

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA**

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

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

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, Council may by bylaw, delegate its powers, duties or functions to a Council committee, Chief Administrative Officer or designated officer unless any other enactment or bylaw, provides otherwise;

AND WHEREAS, the *Municipal Government Act* governs the duties and conduct of Council, Councillors, Council committees; municipal organization and administration; public participation; and the powers of a municipality;

NOW THEREFORE, the Municipal Council of Morinville, Alberta duly assembled hereby enacts as follows:

1.0 TITLE

- 1.1 This bylaw may be called the Procedure Bylaw.

2.0 DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.2 "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.3 "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- 2.4 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Act* or the designate of the Chief Administrative Officer;
- 2.5 "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a Committee of Council;
- 2.6 "Council" means Council of Morinville;
- 2.7 "Council Committee" means a committee, board or other body established by a Council under the *Act*, but does not include an assessment review board established under section 454 of the *Act* or a subdivision and development appeal board established under s. 627 of the *Act*;
- 2.8 "Councillor"; "Member of Council"; "Council Member" means any Member of Council including the Mayor;


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- 2.9 "Delegate" means any member of the Public who has sought, and obtained, permission to attend before Council to speak or make a presentation;
- 2.10 "Closed Session" means a closed or private meeting as defined by s. 1(3) of the *Act*, and as allowed pursuant to s.197 of the *Act*, or part of a meeting, at which only Councillors and other persons specified by Council may attend;
- 2.11 "Morinville" means the Town of Morinville;
- 2.12 "orders of the day" means a requirement that the Mayor return to the predetermined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
- 2.13 "peace officer" means a peace officer as defined in the *Police Act*;
- 2.14 "point of information" means an inquiry as to facts affecting the business at hand – directed to the Mayor or through the Mayor, to the CAO.
- 2.15 "point of order" means a demand by a member of Council that the Mayor enforce the Procedure Bylaw or the Council Code of Conduct;
- 2.16 "point of privilege" means a request made to the Mayor by a Member of Council on any matter related to the rights and privileges of Councillors and includes:
- 2.16.1 the comfort of Councillors
- 2.16.2 the conduct of Morinville employees or members of the public in attendance at the meeting;
- 2.16.3 the accuracy of the reports of Council's proceedings; and
- 2.16.4 the reputation of Council and Councillors;
- 2.17 "postpone" means to delay the consideration of any matter, either:
- 2.17.1 to later in the meeting;
- 2.17.2 to a specified time and/or date;
- 2.17.3 until the occurrence of an event; or
- 2.17.4 indefinitely;
- 2.18 "public hearing" means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions, including but not limited to hearings held pursuant to s.230 of the *Act*;
- 2.19 "public meeting" means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing and includes meetings pursuant to s.229 of the *MGA*;
- 2.20 "recess" means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- 2.21 "reconsider" means a motion made by a Member of Council who voted on the prevailing side of a motion adopted by Council with the purpose of retaking the vote on a motion dealt with earlier in that same meeting;


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- 2.22 "Recording Secretary" means the member of Town Administration appointed to take minutes at Council and Council Committee meetings and perform the other Recording Secretary duties under this Bylaw;
- 2.23 "refer" means to send a pending motion or agenda item to a Council Committee or the administration for investigation and report;
- 2.24 "renew" means to bring forward to a later meeting a previously defeated motion;
- 2.25 "rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- 2.26 "table" means to set a matter aside until a quorum decides to address the item again by means of a motion to lift from the table; and
- 2.27 "term" means the length of time that an elected Council serves between two consecutive municipal elections.

3.0 APPLICATION AND INTERPRETATION

- 3.1 This bylaw shall apply to all meetings of Council, Committee of the Whole and Council Committees.
- 3.2 For Council Committees:
 - 3.2.1 any reference to the Mayor in the Procedure Bylaw shall be treated as a reference to the Chair of the Council committee;
 - 3.2.2 any reference to a Councillor in the Procedure Bylaw shall be treated as a reference to a Member of the Council committee; and
 - 3.2.3 any reference to Council in the Procedure Bylaw shall be treated as a reference to the committee.
- 3.3 The precedence of the rules governing the procedures of Council is:
 - 3.3.1 the Act;
 - 3.3.2 other provincial legislation;
 - 3.3.3 this bylaw; and
 - 3.3.4 Robert's Rules of Order
- 3.4 Council may, in the absence of statutory obligation, temporarily alter or suspend by affirmation vote of 2/3 of all Members of Council present any provision of this bylaw. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

ORGANIZATION OF COUNCIL & COMMITTEE

(Establishment, Responsibilities, Membership, Chair & Quorum)

4.0 INAUGURAL MEETING

- 4.1 The organizational meeting immediately following a general municipal election shall be called the inaugural meeting and the Chief Administrative Officer shall chair the meeting until the Mayor has taken the oath of office.


