TOWNSITE OF REDWOOD MEADOWS
BYLAW NO. 2020-03

A BYLAW OF THE TOWNSITE OF REDWOOD MEADOWS TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF MEETINGS HELD BY COUNCIL, BOARDS AND COMMITTEES, AND OTHER BODIES ESTABLISHED BY COUNCIL OCCURRING WITHIN THE TOWNSITE OF REDWOOD MEADOWS GEOGRAPHICAL BOUNDARIES OF SPECIALLY DEDICATED LANDS DESIGNATED FOR THE TOWNSITE OF REDWOOD MEADOWS SUBDIVISION ON THE TSUUT'INA INDIAN RESERVE, #145 ALBERTA.

WHEREAS: The Townsite Council for Redwood Meadows is the body with local jurisdiction, in like manner as a normal or formal local municipal government authority incorporated under the Alberta Municipal Government Act, R.S.A. for sub-leased lands known as Redwood Meadows that are more specifically described within a "Head Lease" between Her Majesty the Queen in the right of Canada represented by the Minister of Indian and Northern Affairs Canada as the "Lessor" of these lands and Sarcee Developments Ltd. as the "Lessee" of these lands who in turn is the "Sub-Lessor of the lands to the residents of Redwood Meadows represented by the Townsite Council;

AND WHEREAS: The Townsite Council of Redwood Meadows in exercising its local jurisdictional authority on behalf of its residents, as if a normal or formal local municipal government, uses the general provisions of the Alberta Municipal Government Act and the provisions of an administration agreement between itself and Sarcee Developments Ltd. in order to define and qualify its position in creating necessary Bylaws to establish orderly proceeding of meetings within Redwood Meadows;

AND WHEREAS: The Townsite of Redwood Meadows may, by Bylaw, pass Bylaw's establishing procedures to be followed by Council, boards and committees, and other bodies established by Council;

NOW THEREFORE: The Council of Redwood Meadows, in the Province of Alberta, duly assembled, enacts as follows:

Title

1 This Bylaw shall be known as the "Procedure Bylaw."

Definitions

2 In this Bylaw, words have the same meaning as those set out in the *Municipal Government Act*, except as follows:

(a) **"Act"** means the *Municipal Government Act*, RSA 2000, c M-26, and associated regulations, as amended;

(b) **"Administration"** means the administrative and operational arm of the Townsite of Redwood Meadows, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administration Officer;

(c) **"Agenda"** means the list of items and orders of business for a Meeting along with their associated reports, attachments, appendices, and other materials.

(d) "**Bylaw**" means Bylaws enacted by the Council of the Townsite of Redwood Meadows Administration Society or those prescribed by Tsuut'ina Nation.

(e) **"CAO"** means the Chief Administrative Officer of the Townsite of Redwood Meadows, or their delegate;

(f) **"Chair"** means the person with the authority to preside over a Meeting and direct the proceedings and conduct of that Meeting.

(g) **"Clear Majority"** means more than half of the votes of the Members present at the meeting who are not required or permitted to abstain from voting. For example, if 7 votes are cast, the Clear Majority (more than 3.5) is 4.

(h) **"Closed Session"** means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, or as allowed under any other enactment.

(i) **"Code of Conduct Bylaw"** means, the Townsite of Redwood Meadows Council Code of Conduct Bylaw 2020-01, as amended or replaced from to time

(j) **"Committee"** means a Committee, Board, or other body of the Townsite of Redwood Meadows established by Council and with Members appointed by Council.

(k) **"Council"** means the duly elected Council of the Townsite of Redwood Meadows and includes the Mayor, Deputy Mayor, and all Councillors.

(l) **"Councillor"** means a duly elected member of Council and includes the Mayor, Deputy Mayor, and all Councillors.

(m) **"Emergent Business"** means a time-sensitive matter that requires immediate and urgent consideration by Council or a Committee.

(n) **"*FOIP*"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, any associated regulations, and any amendments or successor legislation, as amended or replaced from time to time.

(o) **"Meeting"** means an Organizational, Regular, or Special Meeting of Council or a Committee.

(p) **“Member**” means either:

(1) a Councillor; or

(2) a person appointed by Council to a Committee.

(q) **“Motion”** means a proposal for action by Council or a Committee.

(r) **“*Municipal Government Act*”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.

(s) **“Point of Information”** means a request raised by a Member directed through the Chair to another Member or to Administration for information relevant to the business at hand but not related to a Point of Order.

(t) **“Point of Order”** means a question or concern raised by a Member directed to the Chair to call attention to any departure from the Procedure Bylaw or to obtain information on a matter of procedure bearing on the business at hand in order to assist a Member to make an appropriate motion or to understand the parliamentary situation or the effect of a motion. When raising a Point of Order, the Member must verbally state what the departure from the Procedure Bylaw is.

(u) **“Point of Privilege”** means a matter that is not related to the pending business and has to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. It affects Council or Committee collectively or the conduct of individual Members and includes, but is not limited to, the following:

(1) The comfort of Members;

(2) The conduct of Members;

(3) The conduct of Administration;

(4) The conduct of members of the public in attendance at the meeting; or

(5) The reputation of members or of Council or a Committee as a whole.

(v) **“Privileged Motion”** means a motion that is granted precedence as it concerns matters of great importance or urgency and is not debatable.

(w) **"Public Hearing"** means a Public Hearing held pursuant to the *Municipal Government Act* or any other legislation, whether statutory or non-statutory.

(x) **“Quorum”** is the minimum number of Members who must be present at a Meeting to conduct business and is the Majority of Members. For example, Quorum for Council is four Members.

