

BY-LAW #2025-005
OF THE VILLAGE OF ROCKYFORD
IN THE PROVINCE OF ALBERTA

BEING A BYLAW FOR THE PURPOSE OF REGULATING THE PROCEEDINGS OF THE COUNCIL OF THE VILLAGE OF ROCKYFORD.

WHEREAS, the *Municipal Government Act* provides that Council may make rules and regulations for calling meetings, governing its proceedings and the conduct of its members, appointing committees and generally for the transaction of business.

WHEREAS, the Council of the Village of Rockyford deems it necessary and expedient to make and establish rules and regulations according to which proceedings of the Council shall be governed and conducted.

NOW THEREFORE the Council of the Village of Rockyford duly assembled, enacts as follows:

1. NAME:

1.1 This Bylaw may be cited as the "Procedure Bylaw" of the Village of Rockyford.

2. DEFINITIONS:

In this Bylaw unless the context otherwise requires:

"Adjourn" means to close the meeting;

"Administration" means the Municipal Administrator or Chief Administrative Officer employed by the Village of Rockyford;

"Agenda" is the list of items and orders of business for a meeting along with associated reports, bylaws or other documents;

"Chair" means the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, any other person so appointed to chair the meeting proceedings;

"Closed Session" is a Council, Committee or Board session which is held in private pursuant to the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act* and may include any person or persons invited to attend by Council, Committee or Board members;

"Council" is the members of Council of the Village of Rockyford elected pursuant to the provisions of the "*Local Authorities Election Act*";

"Council Committee" means any committee, board or other body established by Council by Bylaw under the authority of the "*Municipal Government Act*";

"Deputy Mayor" is the member of Council who is appointed pursuant to the *Municipal Government Act* to act as the Mayor in the absence or incapacity of the Mayor;

"Electronic Means" refers to any method of transmitting, hearing or communicating Information using technology, such as computers, emails, other digital devices, or digital communication facilities rather than traditional paper-based or in-person methods;

"External Committee" is a Committee that a member of Council has been appointed to sit on that is an external Committee or Board that is not a Committee of Council;

"Mayor" is the person voted by Council to be the Chief Elected Official for the Village of Rockyford;

"Meeting" means an organizational, regular or special meeting of Council or Committee;

"Member" is a duly elected member of Council or a duly appointed member of a Committee who continues to hold office;

"Member at Large" means a member of the public appointed by Council to a Committee of Council;

"Motion" is a proposal for action by Council or Committee;

“Notice of Motion” is a notice of intention by a member to present a motion at a subsequent meeting;

“Organizational Meeting” means a meeting of Council held in accordance with Section 192 of the *Municipal Government Act*;

“Pecuniary Interest” means a pecuniary interest within the meaning of the *Municipal Government Act*;

“Public Hearing” means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the *Municipal Government Act* or other legislation or hearing other matters which Council directs to be considered at a Public Hearing;

“Quorum” means the majority of all Members, fifty (50) percent plus one (1), unless Council prescribes otherwise in a bylaw or Terms of Reference for a Committee;

“Recording Secretary” means the individual recording the proceedings of the meeting;

“Recorded Vote” is the call, 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;

“Special Meeting” is a meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw or, with respect to Committees is a meeting called by the Chair in accordance with the Committee Bylaw;

“Special Resolution” means a resolution requiring at least two-thirds of the Members present at the meeting who are not required or allowed by statute to abstain from voting on the Motion, to vote in the affirmative;

“Table” means a Motion to delay consideration of any matter to either a specific date or sine die;

“Unfinished Business” is business that has been raised at the same or a previous Meeting and that has not been completed;

“Village” means the municipal corporation of the Village of Rockyford.

3. APPLICATION

3.1 This Bylaw applies to all meetings of Council and Committees and shall be binding on all Councillors and Committee members.

4. INTERPRETATION

4.1 If a question relating to the procedures of Council or Council Committees is not answered by this Bylaw, the answer to the question is to be determined by referring to the most recent revision of Robert’s Rules of Order Newly Revised.

4.2 Procedure is a matter of interpretation by the Chair.

5. MEETINGS

5.1 Organizational Meeting

An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.