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- 4.2 The inaugural meeting will be held no later than two weeks after the third Monday in October.
- 4.3 At the inaugural meeting, Council shall in addition to the items listed under 5.2, perform the following:
- 4.3.1 take the prescribed oath of office as the first order of business.
 - 4.3.2 by resolution, set the schedule for Deputy Mayor rotation for the term of office.
 - 4.3.3 Confirm with all Members of Council of the orientation training that will be made available to them, in accordance with s.201.1 of the *Act*. All individuals filing nomination papers will be advised by the recording secretary at the time of filing of dates of the orientation training.
- 4.4 Members of Council hold office from the beginning of the inaugural meeting following the general election to immediately before the beginning of the inaugural meeting following the next general election in accordance with the *Local Authorities Election Act*.

5.0 ORGANIZATIONAL MEETINGS

- 5.1 Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.
- 5.2 At the annual organizational meeting, Council shall establish, by resolution, for the forthcoming year:
- 5.2.1 Council Remuneration and Per Diem Policy Schedule A & B.
 - 5.2.2 Standing Committees of Council.
 - 5.2.3 Member at Large Committees.
- 5.3 Appointments of Members of Council to Council Committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

6.0 QUORUM

- 6.1 Quorum of Council is a majority of Councillors that comprise the Council, as defined by s.167 of the *Act*.
- 6.2 If quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, the Recording Secretary will document the names of those who are present and the meeting will be adjourned and rescheduled.
- 6.3 If at any time during a meeting quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.
- 6.4 The agenda delivered for a meeting in which quorum was not met or was lost, shall be considered at the next Regular Council Meeting prior to the consideration of the agenda for the subsequent Regular Council meeting, or it shall be the agenda for a Special Meeting called for that purpose and pursuant to s. 194 of the *Act*.
- 6.5 If there is a quorum at the time set for commencement of the Council meeting, but the Mayor and Deputy Mayor are absent, the quorum shall appoint either the next or past Deputy Mayor to chair the meeting (See 8.3).


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- 6.6 In order to ensure that quorum is not lost, the Mayor may recess the meeting briefly if a Member of Council wishes to leave the meeting but intends to return.

DUTIES OF OFFICIALS


7.0 DUTIES OF THE MAYOR

- 7.1 The Mayor shall, when present:
- 7.1.1 open all Council meetings;
 - 7.1.2 chair all Council meetings;
 - 7.1.3 preserve order and decorum in all Council meetings;
 - 7.1.4 ensure Council meetings focus on the agenda, including setting time limits on speakers, if necessary;
 - 7.1.5 rule on all questions of procedure;
 - 7.1.6 ensure that each Member of Council who wishes to speak on a debatable motion is granted the opportunity to do so;
 - 7.1.7 determine the speaking order when two or more Members of Council or others wish to speak; and
 - 7.1.8 decide who, aside from Members of Council, may address Council.
- 7.2 The Mayor is an ex officio member, by virtue of office, of all Council committees, unless a bylaw establishing a committee expressly states that the Mayor is not an ex officio member of that committee.
- 7.2.1 If the Mayor is present at a committee meeting by virtue of office the Mayor has all the rights and privileges of the other committee members including the right to make motions and vote.

8.0 DUTIES OF THE DEPUTY MAYOR

- 8.1 A Council must appoint one or more Councillors as Deputy Mayor so that:
- 8.1.1 Only one Councillor will hold that office at any one time, and
 - 8.1.2 The office will be filled at all times.
- 8.2 The Deputy Mayor will act for the Mayor when necessary, pursuant to s. 152(2) of the Act, including fulfilling duties under s.7.1 of this Bylaw.
- 8.3 The Deputy Mayor shall chair Committee of the Whole meetings.
- 8.4 In the absence or inability of the Mayor and Deputy Mayor to act:
- 8.4.1 A quorum of Council will decide either the next or past Member of Council scheduled to be Deputy Mayor shall chair Council meetings and shall have all the powers and responsibilities of the Mayor under this bylaw.
 - 8.4.2 Despite s. 8.4.1, in the last Deputy Mayor rotation, the Deputy Mayor which preceded will act.


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9.0 DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 9.1 The Chief Administrative Officer shall be subject to the Act and the Chief Administrative Officer's Bylaw.


10.0 ORDER IN COUNCIL CHAMBERS – THE PUBLIC

- 10.1 No person present in Council chambers shall cause any disturbance, interrupt any speaker or interfere with the action of Council.
- 10.2 The Mayor may call to order any person who has created a disturbance and may expel that person from Council chambers.
- 10.3 An employee or member of the public who refuses to leave Council chambers upon the order of the Mayor may be removed by a peace officer.

