



**THE CORPORATION OF THE TOWN OF FOX CREEK, ALBERTA
BY-LAW 853-2020**

“PROCEEDINGS OF COUNCIL BYLAW”

Being A Bylaw of the Town of Fox Creek, in the Province of Alberta, to provide proceedings of meetings of Council, Council Committees and other bodies established by Council.

WHEREAS, Bylaw 827-2019 is rescinded upon the passing of this Bylaw.

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may pass bylaws in relation to the establishment of functions of Council Committees, and the procedure and conduct of Council Committees;

WHEREAS, pursuant to section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its power, duties and functions to a Council Committee;

WHEREAS, the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

THEREFORE, the Council of the Town of Fox Creek enacts as follows:

SECTION 1 – SHORT TITLE

1.1 This Bylaw may be cited as the “Procedural Bylaw”.

SECTION 2 – DEFINITIONS

- 2.1 “Acting Mayor” means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Mayor and Deputy Mayor.
- 2.2 “Administration” means the Chief Administrative Officer (CAO) or any employee of the Town of Fox Creek who is accountable to the CAO.
- 2.3 “Agenda” means the order of items of business for a meeting and the associated reports, bylaws, and other documents.
- 2.4 “Annual Organizational Meeting” means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- 2.5 “Business Day” means a day in which the Town of Fox Creek Administration Office is open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- 2.6 “Call for the Order of the Day” means to demand to take up the proper business in order.
- 2.7 “Chief Administrative Officer (CAO)” means the Chief Administrative Officer for the Town of Fox Creek duly appointed by Council as the head of the Town of Fox Creek Administration under Section 205 of the *Municipal Government Act*.
- 2.8 “Closed Session” means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.9 “Committee of the Whole (COW)” means a Council Committee comprised of all Members of Council.
- 2.10 “Council” means the Mayor and Councillors duly elected in the Town of Fox Creek and who continue to hold office.

- 2.11 "Council Committee" means a committee established by Council containing the entirety of Council Members, including Committee of the Whole. These Committees make recommendations to Council.
- 2.12 "Delegation" means an individual or group making a presentation to Council or Council Committee.
- 2.13 "Deputy Mayor" means the member who is appointed pursuant to Section 152 of the *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor.
- 2.14 "Designated Officer" means individuals appointed to designated officer positions under the *Municipal Government Act*.
- 2.15 "Electronic Meeting" means a meeting conducted through electronic communications.
- 2.16 "Freedom of Information and Protection of Privacy Act (FOIP)" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- 2.17 "Town" means the Town of Fox Creek

SECTION 3 – APPLICATION

- 3.1 This Bylaw shall govern the proceedings of Council.
- 3.2 This Bylaw applies to all meetings of Council and Committees and shall be binding on all Councillors and Committee Members.
- 3.3 This Bylaw shall prevail over any other Bylaw of the Town of Fox Creek.

SECTION 4 – INTERPRETATION

- 4.1 When a matter arises relating to proceedings not covered by a provision of this Bylaw, the matter shall be decided by reference to the most recent edition of Roberts Rules of Order.
- 4.2 Procedure is a matter of interpretation by the Chair
 - 4.2.1 In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - 4.2.2 In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
 - a. The provisions about statutory hearings; and
 - b. The provisions for amending or repealing this Bylaw.

SECTION 5 – MEETINGS

- 5.1 An Organizational Meeting will be held no later than two (2) weeks after the third Monday in October each year, in accordance with Section 192 of the *Municipal Government Act*.
 - 5.1.1 In a Municipal Election Year:
 - a. The administration of the oath of office to the Council.
 - b. Establish the days and times of its regular meeting, and committee of the whole meeting.
 - c. Appointment of Council representatives to the Committees and Boards
 - d. Appointment of the Deputy Mayor alphabetically on an eight (8) month rotation for a four (4) year period.
 - e. Conduct other business as identified within the organizational meeting agenda.
 - f. Council will appoint an auditor
 - g. Council will appoint an assessor
 - h. Council will appoint a financial institution
 - 5.1.2 In a year in which no Municipal Election is held:
 - a. Establish the days and times of its regular meeting and standing committee meetings.

