

- (23) “organizational meeting” means the annual organizational meeting of Council held pursuant to the Act;
- (24) “pecuniary interest” means a Councillor’s interest in a matter before Council which has a reasonable likelihood or expectation of financial loss or gain of the Councillor, or related persons, as contemplated in the Act;
- (25) “public hearing” means a public hearing held pursuant to the Act or any other legislation;
- (26) “quorum” means the minimum number of Councillors or members that must be present at a meeting for business to be legally transacted as set out in the Act;
- (27) “resolution” means a motion passed by Council and is a binding declaration of Council’s direction with respect to a particular matter;
- (28) “special meeting” means a special Council meeting held as per the Act;
- (29) “special resolution” means a resolution passed by a two-thirds majority of all Councillors or members present at the meeting;
- (30) “stand at ease” means a brief pause called by the Mayor or the Chair, without a declaration of a recess, and Councillors must remain in their places; and
- (31) “standing committee” means a Council committee that meets regularly to consider items of a particular subject area and assists Council in accomplishing its duties.

### **Interpretation and application**

- 3 The proceedings of Council and Council committees, ~~the conduct of Council~~, and the calling of meetings is governed by the Act and this bylaw, except where a Council committee’s enabling bylaw specifies otherwise.
- 4 A question about Council’s procedures is determined by a vote of Council if the question is not answered:
  - (1) firstly, by the Act and Alberta’s *Interpretation Act*,
  - (2) secondly, by this bylaw, and
  - (3) thirdly, by Robert’s Rules.

- (3) thirdly, if there are two or more Councillors who fulfill the above criteria, responds first to the City Clerk's inquiry to act as Acting Mayor.

- 15 When the Acting Mayor is acting in the Mayor's place, the Acting Mayor must comply with the Mayor's responsibilities as noted in this bylaw and the Act.

### **Councillor**

- 16 In addition to the duties set out in the Act, Councillors must:

- (1) sit on at least one standing committee; and
- (2) respect the procedures in this bylaw.

### **Chair**

- 17 The person presiding as Chair over Council meetings:

- (1) opens meetings when quorum is present;
- (2) presides over the conduct of all people attending Council meetings, including preserving good order ~~and decorum~~;
- (3) responds to and decides on procedural questions, including points of order, raised by Councillors;
- (4) manages and facilitates the order of speakers, including Councillors, Administration, and members of the public;
- (5) ensures that each Councillor who wishes to speak on a debatable motion is provided the opportunity to do so;
- (6) may call for a recess or for the meeting to stand at ease; and
- (7) may adjourn a meeting without a resolution to adjourn.

### **Pecuniary interest**

- 18 If a Councillor declares a pecuniary interest that Councillor must:

- (1) first describe in general terms the nature of the pecuniary interest, which is recorded in the minutes; and
- (2) then remove themselves from the meeting room while the matter is being discussed and voted upon.

(6) the names of the Councillors who voted against a motion or resolution and the names of those who were absent for the vote;

(7) any abstentions made under the Act or because of a pecuniary interest by any Councillor and the reason for the abstention;

(8) the time if a Councillor joins a meeting late or leaves a meeting early; and

(9) provision for the signatures of the Mayor and the City Clerk, which signatures may be applied in a digital format, in accordance with the Act.

69 Amended motions are recorded as one resolution, complete with amendments, in the minutes.

70 Withdrawn motions are not recorded in the minutes.

71 Where motions, materials, or submissions are distributed or printed in the agenda, or are visible by means of an electronic viewing screen, the motions, materials, or submissions do not need to be read into the record.

## **Notice of Council Meetings**

72 Notice of a regular meeting is given by posting the Council meeting calendar on the City's website.

73 Notice of a special meeting is given, where time permits, by posting a notice on the City's website, and in accordance with the Act.

## **Part 5 – Rules of Conduct and Debate**

### **Address the Mayor**

74 Any person who wants to speak at a meeting must indicate this in a way that the Mayor may direct. ~~If the Mayor allows the person to speak, that person may address the Mayor.~~

~~(1) The Mayor may be addressed as "Your Worship" or "Mayor".~~

~~(2) The Deputy Mayor may be addressed as "Deputy Mayor".~~

~~(3) All others presiding as the Chair may be addressed as the "Chair".~~

75 All discussion at a meeting is directed through the person presiding over the meeting.

### **Order of speaking**

76 When two or more Councillors signal that they want to speak, the Mayor recognizes the Councillor who, in the Mayor's opinion, signalled first and then recognizes in order the other Councillor(s).

77 If there is electronic means of signalling that a person wants to speak, the Mayor recognizes Councillors to speak in accordance with such electronic means.

### **Debating motions**

78 Councillors may ask clarifying questions during the debate on a motion provided that the questions are directly related to the debate on the motion, unless otherwise allowed by the Mayor.

### **Conduct of Councillors**

~~79 Councillors must conduct themselves in Council and committee meetings in a professional manner that is respectful of the Mayor, fellow Councillors, Administration, and the attending public.~~

~~80 Councillors must not:~~

- ~~(1) speak disrespectfully of a fellow Councillor, Administration, or the public;~~
- ~~(2) use offensive words or unprofessional language;~~
- ~~(3) speak on any subject other than the subject in debate;~~
- ~~(4) disobey the rules set out in this bylaw, or~~
- ~~(5) disobey a decision of the Mayor or of Council on points of order.~~

~~81 Where a Councillor has been called to order at a meeting by the Mayor for failing to observe the provisions of this bylaw or the *Elected Officials Code of Conduct Bylaw*, and the Councillor persists in such conduct, the Mayor may immediately move the motion (with no amendment, adjournment, or debate being allowed), "that Councillor [Name of Councillor] is ordered to leave their seat for the duration of this Council meeting".~~

- ~~(1) If the Councillor apologizes, the Councillor may, by vote of Council, be permitted to retake their seat.~~

## **Points of order**

82 Any Councillor may raise of point of order to:

- (1) ~~question the behaviour of another Councillor;~~
- (2) question a procedural decision or interpretation made by the Mayor; or
- (3) bring attention to a potential or actual breach of the rules of this bylaw.

83 The Councillor who raised the point of order must state what is in question and the reasons for raising the point of order. The Councillor must raise the point of order immediately after the action in question.

84 The Mayor must immediately rule on a point of order and state the reasons for their decision.

85 A Councillor may challenge (appeal) the ruling of the Mayor on a point of order by stating they wish to challenge the ruling. The Councillors at the meeting then decide on the question raised by the point of order by voting on whether to uphold or overturn the ruling of the Mayor. The decision of the Councillors is final.

86 There is no debate on a point of order or on a challenge to the ruling of the Mayor, and points of order and challenges to a ruling are not recorded in the meeting minutes.

## **Part 6 – Motions and Resolutions**

87 Every motion is read by the mover, unless provided otherwise in this bylaw.

88 A Councillor may move a motion, regardless of whether the Councillor intends to support the motion.

89 Unless the Mayor allows otherwise, Councillors may not debate a matter until a motion is first read, and the mover is entitled to speak first if the mover wishes.

90 The Mayor must not call for a vote until the Councillors and City Clerk understand the exact wording of the motion.

91 Council must not make a motion or resolution which requires the exercise of a power or powers by Council which are not within its jurisdiction.

## **Notice of motion**

92 A Councillor who wishes to introduce a new matter for consideration at a meeting must do so through a notice of motion. The procedure for making a notice of motion is set out in [Appendix “B”](#) of this bylaw.

93 Council debates and votes on the motion given in a notice of motion: