SUMMER VILLAGE OF SUNBREAKER COVE
PROCEDURAL BYLAW
BY-LAW 195-24

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, a Council may pass bylaws in relation to the following:

a) the establishment and functions of Council Committees and other bodies;

b) the procedure and conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by the Council.

NOW THEREFORE, the Council of the Summer Village of Sunbreaker Cove, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw may be cited as “The Procedural Bylaw.”

DEFINITIONS

2 In this Bylaw,

(a) *“Agenda*” means the items of business of a meeting and the associated reports, bylaws, or other documents;
(b) **“***Chair*” means the person authorized to preside over a meeting, determined in accordance with Section 25 to 27;
(c) **“***Chief Administrative Officer*” means the Chief Administrative Officer of the Summer Village of Sunbreaker Cove within the meaning of the *Municipal Government Act*, or his/her designate;
(d) *“Closed Session”* means a meeting or part of a meeting that is closed to the public, within the meaning of the *Municipal Government Act*;
(e) **“***Committee*” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a Standing Committee, a Task Force, and the Committee of the Whole;
(f) *“Committee of the Whole*” means the Committee described in Sections 9 to 15 of this Bylaw;
(g) *“Council”* means the municipal Council of the Summer Village of Sunbreaker Cove;
(h) *“Councillor”* means a member of Council who is duly elected and continues to hold office and includes the Mayor;
(i) *“Deputy Mayor”* means the Councillor appointed pursuant to the *Municipal Government Act* and this Bylaw to act as Mayor when the Mayor is unable to perform the duties of the Mayor, or the office of the Mayor is vacant;
(j) *“General Election”* means an election held in the Summer Village to elect members of Council as described in the Local Authorities Election Act;
(k) *“Mayor”* means the Chief Elected Official of the Summer Village within the meaning of the *Municipal Government Act*;
(l) *“Member”* means a Councillor, or a member of a Committee duly appointed by Council;

(m) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
(n) *"Non-statutory Public Hearing"* means an advertised public hearing that is convened at the direction of Council, or the Committee of the Whole, in its discretion, in relation to a specified matter, in a case where Council is not otherwise required to hold a hearing under the *Municipal Government Act*;
(o) *"Pecuniary Interest"* means a pecuniary interest within the meaning of the *Municipal Government Act*;
(p) *"Point of Interest"* means a request that the Chair enforce the rules of procedure;
(q) *"Question of Privilege"* means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council Committee or individual Members, some examples of which include requests related to heating, lighting, noise, or other disturbances in Council Chambers, conduct of members of the public or fellow Members;
(r) *"Public Hearing"* includes a Statutory Public Hearing and a Non-statutory Public Hearing.
(s) *"Quorum"* means the minimum number of Members that must be present at a meeting for business to be legally transacted;
(t) *"Resident*" means a registered owner of a property in the Summer Village, or others over the age of 18 who reside in the Summer Village.
(u) *"Standing Committee"* means a Committee that is designated, by Council, as a standing committee and which typically has ongoing responsibilities related to a broad area of municipal operation or business;
(v) *"Statutory Public Hearing"* means an advertised public hearing that Council is required to hold under the *Municipal Government Act*;
(w) *"Summer Village"* means the Summer Village of Sunbreaker Cove;

APPLICATION

3. The rules and procedures contained in this Bylaw shall apply to Council meetings.

4. The rules and procedures contained in this Bylaw shall apply to Committee meetings, subject to the following:

   a) a rule or procedure, established by this Bylaw, that is specifically stated to apply to Committees, or to a specific Committee or type of Committee, shall prevail over a rule or procedure or more general application contained in this Bylaw;
   b) if a Committee requests alteration to its procedures, and the alternate procedures are approved by Council, those alternate procedures shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw; and
   c) a specific rule or procedure set out in a Committee's governing bylaw or terms of reference shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.

5. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Roberts' Rules of Order* newly revised.

MEETINGS

Regular Meetings

6. Unless Council by resolution from time to time otherwise determines, 10 regular meetings of Council per year shall be held in the Municipal Office Council Chambers and commence at 9:00 a.m. on the second Friday of every month.

