

**BYLAW 24-031  
OF  
LAC LA BICHE COUNTY**

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A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE PROCEDURES FOR THE CONDUCTION OF COUNCIL AND COMMITTEE MEETINGS.

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WHEREAS under the authority and pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees, and the procedures and conduct of Council and Council Committees;

AND WHEREAS Lac La Biche County Council deems it appropriate to establish procedures for the conduction of Meetings;

NOW THEREFORE under the authority and pursuant to the provisions of the said *Municipal Government Act*, and by virtue of all other enabling powers, the Council of Lac La Biche County, duly assembled, enacts as follows:

**Title**

- (1) This Bylaw is called "The Meeting Procedures Bylaw".

**Definitions**

- (2) The definition of any word or term used in this bylaw which is defined in the *Municipal Government Act* shall have the same definition of the word or term as specified in the *Municipal Government Act*;
- (a) "Accredited Media" means an employee of a Licensed Broadcaster or a member of the Alberta Weekly Newspapers Association;
- (b) "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, and amendments thereto;
- (c) "Acting Mayor" means the Member of Council who has been determined to act in the absence or incapacity of the Mayor and Deputy Mayor;
- (d) "Administration" means the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer;
- (e) "Agenda" means the list of items and order of business for any meeting;
- (f) "Chair" means the person who has been given authority to direct the conduct of a meeting, for meetings of Council the Chair is the Mayor;

- (g) “Chief Administrative Officer” means the person appointed by the Council as Chief Administrative Officer under the Act, or designate;
- (h) “Closed Session” means a meeting or a portion of the meeting that is closed to the public in accordance with a related section of the *Freedom of Information and Protection of Privacy Act*;
- (i) “Consent Agenda” means a group of items which are not expected to require discussion and/or debate. A consent agenda may be adopted by a single motion.
- (j) “Council” means the municipal Council of Lac La Biche County;
- (k) “Councillor” means a member of Council elected pursuant to the *Local Authorities Election Act, RSA 2000, Chapter L-21*;
- (l) “County” means the municipal corporation of Lac La Biche County or the area contained within its boundaries;
- (m) “Deputy Mayor” means the Member of Council who has been determined to act in the absence or incapacity of the Mayor;
- (n) “General Consent” means an informal way of asking for consensus, used only for routine and non-controversial decisions, usually of a procedural nature;
- (o) “Mayor” means the Chief Elected Official as defined by the Act;
- (p) “Meeting” means a meeting of Council held in accordance with the Act and includes a meeting of a Council committee;
- (q) “Member” means any member of Council or Council committee;
- (r) “Minutes” means the formal record of decisions, without note or comment, of a Meeting;
- (s) “Notice of Motion” means the presentation of a motion, for consideration and debate at a subsequent meeting;
- (t) “Order of Business” means the order of business and time schedule for a Meeting of Council;
- (u) “Organizational Meeting” means the annual Organizational Meeting of Council held pursuant to the Act;
- (v) “Peace Officer” means any sworn member of the Royal Canadian Mounted Police, a Peace Officer appointed under the Peace Officer Act, SA 2016, P-35 and amendments thereto and employed by the County or a Bylaw Enforcement Officer employed by the County;
- (w) “Regular Meeting” is a meeting of Council held in accordance with the Act;
- (x) “Special Meeting” is a meeting of Council held in accordance with the Act;

## **Application**

- 3(1)** This bylaw shall govern all Meetings of Council.
- (2)** Other committees established by Council shall also abide by the applicable provisions of this bylaw, unless Council has authorized that committee to establish its own rules.
- (3)** When a matter arises related to the proceedings in a meeting which is not covered by a provision of this bylaw or the Act, the matter shall be decided by reference to Robert's Rules of Order Newly Revised.
- (4)** In the event of a conflict between the provisions of this bylaw and Robert's Rules of Order, the provisions of this bylaw shall apply.
- (5)** In the absence of any statutory obligation, any provision of this bylaw may be waived by resolution with the support of two-thirds (2/3) of the Members present.
- (6)** A resolution waiving any provision of this bylaw as provided for in section 3(5) shall only be effective for the meeting during which it was passed.
- (7)** In a case where a suspendable rule is inadvertently not adhered to, and no one's rights are being infringed upon nor is any discernable harm done to the proper transaction of business, the rule shall be deemed to have been suspended for that specific case.

## **Quorum**

- 4(1)** As soon as there is a Quorum present after the hour fixed for the meeting, the Chair shall take the Chair and call the meeting to order.
- (2)** No meeting shall be held without a Quorum present.
- (3)** Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting may, at the discretion of the Chair stand adjourned until the next Regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Chief Administrative Officer shall record the names of the Members present at the expiration of the thirty (30) minute time limit and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than thirty (30) minutes is being allowed), adjourn, recess or take measures to obtain a Quorum.
- (4)** In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.
- (5)** Members shall notify in advance, either the Chair or Chief Administrative Officer, if the Member will be absent from a Meeting, or if participating electronically.