11.0 ORDER IN COUNCIL CHAMBERS - COUNCIL

- 11.1 The Mayor may call to order any Councillor who is out of order.
- 11.2 A Councillor who is called to order must cease talking or otherwise engaging in the activity specified by the Mayor in the call to order.
- 11.3 When a Councillor has been called to order but persists in breaching the order of Council, the Mayor may name the Councillor and declare the offence.
- 11.4 The Recording Secretary shall note the offence in the minutes.
- 11.5 If a Councillor who has been named:
- 11.5.1 apologizes to Council and withdraws the offensive statement or action, then
- 11.5.1.1 that Councillor may remain and continue to participate in the meeting;
and
- 11.5.1.2 the Mayor may direct that the notation of the offence be removed from the minutes; or
- 11.5.2 fails or refuses to apologize and withdraw the offensive statement or action then the Mayor may impose any appropriate penalty provided for under the Council Code of Conduct Bylaw.
- 11.6 A Councillor who is called to order or named may immediately thereafter challenge the ruling of the Mayor and state the terms of the challenge.
- 11.7 When there is a challenge to the ruling of the Mayor, all further debate shall cease until the challenge has been dealt with by Council.
- 11.8 A challenge of the Mayor's ruling shall follow those procedures outlined in section 13.


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12.0 CALLING A DELEGATE TO ORDER

- 12.1 When the Mayor calls a Delegate to order, the Delegate speaking shall be seated and remain seated. After the Mayor has ruled, the Delegate may explain the action resulting in the call to order.
- 12.2 When the Mayor has directed a Delegate to leave and the Delegate makes a satisfactory explanation and apology, the Mayor may allow the offending Delegate to remain.

13.0 CHALLENGE TO THE RULING OF THE MAYOR

- 13.1 When a Member of Council wishes to challenge the ruling of the Mayor, the motion, "That the decision of the Mayor be overruled" shall be made, and the question shall be put to a vote immediately without amendment or debate by decision of Council. A vote against the motion is a vote to uphold the ruling of the Mayor.
- 13.2 The Mayor shall be governed by the vote of a quorum of Council.
 - 13.2.1 If the Mayor refuses to put the motion, "That the decision of the Mayor be overruled", the Deputy Mayor shall be requested to proceed with putting the motion and the vote, from the floor if necessary.
 - 13.2.2 A resolution carried under subsection (1), is effectual and binding as if carried with the Mayor as Chair.

14.0 PERSONS WISHING TO ADDRESS COUNCIL - DELEGATE

- 14.1 If a person wishes to address Council as a Delegate, that person must contact the Recording Secretary and state the reason including main points for the request to speak in the form of a one-page document. The document must be delivered no later than 4:00 p.m. two weeks prior to the meeting date. The Recording Secretary shall forward the request to the Mayor and Chief Administrative Officer for consideration.
- 14.2 The Mayor and Chief Administrative Officer may recommend the matter be heard by Council, by a Council Committee or refer the matter to Administration for a response. The Recording Secretary will provide the person with that decision in writing.
- 14.3 If it is recommended that Council hear the matter, the Recording Secretary will contact the person and provide a time in which they can speak. Confirmation will be sent outlining the time and date of the delegation. The Delegate shall provide a copy of their presentation and material to the Recording Secretary no later than 4 p.m. one week prior to the meeting date.
- 14.4 If the request to speak is received after the time required in s.14.1 or without the one-page document, the Chief Administrative Officer may:
 - 14.4.1 Refer the matter to a Committee; or
 - 14.4.2 Recommend that Council hear from the person; or
 - 14.4.3 Offer to include the person on the agenda of a future Council meeting; or
 - 14.4.4 Refuse to hear from the person and refer the matter to the Administration for reply.


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14.5 Notwithstanding section 14.1 and 14.2.:

- 14.5.1 The provisions of this section do not apply to public hearings or public meetings called pursuant to s. 229 and 230 of *the Act*;
- 14.5.2 Council may allow a person present at a Council meeting to address a matter that is on the agenda, and may set time limits for the person's presentation;
- 14.5.3 Council may, on a two-thirds vote, allow a person to address a matter that was not on the agenda, by referring the matter to any appropriate committee, or deal with the matter itself at that or some later meeting;
- 14.5.4 No Delegate or person shall address Council for more than 15 minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council; and
- 14.5.5 The Mayor may direct a matter raised by a person at a Council meeting to a Council Committee for action.

14.6 A Council Committee must hear a Delegate or person referred to it by Council.

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

15.0 RULES GOVERNING DEBATE

15.1 A motion must be made by a Councillor before Council can debate an item before Council.

15.2 All discussion at a meeting of Council shall be directed through the Mayor.

15.3 Unless otherwise provided by resolution, a Councillor may speak only:

- 15.3.1 once on any motion; and
- 15.3.2 once on any amendment to a motion.