- b. Review of Deputy Mayor Terms
- c. Appointment of Council representatives to the Committees and Boards.
- d. Conduct other business as identified within the organizational meeting agenda.
- e. Council will appoint an auditor
- f. Council will appoint an assessor
- g. Council will appoint a financial institution
- h. To conduct other business as may be necessary

5.1.3 When the Mayor has been elected at an election immediately preceding the Organizational Meeting, the Chief Administrative Officer shall;

- a. Take the Chair,
- b. Call the meeting to order; and
- c. Preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered to the Mayor.

5.1.4 After the Mayor has taken the Oath of Office and assumed the Chair, the Councillors who had been elected at an election immediately preceding the meeting shall take the official oath as presented by the Oaths of Office Act.

5.2 Regular Council Meeting

5.2.1 When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.

5.2.2 All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.

5.2.3 All Regular Council Meetings will be held in Council Chambers in Fox Creek, Alberta unless otherwise resolved by Council and appropriately advertised

5.2.4 When it is necessary to continue the meeting beyond the relevant day, the meeting will be continued at 6:30 pm on the day following the said day, unless otherwise determined by a vote of 2/3 of all the Council members present.

5.2.5 On the day of Council Meetings, Town Council shall adjourn at 11:00 pm if in session at that hour, unless otherwise determined by a vote of the majority of all the Council members present.

5.2.6 The time for the commencement of regular meetings shall apply excepting for instances when Subdivision Development Appeal Board Hearings, Public Hearings, Assessment Appeal Board Hearings or Organizational Meetings are held in which case the regular meeting shall commence after the completion of such hearing or meeting.

5.2.7 Council, by resolution, can establish additional meeting dates.

5.3 Special Council Meeting

5.3.1 The Mayor may call a Special Council Meeting at any time and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.

5.3.2 A Special Council Meeting must be held within fourteen (14) days of receiving the request.

5.3.3 The Mayor calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councilor and the public stating the purpose of the meeting, as well as the time and location where it will be held.

5.4 Committee of the Whole

5.4.1 The Deputy Mayor Will Chair the Committee of the Whole Meetings. In the absence of the Deputy Mayor, the Mayor will assume the role of chair.

5.5 Closed Session Meeting

- 5.5.1 The *Municipal Government Act* permits Council or Council Committees to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 5.5.2 A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 5.5.3 When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 5.5.4 A Meeting held in Closed Session may, but will generally, exclude Administration, but not Members if the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 5.5.5 When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

5.6 Electronic Meetings

- 5.6.1 Pursuant to the Municipal Government Act a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
 - a. Notice is given to the public of the meeting, including the way in which it will be conducted.
 - b. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer attends that place; and
 - c. The facilities enable all the meetings participants to watch and/or hear each other.
 - d. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 5.6.2 Members of Council or Committees may participate in meetings through electronic means or other communication facilities if:
 - a. There is a quorum of Council or Committee, including those attending through electronic means, with at least half the Members present in person in the actual meeting place; and
 - b. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about the meeting.
 - c. The Mayor attends by remote means, they may participate in discussion, but the Deputy Mayor or alternate, if physically present in Council Chambers, shall be the presiding officer to best facilitate an orderly and efficient meeting process.
- 5.6.3 A Council Member may attend Regular or Special Council Meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- 5.6.4 When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 5.6.5 Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
 - a. Provide two (2) days' notice to the Mayor or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility.
 - b. Provide to the Mayor or Chair the reason that they cannot attend the meeting at the scheduled location; and

requirements of advertising and rules for speaking as the initial Public Hearing in accordance with the *Municipal Government Act*.

SECTION 6 – AGENDAS AND RECORDS OF MEETINGS

6.1 Agendas

6.1.1 Preparation

- a. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- b. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than five (5) days preceding the meeting.
- c. Councillors wishing to add an item on the Regular Council Meeting or Committee of the Whole Meeting Agenda must submit an "Agenda Item Request" form to Administration.

6.1.2 Distribution

- a. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council or Committee Member not later than 4:30 pm three (3) days prior to the meeting.
- b. The CAO, or their designate, shall post the Council or Council Committee Agendas on Fox Creek's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) three (3) days prior to the Meeting.

