

# **Town of Raymond**

## **Bylaw 1048-17**

### **Procedure Bylaw**

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass bylaws in relation to the orderly procedures of council, council committees and other bodies established by the council.

NOW THEREFORE the Municipal Council of the Town of Raymond duly assembled enacts as follows:

#### **PART 1: Purpose and Definitions**

##### **Purpose**

1. The purpose of this bylaw is to establish rules to guide orderly procedures for the Town of Raymond Council.

##### **Definitions**

2. The following words and phrases mean:
  - (1) Administrative Inquiry - an inquiry made at a meeting by a Council Member relating to the business of the Town;
  - (2) CAO – Chief Administrative Officer or their delegate
  - (3) Chair - the person who has been given authority to direct the conduct of a meeting including the appointed head of a Committee;
  - (4) Committee - a committee of Council that is either a Standing Committee, Special Committee, or a Council Committee, that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole;
  - (5) Committee of the Whole - a procedural device that permits Council greater freedom of debate;
  - (6) Council - the municipal Council of the Town;
  - (7) Council Committee - any committee, board or other body established by Council under the Municipal Government Act, unless Council decides that this bylaw does not apply to any particular Council Committee;
  - (8) General Municipal Election - an election held in the Town to elect the members of Council as described in the Local Authorities Elections Act.
  - (9) Mayor - the chief elected representative of the Town whether elected or appointed as described in the Municipal Government Act;
  - (10) Member - a member of Council
  - (11) Orders of the Day - the order of business and time schedule for a meeting of Council or a Standing Committee;
  - (12) Organizational Meeting - the meeting held as described in Section 7

- (13) Person - includes a corporation;
- (14) Presiding Officer - the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other Council Member chosen to preside over a meeting;
- (15) Previous Question - a motion to end debate and vote on the motion under debate;
- (16) RCMP - Royal Canadian Mounted Police;
- (17) Special Resolution - a resolution passed by a two-thirds majority of all Council Members or two-thirds of all members of a Committee;
- (18) Statutory Hearing – means a hearing that is legislated as part of a statutory plan or another quasi-judicial board.
- (19) Table - a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- (20) Terms of Reference - a written statement that defines the composition, term, objectives and mode of operation of a Committee or Task Force;
- (21) Town - the Town of Raymond;
- (22) Town Official - an official appointed by Council, including the Chief Administrative Officer, any designated officers appointed under the Municipal Government Act or any of their delegates;

## **PART 2: Interpretation and Application**

### Rules for Interpretation

- 3. The marginal notes and headings in this Bylaw are for reference purposes only.

### Reference Source

- 4. If a question relating to the procedures of Council or Committees is not answered by this Bylaw, reference shall be had to the most recent revision of Robert's Rules of Order.

### Suspension of Rules

- 5. Council may suspend any provision of this Bylaw by Special Resolution with the required two-thirds vote of Council present. Council may not suspend provisions of this bylaw if:
  - (1) the provisions are regarding statutory hearings; and
  - (2) the provisions are for amending or repealing this bylaw.

### Paramount Rules

- 6. If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

### **PART 3: Organization of Council**

#### Organizational Meetings

7. An Organizational Meeting must be held in October in each year. At this meeting
  - (1) Council must
    - (a) establish the dates, times and places for regularly scheduled Council and Standing Committee meetings
    - (b) appoint Council Members to Committees; and
  - (2) In the case of the first meeting following a General Municipal Election:
    - (a) every member of Council must take the Oath of Office
    - (b) appoint a Deputy Mayor
    - (c) establish a rotation schedule for the position of Deputy Mayor;

### **PART 4: Meeting Times, Date and Location of Meetings**

8. Council will hold regular meetings on the dates established at the Organizational Meeting. If a regular Council meeting cannot be held it will be rescheduled by motion of council.

#### Regular Meetings

9. The schedule and times for regular Council Meetings will be determined at the annual Organizational Meeting by motion of Council. The Council Meeting schedule will be posted as per section 12 of this bylaw.

#### Meeting Place

10. Regular Council Meetings and Public Hearing Meetings will be held in the Council Chambers, unless at the Mayor's discretion circumstances dictate otherwise.

#### Cancellation

11. Council may cancel any meeting and a Committee may cancel any of its meetings on 24 hours' notice.

#### Notice of Committee Meetings

12. The monthly schedule of Committee meetings, as scheduled at the Organizational Meeting, will be posted on the Town website and in a selection of the regular communications sent to residents. Any other notice of these meetings will be posted as directed by Council.

#### Special Meetings

13. The Mayor may call a special Council meeting at any time and must do so if a majority of Council Members so request by a written notice which includes a statement of the purpose of the meeting. A special meeting requested by Council Members must be held within 14 days after the request is received by the Mayor.