(y) **“Resolution”** is a declaration of Council or a Committee's intention with respect to a particular matter at a specific time.

Purpose and Application

3 The purpose of this Bylaw is to provide for the orderly proceedings of Council and Committee Meetings.

4 This Bylaw applies to all Meetings and Members of Council and Committees.

4.1 A Member may make a motion to temporarily suspend the rules or procedures, or a specific rule or procedure, outlined in this Bylaw. A motion to suspend the rules is only in effect for the Meeting at which it was passed.

5 Meeting procedure is a matter of interpretation by the Chair, subject to the rights and privileges of Members.

6 Notwithstanding the provisions of this Bylaw, if a Committee establishes procedures that differ from the procedures in this Bylaw, the procedures of the Committee take precedence.

Mayor, Deputy Mayor, and Acting Chair

7 When sitting as the Chair, the Mayor:

(1) presides over all Council Meetings when in attendance unless otherwise provided for in this Bylaw;

(2) presides over the conduct at Council Meetings, including preserving good order and decorum, ruling on Points of Order, responding to Points of Procedure, and deciding on all procedural questions, subject to an appeal of a ruling made by the Chair;

(3) manages and facilitates the orderly queuing of speakers, including Councillors, Administration, and members of the public;

(4) ensures that each Councillor who wishes to speak on a debatable motion is provided the opportunity to do so;

(5) when wishing to participate in the debate on a question or motion properly before the meeting, the Mayor has all the same rights and is subject to the same restrictions, as to participate in debate, as all other Councillors, except when the matter is specifically within the Mayor's division. Should the Mayor wish to join in debate or make a motion on an item that deals specifically with the Mayor's division, the Mayor shall:

(a) request that the Deputy Mayor or another Councillor assume the position of Chair for the duration of that matter; and

(b) reassume the position of Chair when consideration of the matter is complete;

(6) opens Council Meetings and may call for recesses or for the meeting to stand at ease without requiring a motion.

8 The Deputy Mayor:

(1) presides as the Chair over Council Meetings when the Mayor is absent or unable to perform the duties of the Chair and has all the same powers and responsibilities under this Bylaw; and

(2) presides over all Council Meetings when the Mayor participates in the Meeting by electronic means.

9 An Acting Chair presides over Council Meetings when both the Mayor and Deputy Mayor are unable to perform the duties of the Chair and the Acting Chair has all the same powers and responsibilities under this Bylaw.

(1) An Acting Chair is chosen by a resolution passed by the Councillors present at the Meeting.

Challenge to a Ruling of the Chair

10 Any Member may challenge a ruling or decision of the Chair on a Point of Order or a Point of Privilege. If a ruling or decision is challenged, the Chair must briefly state the reason for their decision and then put to the Members the question of whether to uphold or overturn the ruling or decision.

11 The Members decide on the question by voting on whether to uphold or overturn the ruling or decision of the Chair without debate. The decision of the Members is final.

12 Challenges to a ruling of the Chair are not recorded in the Meeting Minutes.

Meetings

Organizational Meetings

13 Council holds Organizational Meetings when required pursuant to the *Municipal Government Act* for the purpose of electing the Mayor and Deputy Mayor, establishing Council and Committee Meeting dates, appointing Members to Committees, and any other business included on or added to the Organizational Meeting Agenda.

14 At Organizational Meetings, Council:

(1) Elects the Mayor and Deputy Mayor for the ensuing term;

(2) Establishes the dates and times for regular Council and Committee Meetings as required;

(3) Makes Committee appointments as required, including appointments for member at large positions and Chair and Vice Chair positions;

(a) When a Councillor is appointed to a Council Committee, Council must appoint the Chair and Vice Chair from its members;

(4) Conducts any other business included on or added to the Organizational Meeting Agenda.

15 During Organizational Meetings:

(1) The Chief Administrative Officer (CAO) calls the Meeting to order, presides over the election of the Mayor, and administers Oaths of Office; and

(2) Once elected, the Mayor presides over the election of the Deputy Mayor and all subsequent business on the Organizational Meeting Agenda.

16 During the election of the Mayor and Deputy Mayor, the following procedures apply:

(1) If only one nomination is received for the position of Mayor or Deputy Mayor, the nominee is declared elected by acclamation; or

(2) If more than one nomination is received for the position of Mayor or Deputy Mayor, an election is conducted by secret ballot using the following exhaustive ballot procedure:

(a) If no Councillor receives a Clear Majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted;

(b) On any subsequent ballots, the Councillor who receives the least number of votes is dropped from the ballot until a Councillor receives a Clear Majority of votes.

17 Committee appointments may be made by resolution or, if a vote is required, by an election using secret ballot and the exhaustive ballot procedure established in section 17 of this Bylaw.

18 All ballots for elections conducted at the Organizational Meeting are destroyed after the Meeting is adjourned.

Regular Council Meetings

19 At the Organizational Meeting, Council establishes the dates and times of regular Council Meetings for the ensuing year.

(1) Council may from time to time establish other Council Meeting dates and times by resolution.

Special Council Meetings

20 Special Council Meetings may be called in accordance with the *Municipal Government Act*.

Closed Sessions

21 Council or a Committee may hold all or part of a Meeting in a Closed Session in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act.*

22 Resolutions cannot be passed by Council or a Committee during a Closed Session except for a resolution to revert back to an open Meeting.

23 Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.

23.1 Members must not bring electronic devices into Closed Sessions, and Members must not record, take notes, or otherwise document Closed Session proceedings.

24 Closed Sessions are chaired by the Mayor in the case of Council and by the Chair in the case of a Committee.

25 Closed Sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.

26 Council or a Committee, as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.

27 After the Closed Meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and that reasonable notice must be given for those members of the public to return to the meeting before it continues.

