

# CITY OF LACOMBE

## BYLAW NO. 370

Consolidation to February 12, 2018

A BYLAW OF THE COUNCIL OF THE CITY OF LACOMBE, IN THE PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL COMMITTEES

**WHEREAS** Section 145 (b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

**WHEREAS** the *Municipal Government Act* provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees;

**NOW THEREFORE**, the Council of the City of Lacombe enacts as follows:

From the date of the passing of this bylaw, the following rules and regulations only shall be observed for the order and dispatch of business in Council thereof and all motions, rules or regulations existing and inconsistent with this bylaw are hereby repealed.

This bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:

- a. By a bylaw unanimously passed at a regular or special meeting of the council at which all the members thereof are present, or
- b. By a bylaw passed at a regular meeting of council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the council and setting out the terms or the substantial effect of the proposed bylaw.

### SHORT TITLE

- 1.0 This bylaw is called “The Procedural Bylaw”.

### DEFINITIONS

- 2.0 In this bylaw:
  - (1) “Administration” mean the employees of the municipality.

- (2) “Business Day” means a day on which the municipal offices are open for business.
- (3) “Chair” means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.
- (4) “CAO” means the Chief Administrative Officer for the municipality or his/her designate.
- (5) “CEO” (Chief Elected Officer) means the Mayor.
- (6) “Committee of the Whole” means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting may be passed.
- (7) “City” means the City of Lacombe, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the City.
- (8) “Council” means the duly elected Council of Lacombe.
- (9) “Council Committee” means a committee, board or other body established by a council under the MGA, entirely of Council members, entirely of other persons, or a combination thereof appointed by Council under section 146 of the Municipal Government Act (MGA) to provide advice and make recommendations to Council (excepting the Library Board). (b. 370.1, 02/12/2018)
- (10) “Presentation” means any person that has permission of Council to appear before council or a committee of council to provide pertinent information and views about the subject before council or Council committee.
- (11) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication.
- (12) “Emergent items” shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention. When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a simple majority vote of council. (b. 370.1, 02/12/2018)
- (13) “Freedom of Information and Protection of Privacy Act” or “FOIP” means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.

- (14) “In Camera” means at the discretion of the Mayor or Chair or a majority of the members of council, a meeting closed to the public or municipal employee, as deemed appropriate, and approved by resolution including the related section of the FOIP Act (the basis for closing the meeting). (b. 370.1, 02/12/2018)
- (15) “Meeting” means duly constituted regular or special open meetings of Council where bylaws and resolutions are formally ratified.
- (16) “Member” means a member of Council, duly elected and continuing to hold office.
- (17) “Municipal Government Act” means the *Municipal Government Act* RSA 2000, chapter M-26.1 of the Statutes of Alberta as amended or legislation substituted therefore.
- (18) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.
- (19) “Notice of Motion” is the means by which a Member of Council brings business before Council.
- (20) “Person” means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- (21) “Point of Order” means a demand that the Chair enforce the rules of procedures.
- (22) “Point of Privilege” means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual councillors and includes the:
- a) Organization and existence of council,
  - b) Comfort of members,
  - c) Conduct of employees or members of the public in attendance at the meeting.
- (23) “Postpone” means to delay the consideration of any matter to a definite time, or to a future time when further specific conditions have been met. (b. 370.1, 02/12/2018)
- (24) “Public Hearing” is a Meeting:
- a) To hear matters pursuant to the Municipal Government Act; or
  - b) Other matters which Council directs be considered at a Public Hearing.

- (25) “Quorum” as outlined in the *Municipal Government Act* is the majority of all the Councillors that comprise the council. The City of Lacombe council consists of seven (7) councillors. Four (4) members of the City of Lacombe Council form a quorum. (b. 370.1, 02/12/2018)
- (26) “Special Resolution” means a resolution passed by two-thirds majority of all members.
- (27) “Table” means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.

## STRUCTURE

### 3.0 Of Council:

- (1) The Council of the City of Lacombe shall consist of seven (7) Members of Council.
- (2) All Councillors shall be elected by a vote of the electors of the whole of the City.
- (3) The chief elected official shall be elected by a vote of the electors of the whole of the City.
- (4) The chief elected official of the City shall be designated the title ‘Mayor’ and addressed as Mayor (last name).
- (5) Councillors of the City other than the chief elected official shall be designated the title ‘Councillor’.
- (6) Councillors shall each serve a two month term as Deputy Mayor, rotating in the manner as agreed upon by Council. (b. 370.1, 02/12/2018)
- (7) The Mayor shall preside when in attendance at a meeting of Council.
- (8) The Mayor may, at the discretion of the Mayor, be a member of all council committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.
- (9) Seating of Councillors shall be as determined by the Mayor at the yearly organization meeting of Council.