#### Notice of Committee Meetings and Cancellation

14. Any standing committee may schedule additional meetings by motion, but must give notice to all Council Members. Any Committee may cancel a meeting by resolution but must give notice to all Committee members.

#### Notice of Special Meetings

15. Special Council meetings will be held on the date and at the time and location specified in the notice of the special meeting. If a matter is not specified in the notice of the Special Council Meeting, it may not be dealt with unless all Council Members are present and Council passes a motion, by majority vote, to deal with the matter.

#### Quorum Requirements

16. Quorum is a majority of Council Members.

#### Electronic Devices

17. At the top of each agenda a statement shall be recorded for the Chair to state, if they feel it is necessary, that no part of the meeting may be recorded with audio or visual equipment by members of the public, and that all electronic devices are to be set to silent mode. A sign shall also be posted within Council Chambers informing the public of these stipulations.

#### Commencement Proceedings

18. As soon as there is a quorum after the time for commencement of a Council meeting:
  - (1) the Presiding Officer must take the chair and begin the meeting; or
  - (2) if the Mayor and the Deputy Mayor are absent, the CAO must begin the meeting by calling for a motion for the appointment of a Presiding Officer.

#### When no Quorum

19. If there is no quorum within 15 minutes after the time set for the meeting, the Recording Secretary will record the names of the Council Members present and the meeting will be adjourned to the time of the next regular Council meeting. The agenda for the adjourned meeting will be dealt with at the beginning of the

next regular meeting, unless a special meeting is called before or after the next regular Council meeting to deal with the business of the adjourned meeting.

#### Order of Business

20. The order of business at a meeting is the order of the items on the agenda except:
- (1) when a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
  - (2) when Council alters the order of business for the convenience of the meeting by a Majority Vote; and
  - (3) when the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.
- (4) Council need not deal with any item on the agenda if no motion is made about it.

### **PART 5: Agendas and Records of Meetings**

#### Agenda Preparation

21. The CAO or their delegate is responsible for preparing the meeting agendas for Council or Committee meetings.
22. Any delegation or item to be included on the agenda should be received by the CAO or delegate by noon on the Friday before Council meeting. Items that arise after this deadline will be placed on the next meeting agenda, unless a motion is made by Council to include it during the current meeting.

#### Agenda Format

23. The agenda orders the business for a meeting and will follow the appropriate Order of Business as established by motion of Council.

#### Agenda Distribution

24. The CAO or delegate will e-mail copies of the agenda and reports to Council members by the Thursday before the scheduled Council meeting, unless circumstances arise that prevent their distribution.

25. Agendas, reports and supplementary materials that are received too late to be included with the agenda or that are intended for special Council meetings will be made available as soon as reasonably possible.

#### Adoption of Agenda

26. Council must vote to adopt the agenda prior to transacting other business and may:

- (1) add new items to the agenda by majority vote; or
- (2) delete any matter from the agenda by unanimous vote.

#### Preparation of Minutes

27. The CAO or delegate must prepare Council minutes which will include:

- (1) all decisions and other proceedings;
- (2) the names of the Council Members present at and absent from the meeting;
- (3) any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Council Member and any other abstention permitted by statute; and
- (4) the signatures of the Presiding Officer, and the CAO or designate.

#### Adoption of Minutes

29. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, Council must:

- (1) pass a motion to amend the minutes; and
- (2) adopt the minutes as amended,

and if there are no errors or omissions, Council must adopt the minutes as circulated.

### **PART 6: Inquiries and Responses**

#### Division 1: Inquiries at Council

##### Administrative Inquiry

30. Any Council Member may make an Administrative Inquiry through the CAO.

##### Public Inquiry

31. If an individual or group would like to address Council but has not been included on the agenda, Council may allow them to present if approved by a majority vote

of Council. Parties will be limited to 5 minutes each unless the Chair allows for additional time.

## Division 2: Instructions to Employees

### Interference by Council Members

32. Council Members must not direct or interfere with the performance of any work for the Town without specific direction from Council or a Standing or Special Committee.

### Orders to Employees

33. Council or a Standing or Special Committee may give instructions to any Town employee through the CAO, but Council Members must not give direct instructions to Town employees without a specific direction from Council.

## **PART 7: Motions**

### **Presentation of Motions**

34. No motion bringing a new matter before Council may be made while any other motion is pending.

### Recommendations are not Motions

35. A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.

### Stating Motions

36. All motions must be stated by the chair prior to debate.

### Withdrawal

37. Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Council Members present at the meeting.

### Put by the Chair

38. All motions must be put by the Chair before a vote is taken.

### Motion to Table

39. A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

#### All Connected Motions

40. A motion to Table is not debatable and takes precedence over all other motions connected with the motion being tabled, which is tabled along with the motion.