<u>Meetings through Electronic Means</u>

28 Council or Committee Meetings may be conducted through electronic means, or a Member may participate in a Meeting through electronic means, in accordance with the *Municipal Government Act*.

29 Closed Sessions cannot be conducted through electronic means, and Members participating in a Meeting through electronic means cannot participate in any Closed Sessions held at that Meeting but are required to vote on a matter put to a vote at the meeting unless the Member is required or permitted to abstain from voting under this or any other enactment.

30 A Member may participate in a Council or Committee Meeting through electronic means if:

(1) the Member is in a location outside of the Townsite of Redwood Meadows for any reason;

(2) the Member is in a location within the Townsite of Redwood Meadows but is unable to attend the Meeting for medical reasons for themselves or an immediate family member;

(3) Quorum is met by the Members physically in attendance at the Meeting to ensure that the Meeting can continue if electronic communications fails or a Closed Session is held;

(4) the Meeting location is able to support the use of electronic communications and that all Members participating in the Meeting are able to communicate effectively; and

(5) the Meeting location is secure and appropriate for interaction between Members and viewing by the public and free from outside distractions.

31 To participate in a Council or Committee Meeting through electronic means, a Member must advise the CAO at least 48 hours prior to the start of the Meeting in order to make arrangements for the use of electronic means.

(a) The CAO may waive the 48 hour notice at his/her discretion.

32 Members participating in a Meeting through electronic means are deemed to be present at the Meeting but do not count towards Quorum.

33 The Chair must be physically present at the Meeting and cannot Chair the Meeting through electronic means.

34 Only as many Members as are supported by the system's capacity, up to a maximum of three, may participate in a Meeting through electronic means at the same time.

(1) If more than three Members request to participate in a Meeting through electronic means, only the three Members who submitted their requests to the CAO first will be permitted.

35 The Chair must announce at the Meeting that a Member is participating through electronic means.

36 The Chair has the sole authority to end the use of electronic means at any time if, in their opinion, the use of electronic means is disruptive to the Meeting, is not secure, or is not appropriate.

Notice of Council and Committee Meetings

37 Notice of regular Council and Committee Meetings is provided to the public by:

(1) posting on the Townsite's website

38 Council may by resolution change the date, time, frequency, or location of any Meeting. The CAO is responsible for notifying the public of changes to the date, time, or location of any Council or Committee Meeting or the calling of a Special Meeting. Notice will be provided to the public by:

(1) posting on the Townsite's website if time permits.

Cancellation of Council and Committee Meetings

39 Council or Committee Meetings may be cancelled:

(1) by resolution passed by the Members present at a Meeting held prior to the Meeting to be cancelled; or

(2) with the written consent of a Majority of Members and with not less than twenty-four hours' (24 hours) notice of the cancellation provided to the public and Members.

Agendas

Agenda Preparation and Distribution

40 The Agenda for each Council Meeting is developed by the CAO in consultation with the Mayor, and the Deputy Mayor.

(1) The Agenda for each Council Meeting is approved by the Mayor prior to distribution, and the Mayor may direct that items be rescheduled to maximize efficiency and effectiveness of each Council Meeting regarding quantity and complexity of agenda items:

(a) Should items be rescheduled, the Mayor will inform Council of the item and the reason for rescheduling; and

(b) In the absence of the Mayor, the Deputy Mayor will perform approval and rescheduling of agenda items.

41 The Agenda for each Committee Meeting is developed by the Chair in consultation with the Vice-Chair.

(1) The Agenda for each Committee Meeting is approved by the Chair prior to distribution, and the Chair may direct that items be rescheduled to maximize effectiveness of each Committee Meeting:

(a) Should items be rescheduled, the Chair will inform the Committee of the item and the reason for rescheduling; and

(b) In the absence of the Chair, the Vice Chair will perform approval and rescheduling of agenda items.

42 The CAO distributes proposed Agendas to Council no later than seven days prior to each Council Meeting and finalized Council Agendas to Council no later than five days prior to each Council Meeting.

43 The CAO posts Council Agendas on the Townsite's public website no later than five days prior to each Council Meeting.

Agenda Additions or Deletions

44 Council may add or delete items after an Agenda is published by a resolution passed at the Meeting.

Emergent Business

45 An Emergent Business item is an Agenda item not included on the Agenda but due to time constraints must be brought before Council at a Meeting. Emergent Business items:

(1) are considered additions to the Agenda; and

(2) the CAO provides Council with the reasons why an Emergent Business item is urgent and the degree of urgency.

46 Councillors or Administration may propose to add an Emergent Business item to an Agenda without prior notice subject to the following conditions:

(1) the matter relates to an emergency;

(2) the matter was not previously discussed at the same Meeting;

(3) the matter does not require prior written notice;

(4) the matter does not raise a Point of Privilege; and

(5) the Emergent Business item is added to the Agenda by Council by Resolution.

47 Immediately after calling a Meeting to order, the Chair calls for a motion to approve the Agenda subject to any additions or deletions.

48 Immediately after approval of the Agenda, the Chair calls for a motion to approve the Minutes of the previous Meeting subject to any corrections.

Commencement of Council and Committee Meetings

49 As soon as there is Quorum present and after the start time of a Meeting:

(1) the Chair calls the Meeting to order; or

(2) if the Mayor and Deputy Mayor in the case of Council, or the Chair and Vice Chair in the case of a Committee, are not present within 30 minutes after the start time of the Meeting and Quorum is present, the CAO calls the Meeting to order and the Members present by resolution choose an Acting Chair for the Meeting.