## APPLICATION

- 4.0 Deleted. (b. 370.1, 02/12/2018)

## SEVERABILITY

- 5.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

#### MEETINGS AND PROCEEDINGS

- 6.0 This bylaw covers the following areas:
- (1) Rules of Order
  - (2) Conduct
  - (3) Pecuniary Interest
  - (4) Agendas
  - (5) Notice of Meeting
  - (6) Meeting Etiquette
  - (7) Regular, Special, Organizational and Committee meetings
  - (8) Order of Business
  - (9) Presentations
  - (10) Public Hearings
  - (11) In Camera
  - (12) Rights in Debate
  - (13) Motions
  - (14) Voting
  - (15) Bylaws, Resolutions and Policies
  - (16) Minutes
  - (17) Spokepersons

##### Rules of Order:

##### 6.1 Rules of Order:

- (1) In all regular and special Council meetings, *in camera* meetings, and committee meetings, this procedural bylaw will be followed.
- (2) The conduct of all City business is controlled by the general will of the Council and committee members – the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.
- (3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
- (4) The first person to raise a hand and attract the attention of the Chair, when the person speaking has finished, and to be

recognized by the Chair, has the floor. Speaking while another is still speaking is out of order, except to make a point of order or to make a point of privilege. (b. 370.1, 02/12/2018)

- (5) Debate begins when the Chair states the motion or resolution and asks for discussion on the motion. If no one initiates discussion, the Chair calls for the vote.
- (6) The Chair will determine if a member can speak twice to the same issue prior to everyone who wishes to speak having the opportunity.
- (7) All remarks must be directed to the Chair, and be courteous.
- (8) A quorum for meetings shall be a simple majority of the whole Council or committee.
- (9) If a quorum is not present within 20 minutes of the start time set for a regular or special Council meeting, the CAO or designate shall record the names of the Council members present and Council shall stand adjourned until the next regular meeting. (b. 370.1, 02/12/2018)
- (10) Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.

## 6.2 Conduct

- (1) Councillors and committee members shall carry out required duties to the best of their ability, be accountable for their decisions and actions, and strive to create a courteous, respectful atmosphere.
- (2) The Chair shall maintain order and decorum at all Council meetings, and rule on points of order, citing the applicable governing rule or authority, without debate or comment. (b. 370.1, 02/12/2018)
- (3) The Chair shall recognize who has the right to speak, rule on motions, and call members to order, as required. (b. 370.1, 02/12/2018)
- (4) The Chair shall encourage questions, treating them impartially, with sound judgement. (b. 370.1, 02/12/2018)
- (5) The Chair will not make motions.
- (6) Each individual wishing to address a meeting shall first be recognized by the Chair.

- (7) No speaker shall be interrupted by private conversations or comments, except on a point of order or point of privilege.
- (8) No individual may give specific direction to any staff member at any Council or committee meeting; such direction shall come from the full Council at a duly assembled meeting, as delegated to the CAO or designate.
- (9) Any individual addressing a meeting shall not shout, use profane, vulgar or offensive language, or speak on a matter not before the meeting.
- (10) Speakers shall not make personal comments about any staff or Council member, or any other person, or indulge in personalities, use language personally offensive, motives of members, charge deliberate misrepresentation, or use language tending to hold another member up to contempt.
- (11) Speakers shall obey the approved rules or order, and shall be called to order by the Chair if they do not, at which time they must immediately stop speaking unless permitted to explain.
- (12) Any member of the public who, while in the Council Chamber, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the Chair, refuses to end such interruption or to leave the Council Chambers if so requested, shall be guilty of an offence and liable on conviction to the penalties provided in the General Penalty Bylaw of the City of Lacombe and shall be subject to removal from the Council Chambers by the police. (b. 370.1, 02/12/2018)

6.3 Deleted. (b. 370.1, 02/12/2018)

#### 6.4 Agendas

- (1) The CAO or designate shall be responsible for preparing meeting agendas, including input from participants, city staff, and previous meetings.
- (2) Meeting agendas shall be made available on the Thursday preceding the Monday evening Council meeting. (b. 370.1, 02/12/2018)
- (3) Only business listed in the agenda shall be undertaken at a meeting, unless a resolution to change it is unanimously passed.