The agenda for the Organizational meeting shall include:

- 1) Administration shall:
 - a) Call the meeting to order;
 - b) Preside over the nominations and election of the Mayor; and
 - c) Administer the Oaths of Office
- 2) The Mayor shall:
 - a) Preside over the nominations and election of Deputy Mayor.

3) Nominations:

- a) If only one nomination is received for the position of Mayor or Deputy Mayor, that nominee shall be declared elected by acclamation.
- b) Where there is more than one nomination for Mayor or Deputy Mayor, voting shall be done by a secret ballot.
- c) If, on the first ballot, on one Councillor receives a clear majority of votes, the Councillor who received the least number of votes shall be dropped from the ballot and a second ballot taken.
- d) On subsequent ballots, a Councillor who receives the least number of votes shall be dropped from the ballot until a Councillor a clear majority.
- e) Councillors hold office from the beginning of the Organizational Meeting following the General Election until immediately after the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*, R.S.A. 2000 Chapter L-21.

4) Council shall:

- a) Establish the dates for Council meetings;
- b) Appoint Council Committees and Board members;
- c) Appoint Council Committee Chairs; and
- d) Conducts other business as identified within the Organizational Meeting Agenda.

5) Appointments to Council Committees and Boards.

6) Establishment of signing authority for all banking matters.

7) Any such business as is required by Council or the *Municipal Government Act* (i.e. review of Council Code of Conduct Bylaw, appointment of appropriate designated authorities)

5.2 Regular Meeting

- 1) Regular meetings of Council will be held the second Wednesday of each month with the exception of August when there will be no meeting unless one is deemed necessary.
- 2) Council meetings shall commence at 7:00 p.m.
- 3) Public Hearings shall be conducted as part of a regular or special meeting of Council.
- 4) As soon as there is quorum of Council after the hour fixed for the meeting, the Chair must take the chair and begin the meeting.
- 5) Unless quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the name of the members of Council present at the expiration of the 30-minute time limit.
- 6) In the event quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum is obtained. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.
- 7) Council may change the time, date or location of any meeting and any Committee may change the time, date or location of any of its meetings provided that in both cases at least twenty-four (24) hours' notice of the change is given:
 - a) In writing or via telephone communication, to all Council members.

- and
- b) To members of the public by posting a notice of the change at the entrance of the Village Office, on the Village's website or any other Village managed media source and in any other manner so directed by resolution of Council.
- 8) The Mayor may call a Special Meeting whenever the Mayor considers it appropriate to do so and must call a Special Meeting if the Mayor receives a written request for the meeting, stating its purpose, from a majority of the Councillors. The Administration shall give notice to all members of Council of each Special Meeting as set out in 5.2(7).

9) Despite Section 5.2(7), the Mayor may call a Council Meeting on shorter notice and without providing notice to the public provided all Council members are notified of the meeting and two-thirds of Council members give written consent to hold the meeting before the meeting begins. No business other than that stated in the notice shall be considered at any meeting described in this Section unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.

10) Members of Council who participate in any Council Committees, External Committees, Boards and Commissions are required to report to the Council from time to time, all matters connected with the duties imposed on them respectively and to recommend such action by Council in relation thereto as may be deemed necessary and expedient.

11) The time and place for Council Committee meetings shall be set at the call of the Chair unless otherwise established by Bylaw or in Policy.

12) All meetings of Council will be held in public and no person may be excluded except for improper conduct or when Council makes a motion to go into a Closed Session.

5.3 Closed Session Meetings

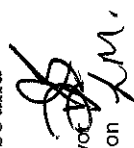
The *Municipal Government Act* permits Council or Committees to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclosure contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

- 1) Council or Committee shall pass a Resolution prior to moving to a Closed Session meeting stating the nature of the Closed Session meeting and the relevant sections of the *Freedom of Information and Protection of Privacy Act*.
- 2) A Closed Session meeting may exclude Administration, but not members as long as the member is not disqualified from the discussion of the matter due to Pecuniary Interest.
- 3) When a Closed Session meeting is being held, Council or Committee may invite any person or persons to attend the Closed Session meeting as Council or Committee deems appropriate.
- 4) When a Closed Session meeting is held, no resolution may be passed except a resolution to revert to a Meeting held in public.