50 The Mayor or Deputy Mayor in the case of Council or Chair or Vice Chair in the case of Committee may assume the Chair upon their arrival to the Meeting.

Quorum

51 If Quorum is not present within 30 minutes after the start time of the Meeting, the CAO records the names of the Members present and the Meeting is adjourned until the next Meeting.

52 If Quorum is lost at any time during a Meeting, the Meeting is recessed and if Quorum is not achieved within 15 minutes the Meeting is adjourned until the next Meeting.

Meeting Proceedings

53 All discussion, questions, and debate at a Meeting must be directed through the Chair.

54 No Member may speak unless and until they are recognized by the Chair.

55 The Chair rules on Points of Order and Points of Privilege. A ruling by the Chair may be challenged by a Member, in which case a vote is taken by the Members to either uphold or overturn the ruling of the Chair.

56 Points of Order, Points of Privilege, rulings made by the Chair, and challenges to a ruling made by the Chair are not recorded in the Meeting Minutes.

57 Unless otherwise permitted by the Chair, Members may speak only twice on any Motion, once in debate and once to ask questions. The Chair may allow a Member to speak more than twice on a matter in the following circumstances:

(1) to clarify or further explain previous remarks by a Member if misunderstood;

(2) in the case of the mover of a Motion, to respond to questions about the Motion directed through the Chair; and

(3) to allow the mover to close debate on a Motion after the Chair has allowed for discussion on the Motion and all other Members were provided an opportunity to speak to the Motion.

58 Members may speak on a matter for a maximum of ten minutes unless otherwise permitted by the Chair.

59 If a Member arrives late to a Meeting, leaves before it is adjourned, or is temporary absent from the Meeting, the Meeting Minutes reflect the absence and its duration.

60 If a Member is unable to attend a Meeting, that Member must advise the Chair of their absence and the reasons for their absence, if possible.

Public Conduct at Meetings

61 When in attendance at a Council or Committee meeting, members of the public must maintain order, decorum, and quiet and must not:

(1) approach or attempt to address Council or the Committee without prior permission being granted; or

(2) disturb or interrupt the proceedings of Council or the Committee.

62 The Chair may order that a member or members of the public be expelling from the Meeting for disturbing or interrupting the proceedings of Council or the Committee or for otherwise acting improperly during the Meeting.

Member Conduct at Meetings

63 When in attendance at Meetings, Members must:

(1) speak respectfully;

(2) be acknowledged by the Chair prior to speaking;

(3) respect the rules and proceedings of Council or the Committee;

(4) refrain from side conversations when another Member or a member of the public is speaking;

(5) respect the decision of the Chair on any ruling, order, question, practice, or interpretation; and

(6) abide by the applicable Code of Conduct Bylaw.

64 A Member who persists in a breach of subsection 63 of this Bylaw, the Chair may request that the Deputy Mayor or Committee Vice Chair move a motion to remove the unruly Member from either the balance of the Meeting or until a time provided in the motion. If the motion passes, the Chair shall direct the Member to leave the Meeting.

65 If the Chair fails to follow the provisions of this Bylaw, or of Robert's Rules of Order when necessary, a Member may request that the Deputy Mayor or Committee Vice Chair move a motion to remove the unruly Chair from either the balance of the Meeting or until a time provided in the motion. If the motion passes, the Chair must leave the Meeting.

66 If a Member has been directed to leave the Meeting and that Member wishes to provide a satisfactory explanation and apology for their behavior, the Members may by resolution allow the offending Member to remain or return to the Meeting.

Public Requests to Address Council or a Committee

67 Members of the public wishing to address Council or a Committee on an Agenda item that is not a Public Hearing must notify the CAO in the case of Council or Chair in the case of committee of the request to speak, either in writing or verbally, and state the reasons for the request, no later than twenty-four hours' (24 hours) in advance of the meeting.

68 The CAO or Chair advises Council or the Committee respectfully of the request to speak and the reasons provided by the requestor.

69 Council or the Committee may by resolution permit a member of the public to speak on an Agenda item. Members of the public who are permitted to address Council or the

Committee have a maximum speaking time limit of 20 minutes, which may be extended by resolution.

Public Requests to Present to Council

69.1 Community groups, stakeholders, and individuals may request to make a presentation at a Council Meeting.

69.2 Presentation requests must be submitted to the CAO or designate no later than seven days prior to the Council Meeting at which the presenters wish to present.

69.3 All presentation requests must be approved by the Mayor or, in the absence of the Mayor, the Deputy Mayor in order for the presentation to proceed to the requested Council Meeting date. The Mayor or, in the absence of the Mayor, the Deputy Mayor, at their discretion, may refuse or defer a presentation request in the following circumstances:

(1) the subject matter of the presentation is related to an active application from the presenters or the presenters intend to submit an application within six months of the presentation date;

(2) the subject matter of the presentation is outside of the authority or jurisdiction of the Townsite of Redwood Meadows;

(3) the subject matter of the presentation is more appropriate for a different committee, board, commission, or other body;

(4) the presentation is better suited for a different Council Meeting due to the size or scope of the Agenda; or

(5) otherwise at the discretion of the Mayor with reasons provided to the presenters.

69.4 After a presentation request has been approved by the Mayor, the presentation materials must be submitted to the CAO by the presenters no later than five days prior to the Meeting.

69.5 Council may by resolution cancel or defer an approved presentation after the Meeting Agenda has been published if:

(1) the presenters introduce new material or amended presentation materials that change the scope of the original presentation request; or

(2) otherwise at the discretion of Council.

69.6 Presentations are limited to 20 minutes in duration, unless Council passes a resolution to extend the presentation time limit, and may be followed by questions from Council to the presenters or Administration.