6.1.3 Late Submissions

- a. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council agenda.
- b. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the Regular Council Agenda may be presented at the meeting as an emergent business item.

6.1.4 Additions and Deletions

- a. The addition or deletion of agenda items after the agenda has been published required a resolution of Council.
- b. The addition or deletion of agenda items after the agenda has been adopted require a unanimous vote of Council.

6.2 Order of Business

6.2.1 The general order of business for Council Meetings shall be as follows; however, the actual order may be adjusted by the CAO or Council as necessary:

1. Call to Order
2. Adoption of the Agenda
3. Minutes
4. Delegations
5. Accounts Payable and Financial Reports
6. Bylaws and Policies
7. Business
8. Council Business Reports
9. Correspondence
10. Closed Session
11. Motions Arising from Closed Session
12. Adjournment

6.2.2 The general order of business for Committee of the Whole Meetings shall be as follows; however, the actual order may be adjusted by the CAO or Council as necessary:

1. Call to Order
2. Adoption of the Agenda
3. Current COW Recommendations

4. Delegations
5. Administration
6. Land and Development
7. Operations
8. Community Services
9. Recreation
10. Committee Meeting Highlights
11. Adjournment

6.3 Minutes

6.3.1 Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:

- a. All decisions and other proceedings.
- b. The names of all Councillors or Members at Large present and absent from the meeting.
- c. The names of all Councillors, or Members at Large who vote for or against a motion when a recorded vote is taken.
- d. Resolutions to go into Closed Session and to the adjourn the meeting.
- e. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to any item being discussed in Closed Session.
- f. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
- g. Any abstention made as a result of a pecuniary interest and the general nature of the abstention.
- h. The signatures of the Mayor or Chair.
- i. The names of the members of the public who speak to an item.

6.3.2 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted if:

- a. There are errors or omissions, Council must pass a motion to adopt the minutes as amended, or
- b. There are no errors or omissions, Council must adopt the minutes as presented.

6.3.3 Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

SECTION 7 – MEETING PROCEEDINGS

7.1 Rules of Order, Conduct and Etiquette

7.1.1 Role of the Chair

- a. As soon as there is quorum after the time for commencement of the meeting, the Chair will call the meeting to order.
- b. The Chair will preserve the order and decorum and decide all questions of procedure;
- c. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- d. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Mayor or Vice Chair to preside.
- e. Anyone who is not a Councilor or Member-at-large is not allowed to cross the Council Bar to speak to any Member of Council without the Mayor or Chairs permission.
- f. The Chair may call to order any Councilor or Member who is out of order.
- g. If the Mayor and Deputy Mayor, or Chair or Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- h. Upon the arrival of the Mayor or Deputy Mayor, or Chair or Vice Chair, they shall resume their role as Chair.

7.1.2 Quorum

- a. Quorum will consist of a simple majority of Members.

- b. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.
- c. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.

7.1.3 Members of the public during the meeting shall:

- a. Not approach or speak to Council or Committee without the permission of the Chair while the meeting has been called to order;
- b. Not speak on any matter longer than fifteen (15) minutes unless otherwise permitted by the Chair;
- c. Maintain order and quiet;
- d. Not interrupt a speech or action of Council, Committee or another person addressing members;
- e. Speak respectfully and must not use offensive language;
- f. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.

7.1.4 During a meeting, Councillors and Board Members shall not:

- a. Speak disrespectfully, use offensive words, or un-parliamentary language;
- b. Address Members without permission;
- c. Break the rules of Council or Committee or disturb the proceedings;
- d. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
- e. Disobey the decision of the Chair on any question or order, practice or interpretation.

7.1.5 Breach of Conduct

- a. A Board Member or Councillor who persists in a breach of subsection 7.1.4, the Chair may request that the Deputy Mayor or in the case of a Committee, Vice Chair, to move a motion to remove the unruly Member or Councillor from various Committees or Boards he/she is appointed to.
- b. If the resolution passes, the Chair shall direct the Board Member or Councillor to cease attending any Boards or Committees he/she is appointed to.
- c. Where the Chair has directed a Member to cease attendance of various Boards or Committees if the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member to remain in, or return to the meeting.
- d. The Chair may order a member of the public who created a disturbance or acts inappropriately to be expelled from the meeting.