5.4 Electronic Meetings

Section 199 of the *Municipal Government Act* allows Council or Committee Meetings to be conducted through electronic means if appropriate notice is given and the facilities must allow all participants to watch or hear each other.

- 1) A Councillor may attend a meeting electronically under extenuating circumstances only and approval must be received from all of Council prior to the beginning of the meeting. Some circumstances may be:
 - a) Seriously ill immediate family member that is hospitalized;
 - b) If the Councillor is hospitalized and capable of making sound decisions.



2) If Council approves of an electronic meeting the following conditions must be met:

- a) The Council member attending electronically must be available on-time for the start of the meeting;
 - b) The method of communication must be both audio and visual, i.e. Facetime.
 - c) The same meeting decorum shall be observed during an electronic meeting as an in-person meeting, i.e. no eating or side conversations with parties not involved in the meeting, no use of cell phones, etc.
- 3) A Councillor will be permitted to attend a Council meeting in an electronic format two times in a calendar year unless special permission has been granted by all of Council.
- 4) A Closed Session meeting cannot be attended through electronic means.
- 5) A Councillor attending electronically will receive the approved payment for attending a meeting as though they were there in person, for the portion of the meeting they were in attendance.

6. AGENDAS

6.1 The agenda orders the business for a regular Council meeting and will follow the appropriate order of business.

6.2 Notwithstanding the standard order of business, the Chair may arrange for all items dealing with a particular subject to be grouped together on the agenda of any individual meeting.

6.3 Prior to each regular meeting, the Administration shall prepare an agenda of all Business to be brought before Council at such meeting. To enable Administration to do so, all documents and notices of delegations intended to be submitted to the Council shall be placed in the hands of Administration not later than 4:00 p.m. on the Wednesday in the week before the regular Council meeting.

6.4 A person or representative of any delegation or group who wish to bring any Matter to the attention of Council, or who wish to have any matter considered by the Council shall address a letter or other written communication to the Council outlining the subject and points they wish to discuss with Council. Such letter or communication shall be in the hands of Administration not later than 4:00 p.m. on the Wednesday in the week before the regular Council meeting. When a communication contains a request for an appearance to address the Council, the person or persons shall speak for no more than ten (10) minutes unless the time is extended by a majority vote of the Council. No person or group shall appear as a delegation to Council on the same or on a related subject, unless specifically requested by Council to do so.

6.5 When a person or representative of a delegation of group, wishes to address the Council on a matter which is not on the agenda, the Council will defer the matter to another meeting of Council, unless it is deemed to be on an emergency nature of which Council may add the delegation to the agenda, but only by Special Resolution.

6.6 Administration shall make available to each member of Council, a copy of the minutes of the last Regular Meeting and subsequent Special Meetings, a copy of the agenda, and any material pertinent to the forthcoming Regular Meeting not later than the Friday before the holding of the said Regular Meeting.

6.7 Any written communication intended for Council or a Committee which reaches Administration must:

- a) be legible and coherent;
- b) provide a printed name and address and contact information on the communication; and

- c) not be libelous, impertinent or improper
- 6.8 If the requirements of 6.7 are met, Administration must:
- a) inform the members of the Council through the agenda;
 - b) if it relates to an item already on the agenda, provide a copy of the communication to members of the Council with the agenda or at the meeting;
 - d) provide a copy of the communication or a summary of it to all members of Council with the agenda or at the meeting as information; or
 - e) take any other appropriate action on the communication.
- 6.9 If the requirements of 6.7 are not met, Administration may file the communication unless Administration determines the communication to be libelous, impertinent or improper, in which case Administration must summarize the communication and inform Council that is being withheld. Council may direct the communication being withheld to be forwarded to Council.
- 6.10 Administration must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

7. GENERAL PROCEEDINGS AT MEETINGS

- 7.1 Council must vote to approve the agenda prior to transacting other business and may prior to the agenda approval;
- a) Add new items to the agenda; or
 - b) Delete any matter from the agenda

And in the case of additions or deletions to the agenda, after the additions or deletions, the agenda must be approved as amended, prior to transacting any other business.