69.7 All presentations, discussion, and questions are directed through the Chair and presenters are not permitted to directly ask questions of Council or Administration.

Pecuniary Interests

70 When a Member reasonably believes that they have a Pecuniary Interest in a matter before Council or a Committee, the Member must declare their Pecuniary Interest and abstain from participating in the matter in accordance with the *Municipal Government Act.*

71 The Member's declaration and abstention due to a Pecuniary Interest are recorded in the Meeting Minutes.

72 A Member who has declared a Pecuniary Interest and abstained from a matter is not considered part of Quorum while that matter is being considered.

Meeting Minutes

73 The CAO prepares a written record of the proceedings and decisions of all Meetings that includes, but is not limited to, the following:

(1) the names of the Members present and absent from the Meeting;

(2) the names and times of Members who arrive or leave throughout the course of the Meeting;

(3) the names of members of the public who speak in favour and in opposition at a Public Hearing or are permitted to speak to a matter that is not a Public Hearing;

(4) a brief description of each matter;

(5) all decisions and other proceedings on each matter;

(6) all motions, which Member moved each motion, whether each motion was carried or defeated, and any Members who were absent or abstained from the vote on the motion;

(7) if a vote is a recorded vote, the names of which Members voted in favour and in opposition to the motion if the result of the vote is not unanimous;

(8) any abstentions made by Members and the reasons provided by a Member for an abstention; and

(9) the signatures of the Mayor or Secretary and the CAO.

74 The use of audio or video recording devices by the public or the media during a Meeting is prohibited.

Voting

<u>Voting Procedures</u>

75 Votes are taken as follows:

(1) The Chair calls the question on the Motion;

(2) The Chair calls for those in favour of the Motion and asks for a show of hands; and

(3) The Chair calls for those opposed to the Motion and asks for a show of hands.

76 After the Chair calls for a vote on a motion, no Member may speak to the motion or move another motion until the results of the vote have been declared.

77 Members must cease any distractions and remain in their seats after the voting process begins and until the vote is taken and the results declared.

78 Members can vote verbally, by raising their hand, or by another method agreed upon by the Members.

79 Every Member present at a Meeting must vote on every matter put to a vote unless a Member is absent from the Meeting or permitted to abstain from voting on the matter;

(1) If a motion cannot be voted on because Quorum would be lost due to abstentions, the matter will be forwarded to the next Meeting as Unfinished Business.

80 A motion is carried when a simple majority of Members present vote in favour of the motion or, when otherwise required by this Bylaw, the required number of Members vote in favour of the motion.

81 A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.

82 Members are only permitted to change their vote on a motion if the request is made by the Member at the same Meeting that the vote was held and if all Members present unanimously agree to the change.

83 The Meeting Minutes show the name of the Member who moved the motion and whether it was carried or defeated.

Motions

<u>General Motion Provisions</u>

84 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion that has been verbally moved by a Member.

85 A Member may move a motion regardless of whether the Member intends to support the motion and without requiring the motion to be seconded by another Member.

86 Motions may be displayed to Council or a Committee prior to the vote on the motion, and the Chair may request that a motion be submitted by a Member in writing or electronically.

87 The Chair must not call for a vote on a motion until the Members are clear on how the motion reads.

88 Motions that bring a matter before Council or a Committee are known as main motions. When a main motion has been moved and is being considered, a Member cannot make another motion except to:

(1) move a subsidiary motion which is applied to another motion for the purpose of modifying it, delaying acting on it, handing its consideration, or disposing of it;

(2) move a Privileged Motion which relates to the rights or privileges of the organization or individual members rather than to particular items of business. They are of such urgency that they are entitled to immediate consideration; or

(3) move an incidental motion which are made in response to a variety of situations that may arise during the consideration of a pending question. They must be resolved before business can continue. They have no rank.

Severing Motions

89 If a motion includes two or more recommendations, the Chair or a Member may request, prior to the vote on the motion, that the motion be severed and debated and voted on individually.

90 The mover of the original motion is considered the mover of any severed motions.

Friendly Amendments to Motions

91 After a motion has been verbally moved by a Member, the motion becomes the property of Council or the Committee as a whole. A Member may make minor changes to the wording of the motion, or accept any minor changes proposed by another Member, if the changes do not alter the intent of the Motion and the Members present must unanimously consent to the changes.

92 Friendly amendments may be proposed by a Member or requested by a Member while speaking on or debating a motion.

93 If a friendly amendment is not accepted by the mover of the motion or does not receive the unanimous consent of the Members present, then a Member may move a motion to amend the motion.

94 Friendly amendments are not recorded in the Meeting Minutes, and the mover of the original motion is still considered the mover after any friendly amendments are made to the motion.

Amending Motions

95 A Member may move to amend a motion after it has been moved and prior to the vote on the motion, except for the following types of motions which cannot be amended:

(1) motion to refer;

(2) motion to table, except as to the time provided in the main motion;

(3) motion to adjourn;

(4) motion for the first or third reading of a Bylaw; or

(5) motion to permit the consideration of third reading of a Bylaw.

96 A Member cannot move an amendment to a motion that does relate to the subject matter of the motion or is contrary to the motion.

97 A Member may move an amendment to an amendment provided that the amendment to the amendment is relevant to the subject matter of the amendment and not contrary to the amendment.

98 Only one amendment to a motion and only one amendment to an amendment are permitted at the same time.

99 The amendment to the amendment must be considered before the amendment to the motion is considered, and all amendments are considered in reverse order in which they were moved, resulting in the main motion only being considered after all pending amendments have been considered.