15.4 Notwithstanding 15.3:

- 15.4.1 a Councillor may ask questions of the administration or other Councillors on any motion or amendment to a motion;
- 15.4.2 a Councillor may speak to answer questions put by other Councillors; and
- 15.4.3 a Councillor who has made a motion may speak a second time to close the debate.

15.5 The Mayor may participate in debate on any matter before Council without relinquishing the chair.

15.6 The Mayor may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the chair to the Deputy Mayor until the vote on the motion has been taken.

15.7 When a Member of Council wishes to leave the Council chambers while a meeting of Council is in progress:

- 15.7.1 the Member of Council shall await the formal acknowledgement of the Mayor before leaving; and
- 15.7.2 the time of the departure and return, if any, of a Member of Council, shall be recorded in the minutes.


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- 15.8 No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the *Act* requires or permits them to abstain from voting.
- 15.9 A Member of Council who is speaking may be interrupted by the Mayor if:
- 15.9.1 the Council Member speaking is out of order;
 - 15.9.2 the matter being addressed by the Council Member speaking is outside the jurisdiction of Council;
 - 15.9.3 the matter the Council Members is addressing should be addressed only in an in-camera meeting; or
 - 15.9.4 the Council Member is in breach of the Code of Conduct.
- 15.10 If a Member of Council has been interrupted once by the Mayor pursuant s.15.9, and a second interruption is necessary, the Mayor may set a time limit on that Councillor's further comments;
- 15.11 A Member of Council who is speaking may only be interrupted by another Councillor on:
- 15.11.1 a breach of the Code of Conduct;
 - 15.11.2 a point of information;
 - 15.11.3 a point of privilege; or
 - 15.11.4 a point of order.
- 15.12 The Member of Council who is interrupted pursuant to s.15.9, 15.10 or 15.11 shall cease speaking immediately.
- 15.13 When a Councillor is interrupted pursuant to 15.9 or 15.11, the Mayor may grant permission:
- 15.13.1 to the Councillor raising the breach or point to explain the breach or point briefly; and
 - 15.13.2 to the Councillor who was speaking to respond briefly; but otherwise a breach of the Code of Conduct, point of order, point of information, or privilege is not debatable or amendable.
- 15.14 The Mayor must rule on a the breach of the Code of Conduct, point of information, point of order or point of privilege, raised pursuant to 15.9 or 15.11, and no vote will be taken unless there is a challenge by a Member of Council to the ruling.
- 15.15 The Mayor may seek advice from the Chief Administrative Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the Council.

MEETINGS OF COUNCIL & COMMITTEE
(Dates, Times, Closed Session & Notice)

16.0 REGULAR MEETINGS

- 16.1 Subject to s. 193(3) of the *Act*, all Regular Council Meetings shall be held in Council Chambers.
- 16.2 Subject to s. 193(3) of the *Act*, Regular Council Meetings shall be held on the second & fourth Tuesday of each month.


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- 16.3 Subject to s. 193(3) of the *Act*, every Regular Council Meetings the public portion shall commence at 4:00 p.m. and close no later than 11:00 p.m., unless otherwise provided for in a Council resolution.
- 16.4 If a Regular Council Meeting is still ongoing at 10:30 p.m. and there are 3 or more items to be dealt with, the Chief Administrative Officer will check off the priority items and the balance of the items are to be tabled to the following meeting. Should there be several priority items a Special Meeting of Council may be called, pursuant to s.194 of the *Act*.
- 16.5 A notice shall be posted in Council Chambers advising meetings are recorded.
- 16.6 In the year of General Election, no Regular Council Meetings shall be held between nomination day, under the *Local Authorities Election Act* and the inaugural meeting following the General Election.

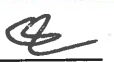
17.0 SPECIAL MEETINGS

- 17.1 The Mayor may direct that a Special Council Meeting be held, in accordance with s.194 of the *Act*.
- 17.2 If a matter is not specified in the notice of a Special Council Meeting, it may not be dealt with, unless all Members of Council are present and a motion is passed by a quorum to deal with the matter.

18.0 CLOSED SESSION MEETINGS – COUNCILLORS TO PARTICIPATE IN CLOSED SESSION VIA TELECONFERENCE

- 18.1 No item shall be considered in closed session unless one of the exceptions to disclosure in Division 2 Part 1 of the *FOIP Act* or when provisions of the regulations passed pursuant to s.197 of the *Act* apply.
- 18.2 Before Council closes any meeting, it will pass a resolution in accordance with s.197 of the *Act*.
- 18.3 A Meeting held in closed session subject to the *Act* and the *FOIP Act* may exclude the Administration, but not the Chief Administrative Officer except for improper conduct. Councillors may only be excluded as allowed by the provisions of the Code of Conduct.
- 18.4 The items on the closed session agenda must be approved by the Mayor in consultation with the Chief Administrative Officer in accordance with the provisions of the *Act*.
- 18.5 In accordance with the *Act*, Section 153 and the *FOIP Act*, all Members of Council are required to keep in confidence matters discussed in camera until the item is discussed at a Meeting held in public and not to share information with Members of Council not in attendance.