- 7.2 The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must;
- a) Pass a resolution to amend the minutes; and

- b) Adopt the minutes as amended and if there are no errors or omissions, Council must adopt the minutes as circulated.

- 7.3 Delegations appearing before Council may be addressed by any member of Council by asking the delegation of the Administration relevant questions but may not debate the matter or the answers. The presentations by a delegation may only be:

- a) Received as information without debate;
- b) Referred without debate to a Committee or Administration for a report;
- c) Debated if a Special Resolution is passed to allow a motion to be made without notice; and
- d) Limited to 10 minutes unless there is a Special Resolution to extend the allotted time.

- 7.4 An information report from a Committee, Agency or Administration that does not request Council action other than receipt as information may only be:

- a) Received as information without debate;
- b) Referred to a Committee or Administration by majority vote without debate; or
- c) Debated if a Special Resolution is passed to allow a motion to be made without notice.

- 7.5 Any Councillor may make a request for information to be provided to Council on any matter within the Village's jurisdiction. Administration will provide the answer to the inquiry at the next Council meeting or, if that is not possible, will provide a progress report indicating when the answer to the inquiry may be expected.
- 7.6 Any member of Council desiring to speak shall address his/her remarks to the Chair, confine themselves to the question and avoid personality. Should more than one member desire to speak at the same time, the Chair shall determine who is entitled to the floor. Members of Council wishing to speak on a matter during a meeting must indicate their intention by raising their hand and any member of Council present via electronic means shall address the Chair by saying "I wish to speak to the matter at hand" and be recognized by the Chair. Each Council member shall not speak more than once until every member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.
- 7.7 Council need not deal with any item on the agenda if no motion is made about it.
- 7.8 No member of Council or Administration may use their cell phone during any meeting being attended on behalf of the Village, except for an emergency call that must be answered, and in that instance, the person receiving the call shall step out of the meeting room to take the call. The meeting will continue and the member that steps out will get the missed information from another Council member.
- 7.9 No member shall engage in the use of Social Media during any meeting.
- 7.10 No member of the public may address Council on any matter other than what is on the Agenda. If a member of the public wishes to address Council, he/she must raise their hand and be acknowledged by the Chair before speaking.

8. DISCIPLINARY PROCEDURES

- 8.1 Members of Council shall not:
- a) Use offensive words or unparliamentary language in the meeting or against Council, any Councillor or any other person;
 - b) Disobey the rules of the meeting or decision of the Chair or of members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;
 - c) Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d) Interrupt a member of Council while speaking, except to raise a Point of Order;
 - e) Discuss a vote of Council or Council Committee after the vote has been taken, unless to rescind;
 - f) Influence or communicate with any municipal employees except the Chief Administrative Officer.
- 8.2 When a Council member has been warned about breaches of order but continues to engage in them, the Chair may name the Council member by stating their name and declaring the offence. The Recording Secretary must note the offence in the minutes.
- 8.3 If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Chair may direct that the notation of the offence be removed from the minutes.
- 8.4 If the Council member is in breach of this or any other Bylaw that governs Council conduct at any meeting being attended as a representative of the Village, Council can withhold remuneration for that meeting from the Councillor that is in breach of the Bylaw(s).



8.5 Any members of the public are not allowed to speak to any Council member during a Council meeting without the Chair's permission. The Chair may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled.