100 A Member who moved a motion may only amend that motion through a friendly amendment and cannot move an amendment to the motion.

Motions Out of Order

101 The Chair may rule that a motion or an amendment to a motion is out of order, subject to a challenge of the ruling by a Member.

102 When ruling that a motion is out of order, the Chair must cite the applicable rule or authority without further comment.

103 Motions that are ruled by the Chair to be out of order are not considered or voted on by Council or the Committee.

104 When ruling whether a motion is out of order, the Chair may consider, but is not limited to considering, the following:

(1) the Chair may deem a motion to be out of order if it is a motion to refer that has the same effect as defeating the motion (for example, due to time constraints);

(2) the Chair may deem a motion to be out of order if a similar motion was considered and voted on within the previous six months and without first reconsidering the original motion;

(3) the Chair may deem a motion to be out of order if it conflicts with established procedures or is contrary to the privileges of Members; and

(4) a motion containing several different or distinct recommendations is not out of order for that reason alone.

Debating Motions and Closing Debate

105 After a motion has been moved by a Member, each Member is provided an opportunity to speak on the motion before it is voted on unless a motion is passed to end or limit debate on the motion.

106 Unless a resolution is passed to extend the time limit of debate, no Member may speak on a motion, including asking questions and debate but excluding any responses to those questions or debate, for longer than:

(1) five minutes on a main motion;

(2) three minutes on an amendment to a motion; or

(3) three minutes for closing debate on a motion or an amended to a motion.

107 Members cannot interrupt while another Member is speaking except when a Member:

(1) has exceeded their time limit to speak;

(2) raises a Point of Privilege;

(3) raises a Point of Order; or

(4) challenges a ruling of the Chair.

108 While a motion is being debated and considered, no other motion may be made except for the following:

(1) Amend the motion;

(2) Amend the amendment to the motion;

(3) Refer the main motion;

(4) Table the main motion;

(5) Call the question;

(6) Move a motion which has Privilege, that is:

(a) A motion to recess;

(b) A motion to adjourn;

(c) A motion to set time for adjournment;

(d) A point of Privilege;

(7) Motion to limit or extend debate.

109 Before debate is closed and the vote on a motion is called, and without interrupting a speaker, a Member may request that the motion be read aloud, displayed at any time during debate, or ask clarifying questions that:

(1) relate directly to the debate on the motion;

(2) contain no argument; and

(3) introduce no new material.

110 The Member who moved a motion may close debate on the motion after all other Members have been provided an opportunity to speak on the motion.

111 After the Member has closed debate on the motion, the Chair immediately calls for a vote on the motion. After the vote on the motion has been called, no Member may debate or speak on the motion further except to request that the motion be read aloud or displayed.

Specific Motion Provisions

Privileged Motions

112 The following motions are considered Privileged Motions:

(1) a motion to recess;

(2) a motion to adjourn;

(3) a motion to set a time for adjournment; and

(4) a point of Privilege.

Motion to Recess

113 The Chair may recess the meeting for a specific period of time and call the meeting back to order without requiring a motion.

114 A Member may move that the meeting be recessed for a specific period of time. After the meeting is called back to order, business is resumed at the point where it was interrupted.

Motion to Adjourn

115 A Member may move to adjourn the meeting at any time, except when:

(1) a Member has the floor or is speaking on a motion;

(2) a vote has been called on a motion;

(3) a vote on a motion is being conducted;

(4) the Meeting is in a Closed Session; or

(5) a previous motion to adjourn has been defeated and no other intermediate business or proceeding has occurred since the motion to adjourn was defeated.

116 Motions to adjourn are non-debatable and are voted on without comment or amendment.

Motion to Limit or End Debate

117 A Member may move to limit or end debate on a motion. Motions to limit or end debate:

(1) are not debatable;

(2) must be passed by Resolution; and

(3) may only be amended as to the limit to be placed on debate.

118 A Motion to limit or end debate takes precedence, but does not have Privilege, over other motions except for a motion to table or a motion with Privilege.

Motion to Refer

119 A Member may move to refer any matter or motion to Administration, a Committee, or other body for further investigation, consideration, and report. A motion to refer:

(1) is debatable;

(2) precludes all further amendments to a motion;

(3) may only be amended as to what body the motion is to be referred or any instructions or direction included in the referral.

Motion to Receive as Information

120 A Member may move to receive an item, matter, report, presentation, recommendation, or other thing as information.

121 A motion to receive as information is made as acknowledgement and to retain the item, matter, report, presentation, recommendation, or other thing in the corporate record without taking additional action.

Motion Arising

122 A Member may move an arising motion only if:

(1) the motion arising is directly related to a matter or motion that has just been considered; and

(2) the motion arising is moved before another matter or motion is brought forward.

Motion to Table

123 A Member may move to table a matter or motion and all pending amendments to the motion either temporarily or indefinitely (*sine die*) with the intention of bringing the matter or motion back for consideration at a later date or time. A motion to table:

(1) must include either a set date or time or be made *sine die* (without a set date or time);

(2) is only debatable with respect to the date or time;

(3) takes precedence over other motions related to the matter or motion being tabled; and

(4) cannot be amended.

124 A matter or motion that has been tabled to a set date must not be considered before the date or time indicated in the motion to table except by Resolution.

Motion to Lift from the Table

125 A matter or motion that has been tabled is brought back exactly as they were when they were laid on the table, including all related motions and amendments.

126 If the motion to table included a set date for return, the matter or motion is added to the Meeting Agenda on that date without the requirement for a motion to lift from the table.