7.1.6 Council Reports

- a. Council Members should submit their Council reports to Administration prior to the distribution of the Regular Council Meeting Agenda.

7.1.7 Request for Information

- a. It is practice that Requests for Information regarding items on the Council meeting or Committee of the Whole Meeting Agenda, should be submitted to the relevant member no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.

7.2 Debate

7.2.1 Debate is a formal discussion on a topic in a public meeting. Healthy debate is encouraged.

7.2.2 The Chair will determine the speaking order when two or more Councillors or Committee Members wish to speak, subject to challenge.

7.2.3 Councillors or Members must address the Chair when speaking.

7.2.4 A Member:

- c. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

5.7 Public Hearings

- 5.7.1 A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 5.7.2 A motion to go into Public Hearing is required before the subject matter is discussed.
- 5.7.3 The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
 - a. The speaking being acknowledged by the Chair.
 - b. Generally, a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
 - c. The presentation must be given a respectful manner and otherwise in accordance with this Bylaw.
 - d. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
 - e. Discussion shall only be regarding the matter identified on the agenda.
- 5.7.4 Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All question will be directed through the Chair.
- 5.7.5 Council may accept written submissions in lieu of verbal presentation if the document is signed, dated and includes the name and address of the person making the submission.
- 5.7.6 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.7 Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 5.7.8 In accordance with the *Municipal Government Act*, a Public Hearing:
 - a. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - b. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 5.7.9 Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 5.7.10 The Order of Business for each item of the Public Hearing shall be:
 - a. Presentations from Administration and questions for clarification;
 - b. Public Hearing Presentations by:
 - i. Those speaking in favor;
 - ii. Those speaking against;
 - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
 - c. Motions
- 5.7.11 All presentation should be made from the delegate table where possible.
- 5.7.12 A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.
- 5.7.13 When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same

- a. Through the chairman, may ask for an explanation of any part of the previous speaker's remarks;
- b. Through the Chairman, may ask questions to obtain information relating to the minutes presented to Council, or to any clause contained therein, at the commencement of the debate on the minutes or clause.

7.2.5 Councillors or Members who been assigned their turn to speak may only be interrupted:

- a. When a Councilor or Member is discussing a subject and there is no motion on the floor;
- b. By a Call for Orders of the Day;
- c. By a Point of Privilege;
- d. By a Point of Order;
- e. By an objection to the considered motion; or
- f. By a Challenge.

7.2.6 Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit debate.

7.2.7 A Member shall restrict their comments to ensure relevance to the matter under discussion.

7.2.8 The Mayor shall be accorded the same right as any other member of Council.

7.3 Motions

7.3.1 Consideration of Motions

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

7.3.2 A Councillor may move a motion whether or not the Councillor intends to support it.

7.3.3 After a motion is moved, it can only be withdrawn by the person who made it.

7.3.4 Motions placed before Council do not require a seconder.

7.3.5 All motions shall be concise and provide clear direction for Administration.

7.3.6 Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to "accept as information."

- a. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.

7.3.7 Motions to the main motion.

7.3.8 When a motion has been made, and is considered, no Council Member may make another motion, except to:

- a. Amend the motion;
- b. Amend the amendment to the motion;
- c. Refer the main motion for consideration; or
- d. Move a motion that has privilege.

7.3.9 Privileged Motions include the following:

- a. A motion to recess;
- b. A motion to adjourn;
- c. A motion to set a time for adjournment; or
- d. A point of privilege

7.3.10 Motion to Recess:

- a. The Chair, without a motion, may recess the meeting for a specific period.
- b. Any Councilor may move that Council recess for a specific period;
- c. After they recess, business will resume at the point where it was interrupted

7.3.11 Amending Motions:

- a. A Councilor may, after a motion is made, with the consent of the original mover, make friendly amendments to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.
- b. Only one amendment to the main motion and only one amendment to that amendment are allowed.
- c. The main motion will not be debated until all amendments to it have been voted on.
- d. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated on.

7.3.12 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:

- a. Precludes all further amendments to the motion;
- b. Is debatable;
- c. May be amended only as to the body to which the motion is referred and the instructions on that referral.