7. When the date of a regular meeting of Council falls on a holiday, the Council meeting will be held at the discretion of Council by a resolution of Council.

8. A meeting of Council shall adjourn no later than 4 hours after the starting time, unless Council, agrees to an extension of the meeting beyond that time.

Committee of the Whole

9. A Committee to be known as Committee of the Whole is hereby established.

10. The membership of the Committee of the Whole shall consist of all members of Council.

11. The function of the Committee of the Whole is to allow for discussions, in a more informal manner, of significant or complex terms, including but not limited to matters that may require a substantial amount of time to analyze and consider, in order to bring recommendations to Council for final consideration and decision.

12. Committee of the Whole meetings may be held from time to time by a resolution of Council.

13. Subject to the *Municipal Government Act*, Committee of the Whole may consider any matter that Council may consider.

14. The Committee of the Whole may:

    a) conduct non-statutory Public Hearings;
    b) receive delegations and submissions;
    c) meet with other municipalities and levels of government; and

15. No bylaw, nor any resolution respecting a matter that is, at law, reserved to Council, shall be passed by the Committee of the Whole.

Organizational Meeting

16. An organizational meeting of Council will be held annually not later than August 31, in accordance with the *Municipal Government Act*.

17. At the first organizational meeting following a General Election, the first order of business shall be the administration oath of office and the introduction of the Mayor and Council for the Council session.

18. At all organizational meetings, Council shall:

    a) Establish the Mayor, and Deputy Mayor;
    b) Appoint Members of Committees;

c) Conduct other business identified within the organizational meeting agenda.

QUORUM

19. A Quorum of Council is a majority of Councillors.

20. A Quorum of a Committee is a majority of Members unless the governing bylaw or terms of reference of a Committee provides otherwise.

21. If a Quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the names of the Members present shall be recorded, and the meeting will be adjourned.

22. If, at any time during a meeting, Quorum is lost, the meeting shall be adjourned.

23. If a meeting is adjourned due to loss of Quorum, the remaining items on the Agenda shall be considered at the next scheduled meeting, unless a special meeting is held to conduct such business.

24. If a vote on a motion before Council or the Committee of the Whole cannot be taken due to loss of Quorum resulting from:

    a) a declaration of Pecuniary interest; or
    b) a Councillor not being present for all or part of a Statutory Public Hearing;

    then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council or Committee of the Whole under that particular order of business.

POWERS & RESPONSIBILITIES OF THE CHAIR

Person to Act as Chair

25. In the Case of a Council meeting or Committee of the Whole meeting, the Chair shall be determined in accordance with the following:

    a) the Mayor shall be Chair;
    b) if the Mayor is absent or otherwise unable to preside the Deputy Mayor shall be Chair;
    c) if neither the Mayor nor Deputy Mayor is in attendance fifteen (15) minutes after the time appointed for a meeting, the meeting shall be deemed cancelled.

26. In the case of a Committee meeting, other than a meeting of the Committee of the Whole, the Chair shall be

    a) the Member designated or appointed as Chair in accordance with the rules and procedures set out in the Committee's governing bylaw or terms of reference;
    b) a Member appointed by the Committee, where alternate rules and procedures for the designation or appointment of a Chair have not been specifically established.

Duties of the Chair

27. The Chair:
    a) opens meetings;
    b) chairs meetings;
    c) preserves order in meetings;
    d) decides on all questions of procedure, subject to a motion to challenge pursuant to Section 101; and
    e) ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so.

ELECTRONIC DEVICES

28. Members of the public may not electronically record portions of Council and Committee meetings that are open to the public, unless the Chair determines that electronic recording of a meeting by the public be permitted.

29. A member of the public who is electronically recording a Council or Committee meeting in accordance with Section 29 shall be asked to leave the public gallery or viewing area by the Chair.

30. All electronic devices, including cellular telephones, that are present at the meeting location, including in public gallery or at the Council table, must be in silent mode while a meeting is being conducted.

ADJOURNMENT

31. A Member may move a motion to adjourn a meeting at any time, except when:

    a) another Member has the floor;
    b) a call for a vote has been made;
    c) the Members are voting; or
    d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

32. A motion to adjourn shall be put without comment or debate.

33. When all items on an approved Agenda have been dealt with the Chair may adjourn the meeting without requiring a motion or vote by the Members.