127 If the motion to table included a set time for return later in the same meeting or was made *sine die*, the matter or motion must be lifted from the table by resolution before consideration of the tabled matter or motion begins. A motion to lift from the table:

(1) may only be made when no other motion is on the floor;

(2) cannot be debated or amended;

(3) may be made at a Regular Meeting but not at a Special Meeting, unless notice of the tabled matter or motion was provided in the notice of the Special Meeting.

128 If a motion to lift from the table is defeated, a subsequent motion to lift from the table may only be made again after other business is considered.

129 When a matter or motion that was tabled *sine die* is brought back to a future Meeting, it must be accompanied by a new report from Administration containing a recommendation to lift the matter or motion from the table.

130 Except for matters or motions tabled *sine die*, if a tabled matter or motion is not lifted from the table within one year, or is not lifted from the table before the next Election, it cannot be lifted from the table and may only be made as a new motion.

Motion to Reconsider

131 A Member may move to reconsider a motion previously passed or defeated provided that:

(1) the motion to reconsider is made at the same meeting that the original motion was made; and

(2) the motion to reconsider is moved by a Member who voted on the prevailing side of the original motion; or

(3) a Notice of Motion is submitted, prior to the Meeting at which it is to be considered, in which a Member sets out what special or exceptional circumstances warrant reconsideration of the original motion; and

(4) the original motion has not already been acted upon.

132 The requirement for a Notice of Motion for a motion to reconsider may be waived by Special Resolution.

133 A motion to reconsider is debatable only if the motion to be reconsidered is debatable.

134 A motion cannot be reconsidered if:

(1) six months has passed since the original motion was considered; or

(2) an Election was held since the original motion was considered.

135 The following motions cannot be reconsidered:

(1) a motion which created a contractual liability or obligation cannot be reconsidered, altered, varied, revoked, rescinded, or replaced except to the extent that it does not attempt to void or interfere with the liability or obligation;

(2) a motion to adjourn, to set a time for adjournment, or to recess;

(3) a motion to close nominations for an appointment;

(4) a request to sever a motion containing multiple recommendations, proposals, or actions;

(5) a Point of Order, Point of Privilege, or Point of Information;

(6) a motion to suspend a rule or rules contained in this Bylaw;

(7) a motion to table or to lift from the table;

(8) a motion to adopt the Agenda;

(9) permission to withdraw a motion;

(10) a motion to rescind a reading of a Bylaw;

(11) a motion to provide first or third reading of a Bylaw; and

(12) a motion to reconsider a motion.

Motion to Rescind

136 A Member may move to rescind a motion previously passed. If passed, the motion to rescind renders the original motion null and void.

137 A Member must submit a Notice of Motion to rescind a motion if that motion was considered at a previous Meeting and the same matter is not included on the Agenda.

138 A motion to rescind does not undo any actions that have been taken as a result of the original motion being passed.

139 A motion to rescind is debatable only on the merits of the original motion that is proposed to be rescinded.

Motion to Move into a Closed Session

140 A Member may move a motion to move into a Closed Session. A motion to move into a Closed Session must be in accordance with the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.

Public Hearings

General Public Hearing Provisions

141 Public Hearings are held when required by the *Municipal Government Act* or any other legislation or when Council directs that a matter be considered through a Public Hearing.

142 Public Hearings are held at Regular or Special Council Meetings.

143 When a Public Hearing is required to be held on a proposed Bylaw or resolution, the Public Hearing will be held after first reading and prior to second reading of the proposed Bylaw or prior to a vote on the proposed resolution.

144 Public Hearings are advertised in accordance with the *Municipal Government Act* and any applicable Townsite of Redwood Meadows Bylaws, policies, and procedures.

Written Submissions and Verbal Presentations

145 In order to be included in the Agenda and provided to Council as part of a Public Hearing, written submissions must be received prior to the submission deadline and include the following:

(1) the name and legal or municipal address of the signatories; and

(2) how each signatory is affected by the subject matter of the Public Hearing.

146 No written submissions received after the submission deadline will be accepted by Townsite of Redwood Meadows or provided to Council as part of the Public Hearing.

147 Written submissions containing the following will not be accepted by Townsite of Redwood Meadows or provided to Council as part of the Public Hearing:

(1) personal attacks or derogatory or defamatory statements; or

(2) statements that promote discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with provisions of the *Human Rights Act*.

148 An individual or group may provide a verbal presentation to Council at a Public Hearing which may include a written component as part of the presentation.

Group Submissions and Presentations

149 A group may provide a written submission or verbal presentation to Council as part of a Public Hearing in accordance with the following provisions:

(1) the group submission or presentation is signed by three or more persons who claim to be affected by the subject matter of the Public Hearing who have agreed to put forward a common interest or concern on that subject matter;

(2) if a group wishes to provide a verbal presentation to Council at a Public Hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group; and

(3) if a written submission is received from a group and the group also wishes to provide a verbal presentation at a Public Hearing, Council will only hear from the designated spokesperson of the group and will only hear new information not already contained in the group's written submission.

Presenting at a Public Hearing

150 When addressing Council at a Public Hearing, the person present must state:

(1) their name and legal or municipal address;

(2) an indication as to whether they are speaking on their own behalf, on behalf of another person, or on behalf of a group;

(3) an indication as to whether they are speaking in support or in opposition to the proposed Bylaw, resolution, or other thing subject to the Public Hearing;

(4) how they are affected by the proposed Bylaw, resolution, or other thing subject to the Public Hearing; and must

(5) address the Chair when responding to questions or providing information.

151 An individual may authorize another individual to present on their behalf if such authorization is provided in writing and proof of such can be provided at the Public Hearing.