7.3.13 A Councillor may move to defer any motion to another meeting at a later date. A date should be specified at which the motion will be brought back to Council to address.

7.3.14 A Councillor may move to table any motion to be discussed later in that same meeting.

- a. A motion to table cannot be debated
- b. May only be amended as to the limit placed on debate;

7.3.15 A motion to limit or end debate:

- a. Cannot be debated; and
- b. May only be amended as to the limit placed on debate.

7.3.16 A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion is:

- a. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
- b. A notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councilor sets out what special or exceptional circumstances warrant Council considering the matter again;
- c. The motion to which it is to apply has not already been acted upon; or
- d. Six (6) months have passed since the motion was last considered.
- e. If a motion to reconsider is passed, the original motion is on the floor.

7.4 **Voting**

7.4.1 Each Council member present is required to vote in accordance with the *Municipal Government Act*.

7.4.2 Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.

7.4.3 A motion is lost if the vote is tied.

7.4.4 No Member shall leave the meeting after the question is put to a vote until the vote is taken.

7.4.5 The Chair shall declare the result of the vote.

7.4.6 Any Councillor may request a recorded vote.

7.4.7 The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the meeting.

- 7.4.8 If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the meeting after the question is put to vote until the vote is taken.
- 7.4.9 Once a vote is carried, or defeated, the decision of Council must be supported by all members.

7.5 Delegations

- 7.5.1 Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
- 7.5.2 Any person, group, or delegation making a presentation shall state their name(s), and the purpose of their presentation.
- 7.5.3 Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
- 7.5.4 Delegations will generally be limited to fifteen (15) minutes for presentations or discussion, which can be extended or decreased at the discretion of the Chair.
- 7.5.5 For each meeting, all delegations will be advised to attend the meeting at a time scheduled by Administration, and delegations will be heard by Council in the order which they appear on the agenda, unless a Council motion is made to alter the schedule.
- 7.5.6 All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
- 7.5.7 Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigations or other legal proceedings involving Fox the Town of Creek.
- 7.5.8 Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

7.6 Bylaws

- 7.6.1 All proposed Bylaws must have:
- a. A Bylaw number assigned; and
 - b. A concise title indicating the purpose of the Bylaw.
 - c. Three (3) separate and distinct readings.
- 7.6.2 Council Members will be provided the opportunity to review a copy of the proposed Bylaw in its entirety prior to any motion for first reading.
- 7.6.3 Council shall hear an introduction of the proposed Bylaw or resolution from Administration prior to first reading.
- 7.6.4 When a Bylaw is subject to a statutory Public Hearing, the Public Hearing shall be held prior to the second reading.
- 7.6.5 After the first reading has been given, any Member may move that the Bylaw be read a second time.
- 7.6.6 Any amendments to the bylaw that are carried prior to the vote on the third reading shall be considered to have been given a first and second reading and shall be incorporated into the proposed Bylaw.
- 7.6.7 Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.

7.6.8 A Bylaw is effective from the date of third reading unless the Bylaw or any applicable statute provides for another effective date.

7.6.9 They Mayor and the CAO will sign the Bylaw as soon as reasonably possible after third reading.

7.7 Policies

7.7.1 Draft policies shall be prepared by Administration and reviewed by the appropriate Council Committee before the policy is presented to Council for approval. Draft copies shall be included in the agenda package.

7.7.2 Upon being passed, a policy shall be signed by the Mayor, or Chair of the Meeting at which it was passed, and the CAO.

SECTION 8 – CONFLICT

8.1 A Member who may have a direct or indirect pecuniary interest in a matter which is before Council shall so declare and vacate their chair and leave the Council Chambers for the duration of the matter being on the floor, except for matters on which the Member has a statutory right to be heard by Council in which case it is not necessary for the Member to leave the Chambers.

SECTION 9 – EFFECTIVE DATE

9.1 This Bylaw shall come into effect upon the day of third and final reading.

Read a First time this 19 day of October 2020.

Read a Second time this 19 day of October 2020.

Received Unanimous Consent for presentation of third reading this 19 day of October 2020.

Read a third and final time this 19 day of October 2020.



James Hailes
Mayor



Kristen Milne
Chief Administrative Officer