## **Organizational Meeting**

- 5(1)** An Organizational Meeting of Council shall be held annually as required by the Act.
- (2)** At the Organizational Meeting, Council:
- (a) shall appoint a Deputy Mayor in accordance with the Act;
  - (b) may appoint an Acting Mayor in accordance with the Act;
  - (c) shall set the dates, times and locations for the Regular Council Meetings;
  - (d) shall set the dates and times for committee meetings, if deemed necessary by Council;
  - (e) shall appoint Councillors as members on committees, boards and commissions, as required; and
  - (f) may deal with any other related business as required by the Act, County bylaws, or deemed necessary by Council.

## **Regular Meetings**

- 6** The Regular Meetings of Council shall be established by resolution at the annual Organizational Meeting or at a Meeting of Council following the Organizational Meeting, as required.

## **Special Council Meetings**

- 7** In accordance with the Act, a Special Council Meeting shall be scheduled by the Chief Administrative Officer when required to do so by the Mayor or a majority of Council.

## **Agendas and Minutes**

- 8(1)** The Chief Administrative Officer has the authority to set out the standard order of business for agendas.
- (2)** Regular Council agendas shall allow for Councillor reports to provide each Member with the opportunity to bring forward any matter of general interest to the Council or the County as a whole. Councillor reports may be either in writing, or verbally, or both and should summarize the Member's work on the committees. Reports following conference attendance shall be in accordance with the Member Conference Attendance Policy, as amended from time to time. Council Members who wish to propose a motion in relation to their report shall follow the procedures of this bylaw for additions to the agenda.
- (3)** The Chief Administrative Officer will ensure that each Agenda is reviewed by the Mayor prior to finalization. In addition to the Mayor, the Deputy Mayor shall also attend and participate in Agenda review meetings if they wish to do so. The agenda shall be finalized based on this review.

- (4) Members may request additions to an upcoming Agenda by forwarding a written request to the Mayor, Council and the Chief Administrative Officer prior to 4:30 p.m., six days prior to the Regular Meeting.
  - a. The written request shall be in the form prescribed in attached Schedule E.
  - b. The Chief Administrative Officer shall include the addition form in the distribution of the next Agenda.
  - c. If the addition requires administrative research or evaluation, the Chief Administration Officer shall provide Council with an anticipated timeline for the research or evaluation to be completed.
- (5) Complete Agenda packages shall be distributed electronically to Members on the fifth day prior to the Regular Meeting.
- (6) Agendas shall be made available to the public on the fourth day prior to the Regular Meeting.
- (7) Once an Agenda is distributed to the public, the addition or deletion of items to the prepared Agenda will require approval of the majority of Members at the time of the meeting.
- (8) At the meeting, during the adoption of the Agenda, Members may request an item be added to the Agenda provided the matter is of sufficient urgency or of a time sensitive nature, such that it is not possible to refer it to the next Regular Meeting and there is sufficient information available to make a decision on the matter. To assist Council in determining if a matter meets these criteria, a written request shall be circulated, by the requesting Member, to Council prior to the adoption of the Agenda in the form prescribed in Schedule "E".
- (9) Where a Council Member wishes to present an item through a Notice of Motion, the following procedures apply:
  - (a) The Notice of Motion shall be in writing and include the complete text of the motion to be considered, and the date of the future Council meeting at which the motion will be made.
  - (b) If a motion is not made at the meeting indicated in the Notice of Motion, it will appear on the Agenda for, and may be made at any of, the next two regular meetings. After the third regular meeting, it will be removed from the Agenda and may only be made by a new notice of motion.
- (10) Once the Agenda has been adopted, matters may be added to the Agenda by resolution with the support of two-thirds (2/3) of the Members present.
- (11) If an alteration to the order of business is desired to take up an urgent matter or for the convenience of the meeting, the Chair may make such alteration, but shall not delete any portion of the business set out in the adopted Agenda.

- (12) Where, Administration has made a recommendation to Council regarding a matter, the recommendation shall take the form of a draft motion. A recommendation does not constitute a motion until a Council Member has expressly moved it.
- (13) The preparation and distribution of Minutes is the responsibility of the Chief Administrative Officer.
- (14) Any Member may make a motion to request that the Minutes be amended to correct any inaccuracy or omission.
- (15) The Chief Administrative Officer may make minor changes to the Minutes to correct errors in grammar, spelling, motion numbers, sentence structure and punctuation. No change is permitted that would alter or impact the actual decision made by Council.
- (16) Meeting Minutes, once approved by Council, shall be made available to the public upon request and posted on the County website.

### **Consent Agenda**

**8.1 (1)** The following matters are eligible for placement on the Consent Agenda:

- (a) Council Committee reports and recommendations;
- (b) reports presented for information purposes only;
- (c) approval of minutes;
- (d) reports with recommendations for routine business;
- (e) any other item added at Council's discretion during adoption of the Agenda.

**8.1 (2)** Despite section 8.1(1), a Councillor may add any item to the Consent Agenda. Such request must be made before voting occurs on the Consent Agenda.

**8.1 (3)** A Councillor may request for any item to be removed from the Consent Agenda and placed on to the Agenda for debate. Such request must be made before voting occurs on the Consent Agenda.

**8.1 (4)** Approval of the Consent Agenda shall be by one single resolution and approval of the Consent Agenda may mean approval of all the recommendations contained in the respective reports without debate.

**8.1 (5)** Exempted items will be debated in the order that they appear on the Agenda.

**8.1 (6)** A motion must be made before any exempted item is discussed, debated, or the subject of questions.

### **Public Input Session**

- 9(1) Public input sessions shall be scheduled during Regular Council meetings and shall commence at the advertised time, or so soon thereafter the advertised time as reasonably possible.
- (2) Public input sessions shall be held using the procedures attached as Schedule "B" to this bylaw.

### **Delegations**

- 10(1) Anyone wishing to be heard before Council shall submit a written request to the Chief Administrative Officer, at least six (6) days prior to the meeting which identifies the issue or topic to be addressed, unless otherwise invited by Council to attend.
- (2) Delegation requests shall be reviewed during the Agenda review meeting described in section 8(3) and may be approved, referred to Administration, or refused. If a delegation request is referred to Administration or refused, the reason(s) shall be communicated to the requestor(s). Further, approved delegations may not necessarily be scheduled on the date of the requested meeting.
- (3) Delegations are required to provide presentation material to Administration at least six (6) days prior to the scheduled delegation to ensure the material is included in Council's agenda package. If the delegation is making a verbal presentation, the written delegation request noted in 10(1) will be included in the agenda.
- (4) No delegation shall be scheduled for a period of more than fifteen (15) minutes unless, in reviewing the agenda for the meeting, exceptional circumstances are approved and a longer delegation period is warranted.
- (5) All delegations shall address, and be directed by, the Chair.
- (6) During the delegation, the matter at hand may not be debated by Members, nor shall the Chair recognize any motions pertaining to the matter.
- (7) Matters brought forward by a delegation may be discussed, debated and decided upon during the disposition of delegation business portion of the Agenda, unless the matter appears elsewhere in the Agenda.
- (8) Any party wishing to attend Council as a delegation is restricted to one presentation on the same topic every six months. Under exceptional circumstances, Council may vary this restriction in the event that new or compelling information is brought to light which would warrant allowing the party to be present as a delegation again within the six month period. This restriction shall not apply when the Council specifically, by resolution, invites a party to attend a meeting as a delegation.
- (9) Administrative and consultant presentations are not subject to the delegation provisions prescribed in this bylaw.

### **Public Hearings**

- 11(1) Public hearings shall start at the advertised time, or so soon thereafter the advertised time as reasonably possible.
- (2) Public hearings shall be held using the procedures attached as Schedule "A" to this bylaw.

### **Role of the Public**

- 12(1) Everyone has a right to be present at Council meetings and committee meetings conducted in public, as outlined in the Act.
- (2) Individuals in attendance shall:
  - (a) not address the Council or committee without permission;
  - (b) not interrupt any speech or action of any person addressing Council or a committee, and
  - (c) not engage in any improper conduct as determined by the Chair.
- (3) Members of the public are to refrain from using personal devices for recording purposes, unless they are considered Accredited Media. Recording procedures shall be held using the procedure attached as Schedule "D".
- (4) The Chair may order a member of the public who disturbs or acts improperly at a meeting to be expelled. The Chair may request the assistance of Peace Officers.

### **Closed Session**

- 13(1) Council and committees may consider a matter in a closed session in accordance with the *Freedom of Information and Protection of Privacy Act*.
- (2) The minutes of the meeting must include the names of the individuals who are not Members but are in attendance during a closed session, and the reasons for allowing them to attend.

### **Electronic Meetings and Remote Participation**

- 14(1) A meeting may be conducted entirely by electronic means in accordance with the Act, and the following provisions apply to meetings held entirely by electronic means:
  - (a) Meetings that are held by electronic means shall be by video conference.
  - (b) Immediately after the call to order, the Chair must conduct a roll call to confirm the identify of the attending Members.
  - (c) Except for any part of a meeting that is closed to the public, the Chief Administrative Officer will provide public access to the meeting through the electronic means (video conference) and cause notice of the method for public access to be published to the Lac La Biche County website.



- (d) The Chief Administration Officer shall ensure notice on the Lac La Biche County website contains instructions on how the public may access information in respect of the meeting and make submissions.
- (2) A Member may participate in meetings remotely if:
- (a) the Member is unable to attend a meeting, and
  - (b) the Member has provided reasonable notice in writing, to the Chief Administrative Officer, prior to the meeting, that they intend to participate remotely in the specified meeting.
- (3) Unless a meeting is held entirely by electronic means, the Chair for the meeting shall be physically present at the place of the meeting. This means, if the Mayor is a remote member, the Deputy Mayor shall Chair; if the Deputy Mayor is also remote, then the Acting Mayor shall Chair.
- (4) A Member who participates in meetings remotely is deemed to be present at the meeting and counts towards quorum.
- (5) The remote member retains all other rights and privileges as stated in this Bylaw.
- (6) The time a remote Member joins and leaves the meeting will be noted in the minutes. Remote Members are encouraged to obtain the floor and verbalize their departure so that the time the Member exits the meeting may be recorded in the Minutes.
- (7) Upon swearing a statutory declaration confirming that no one else will be present or have access to the closed session discussions, Members may participate remotely by video conference during closed session meetings of Council. Only one statutory declaration shall be required for the term, and not for every closed session.
- (a) Prior to entering the closed session, the Member(s) participating remotely shall verbally confirm no one else is present or have access to the closed session discussions.
  - (b) During the closed session, Member(s) participating remotely shall unmute their device and keep the camera on to demonstrate no one else is present during the closed session discussion.
- (8) Members participating remotely are encouraged to utilize the electronic voting technology.
- (9) Should electronic voting be unavailable for the remote Member, the Member shall, prior to voting, indicate whether they are voting verbally or through the gestures available through video conferencing.
- (a) The remote Member shall wait to vote until such time as Administration confirms all other Members have voted electronically. Administration shall then call upon the remote Member to indicate their vote.

- (b) Administration shall electronically mark the vote as indicated by remote Member and cause the electronic voting display to report the result of the vote for all Members in attendance.
- (10)** Should a pecuniary interest, or a real or perceived conflict of interest, arise for a Member that is participating remotely, the Member shall declare the interest in accordance with the Act, and request Administration to exit the Member from the electronic meeting while the matter is being debated and voted upon. Upon conclusion of the item, Administration shall electronically admit the remote Member to the meeting.

### **Role of the Chair**

- 15(1)** The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to points of procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- (2)** The Chair shall make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless and Member is excused from voting in accordance with the Act.
- (3)** When the Chair wishes to participate in the debate on a question or motion, they may do so. The Chair will take care to see that all Members are given the opportunity to speak to a question or motion.
- (4)** If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor to preside. Should the Deputy Mayor be absent, the Acting Mayor shall preside in the Chair's short absence.
- (5)** Should the Mayor and Deputy Mayor be absent at the commencement of meeting, the Acting Mayor shall preside until the Mayor or Deputy Mayor arrive.

### **Meeting Conduct**

- 16(1)** Members shall not:
- (a) use offensive words or unparliamentary language in the meeting;
  - (b) disobey the rules of the meeting or decision of the Chair or Members on questions of order or practice, or upon the interpretation of the rules of the meeting;
  - (c) leave their seat or make any noise or disturbances while a vote is being taken and result is declared;
  - (d) interrupt a Member while speaking, except to raise a point of order or question of privilege;
  - (e) pass between a Member who is speaking and the Chair.

- (2) A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of departure shall be noted in the minutes.
- (3) Council Members are required to acknowledge formal titles of fellow Members.
- (4) Members must ensure that any personal devices (ex: smartphones) do not cause a disturbance during the meeting. The Chair, or designate, retains the authority to take whatever actions they deem necessary to give effect.

### **Members Debating**

- 17(1) Members shall be given the opportunity to provide opening comments on a topic prior to a motion being made.
- (2) Debate and opening comments shall be kept to a reasonable length as deemed appropriate by the Chair.
- (3) Members wishing to speak should indicate their intention by raising their hand and being recognized by the Chair and should not speak more than once until every Member has had the opportunity to speak except
  - (a) in the explanation of a material part of the speech which may have been misunderstood, or
  - (b) in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member presented the motion to the meeting.
- (4) Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member, but each such question requires the consent of the Chair.
- (5) Through the Chair, a Member may ask:
  - (a) questions of another Member or Administration on a point of information relevant to the business at hand;
  - (b) questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minutes or clause.
- (6) All questions or debate shall be directed through the Chair.
- (7) In consideration of the intended advisory, collaborative or strategic nature of committee meetings, procedures at committee meetings are permitted to be more informal and discussion based, at the discretion of the Chair, provided that procedural fairness (i.e. being recognized by the Chair before speaking) is upheld.
- (8) Should procedural fairness be ignored at a committee meeting, the Chair shall call the Member(s) on a point of order, or a point of order may be raised by other Members in attendance.

## Motions of Council

- 18(1) Once a motion is presented and acknowledged, the motion belongs to the Council. No seconders are required for motions.
- (2) The Member making a motion, after debate on a main motion has begun, may, with General Consent, make minor changes to the wording or agree to a minor change proposed by another Member.
- (3) Motions of Council will record the collective direction of Council and Minutes of the Meeting need not reflect the name of the Member making the motion.
- (4) Any Member may require the motion under discussion to be read at any time during the debate, except when a Member is speaking.
- (5) A motion relating to a matter not within the jurisdiction of the Council or committee shall not be in order.
- (6) Unless otherwise required under the Act, or this Bylaw, a simple majority vote shall be required.
- (7) When a main motion has been made and is being considered, a Member may make a secondary motion. Secondary motions include privileged, subsidiary and incidental motions. Further, incidental motions may be in the form of a main motion.
- (8) Privileged Motions:

Motion	Usage
(a) Fix the Time for Adjournment	A motion to set an “adjourned meeting” (a continuation of the same meeting, to conclude the same order of business).  Is not debatable but may be amended as to time.
(b) Adjourn	A motion to close the meeting.  Is not debatable or amendable. This can be handled by General Consent.
(c) Recess	A motion to take a short intermission in the proceedings.  Is not debatable or amendable. This can be handled by General Consent.
(d) Raise a Question of Privilege	A request or a motion, usually concerning the rights or privileges of the Members collectively, or an individual.  Should interrupt a speaker only if the circumstances require it to interrupt. After a Member has stated the points of privilege, the Chair shall rule whether the matter raised is a question of privilege.

	<p>Where the Chair has ruled that a matter is a question of privilege, the Member raising the same may speak on it but there shall be no debate on the matter unless a motion is put to Council or committee.</p> <p>If the issue relates to noise or another distraction, it is handled informally by the Chair, or by General Consent.</p>
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**(9) Subsidiary Motions:**

Motions	Usage
(a) Lay on the Table	<p>A motion to lay the pending question aside temporarily when something else of immediate urgency has arisen.</p> <p>Is not debatable or amendable.</p> <p>When the interrupting event is over, the tabled main motion is resumed, usually by general consent. If done formally, a motion to take from the table is not debatable or amendable.</p> <p>If the question is not taken from the table prior to close of the next regular meeting, the question dies.</p>
(b) Call the Question (that the vote must now be taken)	<p>A motion to close debate and vote immediately.</p> <p>When done formally, it is not debatable as requires a two-thirds (2/3) vote of the Members present.</p> <p>Ending debate can be done informally, by general consent, provided there are no objections.</p>
(c) Limit or Extend Limits of Debate	<p>A motion to limit or extend limits of debate.</p> <p>Is not debatable, must be passed by a two-thirds (2/3) vote and may only be amended as to the limit to be placed on debate.</p> <p>Can be decided by general consent.</p>
(d) Postpone to a certain time or date	<p>A motion to postpone consideration of a main motion to a specified later meeting or a specific time during the same meeting.</p> <p>Is only debatable or amendable as to the time to which the motion is to be postponed.</p>

(e) Refer	<p>A motion to send a pending question to a committee, department or selected persons so that the question may be carefully investigated and put into better condition for Council to consider. Instructions may be included: scope of referral, deadlines, etc.</p> <p>Is debatable (as to the merits of referral) and amendable (as to the body to which the main motion is to be referred and/or as to any instructions to the body).</p>
(f) Amend	<p>A motion to change the wording of another motion before voting on it. Amendment usually occurs by adding or inserting text, deleting text, or replacing text.</p> <p>Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendment.</p> <p>The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.</p> <p>Nothing in this section shall prevent other proposed amendments being read for the information of the Members.</p> <p>“Friendly amendments” may occur informally as outlined in section 18(2).</p>
(g) Postpone indefinitely	<p>A motion to postpone indefinitely is generally used as a method to dispose of a question without bringing it to a direct vote.</p> <p>Must include a reason for postponement and is debatable. Debate can go into the main question.</p>

