarity	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.
79. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.	Clarity	75. Motions to reconsider are debatable and cannot be amended.
80. Reconsideration may then be debated (provided the motion proposed to be reconsidered was debatable) and voted upon, and requires a majority vote of the members present.	Housekeeping: delete	
81. If a motion to reconsider is approved, the motion to be reconsidered is the next order of business (i.e., the motion to be reconsidered will precede the next item on the agenda), unless the motion defers reconsideration to a future meeting date. Debate on the matter resumes as though it had not previously been voted upon.	Clarity	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	Type of Change - Rationale	Proposed Change
83. A Notice of Motion may be presented and described prior to the closing of the meeting by the member reading the Notice of Motion, which will then be recorded in the minutes and will form part of the agenda for the subsequent meeting or meeting date stated in the notice.	Clarity: reworded, intent remains unchanged	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.
84. A member who submits a written Notice of Motion to the CAO, to be read at a meeting, need not be present during the reading of the notice.	Clarity: reworded, intent remains unchanged	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.
85. If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two regular meetings. After the third regular meeting, it will be removed from the agenda and may only be made by a new Notice of Motion.	Clarity: reworded, intent remains unchanged	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.
86. 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.	No change	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	Type of Change - Rationale	Proposed Change
87. Calling the Question (1) When the Chair ascertains that no further information is required or debated forthcoming on a motion, the Chair will immediately submit the motion to a vote of the members (i.e., call the question), and no further discussion will take place until the vote has been completed.	Clarity: (1) reworded, intent remains unchanged; (2) add section to permit immediate retake of vote	81. Calling the Question (1) When the Chair is satisfied that debate on a 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.
(2) When a motion to call the question in presented, it will be put to a vote without debate and if carried, the motion to which it referred will be immediately submitted to a vote of the members without debate.	Housekeeping: delete	
88. Pecuniary Interest	Type of Change - Rationale	Proposed Change
(1) Members of Council 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.	No change	82(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.
89. Voting Procedures	Type of Change - Rationale	Proposed Change

(1) Votes on all motions must be taken as follows: a. Members must be in their designated seats when the motion is put; b. The chair must call the members to vote (i.e. call the question)	Housekeeping: delete	
	Clarity: use consistent working in bylaw	83. Voting Procedures (1) Votes on all motions must be taken as follows: a. The Chair will call the question.
c. Members must: i. Use the electronic or computerized voting system if it is available; ii. Vote by a show of hands if the electronic or computerized voting system is unavailable; or iii. Vote verbally if participating by a communication facility.	Clarity: update term to align with current process used	b. All Members present must vote by a show of hands, or by verbally stating “in favour” or “opposed”.
d. The Chair must declare the result of the vote.	No change	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.	No change	(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.	No change	(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.
90. Motion Carried	Type of Change - Rationale	Proposed Change
(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.	No change	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.
91. Tie Vote	Type of Change - Rationale	Proposed Change
(1) A motion is lost when the vote is tied.	Clarity: reworded, intent remains unchanged	85. Tie Vote (1) When the vote is tied the motion is defeated.
92. Failure to Vote	Type of Change - Rationale	Proposed Change
(1) Any member who fails to vote will be recorded as having voted in affirmative unless a statute expressly allows or requires an abstention.	Housekeeping: delete - Members are required to vote.	
93. Loss of Quorum (Abstention)	Type of Change - Rationale	Proposed Change
(1) If a motion cannot be voted on because there would be no quorum due to the abstention allowed or required by statue, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council or Council Committee.	Housekeeping: delete - this is addressed in "Quorum" section of bylaw	
94. Recorded Votes	Type of Change - Rationale	Proposed Change
	Clarity: add term - to capture process used by County	86. Recorded Votes (1) At Meetings where all Members vote "in favour" of a motion the minutes will state "the motion carried unanimously".
(1) At meetings of Council-in-Whole, the voting of motions that are not unanimous shall be recorded by showing the names of the members present and whether each member voted for or against the motion, or abstained.	Clarity: reworded, intent remains unchanged	(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.
(2) At Council Committee Meetings a member may request a recorded vote, before a vote is taken, on any motion. If the vote is not unanimous the names of the members present shall be recorded and whether each voted for or against the motion, or abstained.	Housekeeping: delete	
BYLAW PRESENTATION	Type of Change - Rationale	Proposed Change
95. Where a bylaw is presented to a Council meeting for enactment, the Manager of LAS must include a bylaw number, short title, and brief description of the bylaw to appear on the meeting agenda.	Clarity: reflects the current process of County. The current process of the County complies with requirements in MGA.	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.
96. A bylaw should be introduced for first reading by a motion that it is read a first time, specifying the number of the bylaw.	Housekeeping - delete	
97. Any proposed amendments must be put to a vote before the bylaw is given reading, and if carried, the amendments shall be considered as having been incorporated into the bylaw at time of the reading.	Clarity - revised to provide improved clarity in the process for how proposed bylaws are amended and when	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.
98. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the bylaw.	No change	89. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the bylaw.
99. The Manager of LAS may make minor changes to the bylaw to correct errors in grammar, spelling 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.	Clairty: revised to use terms consistently throughout 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.
100. When a bylaw is subject to a statutory Public Hearing, a Public Hearing date and time must be established before second or third reading.	No change	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.