- (4) Except as permitted in 6.9 (8), agenda items and applications from delegations shall be accepted up to Tuesday noon, prior to the meeting and approved at the discretion of the Mayor or designate. (b. 370.1, 02/12/2018)

#### 6.5 Notice of Meeting

- (1) Regular Council meetings: Notice to participants and the public is not required unless there is a change in meeting date, time and place in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least one business day prior to the day of the Council meeting.
- (2) Special Council meetings shall be called in accordance with Section 194 of the *Municipal Government Act*.
- (3) Notice of Council committee meetings shall be given to participants and the public at least 24 hours in advance (in accordance with the *Municipal Government Act*). (b. 370.1, 02/12/2018)

#### 6.6 Meeting Etiquette

- (1) Accepted conventions of meeting protocol shall be used to facilitate respect, orderly progression, and attentiveness.
- (2) The designated Chair shall start the meeting on time; explanation of a late start shall be included in the minutes.
- (3) Speakers shall raise their hands to be recognized by the Chair, and, after being acknowledged by the Chair, shall then have the floor. (b. 370.1, 02/12/2018)
- (4) Respect for all participants and guests shall be shown at all times, so there shall be no side comments or private conversations.
- (5) When addressing any participants in a meeting, the use of official titles is required. (eg. Councillor Miller, Mrs. Whalen or Mr. Brown)
- (6) Active participation is expected, with the intent of arriving at the best solutions for the City.
- (7) The next meeting must be scheduled (date, time, and location).
- (8) The meeting must be formally adjourned.

6.7 Regular, Special, Organizational and Council Committee Meetings.

- (1) All City meetings shall be open to the public, except for any *in camera* portions.
- (2) All Council and committee meetings shall be held in accordance with the provisions of the *Municipal Government Act*.
- (3) The CAO or designate shall record the minutes of all Council meetings, and provide the required written reports of committee activities to Council.
- (4) Council shall hold its regular meetings on the second and fourth Monday of each month at 5:00 p.m. in City Hall Council Chambers, or as resolved by Council and advertised accordingly. (b. 370.1, 02/12/2018)
- (5) When a regular Council or committee meeting falls on a legal holiday, the meeting shall be rescheduled to the Tuesday following the regular meeting date.
- (6) Any regular meeting may be cancelled or postponed by resolution of Council.
- (7) Special Council meetings shall be called in accordance with the *Municipal Government Act*.
- (8) Council may establish council committees and other bodies by bylaw as necessary under the Municipal Government Act and shall determine Terms of Reference and procedures for each. (b. 370.1, 02/12/2018)
- (9) The Library Board, while appointed by Council, is not advisory, but self-governing, established by Council bylaw under the *Alberta Libraries Act* and responsible to Council under that Act.
- (10) Committee members shall be appointed annually by Council at the annual organizational meeting.
- (11) Each committee is responsible for reviewing and making recommendations to Council on all bylaws and policies dealing with subject matter germane to that committee.
- (12) Committee meetings shall set date, time and location of the meeting. (b. 370.1, 02/12/2018)
- (13) Council Committees discussing matters in Camera may pass no resolutions other than a motion to revert to a meeting of a council or council committee held in public, in

accordance with the Municipal Government Act. (b. 370.1, 02/12/2018)

- (14) Written reports or minutes of committee activities shall be submitted to the next regular Council meeting.
- (15) No committee has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- (16) Any Council meeting shall be adjourned by 9:00 p.m., unless a resolution to continue is passed by simple majority. (b. 370.1, 02/12/2018)
- (17) The annual Organizational Meeting must be held at a designated time in accordance with the *Municipal Government Act*.
- (18) When two (2) or more elected officials participate in council or committee meetings through an electronic device or other communication facilities, that meeting will be deemed to be a meeting through electronic communication or as per the *Municipal Government Act*.
- (19) In any case where a member of a Committee is absent from the City or is otherwise unable to attend meetings of the Committee of which he/she is a member, the Mayor may appoint a member of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council. (b. 370.1, 02/12/2018)

6.8 Order of Business (b. 370.1, 02/12/2018)

Council and City committees shall use the following order of business unless changed by vote with the support of the majority of Council.

The order of business established in this section shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

Councillors' reports shall be in a written format on the prescribed form to the Legislative Coordinator no later than noon on the Wednesday preceding the meeting day.