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- 18.6 When a Member of Council attends a closed session via electronic attendance, they will be required to confirm that they have attended the closed session alone in keeping with the definition in this bylaw of closed session by providing a statutory declaration or affidavit sworn or declared before the Recording Secretary or Commissioner for Oaths prior to the next Regular Council Meeting.

19.0 COMMITTEE OF THE WHOLE

- 19.1 There shall be a Committee of the Whole comprising all Councillors.
- 19.2 Every regular Committee of the Whole meeting shall be held on the Third Tuesday of each month. Meetings shall commence at 4:00 p.m. and close no later than 11:00 p.m., unless otherwise provided for in a Council resolution.
- 19.3 A quorum of Council may schedule additional Committee of the Whole meetings or may resolve itself into Committee of the Whole.
- 19.4 Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to detailed consideration of the following matters:
- 19.4.1 the budget;
 - 19.4.2 the audit;
 - 19.4.3 transportation issues;
 - 19.4.4 development issues;
 - 19.4.5 strategic planning;
 - 19.4.6 legislative reform;
 - 19.4.7 policing matters; and
 - 19.4.8 policy formulation.
- 19.5 Committee of the Whole may:
- 19.5.1 receive delegations and submissions;
 - 19.5.2 make recommendations to Council on items presented at Committee of the Whole.
- 19.6 Council may receive briefings in Committee of the Whole.
- 19.7 In addition to the restrictions contained in section 203(2) of the Act, the Committee of the Whole shall not hold public hearings.
- 19.8 The Mayor may call for a meeting of the Committee of the Whole at any time. The Recording Secretary must give notice to all Council members and the public.
- 19.9 Any Councillor may move that Council move into Committee of the Whole to consider any matter either at the current Council meeting or at another date, in accordance with s.55 of Robert's Rules of Order. Instructions to the Committee of the Whole may be included in this motion.
- 19.10 A motion to move into Committee of the Whole may be debated only regarding the desirability of committing the main motion but not on the main motion itself.
- 19.11 Quorum of Committee of the Whole will be a quorum of Council, as defined by s.167 of the Act.


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19.12 In the Committee of the Whole, the procedures of Council shall be relaxed as follows:

- 19.12.1 a Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- 19.12.2 a Councillor may speak more than once, provided that each Councillor who wishes to speak to the matter has already been permitted to do so;

19.13 Members of the public shall be restricted to public seating areas.

19.14 Committee of the Whole may be moved in to closed session, in accordance with the *Act* and the *FOIP Act*.

19.15 No bylaw, resolution, or motion shall be passed when Committee of the Whole is sitting in closed session except motions to return to the public forum.

19.16 When Council moves into Committee of the Whole within a Council meeting with the intention of returning to Council for a decision at the same meeting, Committee of the Whole is not required to vote on a recommendation to Council.

19.17 When Council moves into Committee of the Whole to consider a matter delegated to it by Council, Councillors are required to vote on a recommendation to Council.

19.18 Sections 7.1 and Section 11 apply to the Chair of the Committee of the Whole.

20.0 AGENDA REVIEW COMMITTEE

20.1 The Agenda Review committee meets to review items proposed for consideration by Council, Committee of the Whole or Committee meetings, and manage the agendas for upcoming meetings, including long-term planning.

20.2 Membership of the Agenda Review Committee includes the Mayor, Deputy Mayor, Chief Administrative Officer and Recording Secretary.

20.3 The Agenda Review Committee will meet regularly to review and manage agendas for upcoming Council; Committee of the Whole and Committee meetings.


20.4 At each Agenda Review Committee meeting, the Chief Administrative Officer will present a list of items proposed to be included on the agenda for upcoming Council, Committee of the Whole and Committee meetings.

20.5 The Agenda Review Committee will review each proposed agenda and may:

- 20.5.1 assign items to an agenda for an upcoming Council, Committee of the Whole or Committee meeting;
- 20.5.2 direct that an item be discussed at a specific time on an agenda;
- 20.5.3 recommend an item be postponed or directed to a different meeting; and/or
- 20.5.4 do any other thing necessary to appropriately manage upcoming agendas.

20.6 If an Agenda Review Committee meeting is cancelled, the Chief Administrative Officer will set the agendas for any upcoming Council, Committee of the Whole or Committee meeting.