AGENDA

Order of Business

34. The order of business in the Agenda for a Council meeting shall be as follows:

    1) CALL TO ORDER
    2) AGENDA
    3) ADOPTION OF MINUTES
    4) ADMINISTRATIVE REPORTS / INFORMATION ITEMS
        a. FINANCE
        b. PUBLIC WORKS
        c. DEVELOPMENT
        d. CAO REPORT

e. OTHER
5) TABLED ITEMS
6) NEW BUINESS ITEMS / REQUEST FOR DECISION
   a. FINANCIAL & ADMINISTRATION
   b. COUNCIL AND LEGISLATIVE
   c. PUBLIC WORKS
   d. PLANNING & DEVELOPMENT
7) COUNCIL REPORTS
8) INFORMATION
9) MEETING DATES
10) ADJOURNMENT

35. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a two-thirds vote, and such a vote shall be decided without debate.

Agenda Preparation and Delivery

36. The Agenda for each Council meeting and Committee of the Whole meeting shall be established by the Chief Administrative Officer.

37. A Member wishing to introduce an item for inclusion in a meeting Agenda shall submit a written request to the Chief Administrative Officer by no later than ten (10) days prior to the meeting.

38. After the expiry of the deadline established in Section 37, items may only be added to, or deleted from, the Agenda by a two-thirds vote at the meeting to which the Agenda relates.

39. All materials related to items on the Agenda, that are to be included in the Agenda package shall be provided to the Chief Administrative Officer by no later than ten (10) days prior to the Council meeting.

40. The Chief Administrative Officer shall cause the Agenda to be provided to Councillors one week prior to the Council meeting by electronic transfer.

41. The Chief Administrative Officer will release electronic copies of the Agenda and all associated reports, bylaws, or other documents to the general public via the Summer Village website once it has been circulated to Council one week prior to the Council or Committee of the Whole meeting unless they may be withheld under the *Municipal Government Act*, *Freedom of Information & Protection of Privacy Act*, or any other statute, bylaw or policy dealing with access to information.

Minutes

Council Meetings

42. The Chief Administrative Officer will prepare a written record of all Council meetings that includes:

    a) the names of the members of Council present at and absent from the meeting;
    b) a brief description of the subject matter;
    c) all decisions and other proceedings;
    d) the names of members of the public who speak to an item;

e) any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention;
f) time of departure and return to Council Chambers of any member of Council for any reason; and
g) the signatures of the Chair and the Chief Administrative Officer.

Committee Meetings

43. Minutes shall be prepared for all Committee meetings and shall:

a) include all decisions and other proceedings;
b) include the names of Members present at and absent from the meeting;
c) include an abstention made under the *Municipal Government Act* by any Member and the reason for abstention;
d) include the signatures of Council and the recording secretary; and
e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Chief Administrative Officer, within no more than three working days after being confirmed by the Committee; and
f) be distributed to all members of Council after receipt of the minutes by the Chief Administrative Officer.

Delegations

Delegations at Council Meetings

44. Requests for an appointment to make a presentation to Council must be delivered to the Chief Administrative Officer and must:

a) be in writing;
b) be received by the Chief Administrative Officer no later than ten (10) days prior to the scheduled Council meeting at which the presentation is to be made;
c) clearly identify the reason or purpose of the appointment and provide a brief explanation of the subject to be addressed;
d) specifically identify any request that is intended to be made to Council, if applicable;
e) identify the individual or primary contact for a group or organization; and
f) include the contact information of the group or organization, including the current mailing address and daytime telephone number.

45. In questioning delegations, Councillors will ask only questions of clarification that are relevant to the subject matter of the presentation, as described in the written request submitted in accordance with Section 44 and will avoid repetition.

46. Approved delegations may, during their presentations to Council, only speak on the subject matter that has been described in the written request submitted in accordance with Section 44.

47. If a delegation has previously made a presentation before Council in relation to certain subject matter,

a) that delegation shall not be permitted to make further presentation on the same subject matter, except to present additional information that

(i) was not presented during the previous presentation, and

(ii) is, in the opinion of the Summer Village, of sufficient importance to justify an additional presentation.