101. When a bylaw requires the approval of an outside authority, the Manager of LAS, following passage of the required reading(s), shall ensure that the bylaw is submitted to the approving authority for approval.	Housekeeping: delete	
	Clarity: add term to support council and administration a motion to give consideration for third reading is not unanimous.	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 GOVERNING DEBATE	Type of Change - Rationale	Proposed Change
102. Order of Speakers		Rules of Debate (Subtitle) - An item on an Agenda will be discussed as follows:

(1) Members wishing to speak on a matter at the meeting should indicate their intention by raising their hands and be recognized by the Chair and, at the discretion of the Chair, normally should not speak more than once until every member has had the opportunity to speak except: a. In the explanation part of the speech which may have been misunderstood; or b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting. (2) Supplementary questions or a series of questions relating to the matter before the meeting may (3) All questions or debate will be directed through the Chair. (4) Administration may at the pleasure of the Chair speak or question the issue being debated.	Clarity	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.
103. Interruptions		
(1) Members who have been assigned their turn to speak may only be interrupted by other members including the Chair: a. When a member is discussing a subject and no motion is on the floor, b. By a Point of Procedure, c. By a Point of Order, d. By a Point of Privilege, e. By an objection to the consideration of a motion, or f. By a challenge.	Clairity	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.
104. Member Called to Order		
(1) A member who is called to order must immediately stop talking, but must be given an opportunity to challenge before debate is closed. Council or Council Committee will decide the challenge without debate.	Housekeeping: delete - this action appears in "Point of Order"	
DUTIES OF THE CHAIR	Type of Change - Rationale	Proposed Change
105. The Chair will preside over the conduct of the meeting, including the preservation of good order and etiquette, ruling on points of order, replying to points of procedure, and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member on any ruling of the Chair.	Clairty: revised to use terms consistently throughout bylaw	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.
106. The Chair will make reasonable efforts, including the calling of a recess, to ensure all members in attendance at the meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the Act and this Bylaw.	Housekeeping: delete - addressed in section above	
MEMBER PROHIBITIONS	Type of Change - Rationale	Proposed Change
107. A member will not: (1) Use profane, vulgar or offensive language in a meeting; (2) Disobey the rules of the meeting or decision of the Chair or of members on questions of order or practice, or upon interpretation of the rules of the meeting; (3) Leave his/her seat or make any noise or disturbances while a vote is being taken and the result is declared; or (4) Interrupt a member while speaking, except as provided under Section 103(1) of this Bylaw.	Housekeeping: revise to change the tone to a more positive tone	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.
108. When a member is in persistent breach of Section 107, after having been called to order by the Chair, the Chair may call for a vote of the members to: (1) Exclude the member from part of the remainder of the meeting. (2) Expel the member from the meeting room for the duration of the meeting. (3) Allow the member to maintain or resume his/her seat providing an apology is given.	Housekeeping: revise to change the tone to a more positive tone	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.
109. If a member has been expelled under Section 108(2), that member must leave the meeting room immediately. The Chair may request the services of the RCMP to remove an expelled member if that member does not leave voluntarily. The member shall only be expelled for the duration of the meeting that was in progress at the time of expulsion.	Housekeeping: delete	
110. Any expulsion shall be noted in the minutes.	No change	100.Any expulsion shall be noted in the minutes.
111. A member who wishes to leave the meeting permanently prior to adjournment will advise the Chair by means of a Point of Privilege, and the time of his/her departure will be recorded in the minutes.	No change	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	Type of Change - Rationale	Proposed Change
112. 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 as members thereof, will be permitted to raise such Point of Privilege.	Clarity: reworded, intent remains unchanged	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.
	Clarity: add	103. There shall be no debate on a Point of Privilege.
113. A Point of Privilege will take precedence over all other matters and while the Chair is ruling on the Point of Privilege, no one will be considered to be in possession of the floor.	Clarity: reworded, intent remains unchanged	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.
114. Following the ruling of the Chair on the Point of Privilege and the dealing with same, the Chair will go immediately back the pending question or debate.	No change	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.
	Clarity: add	106. A Point of Privilege is not recorded in the minutes of the meeting.
POINT OF ORDER	Type of Change - Rationale	Proposed Change
115. A member or administrator who desires to call attention to a possible violation of the meeting rules and procedures will ask permission from the Chair to raise a Point of Order. 116. When permission is granted by the Chair, the member will state the Point of Order with a concise explanation and will abide by the decision of the Chair upon the Point of Order. 117. A member called to order by the Chair will immediately cease speaking or otherwise engaging in the activity specified by the Chair until the Point of Order is dealt with, and will not speak again without the permission of the Chair except to appeal the ruling of the Chair. 118. The member in possession of the floor when the Point of Order was raised will have the right to the floor when debate resumes.	Clarity: add information to improve understanding of 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	Type of Change - Rationale	Proposed Change
119. All decisions of the Chair will be final, subject to an immediate challenge by a member at the meeting. 120. If a decision is challenged, the Chair will give reasons for the ruling, after which the members, without debate, will vote on the appropriateness of the challenge. The decision of the vote will be final and binding.	Clarity: added more information to promote a greater understanding of challenges	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	Type of Change - Rationale	Proposed Change
121. When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair may close the meeting.	No change	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	Type of Change - Rationale	Proposed Change
122. 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.	No change	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.
123. Bylaw No. 13-2011 is hereby repealed.		116. Bylaw 2015-06 is hereby repealed.
124. This bylaw shall come into force and take effect on the day of third and final reading thereof.		117. This Bylaw shall come into force and take effect on the day of third and final reading thereof.
READ A FIRST TIME this 3rd day of March, 2015.		
READ A SECOND TIME this 3rd day of March, 2015.		
READ A THIRD TIME and finally passed this 3rd day of March, 2015.		