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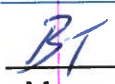
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21.0 ELECTRONIC ATTENDANCE

- 21.1 A Council meeting or Council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the *Act* and policies and procedures adopted by Council.
- 21.2 Members of Council may attend a Council meeting by means of electronic communication. Acceptable alternatives include: through the use of a telephone (with speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
- 21.3 A Member of Council may attend Regular or Special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- 21.4 A Member of Council shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council Members participating in the meeting are able to communicate effectively.
- 21.5 A Member of Council attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 21.6 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Member of Council is attending the meeting by means of electronic communications.
- 21.7 When a vote is called, Members of Council attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members of Council present at the meeting have cast their votes by a show of hands.
- 21.8 A Member of Council who wishes to attend a closed session, Council meeting by way of electronic communication, must notify the Chief Administrative Officer in advance of the meeting of their intention to do so.
- 21.9 In advance of the Council meeting, a Member of Council relying on s.21.8 must also provide the Chief Administrative Officer with a statutory declaration or sworn affidavit that outlines the measures they will take to ensure their attendance by electronic communications will not breach their duty under s.153(e) of the *Act*. A quorum of Council will decide whether the measures are sufficient to allow the Council Member to participate in the closed session portion of the meeting.

22.0 PROVIDING NOTICE OF MEETINGS

- 22.1 Notice of Council and Council Committee meetings will be provided in accordance with the provisions of the *Act*.


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- 22.2 For all Council or Council Committee meetings requiring notice, the Recording Secretary shall ensure the notice includes the time, date and location and is:
- 22.2.1 issued a minimum 24 hours prior to the meeting date
 - 22.2.2 posted in the Civic Plaza complex & specifies the time, date, location;
 - 22.2.3 emailed to each Member of Council.
 - 22.2.4 media outlets (define media to include print, radio, television, internet)

23.0 CANCELLATION OF MEETINGS


- 23.1 A Regular Council Meeting may be cancelled:
- 23.1.1 by a vote of a quorum of Council at a previously held Meeting; or
 - 23.1.2 with the written consent of a quorum of Council, provided twenty-four (24) hours' notice is provided to Members of Council and the public; or
 - 23.1.3 with the written consent of Two-Thirds (2/3) of the Members of Council if twenty-four (24) hours' notice is not provided to the public.
- 23.2 A Special Meeting, requested in writing by a quorum of Council, may be cancelled:
- 23.2.1 by the Mayor if 24 hours written notice is provided to Members of Council and the public; or
 - 23.2.2 by the Mayor, if less than 24 hours' notice is provided, with the written consent of Two-Thirds (2/3) of the Members of Council.

RECORDS OF COUNCIL

24.0 AGENDA

- 24.1 The proposed agenda for each Council meeting shall be established by the Agenda Review Committee as described in section 20.0.
- 24.2 The subject of the Agenda for a Special Meeting of Council other than a strategic planning meeting is approved by the Mayor in consultation with the Chief Administrative Officer.
- 24.3 The proposed agenda shall include:
- 24.3.1 all recommendations for resolutions received in accordance with sections 27.1 and 27.2;
 - 24.3.2 all matters scheduled to that Council meeting by prior resolution of Council; and
 - 24.3.3 such other items of business as determined by the Mayor in consultation with the Chief Administrative Officer.
- 24.4 In establishing the agenda, the Mayor, in consultation with the Agenda Review Committee or Chief Administrative Officer, may establish a specific time for the introduction of and debate on any agenda item.
- 24.5 The first order of business at any Council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that Council may approve.
- 24.6 After adoption of the agenda, a quorum of Council may modify the agenda.


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- 24.7 Deadline for submission of agenda items is 2 weeks prior to the scheduled Council Meeting in which the item will be discussed, in order to allow sufficient time for review by the Chief Administrative Officer.
- 24.8 All reports will be designated with a Request for Council Decision / Request for Council Direction / For Council Information report with the recommendation including supporting documentation.
- 24.9 When a person wishes to have correspondence or communication considered by Council or a Committee, it shall be addressed to Council, and shall:
- 24.9.1 Clearly set out the matter at issue and the request; and
- 24.9.1.1 For written correspondence; must be printed, typewritten or legibly written, be signed with the name of the writer and contain the mailing address of the writer; or
- 24.9.1.2 For electronic communication; must contain the name of the writer and both the mailing and electronic address of the writer.
- 24.9.2 Include a statement requesting the correspondence be added to the next Regular Council Meeting or Committee of the Whole.
- 24.9.3 A communication received by the Recording Secretary which does not meet the conditions in subsection (1) or is abusive in nature may be filed by the Chief Administrative Officer.
- 24.10 On receipt of correspondence or communication, the Mayor in consultation with the Chief Administrative Officer may;
- 24.10.1 Include it on the agenda of the next Regular Council Meeting or Committee of the Whole; or
- 24.10.2 Refer it to Administration for reply.
- 24.11 Once considered, no communication on substantively the same matter can be considered for at least 6 months.
- 24.12 Agenda packages are to be prepared and distributed Thursday prior to the scheduled Council or Committee of the Whole meeting.
- 24.13 Agenda packages shall be posted on the Municipality's website.