Responsibilities of Chief Administrative Officer

48. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is within the governance authority of Council, the Chief Administrative Officer will:

    a) if it relates to an item already on the Agenda, deliver a copy of the request or a summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
    b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

49. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is not within the governance authority of Council, the Chief Administrative Officer will:

    a) refer the request to administration for a report and/or a direct response to the writer and provide a copy of the original request and the referral to Council; and
    b) take any other appropriate action on the request.

50. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may make a request in accordance with Section 39, that the item be included for consideration on a Council or Committee of the Whole Agenda.

51. If the standards set out in Section 44 are not met, the Chief Administrative Officer may file the request, without any action being taken, after advising Council of his/her determination that the request did not meet the standards.

PROCEEDING AT MEETING

Voting

52. Unless otherwise required by this Bylaw, the *Municipal Government Act* or any other enactment, a simple majority vote of those Members present is sufficient to carry a motion.

53. A motion is deemed to be defeated if the vote results in a tie.

54. Pursuant to Section 183(1) of the *Municipal Government Act*, a Councillor attending a Council meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act* or any other enactment.

55. At any time before a vote is taken by Council, a Councillor may request that the vote be recorded.

56. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the motion or abstained.

57. Votes on all motions must be taken as follows:

a) except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat when the motion is considered;
b) the Chair puts the motion to a vote;
c) Members vote by a show of hands or other method agreed to by Council or the Committee, as the case may be; and
d) the Chair declares the result of the vote by stating whether the motion was carried or defeated.

58. After the Chair declares the result of the vote, Members may not change their vote for any reason.

59. A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Bylaws

60. Every proposed bylaw shall have three (3) separate and distinct readings.

61. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time.

62. A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time.

63. A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.

64. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.

65. Council may:

a) debate the substance of a bylaw;
b) propose and consider amendments to a bylaw; and
c) refer, by motion, the bylaw to administration for further information prior to second reading and/or third reading.

66. Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

67. A bylaw is passed when it receives third reading and is signed. A bylaw is effective from the beginning of the day that it is passed unless the bylaw or any applicable enactment provides for another effective date.

68. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

a) does not receive third reading within two years of first reading; or
b) is defeated on second or third reading.

69. After it receives third reading, a bylaw shall be signed by the Mayor and Chief Administrative Officer and shall be impressed with the corporate seal of the Summer Village.

Proceedings at Public Hearings

Holding Public Hearings

70. Council shall hold a Statutory Public Hearing, when required to do so under the *Municipal Government Act* or other enactment.

71. On the advice of administration, and should Council deem it appropriate, Council may hold a Non-statutory Public Hearing.

72. On the advice of Administration and should the Committee of the Whole deem it appropriate, the Committee of the Whole may hold a Non-statutory Public Hearing. The Committee of the Whole may not conduct Statutory Public Hearings.

Rules and Procedures for Public Hearings

73. Public Hearings must be conducted,

    a) in the case of Public Hearings conducted by Council, in conjunction with a regular or special Council meeting; and
    b) in the case of Non-statutory Public Hearings conducted by the Committee of the Whole, in conjunction with a meeting of the Committee of the Whole.

74. A Statutory Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw, or Council votes on the resolution.

75. To begin a Public Hearing, the Chair calls the hearing to order and must ask if anyone is present to speak to the proposed item, bylaw, or resolution. All those in attendance who wish to speak, are to give their name and location of residence for the record.

76. If a member of the public is unable to attend a Public Hearing, he or she may authorize a person to speak on his or her behalf. The authorization must:

    a) be in writing;
    b) name the individual authorized to speak;
    c) indicate the proposed item, bylaw, or resolution to be spoken to; and
    d) be signed by the person giving the authorization.

77. A person authorized to speak on behalf of another individual in accordance with Section 76, must state the name of the individual that the speaker represents and must present the written authorization to the Chair.