The following is the template that will be used for all council meeting agendas

- (1) Call to Order
- (2) Adoption of Agenda
- (3) Adoption of Minutes
- (4) Council Mailbox
- (5) Public Hearings
- (6) Presentations
- (7) Bylaws
- (8) Unfinished Business
- (9) New Business
- (10) Councillor Reports
- (11) Notices of Motion
- (12) In Camera
- (13) Adjournment

(b. 370.1, 02/12/2018)

6.9 Presentations

- (1) Any registered presentation wishing to appear before Council or to address an agenda item not designated as a public hearing shall give written notice to the Legislative Coordinator no later than noon on the Wednesday proceeding the meeting day.
- (2) Instructions setting out meeting procedures and protocol shall be supplied to anyone wishing to address a Council or committee meeting.
- (3) Any person or delegation addressing Council shall state name(s), address(es), and the purpose of the presentation.
- (4) Presentations shall speak only on the matters which they have submitted to Council and which have been included on the agenda.
- (5) Presentations may be limited in the time they are permitted, but shall generally be allowed 15 minutes for presentation and discussion, which can be extended or decreased at the discretion of Council.
- (6) Approval of a presentation is subject to the mayor's or designee's discretion.
- (7) Presentations shall not address Council on the same subject matter more than once every six (6) months.

### 6.9.1 Open Forum

- (1) To provide citizens and ratepayers an opportunity to ask questions on matters of public interest or concern, before a regular meeting is called to order, council may allow a person other than a member to make a presentation or, ask a question of council, in accordance with the following:
- a) the person must have submitted, in writing to the CAO, the request to address Council, including the general topic of the presentation, by noon on the day of a regular Council meeting
  - b) a person making a presentation or asking a question may not address council for longer than five minutes inclusive of the time required to answer questions from council; and
  - c) a maximum of three persons each meeting will be heard.
  - d) questions or presentations will not be accepted on agenda items before council at that same meeting.
  - e) responses may be provided by any member of council or administration present or referred to administration for review and further information and may not represent the opinion of council as a whole.
  - f) a question asked before a meeting is called to order shall not be recorded in the minutes of the meeting.

(b. 370.1, 02/12/2018)

### 6.10 Non-Statutory Public Hearing Procedures (b. 370.1, 02/12/2018)

- (1) The Mayor declares the Non-Statutory Public Hearing open and states that the Hearing is held pursuant to Section 7, 8, 606 and of the *Municipal Government Act*, 2000, as amended.
- (2) The Mayor requests the Legislative Coordinator to confirm:
  - a) That the purpose of the Public Hearing is:
  - b) That the Non-Statutory Public Hearing notice was advertised in the local newspaper on:
  - c) That any written submissions received and not included in the non-statutory Public Hearing agenda package are read into the record.
- (3) The Mayor states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.

- (4) The order for the Non-statutory Public Hearing presentation will be:
    - Administrative staff
    - Those in favour
    - Those opposed
    - Any person deemed to be affected who wishes to be heard
  - (5) The Mayor may allow questions from members of Council after each presentation.
  - (6) The Mayor may allow a concluding statement from those who have made a presentation.
  - (7) After all presentations are made the Mayor will declare the Public Hearing Closed.
- 6.11 Statutory Public Hearing Procedures: (b. 370.1, 02/12/2018)
- (1) The Mayor declares the Statutory Public Hearing open and states that the Hearing is held pursuant to Section 7, 8, 230, 606 and 692 of the *Municipal Government Act*, 2000, as amended.
  - (2) The Mayor requests the Legislative Coordinator to confirm:
    - a) That the purpose of the Public Hearing is:
    - b) That the Statutory Public Hearing notice was advertised in the local newspaper on:
    - c) That any written submissions received and not included in the Public Hearing agenda package are read into the record.
  - (3) The Mayor states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
  - (4) The order for the Statutory Public Hearing presentation will be:
    - Development Officer or designate
    - Those in favour
    - Those opposed
    - Any person deemed to be affected who wishes to be heard
  - (5) The Mayor may allow questions from members of Council after each presentation
  - (6) The Mayor may allow a concluding statement from those who have made a presentation.

- (7) After all presentations are made the Mayor will declare the Public Hearing Closed.