9. MOTIONS

- 9.1 Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration. After a motion has been stated or read, it shall be deemed in the possession of the Council.
- 9.2 When a motion is before the meeting and the mover wishes to withdraw or modify it, or Substitute a different one in its place, and if no one objects, the Chair shall grant Permission.
- 9.3 Any member of Council may require the motion under discussion to be read at any time during the debate, except when a member of Council is speaking.
- 9.4 Each member of Council or Council Committee will be limited to speak on any motion to ten (10) minutes.
- 9.5 The mover of a motion must be present when the vote on the motion is taken, Council Members participating via electronic means are deemed to be present at the meeting.
- 9.6 A motion is not required to be seconded.
- 9.7 When a motion is under debate, no motion shall be received other than a Motion to, in order of precedence:
- a) Fix the time for adjournment;
 - b) Adjourn;
 - c) Recess;
 - d) Raise a question of privilege;
 - e) Call for the orders of the day;
 - f) Withdraw;
 - g) Table:
A motion to table may be made when a member of Council wishes Council to decline to take a position on the main question. The motion is not debatable and, when passed, may be resurrected by a motion to raise from the table.
 - h) Call the Question (that the vote must now be taken);
 - i) Limit or extend limits of the debate;
 - j) Postpone to a certain time or date;
A motion to postpone to a certain time or date is debatable. Debate on the motion must be confined to its merits only and cannot go into the main question except as necessary for debate of the immediately pending question.
A motion to postpone to a certain time and date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
 - k) Refer:
A motion to refer shall require direction as to the person or group to which it is being referred and is debatable. A motion to refer is generally used to send a pending motion to a Committee, department or selected person so that the question may be carefully investigated and put into better condition or Council to consider.



l) Amend:

Only one motion to amend at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendments.

The amendment shall be voted upon and, if any amendment is carried the main motion, as amended shall be put to the vote, unless a further amendment is proposed.

Nothing in this Section shall prevent other proposed amendments from being read for the information of the members of Council.

m) Postpone Indefinitely

A motion to postpone indefinitely must include a reason for postponement and is debatable. Debate can go into the main question. A motion to postpone indefinitely is generally used as a method to dispose of a question without bringing it to a direct vote.

9.8 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Council member, be taken separately.

9.9 No motion shall be offered that is substantially the same as one on which judgement of the meetings has already been expressed during the same meeting.

9.10 Whenever the Chair or any other member of Council is of the opinion that a motion is contrary to the rules and privileges of the Council, they shall apprise the other members of Council thereof immediately, before putting the question, and shall cite the rules or authority applicable to the case without argument or comment. Whenever any matter of privilege arises, it shall be immediately taken into consideration.

9.11 Any member of Council may move that Council recess of a specific period. After the Recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker. A motion to recess may be amended only as to the length of time, but neither the motion nor the amendment are debatable.

9.12 Unless otherwise specifically provided in this Bylaw, the following motions are debatable by the Council:

a) A motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated;

b) A motion to postpone or refer;

c) A motion for adoption, rejection of, referral back or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council;

d) A motion for the second reading, or a motion for the third reading of a Bylaw;

e) A motion for the appointment or dismissal of a Committee member, or referral to a Committee of any matter before Council;

f) A motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of any Bylaw properly before the Council;

g) Such other motion made upon routine proceedings of Council as may be necessary for conducting of the business of Council and observances of its procedures.

10. NOTICE OF MOTION

- 10.1 A member of Council may make a motion introducing a new matter only if:
- a) notice is given at the previous regular Council meeting;
 - b) A legible copy of the content of the notice is made available to Administration no later than 4:00 p.m. on the Thursday before the regular meeting; or
 - c) Council passes a Special Resolution dispensing with the Notice;
 - d) A Notice of Motion must give sufficient detail that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting which the motion will be made;
 - e) A Notice of Motion must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs;
 - f) When notice has been given, Administration will include the proposed motion in the agenda of the meeting for the date indicated in the notice. If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new Notice of Motion.