78. If, at a Public Hearing, a person indicates that he or she is present to speak to the proposed item, bylaw or resolution, the following procedures will apply:

    a) administration will introduce the proposed item, bylaw, or resolution;
    b) the Chair will inform Council or the Committee of the whole, as the case may be, of the number and nature of written submission and these submissions will be entered into record;
    c) members of the public, including persons authorized to speak on behalf of other individuals in accordance with Section 76 will be allowed to speak, with those in favour speaking first, followed by those opposed, followed by those who claim to otherwise be affected;

d) referral agencies that were served notice of the Public Hearing will be allowed to speak;
e) after a person has spoken, any Member may ask that speaker relevant questions through the Chair;
f) any Member may ask administration relevant questions after all persons who wish to speak have been heard;
g) the Chair may close the Public Hearing.

79. Subject to Section 78, a person, including a person authorized to speak on behalf of one or more individuals in accordance with Section 76, shall be allowed five (5) minutes to speak at a Public Hearing.

80. Presentations by administration or, where applicable, by the applicant at the Public Hearing are not subject to the time limit described in Section 79.

81. The time limit for speaking described in Section 79 may be,

a) extended to ten (10) minutes by the Chair, at his or her discretion; and
b) extended to ten (10) minutes by majority vote of Council or the Committee of the Whole, as the case may be.

82. If no one is present to speak to a proposed item, bylaw or resolution, the following procedures will apply:

a) administration will introduce the proposed item, bylaw, or resolution;
b) the Chair will inform Council or the Committee of the Whole, as the case may be, of the number and nature of written submissions and these submissions will be read into the record or, where appropriate, administration may provide a report on the number of written submissions received and a general overview of the contents of the written submissions;
c) any Member may ask administration relevant questions; and
d) the Chair may then close the hearing.

83. When a Statutory Public Hearing on a proposed bylaw or resolution is held, a Councillor:

a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the Statutory Public Hearing; and
b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the Statutory Public Hearing.

84. Council or the Committee of the Whole, as the case may be, may adjourn a Public Hearing at any time but must adjourn to a definite date and time.

Address to and Recognition by the Chair

85. All discussion at a meeting of Council or a Committee is directed through the Chair who will be addressed

a) as “Your Worship,” “Mayor” or “Minister/Madam Chair,” in the event that the Mayor is Chair of the meeting; or
b) as “Mister/Madam Chair,” in the event that a person other than the Mayor is Chair of the meeting.

86. No person shall be permitted to speak unless and until such person is recognized by the Chair.

87. When two or more Members wish to speak to a matter, the Chair shall determine the order in which the Members shall be heard,

Questions

88. If a Member wishes to ask a question or seeks clarification in respect on a subject before the Members, he or she may do so without interrupting another speaker. The Member shall, upon recognition, state the question and shall not proceed further without the leave of the Chair, provided that in any event any such question shall be directed to the Chair and shall not be used to discuss the merits of the subject then before the meeting.

Interruption of Speaker

89. No Member shall interrupt any other person who has been recognized by the Chair and has the floor except to raise a Point of Order or a Question of Privilege.

90. A Member who is speaking when a Point of Order or Question of Privilege is raised must cease speaking immediately.

91. The Member who raises a point of Order or Question of Privilege shall briefly explain the Point or Question.

92. Neither a Point of Order nor Question of Privilege is debatable or amendable.

Ruling on Proceedings

93. Upon a Point of Order or Question of Privilege being raised, the Chair will rule upon the same.

94. The Chair may seek advice from administration on a Point of Order or Question of Privilege prior to making his or her ruling.

Challenging a Ruling

95. A ruling of the Chair may be challenged.

96. A motion to challenge a ruling is neither debatable nor amendable.

97. A motion to challenge a ruling shall be determined by a majority vote and may not be reconsidered or rescinded.

Motions

98. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion.

99. A recommendation in a report is not a motion until a Member moves it.

100. Any Member may require the questions or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.

101. Members may speak only twice on any motion, once in debate and once to ask questions; however, Council or the Committee, as the case may be, may give permission, by Two-Thirds Vote, to speak again.

102. Each Member may speak for only five (5) minutes, unless Council or the Committee, as the case may be, gives permission, by two-thirds vote, to speak for an additional five (5) minutes.

103. Each member present will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.

104. Except as otherwise provided, all motions are debatable and amendable.

105. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the same time.

106. No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.

107. Any amendment must be relevant to the motion or amendment to which it is intended to apply.

108. Voting on motions and amendment shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest time and the largest amounts shall be put first.