152 An individual or group may present only once at a Public Hearing.

153 Presentations may include electronic components such as photos, videos, maps, PowerPoint presentations, written presentations. All presentation materials used at a Public Hearing form part of the public record and will be collected by Townsite of Redwood Meadows and provided to the public upon request.

Public Hearing Procedures

154 The Chair calls for a motion to open the Public Hearing and notes the time that the Public Hearing is opened.

155 The Chair announces that the use of audio or video recording devices and cameras by the public or press is prohibited.

156 The Chair calls for the applicant to present their application.

(1) Presentations from the applicant are limited to a maximum of 20 minutes unless Council passes a motion to extend the presentation time limit.

(2) Questions of clarification from Members to the applicant are permitted by the Chair during this portion of the Public Hearing.

157 Following the presentation from the applicant, the Chair calls for presentations from the public, either in support or in opposition to the proposed Bylaw, resolution, or other thing subject to the Public Hearing.

(1) Presentations from individuals, whether in support or opposition, are limited to a maximum of five minutes, unless a motion is passed by Council to extend the presentation time limit.

(2) Presentations from groups, whether in support or opposition, are limited to a maximum of 10 minutes, unless a motion is passed by Council to extend the presentation time limit.

(3) Public presentations begin with those in support and the Chair calls upon the individuals or groups that have registered to present in support.

(4) After every individual or group that registered to present in support is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in support and provides them an opportunity to present.

(5) After the public presentations in support have concluded, the Chair calls upon the individuals or groups that have registered to present in opposition.

(6) After every individual or group that registered to present in opposition is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in opposition and provides them an opportunity to present.

(7) Questions of clarification from Members to the public presenters, whether in support or opposition, are only permitted by the Chair during this portion of the Public Hearing.

158 Following the public presentation in support and in opposition, the Chair invites the applicant to provide a rebuttal to any points raised in opposition to their application either in a written submission or presentation provided at the Public Hearing.

(1) The rebuttal by the applicant is limited to a maximum of 10 minutes, unless a motion is passed by Council to extend the presentation time limit.

(2) The Chair allows questions of clarification from Members to the applicant during this portion of the Public Hearing only in regards to the information provided by the applicant during their rebuttal.

159 Following the rebuttal from the applicant, the Chair allows for any final questions from Members to Administration.

160 The Chair calls for a motion to close the Public Hearing and notes the time that the Public Hearing is closed. The Public Hearing must be closed before Council votes on the proposed Bylaw, resolution, or other thing subject to the Public Hearing.

161 Pursuant to the *Municipal Government Act*, Members who are absent for the whole Public Hearing must abstain from voting on the matter. Members who are absent for part of the Public Hearing may abstain from voting on the matter.

(1) If the number of Members present at the Meeting is less than Quorum after those Members have abstained from voting, the debate and vote is postponed until the next Regular Council Meeting.

Bylaws

Bylaw Requirements and Introducing Bylaws

162 Proposed Bylaws must:

(1) be assigned a unique Bylaw number and provide a concise title indicating the general purpose of the Bylaw;

(2) be given or have had the opportunity to review the full text of the proposed Bylaw before considering a motion for first reading of the Bylaw;

(3) if amended, be presented as amended in its entirety to all Members present at the meeting prior to consideration of subsequent readings of the Bylaw;

(4) amendments to a Bylaw may only be made prior to consideration of third reading of the Bylaw;

(5) pursuant to the *Municipal Government* Act, be provided three separate and distinct readings and not be provided more than two readings at one Meeting unless the Members present unanimously pass a motion to authorize third reading at that Meeting; and

(6) any Bylaw that fails to receive unanimous authorization for third reading will be included on the Agenda of the next Regular Council Meeting, or on the agenda of a Special Council Meeting, for consideration of third reading.

163 For Bylaws that do not require a statutory Public Hearing, Administration will provide an introduction to the proposed Bylaw prior to consideration of first reading of the Bylaw.

Bylaws Requiring a Statutory Public Hearing

164 For Bylaws that require a statutory Public Hearing, Administration will provide an introduction to the proposed Bylaw prior to consideration of first reading of the Bylaw and prior to the Public Hearing for the proposed Bylaw.

165 After a motion has been made to provide first reading of a Bylaw, but prior to the vote on the motion for first reading, Council may debate the substance of the Bylaw and propose and consider any amendments to the Bylaw.

166 Any proposed amendments must be made in the form of a motion and be put to a vote. Any amendments passed are incorporated into the Bylaw at first reading and apply to all subsequent readings of the Bylaw.

167 After all proposed amendments have been voted on and either passed or defeated, the Chair calls for a vote on first reading of the Bylaw or first reading of the Bylaw as amended, if applicable.

168 Once a Bylaw receives first reading, Administration establishes a date and time to hold the Public Hearing on the Bylaw if applicable. The Public Hearing must be held before consideration of second reading of the Bylaw.

169 If a Bylaw does not receive first reading, the Bylaw does not proceed to a Public Hearing if applicable and is considered defeated.

Bylaw Consolidations

170 The CAO is authorized to prepare consolidations of Bylaws as required from time to time pursuant to the *Municipal Government Act*.

Enactment / Transition

171 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

172 This Bylaw comes into force on the date it is passed.

THIS BYLAW SHALL COME INTO FULL FORCE AND EFFECT ON THE DATE OF ITS FINAL READING. APPROVED AND PASSED BY THE COUNCIL FOR REDWOOD MEADOWS TOWNSITE.

This XX Day of XX, 2020.

_____

Mayor

_____

Chief Administration Officer

1ST READING. October 20, 2020. Carried unanimously.

2ND READING. November 3, 2020. Carried unanimously.

3RD READING. XX, 2020,