25.0 MINUTES

- 25.1 The Recording Secretary shall record in the Minutes:
- 25.1.1 the names of persons who have spoken for or against a matter considered at a public hearing or public meeting; and
- 25.1.2 the distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the Corporate Record at all Council Meetings, Council Committee Meetings, public hearings and public meetings.
- 25.1.3 The vote by each Council member, whether for or against, together with a notation that the motion is carried or defeated.
- 25.2 The Recording Secretary shall keep a digital record of all Council Meetings, Council Committee Meetings, public hearings and public meetings as per Morinville's retention schedule.


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- 25.3 A Council Member or Council Committee Member may make a motion requesting that the Minutes of a meeting they attended be amended to correct an inaccuracy or omission, however, the Recording Secretary should be advised of the challenge to the Minutes before the Meeting at which they are officially confirmed, to allow the Recording Secretary to review the digital recording.
- 25.4 If a Member of Council wishes to challenge the accuracy of the Minutes of a Meeting, the digital recording shall be used to decide the question.
- 25.5 Only minor changes may be made to 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; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
- 25.6 The Mayor, or Chair of the Committee, shall request a motion to confirm the Minutes of the previous meeting.
- 25.7 The Minutes of a previous Council meeting shall not be read aloud unless directed by a unanimous vote of the Members of Council present.
- 25.8 Approved Minutes will be signed in accordance with s. 213 of the Act.

26.0 PROCLAMATIONS


- 26.1 Requests for proclamations declaring special days, weeks or months for community-based campaigns or programs may be submitted to the Office of the Mayor.
- 26.2 Requests shall be made by charitable or registered not-for-profit organizations for proclamations that will support the improvement of the community through educational/awareness programs, charitable fund-raising or similar activities.
- 26.3 All proclamations will be reviewed and approved at the discretion of the Mayor.
- 26.4 A notice of approved proclamations will be placed in Civic Place, on the Town of Morinville Website and acknowledged by the Mayor during Regular Council meetings.

MOTIONS IN MEETINGS

27.0 MOTIONS

- 27.1 An item, together with a recommendation and/or motion to be made at a Council meeting must be given to the Chief Administrative Officer in writing at least 5 working days before the Council meeting at which the item is to be considered.
- 27.2 At least 3 working days before a Regular Council Meeting, the Chief Administrative Officer shall make all motions filed under section 27.1 available to the Councillors.
- 27.3 A motion must be made by a Member of Council prior to any debate or vote occurring.
- 27.4 A recommendation in a report is not a motion until a Councillor moves it.


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- 27.5 Council shall consider only one motion at a time.
- 27.6 When a motion has been made and is being considered, no Councillor may make any other motion except:
- 27.6.1 to amend the motion;
 - 27.6.2 to refer the main motion to Committee of the Whole, the administration, a Council committee or some other person or group for consideration;
 - 27.6.3 to postpone consideration of the motion; or
 - 27.6.4 to table the motion.
- 27.7 If a motion fails, the same motion shall not be renewed unless:
- 27.7.1 a general municipal election has been held; or
 - 27.7.2 one year has passed since the date that the motion was defeated.
- 27.8 If a motion succeeds, a Councillor may introduce a motion calling on Council to rescind the motion or amend a motion previously adopted provided that the Councillor sets out in writing what special or exceptional circumstances warrant further debate.
- 27.9 In emergent situations, where previous notice to rescind or amend a motion previously adopted is not practical, a motion to rescind or amend a motion previously adopted shall require a two-thirds vote of Councillors present at the Council meeting at which the rescinding or amending motion is introduced.
- 27.10 A motion to rescind or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.
- 28.0 AMENDMENTS TO MOTIONS**
- 28.1 A Councillor who moved a motion may not move an amendment to it.
- 28.2 The Councillor who moved the main motion may move an amendment to the amendment.
- 28.3 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.
- 29.0 MOTIONS TO REFER**
- 29.1 A motion to refer:
- 29.1.1 is debatable;
 - 29.1.2 precludes any further amendment to the main motion, until the motion to refer has been addressed by Council;
 - 29.1.3 shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
 - 29.1.4 may be amended only as to the body to which the motion is referred and the instructions on the referral.
- 29.2 The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.