109. A motion to refer precludes all further amendments to the main motion unless it is decided in the negative.

110. A motion to postpone definitely another motion properly before the meeting,

    a) shall contain a time certain or ascertainable for the duration of the postponement;
    b) is not amendable; and
    c) is only debatable as to the duration of the postponement.

111. Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded, and when no other person is holding the floor, a motion may be made that the question be now put.

112. A motion that the question be now put is neither amendable nor debatable and if such motion is passed, the main motion or amendment as the case may be, shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.

113. A motion to end debate shall be treated in the same manner as a motion that the question be now put as provided above.

114. A motion may, with the consent of the mover and a majority of the Members present, be withdrawn or the wording thereof may be changed.

115. Once Council has dealt with any matter, a motion that would have a similar result may not be made, subject to a motion to reconsider, motion to rescind or motion to renew a defeated motion being passed.

116. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.

117. A motion to reconsider may not be applied to:

    a) a vote which has caused an irrevocable action; or
    b) a motion to reconsider.

118. A motion to reconsider is not amendable but is debatable when the motion being reconsidered is debatable.

119. A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the motion to rescind or renew is:

    a) made by a Member who voted with the prevailing side which is, when a motion is lost on a tie vote, the side that voted against the motion;
    b) brought more than one year after the date of the original motion; or
    c) brought after a General Election which has taken place since the date of the original motion.

120. No motion to rescind may be made when:

    a) a vote has caused an irrevocable action; or
    b) the same result could be achieved by reconsidering the motion.

121. No motion to rescind is not amendable but is debatable if the motion which is proposed to be rescinded was itself debatable.

122. Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.

123. Where a motion is lengthy, complicated, or controversial, a Member may move to divide the question so that each part may be voted upon individually.

CONDUCT IN MEETINGS

Public Conduct

124. The members of the public present during a Council or Committee meeting will:

    a) maintain order and quiet;
    b) not approach or speak to Council or the Committee without permission of the Chair;
    c) not interrupt a speech or action of Council of the Committee, or another person addressing the Members; and
    d) not otherwise disturb the proceedings before Council or the Committee by words or actions or other improper conduct.

125. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled for the remainder of the meeting.

126. Any person who refuses to leave, when expelled by the Chair pursuant to Section 125, is guilty of an offence and liable to a fine of no less than $200.00 and no more than $10,000.00.

127. The Chair may request the Royal Canadian Mounted Policy, or a duly authorized Community Peace Officer to remove an expelled member of the public if that person does not leave voluntarily.

Member Conduct

128. During a Council or Committee meeting, no Member shall:

a) speak disrespectfully of any person;
b) use offensive or disrespectful language when speaking about any member of administration, staff, or Council of the Committee as a whole,
c) speak without first being recognized by the Chair, except to raise a Point of Order or Question of Privilege;
d) engage in private conversation of communication, written or verbal, including, without limiting the generality of the foregoing, communications using an electronic device;
e) engage in the use of social media during a meeting;
f) reflect upon any vote of Council or the Committee, except for the purpose of moving that such a vote be reconsidered or rescinded;
g) leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
h) break applicable procedural rules or disturb the proceedings; or
i) disobey the decision of the Chair on any question of order, practice, or interpretation.

129. The Chair may call to order any Member who is out of order.

130. A Member who is called to order must immediately stop talking or cease the offending behavior but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council or the Committee, as the case may be, will decide the challenge without debate.

131. If a Member has been called to order but continues in a breach or order, the Chair may name the Member by stating his or her name and declaring the offense. The offense shall be declared, and the name of the offending Councillor must be noted in the minutes.

132. If a Member who has been named by the Chair under Section 131 apologizes and withdraws any objectionable statement than he or she may remain and continue to participate in the meeting, and the chair may direct that the notation of the offense be removed from the minutes.

133. If a Member who has been named by the Chair under Section 131 fails or refuses to apologize for the offense, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council or the Committee, as the case may be, must vote on a motion to expel, without debate.

134. The Chair may request that the Royal Canadian Mounted Policy or a duly authorized Community Peace Officer remove an expelled Member if that Member does not leave voluntarily.