**(10)** Incidental Motions:

Motion	Usage
(a) Point of Order	<p>A Member who desires to call attention to a violation of the rules of procedure shall raise a point of order. This procedure may interrupt the speaker.</p> <p>The Member shall state the point of order with a concise explanation. The Chair makes a ruling whether the point of order is well taken or not well taken.</p> <p>The Chair may also opt to ask the Members to make this determination, by majority vote.</p>

	The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
(a) Appeal	The decision of the Chair on points of order or a question of privilege shall be final, subject to an immediate appeal by a Member at the meeting.  If the decision is appealed, the Chair shall give concise reasons for their ruling and the Members, without debate, shall decide the question. The ruling of the Members shall be final.
(b) Suspend the rules	A motion to allow the Members to waive a rule of order for a specific purpose. This motion cannot be used to suspend any provisions from the <i>Municipal Government Act</i> , or other applicable legislation.  This motion may be handled by the Chair informally, with general consent. If handled formally, requires a two-thirds (2/3) vote of members present.
(c) Division of the Question	When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.
(d) Motion to Withdraw	After a motion is moved, the motion belongs to the assembly, which may withdraw it by a majority vote or by general consent.  If there is not general consent, a motion to withdraw cannot be debated or amended.  Once a motion is withdrawn, the effect is the same as if it had never been made.

(11) Reconsidering and Rescinding Motions:

Motion	Usage
(a) Motion to Rescind	With previous notice, a motion to rescind a previous motion may be accepted by the Chair; and, if passed by a majority vote of the Members present, the previous motion referred to would be declared null and void.  Without previous notice, a motion to rescind a previous motion may be accepted by the Chair; and, if passed by two-thirds (2/3) of those Members present, or a majority of the entire Council, the previous motion referred to would be declared null and void.

	<p>If a motion to rescind relates to an action taken at a previous meeting, and the matter does not appear on the Agenda, Members may serve notice of motion to provide advance notice.</p> <p>A motion to rescind will not undo actions, which have already been taken as a result of the motion previously passed.</p>
(b) Motion to Reconsider	<p>After a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the meeting adjourned, any Member who voted with the prevailing side may make a motion to reconsider and shall state the reason.</p> <p>Debate must be confined to reasons for or against reconsideration.</p> <p>If carried, the question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.</p> <p>Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Members present to carry it, unless otherwise required by this bylaw.</p>

**Voting - Question**

- 19(1)** When the Chair, having ascertained that no further information is required, commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion or amendment.
- (2)** The Chair shall announce the result of the vote. This shall include whether the motion has been passed or lost and, if the result is not unanimous, the Chair shall announce which Members voted in the affirmative and which members voted in opposition to the motion.
- (3)** A Member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

**Voting – Pecuniary Interest or Real or Perceived Conflicts of Interest**

- 20** Members who have a reasonable belief that they have a pecuniary interest, or a real or perceived conflicts of interest (as defined in the *Municipal Government Act*), in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as the representative of Council, shall, if present, declare and disclose the general nature of the interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room in which the meeting is being held until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member left the room and the time the Member returned.



## **Requirement to Vote**

- 21(1)** Every Member present, including the Chair, shall vote on every matter, unless:
- (a) the Member is required to abstain from voting under this or any other bylaw or enactment;  
or
  - (b) the Member is permitted to abstain from voting under this or any other bylaw or enactment.
- (2)** A Member present at a meeting shall make a request for a recess if, for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Member is excused from voting pursuant to this section.

## **Electronic Vote**

- 22(1)** Electronic voting technology displaying the result of the vote shall be used during Council meetings.
- (2)** When electronic voting is unavailable, voting on motions shall be by raised hand upon the call of the Chair for all those in favour or opposed.
- (3)** A Member who is unable to vote electronically during a meeting, will wait for their vote to be called for by the Chair or Administration and then that vote shall be recorded electronically by Administration.

## **Recorded Vote**

- 23** All votes are to be recorded votes.

## **Tie Vote**

- 24** If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

## **Recording Devices**

- 25** Administration and Accredited Media are permitted the use of audio and video recording devices at meetings of Council or committees unless otherwise prohibited by a resolution of Council or the committee.

## **Adjournment**

- 26(1)** Adjournment time is at the conclusion of the Agenda as adopted by Council or committee or when a motion to adjourn has been passed, or Adjournment time may be agreed upon by General Consent of Members and no recorded vote shall be required.

## **Appointment of Board/Committee Members**

- 27(1)** Members shall be appointed to various boards and committees in accordance with the procedures outlined in attached Schedule "C".
- (2)** Prior to the conclusion of their term, if a member at large appointed to a board or committee chooses to resign from their appointment for any reason, he or she may do so by submitting a written resignation to the Chief Administrative Officer.
- (3)** The Member resignation shall be deemed accepted by Council (the appointing body), once received by the Chief Administrative Officer.