6.12 In Camera (b. 370.1, 02/12/2018)

- (1) The items on the In Camera Agenda are approved by the Mayor and CAO in accordance with the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*. (b. 370.1, 02/12/2018)
- (2) A regular meeting of Council will go in camera by motion that includes the basis for which that part of the meeting is to be closed (the related section of FOIP). (b. 370.1, 02/12/2018)
- (3) The In Camera portion of the agenda may be distributed to members and other essential persons with the agenda package. (b. 370.1, 02/12/2018)
- (4) In accordance with the *Municipal Government Act*, Section 153 and the *Freedom of Information and Protection of Privacy Act*, all members are required to keep in confidence matters discussed In Camera until the item is discussed at a meeting held in public.
- (5) At the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting may be closed to the general public or municipal employees, as deemed appropriate, called *in camera*.
- (6) Under the *Freedom of Information and Protection of Privacy* (FOIP), Boards may close all or part of their meetings in accordance with the *Municipal Government Act*.
- (7) A motion is required to go *in camera*, and the times the meeting goes *in camera* and comes out are recorded in the minutes. Agendas shall include the related section of FOIP for Personnel, legal or land items under In Camera. (b. 370.1, 02/12/2018)
- (8) No record is necessary during the *in camera* portion of the meeting, but if a record is kept, it is subject to FOIP regulations.
- (9) Council shall not pass resolutions or bylaws during *in camera* meetings. Any decisions reached by consensus during the *in camera* session must be passed as motions when the regular meeting resumes.

- (10) What is discussed *in camera* must remain confidential and may not be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.
- (11) Council may discuss New Business items in more detail or may attempt to address in camera items at the monthly Committee of the Whole meeting, with recommendations following at a subsequent Council meeting. (b. 370.1, 02/12/2018)

6.13 Rights in Debate (b. 370.1, 02/12/2018)

- (1) Debate is the discussion regarding a motion that occurs after the Chair has restated the motion and before it is put to a vote.
- (2) When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak.
- (3) When two or more members wish to speak, the Chair shall name the member who is to speak first.
- (4) No member shall normally speak more than five minutes on any question or amendment to a question, but may request permission to exceed this limit; the privilege shall be accorded without objection upon motion supported by two-thirds of the Council. (b. 370.1, 02/12/2018)

6.14 Motions

- (1) A **Main Motion** brings new business (the next item on the agenda) before Council. A motion (resolution) does not require a seconder.
- (2) Council or committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.
- (3) After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the Council or committee, and may only be withdrawn by majority consent of the members present and will not be recorded in the minutes.
- (4) Every motion or resolution shall be stated or read by the mover.
- (5) When duly moved, a motion shall be open for discussion and debate. The Chair will determine if a member can

speak twice to the same issue prior to everyone who wishes to speak having the opportunity.

- (6) Any member may ask to have the motion under discussion to be read again at any time during the debate, but may not interrupt a speaker to do so.
- (7) The mover of a motion may speak and vote for or against the motion.
- (8) When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.
- (9) No motion other than an amending motion or motion to table or refer shall be considered until any motion already before the meeting has been disposed of.
- (10) A **Notice of Motion** may be given (and shall be given verbally and in writing to all members present) at any regular meeting, specifying the entire content of the motion to be considered, but may not be dealt with at that meeting.
- (11) The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall put it on the agenda under New or Unfinished Business for the next regular meeting unless otherwise instructed.
- (12) When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.
- (13) A written **Notice of Motion to Reconsider or Rescind**, given from one meeting to the next with a minimum of five (5) members voting in favour, is the only way a motion once decided may be reversed, reconsidered, or rescinded within one year after the decision.
- (14) Where the City has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
- (15) The following motions are not debatable by members:
  - a) Adjournment
  - b) To take a recess
  - c) Question of privilege
  - d) Point of order
  - e) To limit debate on a matter before members

- f) To table the matter
- (16) a **Point of Privilege** pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable. (b. 370.1, 02/12/2018)
- (17) A **Parliamentary Inquiry** is a query as to the correct motion, to accomplish a desired result, or to raise a point of order.
- (18) A **Point of Information** generally applies to a question asked of the speaker.
- (19) A **Point of Order** refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.
- (20) To **Amend** is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member. There will be no more than two (2) amending motions on the table at any one time.
- (21) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.
- (22) To **Withdraw or Modify a Motion** can be done only after a motion is stated; mover can accept an amendment without obtaining the floor.
- (23) To **Refer** is to state which council committee or administration sector is to receive the motion for research/further information, and shall include terms, timelines, and necessary explanations. (b. 370.1, 02/12/2018)
- (24) To **Limit Debate** is to close debate at a set time, or limit it to a set period.
- (25) To **Postpone** is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the agenda for the meeting date specified as an item of unfinished business.
- (26) To **Table** is to temporarily set aside an issue and bring it back without debate.
- (27) To **Reconsider** can be made only by an individual on the prevailing side who has changed position or view.