COMMUNCIATIONS TO COUNCIL

Criteria for Submissions

135. Any communication intended for Council will be forwarded to the Chief Administrative Officer in writing and must:

a) be legible, coherent, respectful; and
b) be able to identify the writer and the writer's contact information.

Responsibilities of Chief Administrative Officer

136. If the standards set out in Section 135 are met and the Chief Administrative Officer, determines the communication is within the governance authority of Council, the Chief Administrative Officer will:

a) if it relates to an item already on the Agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

Decisions on Communications

137. If the standards set out in Section 135 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer will:

a) refer the communication to administration for a report and/or a direct response to the writer and provide a copy of the original correspondence and the referral to the Councillors; and

b) take any other appropriate action on the communication.

138. If a Councillor objects to the process determined by the Chief Administrative Officer, a Council member may make a request that the item be included for Council consideration on a Council agenda.

139. If the standards set out in Section 135 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of his/her determination that the correspondence did not meet the standards.

CLOSED SESSION

140. Council and Committees must conduct their meeting in public, subject to Section 141.

141. Council or a Committee may, by resolution, enter a Closed Session in accordance with the *Municipal Government Act*.

142. A resolution passed to authorize a Closed Session shall identify the legal basis, under the *Municipal Government Act*, for moving to a Closed Session.

143. The business of the Closed Session shall be conducted in accordance with the rules governing procedures of the Council meeting or Committee meeting, as the case may be.

144. No motion shall be passed during a Closed Session except for a motion to revert to a meeting held in public.

COMMITTEES AND TASK FORCES

Committees

145. When establishing a Committee, Council must adopt a terms of reference for the Committee that:

a) names it;
b) establishes membership requirements or restrictions, if any;
c) describes its purpose and authority;
d) sets the terms of the Committee or directs that it exists at the pleasure of Council, and;
e) allocates any necessary budget or other resources.

146. The Mayor shall be an ex-officio member of all Committees established by Council, except for those Committees established pursuant to Part 17 of the *Municipal Government Act*.

147. Any Councillor not appointed as a Member of a Committee shall have the right to attend any Committee meeting, but not the right to debate, make a motion or vote.

148. The Chief Administrative Officer or his/her delegate is deemed to be a non-voting member of Committees and is authorized to be accompanied by such staff as required.

149. Council members appointed to a Committee by Council shall keep Council informed of Committee activities.

150. For each Committee, the Chief Administrative Officer shall appoint an administrative representative who shall:

a) ensure required notice is given, and accurate minutes are kept for all meetings of the Committee; and
b) provide advice, research, information, and additional support staff as required by the Committee.

151. An administrative representative appointed pursuant to Section 150 is not a Member of the Committee in question and may not vote on any matter.

152. Notwithstanding any other provision of this Bylaw, Committee Members serve at the pleasure of Council and may be removed, by Council, from a Committee at any time.

153. Without in any way limiting the generality of Section 152, a Committee Member shall cease to be a Member of a Committee if he or she,

a) fails to attend three (3) consecutive meetings of the Committee without authorization of Council;
b) ceases to be a resident of the Summer Village; or
c) is hired as an employee of the Summer Village.

Standing Committee

154. Council may establish Standing Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village.

155. The Members of a Standing Committee shall be appointed by Council.

156. A Standing Committee shall have a minimum of one (1) Member who is a Councillor, with one further Councillor designated as an alternate Member.

157. Citizen representatives may be appointed as Members of a Standing Committee, in accordance with its approved terms of reference.

158. No Councillor shall serve longer than two consecutive years on any one Standing Committee, unless his or her membership term is extended by a Two-Thirds Vote at the annual organizational meeting of Council;

159. A Standing Committee shall determine the frequency of its meetings, unless otherwise specified in its terms of reference or governing bylaw.

160. Council may establish such Task Forces that may be necessary to assist Council or a Standing Committee in considering a matter.

161. Bylaw #174-22 is hereby repealed.

READ a first time this 11th day of October 2024.

READ a second time this 11th day of October 2024.

READ a third and final time this 11th day of October 2024.

_____
Jim Willmon, Mayor

_____
Tanner Evans, C.A.O.