### **Method of Giving Notice**

- 28(1)** Notice is deemed to have been given to a Member if the notice is delivered to the Member's home or place of business either:
  - (a)** personally;
  - (b)** by telephone at the number specified by the Member, or
  - (c)** by electronic mail and notice by electronic email is deemed to have been received if the delivery status report declares the electronic mail as "delivered to mail server".
- (2)** Notice to the public is sufficient if the notice is posted in the lobby of County Council Chambers and on the Lac La Biche County website.

### **Rescinding of Previous Bylaws**

- 29** Bylaw 23-041 of Lac La Biche County is hereby rescinded.

### **Severability**

- 30** Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

### **Come Into Effect**

- 31** This bylaw shall come into effect upon passing of the third reading.

THAT BYLAW 24-031 BE GIVEN FIRST READING THIS 3<sup>rd</sup> DAY OF DECEMBER, 2024.

THAT BYLAW 24-031 BE GIVEN SECOND READING THIS 3<sup>rd</sup> DAY OF DECEMBER, 2024.

THAT BYLAW 24-031 BE SUBMITTED FOR THIRD READING THIS 3<sup>rd</sup> DAY OF DECEMBER, 2024.

THAT BYLAW 24-031 BE GIVEN THIRD READING THIS 3<sup>rd</sup> DAY OF DECEMBER, 2024.

"Original Signed"  
Mayor

"Original Signed"  
Chief Administrative Officer

## **BYLAW 24-031**

### **Schedule 'A'**

#### **PUBLIC HEARING PROCEDURES**

1. Wherever possible, persons interested in speaking at a public hearing should register with Administration and forward a written submission prior to the public hearing.
2. All written submissions received by Administration may be made available for public inspection and will be included in the published agenda materials on the County's website following the public hearing. Only those written submissions collected by Administration prior to the close of the public hearing will be retained and form part of the official record.
3. The Chair shall state the purpose of the public hearing (i.e. bylaw number and general description of the bylaw) and declare the hearing open.
4. Administration will outline the public hearing procedures for all those present and will confirm that the public hearing has been advertised in accordance with the applicable legislation.
5. Administration will provide an overview regarding the resolution, bylaw or matter to be dealt with.
6. The Chair shall allow presentations from the public. Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration. Public presentations may be made verbally, in writing, or both, with copies of written submissions being filed with Administration.
7. The Chair shall request those who wish to make a verbal presentation to identify themselves and presentations shall be in the following order:
  - (a) The applicant (if applicable);
  - (b) Written submissions on the proposed bylaw, resolution or matter to be dealt with shall be read into record;
  - (c) Any person, group of persons or representatives wishing to speak on the proposed bylaw, resolution or matter to be dealt with. Each presenter will be given one opportunity to address Council.
  - (d) The applicant (if applicable), to make closing comments.
8. Only one submission per person, group of persons or representatives, shall be permitted and it may in writing or verbally presented.
9. If presenting on behalf of another person, group of persons or representatives, written consent shall be required in advance of the public hearing being opened.
10. The Minutes of a Public Hearing will reflect the name of the presenters, and will include a summary of the presentations.

11. Persons making presentations may be asked questions by Members for the purpose of clarifying the speaker's comments. Council will not debate the matter during the hearing. The decision(s) regarding whether or not to grant the bylaw(s) further readings or approve the resolution will be dealt with following the close of the public hearing, which may be later in the meeting or at a subsequent meeting.
12. Following the presentations, Administration will respond to any questions from Members.
13. The Chair may recess the public hearing to take a short break with the intent of returning to the public hearing later in the same meeting, or to postpone the public hearing to another Council meeting.
14. The Chair shall close the public hearing.
15. Once the public hearing is closed, Council or Administration shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.

## **BYLAW 24-031**

### **Schedule 'B'**

#### **PUBLIC INPUT SESSION PROCEDURES**

The purpose of the public input session is to provide Council with an opportunity to obtain public comment on matters relevant to Lac La Biche County. These matters should exclude those bylaws or resolutions that require Council to hold a public hearing in accordance with section 216.4 of the *Municipal Government Act*.