- (28) To **Appeal the Decision of the Chair** is an appeal which the assembly must decide, and must be made before other business is resumed; NOT debatable if it relates to decorum, violation of rules, or order of business.
- (29) To **Suspend the Rules** allows a violation of the assembly's own rules; the object of the suspension must be specified.
- (30) A **Motion to Adjourn** is not subject to debate and will be voted on immediately.

#### 6.14 Voting

- (1) When debate on a motion is closed, the Chair shall put the motion to a vote, and this decision is final unless overruled by a majority vote of the members present at the meeting.
- (2) Once the motion has been put to a vote, no member shall debate further on the motion or speak any words except to request that the motion be read aloud.
- (3) When a motion is put to vote, no member shall leave Council chambers until the vote is taken.
- (4) Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
- (5) Pursuant to the *Municipal Government Act*, a council member must vote on a matter at a council meeting except where the person abstaining is prohibited from voting because of pecuniary interest in accordance with the *Municipal Government Act*.
- (6) The outcome of any vote on any matter shall be in writing, with all votes recorded in the Minutes in accordance with the *Municipal Government Act*. (b. 370.1, 02/12/2018)

#### 6.15 Bylaws, Resolutions and Policies

- (1) Draft bylaws and policies shall be prepared at the request of Council or a Council Committee by the appropriate staff, and shall be reviewed by the appropriate Council committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to city procedure. (b. 370.1, 02/12/2018)
- (2) Before a bylaw is passed, it shall, in accordance with the *Municipal Government Act*, have three distinct and separate readings before it is adopted, but no more than two readings may take place at any one meeting of Council,

unless unanimous consent is taken before third (3<sup>rd</sup>) reading.

- (3) Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- (4) When all amendments (if any) have been accepted or rejected, the motion for second reading of the bylaw as presented or amended shall be considered.
- (5) When a bylaw has received third reading and been passed, the Mayor shall declare the bylaw adopted, and it becomes a municipal enactment, effective immediately unless the bylaw itself provides otherwise.
- (6) Upon being passed, a bylaw shall be signed by the Chair of the meeting at which it was passed and by the CAO, and shall be embossed with the corporate seal of the City.
- (7) A bylaw which requires approval from the Province of Alberta shall receive two readings prior to the submission of a certified copy to the provincial authorities. The third reading may proceed only after the signed approval of the provincial authority is received.
- (8) Resolutions or motions shall come into effect as soon as they are passed unless they contain a deferred implementation.
- (9) Policies shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.
- (10) Upon being passed, a policy shall be signed by the Chair of the meeting at which it was passed and by the CAO.

#### 6.17 Minutes

- (1) Minutes of all proceedings of regular and special Council meetings shall be recorded in accordance with the *Municipal Government Act*.
- (2) At every regular Council meeting minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
- (3) Minutes shall include resolutions to go *in camera* and to adjourn the meeting.

- (4) The CAO (or designate) shall, prior to the next Regular Meeting of Council, prepare minutes of the meeting and make them accessible to the members of Council or the committee.

6.18 Spokespersons

- (1) The Mayor speaks for the City unless that power is designated to another person, on a case-by-case basis only.
- (2) Individual Councillors or committee members have no authority to act outside established bylaws and policy.
- (3) Bylaws and Policy can only be initiated and must be approved by Council (with the exception of the Library Board).
- (4) Democratic process includes the right to debate, question, and discuss, but once a decision is made, that is the recognized decisions of Council.
- (5) Councillors and Council Committee members should remember that advocacy and information for ratepayers are part of their responsibilities, but always within parameters set by Council decisions. (b. 370.1, 02/12/2018)
- (6) No special interests shall be promoted over the common interest.
- (7) Councillors and Council Committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to Council, and not attempt to resolve them; Council shall forward them to Administration or Council committee, as appropriate. (b. 370.1, 02/12/2018)

6.19 Repeal

Bylaw 40 of the City of Lacombe and any amendments are hereby repealed.

6.20 Coming into Force

This bylaw shall come into full force and effect upon the final passing thereof.

INTRODUCED AND GIVEN FIRST READING THIS 22<sup>nd</sup> day of August, 2011  
GIVEN SECOND READING THIS 12<sup>th</sup> day of September, 2011  
GIVEN THIRD AND FINAL READING THIS 26<sup>th</sup> day of September, 2011

Original Signed

\_\_\_\_\_  
Steve Christie, Mayor

Original Signed

\_\_\_\_\_  
Norma MacQuarrie, CAO

UNCERTIFIED CONSOLIDATION