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

30.0 SPLITTING A MOTION

- 30.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a Councillor may request that the motion be split into parts so that each part may be voted upon individually.
- 30.2 The Chief Administrative Officer may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by Council.

31.0 TABLING MOTIONS

- 31.1 A motion to table:
- 31.1.1 includes all other motions; and
 - 31.1.2 takes precedence over any other motion connected with the motion being tabled.
- 31.2 If a motion to raise a motion from the table is defeated, it may only be made again after Council has addressed some other matter or business.
- 31.3 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.
- 31.4 A motion fails if it is not raised from the table within one year of being tabled.

32.0 POSTPONING MOTIONS

- 32.1 A motion may be postponed:
- 32.1.1 to later in the meeting to enable Council to deal with other more pressing matters; or
 - 32.1.2 to a specified time and/or date; or
 - 32.1.3 until the occurrence of an event; or
 - 32.1.4 indefinitely.
- 32.2 A motion that has been postponed under section 32.1.1 or 32.1.2 may be considered at any time by a two-thirds majority vote of Council.
- 32.3 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.


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33.0 NOTICE OF MOTION

- 33.1 Prior to Council adjourning a Regular Council meeting, Councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Administrative Officer with a written copy of the notice.
- 33.2 A notice of motion cannot be made at a Special Council meeting.
- 33.3 A motion of notice is not debatable until a Councillor moves the motion.

RULES FOR BYLAWS

34.0 BYLAWS

- 34.1 The Chief Administrative Officer must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time by resolution.
- 34.2 In addition to any requirements of the *Act*, each proposed bylaw must include:
- 34.2.1 the bylaw number assigned to it;
 - 34.2.2 a concise title; and
 - 34.2.3 the reading to take place.
- 34.3 If the Chief Administrative Officer is not satisfied with the form of a proposed bylaw, the Chief Administrative Officer shall include a note to that effect on the agenda of Council and Council may refuse to consider the bylaw until it is in the proper form.
- 34.4 The bylaw number, concise title of a proposed bylaw and the reading to take place must be included on the agenda of the meeting at which the bylaw is to be introduced.
- 34.5 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:
- 34.5.1 are deemed to have received first and second reading; and
 - 34.5.2 are incorporated into the proposed bylaw.
- 34.6 Without limiting s. 63 of the *Act*, The Chief Administrative Officer may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.

35.0 PROTOCOL ITEMS

- 35.1 At each Regular Council meeting, the Protocol Items agenda item provides Members of Council with the opportunity to acknowledge events and announcements of significant public profile, special anniversaries, awards, achievements, whether for the Town of Morinville, community or local business members.


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36.0 PUBLIC HEARINGS

- 36.1 "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.
- 36.2 "Close" used in relation to a public hearing means to terminate the public hearing.
- 36.3 Members of the public addressing Council at a public hearing will limit their presentations to 10 minutes, exclusive of questions, unless Council, by motion, approves an extension of that time.
- 36.4 Individuals addressing Council shall provide their name, who they represent and provide the Recording Secretary the correct spelling of their name and presentation material to Council to be included in the Corporate Record for the Meeting.
- 36.5 The Chief Administrative Officer, shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.
- 36.6 Subject to s.36.3, any person who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the Council in person or through an agent, as per Section 230(4) of the Act.
- 36.7 Any Councillor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.
- 36.8 Council Members shall not ask questions of the Administration until all of the public or representatives have been heard.
- 36.9 The public hearing must be closed before Council votes on second reading of the bylaw.
- 36.10 Once the public hearing is closed, Council shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.
- 36.11 If there is more than one public hearing on the agenda, there shall be a motion to adjourn or close one public hearing before the Mayor opens another public hearing.
- 36.12 Matters that are related to the same topic may be addressed in the same public hearing.
- 36.13 The order of business for each item of a public hearing shall be:
- 36.13.1 Presentation from the Administration and questions of clarification;
 - 36.13.2 Public hearing presentations by
 - Those speaking in favor,
 - Those speaking against, and
 - Follow-up questions from Council Members.
 - 36.13.3 Questions of the administration from Council Members; and
 - 36.13.4 Motions.
- 36.14 Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.


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- 36.15 The Regular public hearing portion shall commence immediately following "Adoption of Agenda".

ADJOURNMENT

37.0 ADJOURNING THE MEETING

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

- 37.2 Any Councillor may move to adjourn the meeting at any time.

38.0 SEVERABILITY

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

COMING INTO FORCE AND REPEAL


That Bylaw 2/2018 is hereby rescinded.

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

READ a first time this 9th day of July, 2018.

READ a second time this 9th day of July, 2018.

READ a third and finally passed this 9th day of July, 2018.



Barry Turner
Mayor



Stephane Labonne
Chief Administrative Officer