1. Public input sessions shall be scheduled for each Regular Meeting of Council. At the scheduled time, the Chair shall inquire if individuals are in attendance to address Council. If no one is present, Chair shall continue with the meeting agenda. If individuals are in attendance, the Chair shall read the public input procedures script supplied by the Chief Administrative Officer.
2. Persons or groups interested in speaking at the public input session may register with Administration before commencement of the meeting. The Chairperson shall call upon those speakers who have registered to speak on a first-come, first-served basis. Those speakers who have not registered will be permitted to speak once all registered speakers have had an opportunity to address Council. Those persons who do not identify themselves will not be given an opportunity to speak.
3. It is expected that participants will behave respectfully and treat everyone with dignity and respect. The Chair may order that a member of the public, who disturbs or acts improperly at the meeting by words or actions, be expelled in accordance with section 198 of the *Municipal Government Act*.
4. The public input session shall be scheduled for a total of thirty (30) minutes, unless there is consent by the majority of Council to extend the allotted time. Prior to extending the allotted time, Council must give consideration to scheduled public hearings, if any.
5. Each presenter shall be limited to a 5 (five) minute presentation, unless there is consent by the majority of Council to extend the presentation time. All written submissions shall be collected by Administration and retained for information purposes.
6. The meeting minutes shall reflect the presenter(s) name(s) and a general statement of the comments made during the public input session.
7. If there are no public members in attendance at the time of the scheduled public input session, the minutes shall reflect that no one was in attendance and Council may proceed with the Agenda.

## **BYLAW 24-031**

### **Schedule 'C'**

#### **APPOINTMENT OF MEMBERS**

##### Appointment of Members at Large

1. For the purposes of this Bylaw, all persons who submitted their name in writing to serve on a County committee or board as a member at large will be considered to be nominated to serve on the relevant committee or board, unless they are otherwise prohibited. Though nominated, no person shall be appointed to serve as a member at large unless Council passes a resolution confirming the appointment.
2. After the appointees have been established, Council shall pass a resolution confirming the appointment of the members for the specified term.
3. Should Council deem it appropriate, Council may, rather than proceeding with confirming the appointment of any member at large, postpone the appointment at hand. Council may choose to do this where further submission of applicants are desired for the board or committee position(s) at hand.

##### Appointment of Council Members to Boards/Committees

4. The Chair shall call for nominations for any appointment being considered by the Council. Council Members may self-nominate.
5. After the third call, and hearing no further nominations, the Chair shall declare nominations closed by general consent. Alternatively, the Chair may accept a motion that nominations cease.
6. If more Council Members are nominated for a board or committee than the number of positions open, a vote shall be conducted via secret ballot to determine the person selected for the board or committee.
7. In voting, a Council Member may not vote for more than one nominee than the maximum number allowed for the position at hand. A Council Member, however, may vote for less than the maximum number of positions available. A ballot bearing more names than allowed shall be considered void and shall not be counted by the Chief Administrative Officer.
8. If, however, the secret ballot results in a tie, each Council Member involved in the tie shall have an opportunity to speak to their nomination, after which time a second secret ballot shall be held.
9. If a tie persists then the names of the Council Members involved in the tie shall be written on blank pieces of paper, identical in size, shape and colour, and then the names shall be folded and placed

in a receptacle. The Chief Administrative Officer shall draw a name from the receptacle and the Member whose name was drawn shall be appointed to the board or committee, or as Deputy Mayor as the case may be.

10. A resolution will be passed to destroy the ballots.
11. Administration shall, in advance of the Organizational Meeting, request that Council:
  - Identify any committees/boards that Council may want to see changes to appointments;
  - Following Council input, Administration will compile a list of committees/boards and the list will be the focus of the Committee Appointment agenda item; the Mayor will still seek confirmation on whether there are additional committees/boards of interest;
  - Council will proceed with nominations/debate/vote respecting the committee/board appointments of interest.
  - All remaining/status quo committee/board appointments would be re-appointments made by one single motion.



## **BYLAW 24-031**

### **Schedule 'D'**

#### **ROLE OF THE PUBLIC AND RECORDING PROCEDURES**

1. Everyone has a right to be present at Council meetings and committee meetings that are conducted in public, unless in Closed Session circumstances.
2. Members of the public are to refrain from using personal devices for recording purposes.
3. Administration and Accredited Media are permitted the use of audio and video recording devices at meeting of Council, or committee, unless prohibited by a resolution.
4. Accredited Media means an employee of a Licensed Broadcaster, or a member of the Alberta Weekly Newspapers Association.

BYLAW 24-031

Schedule 'E'



**Council Meeting Agenda - Request for Addition**

Council Member Name:	
Form Submission Date:	

Agenda Item Addition Details:	
Agenda Topic:	
Council Meeting Date Requested:	
Reason for Addition:	
Is this item urgent / time sensitive?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Description of urgency (if applicable)	
Is the addition for information only or will there be a motion with further action proposed? <i>(please identify the potential action that will be requested)</i>	
Open or Closed Session <i>(please identify the reason for Closed Session, if requested)</i>	
Are there supporting materials? <i>(please identify materials to be included with the addition request and ensure they are included with the form)</i>	

Note: The form will be distributed with Council's agenda package and will be part of the permanent Council meeting record.