11. VOTING

- 11.1 A motion shall be carried when a majority of the members of Council present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.
- 11.2 A motion is lost when the vote is tied.
- 11.3 If a motion cannot be voted on because there would be no quorum due to an abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve a quorum at any meeting on an issue due to allowable abstentions, then Council must as the Minister of Municipal Affairs for an order under the *Municipal Government Act*.
- 11.4 After the Chair finally puts any question to a vote, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put forth shall be conclusive.
- 11.5 Votes on all motions must be taken as follows:
- a) Members of Council must be in their designated Council seat when the motion is put forth;
 - b) The Chair must put forth the motion;
 - d) All members of Council, including the Chair, must vote by a show of hands;
 - e) The Chair must declare the result of the vote as carried or defeated.
- 11.6 Notwithstanding Section 11.5, if a member of Council is present via electronic means, the member of Council shall be considered to be in their designated Council seat and when the motion is put forth shall be recognized as for the motion by stating clearly "in favour" or if against the motion by stating clearly "against".
- 11.7 After the Chair declares the result of a vote, the members of Council may not change their vote for any reason.
- 11.8 Every member present, including the Chair, when a vote is called for, shall vote unless they are required or permitted to abstain from the question as provided in for in the *Municipal Government Act*. If a Council member who has heard the question refuses to vote, their name shall be recorded accordingly, and they shall be deemed to have infringed this Bylaw and the *Municipal Government Act*, but the decision of the question on the other members' votes shall be valid.
- 11.9 Members of Council who have a reasonable belief that they have a pecuniary interest, as defined in the *Municipal Government Act*, in any matter before Council, any Committee of Council 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 unless the Councillor is entitled to be heard by Council as a tax payer, an elector or an owner of property in accordance with the *Municipal Government Act*. The minutes shall indicate the declaration of disclosure, the time at which the member of Council left the room and the time the member of Council returned.

11.10 Before Council takes a vote, a member of Council may request that the vote be recorded. When a member of Council requests a recorded vote, all members of Council present, unless required or permitted to abstain from voting, shall vote as the Chair calls for those in favour and against. The Recording Secretary shall, whenever a recorded vote is requested by a member of Council, record in the minutes the names of each member of Council present and whether they member of Council voted for or against the matter and the Chair shall announce the results of the vote.

12. BYLAWS

12.1 Where a Bylaw is presented to a Council meeting for enactment, Administration shall cause the number and short title to appear on the Agenda.

12.2 The following shall apply to the passage of all Bylaws:

- a) A Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw;
- b) After a motion for first reading of the Bylaw has been presented, members of Council may debate the substance of the Bylaw and propose and consider Amendments to the Bylaw;
- c) Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
- d) When all amendments have been accepted or rejected, the Chair shall call for a vote on the motion for first reading of the Bylaw;
- e) When a Bylaw is subject to a statutory Public Hearing, a Public Hearing shall be held before second reading of the Bylaw.

12.3 Three Readings

- a) A Bylaw shall not be given more than two readings at one meeting unless the members of Council present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings;
- b) A Bylaw shall be passed when a majority of the members of Council present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.

12.4 When a Bylaw has been given three readings and is signed in accordance with the *Municipal Government Act*, it is considered an enactment of the Village and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

12.5 The previous readings of a proposed Bylaw are rescinded if the proposed Bylaw does not receive third reading within two years of first reading or is defeated on second or third reading.

12.6 After passage, a Bylaw shall be signed by the Mayor or in the absence of the Mayor, the Deputy Mayor and Administration.

12.7 The Chief Administrative Officer shall have the authority to consolidate any Bylaw of the municipality and print copies of such consolidated bylaws.

- 13.1 The conduct of any statutory Public Hearing shall be governed in this Bylaw.
- 13.2 Wherever possible, persons interested in speaking at a Public Hearing should register with Administration prior to the Public Hearing.
- 13.3 The Chair shall declare the Public Hearing in session and shall outline Public Hearing procedures.
- 13.4 Administration shall introduce the resolution of Bylaw and shall briefly state the intended purpose.
- 13.5 The Chair shall request those who wish to make presentations to identify themselves. The Chair shall then open the floor to public presentations.
- 13.6 The Chair shall call upon those persons who have registered with Administration to speak first, followed by other persons at the meeting. A person who does not identify themselves will not be given the opportunity to speak.
- 13.7 Presentations by the public may be made verbally. Written submissions, if available, shall be collected by Administration and retained for information purposes.
- 13.8 Verbal presentations shall be limited to five (5) minutes unless there is a majority vote by Council to extend the allotted time.
- 13.9 Following public presentations, the Chair shall close the Public Hearing.
- 13.10 If no one is present to speak to a proposed Bylaw or resolution which requires a Public Hearing, Council may hear an introduction of the matter from Administration, ask relevant questions, and then the Chair shall close the Public Hearing.
- 13.11 After close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing, and may
- a) Pass the Bylaw or resolution; or
 - b) Make any necessary amendments to the Bylaw or resolution and pass it without further advertisement or hearing.
- 13.12 When a Public Hearing on a proposed Bylaw or resolution is held, a member of Council:
- a) Must abstain from voting on the Bylaw or resolution if the member of Council was absent from all the Public Hearing; and
 - b) May abstain from voting on the Bylaw or resolution if the member of Council was only absent from a part of the Public Hearing.

14. PUBLIC HEARINGS PROCEDURES CONDUCTED BY ELECTRONIC MEANS

- 14.1 In the event that Municipal Government Act provisions allow for Public Hearings to be conducted by electronic means and Council determines it appropriate to hold a Public Hearing through the use of electronic means, Section 13 of this Bylaw shall not apply.
- 14.2 The Chief Administrative Officer shall provide notice to the public that the Public Hearing is to be conducted by electronic means and provide for the method in which the public can view the meeting.
- a) Individuals will be encourage to join the meeting via video conference in order to view the presentation provided to Council or any materials submitted in addition to those included in the Council Agenda.
- 14.3 Individuals are encouraged to pre-register to speak to provide for hearing efficiency by submitting their contact information and file number of the hearing they will be participating in to the Chief Administrative Officer by 4:00 pm on the day before the public hearing.

a) Individuals will be required to provide their contact information to be used in the event that they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The Village will make reasonable attempt to reconnect with any pre-registered speaker in the event that they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.

14.4 During the Public Hearing process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.

14.5 The Chair shall open the Public Hearing and introduce the subject of the Hearing by reading the subject of the Bylaw.

14.6 The Chair shall request that the application be read by the Chief Administrative Officer.

14.7 The Applicant shall be invited to provide new or additional information for Council's consideration.

14.8 After the Applicant's presentation, individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentation to Council. They will be provided five (5) minutes for their presentation unless an extension is granted by the Chair.

14.9 After all pre-registered individuals are provided an opportunity to speak to the proposed Bylaw, the Chair will inquire if there are any further individuals that would like to speak to the proposed Bylaw and determine the order that the additional individuals will speak. They will be provided with five (5) minutes for their presentation unless an extension is granted by the Chair.

14.10 Council is provided the opportunity to ask questions. The questions asked shall be limited to questions concerning the subject of the Public Hearing.

14.11 The Chief Administrative Officer is given the opportunity to provide closing remarks.

14.12 The Applicant is given the opportunity to provide closing remarks. The applicant may speak in rebuttal to those in opposition during closing comments providing no new information is provided.

14.13 Council is asked whether they have any final questions, Council members may not debate the issues before the Hearing is closed.

14.14 Council may choose to recess a Public Hearing to another time, date or place. However, once the Hearing has been closed no new information may be provided to Council. Council may receive updated information for clarification on subjects discussed as part of the public hearing providing new information is not introduced that would create an unfair approval process by restricting the public's ability to provide input.

14.15 Once the Chair is satisfied that all pertinent information has been provided and that Council has no further questions; the Public Hearing will be closed.

14.16 Council will proceed to consider the bylaw in accordance with section 216.4 of the Municipal Government Act.

15. APPEAL RULING

15.1 The decision of the Chair shall be final, subject to an immediate appeal by a member of Council of the meeting. If the decision is appealed, the Chair shall give concise reasons for their ruling and the members of Council shall decide the question. The ruling of the members of Council shall be final.

16. RECORD OF PROCEEDINGS



16.1 The Recording Secretary must prepare all Council and Committee minutes which will include:

- a) All decisions and other proceedings;
- b) The names of the Council members present at and absent from the meeting;
- c) Any abstention pursuant to a declaration of pecuniary interest made under the *Municipal Government Act* by any Council member and any other abstention permitted by statute; and
- d) The signatures of the Chair and Administration.

17. REPEAL

17.1 This Bylaw repeals Bylaw 2021-003.

Read a first time this 15th Day of April, 2025.

Read a second time this 15th Day of April, 2025.

Received permission to proceed to third and final reading this 15th day of April, 2025.

Read a third time and passed this 15th Day of April, 2025.



Mayor



Municipal Administrator