#### Motions Disallowed

41. If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.

#### Adjournment

42. A motion to adjourn is not debatable or amendable.

42. Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.

#### Chair May Adjourn

43. The Chair may adjourn a meeting without a motion to adjourn.

#### Dividing Motions into Parts

44. A Council member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition if approved by majority vote of Council to separate.

#### Motions Previously Considered

45. Once Council has dealt with any matter, a motion that would have the same or similar result may not be made for a period of 3 months.

### **PART 8: Voting**

#### Motion Carried

46. A motion will be carried when a majority of Council Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.

#### Tie Vote

47. A motion is lost when the vote is tied.

#### Recorded Votes

48. The names of the Councillors who voted in favour or against a motion shall be recorded in the minutes when the vote is not unanimous.

#### Loss of Quorum (Abstention)

49. If a motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.

#### Voting Procedures

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

- (1) the Chair must put the motion forward;
- (2) Council Members must vote by a show of hands;
- (3) the Chair must declare the result of the vote.

#### No Change to Vote

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

#### Silence Once Question is Put

52. From the time the question is put by the Chair until the result of the vote is declared, Council Members must be silent.

### **PART 9 – Rules of Governing Debate**

#### Order of Speakers

53. The Chair will determine the speaking order when two or more Council Members wish to speak.

#### Interruptions

54. Council Members who have been assigned their turn to speak may only be interrupted by other Council Members including the Chair:

- (1) when a Council Member is discussing a subject and no motion is on the floor;
- (2) by an objection to the consideration of a motion.

#### Council Member Called to Order

55. A Council Member who is called to order must immediately stop talking, but must be given an opportunity to speak before debate is closed.

#### Prohibited Acts

56. Council Members must not:

- (1) speak disrespectfully of any member of any other governing body in Canada or Council;
- (2) use offensive words in Council Chambers, or against Council or any Council Member;
- (3) discuss a vote of Council, unless to move to reconsider, renew or rescind;
- (4) break the rules of Council or disturb the proceedings; or
- (5) disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

#### Request to Have Motion Considered

57. A Council Member may require that the motion being considered be read at any time during debate, but must not interrupt a speaker.

#### Number of Speeches

58. Unless otherwise provided in the Bylaw, Council Members may speak only twice on any motion, once in debate and once to ask questions; however, Council may give permission to speak again.

#### Opportunity to be Heard

59. Each Council 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 or end debate.

### **PART 10: Duties of the Chair**

#### Chair to Maintain Order

60. The Chair must preserve order and decorum and decide all questions of procedure.

#### Citing Reasons for Decisions

61. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, he or she must provide a reason for the decision.

#### Leaving Chair

62. If the Chair wishes to leave the chair for any reason, they must call on the Deputy Mayor, or in their absence, the Acting Mayor, or in the absence of both, any other Council Member to preside.

#### Granting Permission to Approach Council

63. Anyone who is not a Council Member is not allowed to approach or to speak to any Council Member without the Chair's permission.

### **PART 11: Disciplinary Procedures**

#### Calling Council Member to Order

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

65. Council may challenge the Chair's actions by a majority vote of those Councillors in attendance.

### **PART 12: Public and Private Meetings**

#### Public Meetings

66. Council and Council Committee meetings will be held in public and no person may be excluded. However, the Chair may order a member of the public who disturbs the proceedings of Council by words or actions to be expelled from the meeting.

#### Private Meetings

67. Council, Committee of the Whole, or a Council Committee may, by resolution, meet privately to discuss any matter within the following categories:

- (1) commercial information, if disclosure would likely prejudice the commercial position of the person who supplied it, prejudice the Town's activities or negotiations, or if it would allow the information to be used for improper gain or advantage, or reveal a trade secret;

- (2) confidential information, if disclosure would likely prejudice the future supply of similar information or advice or prejudice the Town's activities or negotiations, or if it would prejudice health and safety, or if Council Members or employees might be improperly pressured or harassed, or legal professional privilege breached;
- (3) personal information, including personnel information, unless its disclosure is for the purpose for which it was obtained, or for a consistent purpose, or it must be disclosed for the Town to carry out its duties and functions, or it is in a statistical or other form so that the names of persons are not revealed or made identifiable.
- (4) deliberative information and draft reports that will likely be publicly released in final form in due course;
- (5) information that, if disclosed, could prejudice security and maintenance of the law;
- (6) information about assessments and taxes;
- (7) information placed before a Council or a Council Committee meeting that is closed to the public;
- (8) information that cannot be released under any statute; and
- (9) any other matter permitted by the Municipal Government Act.

#### Persons in Attendance During Closed Session

68. If all or part of a meeting is closed to the public, the Council or Council Committee may allow one or more other persons to attend, as it considers appropriate.

#### No Resolutions in a Closed Session of Council

69. The only resolution that can be passed in a closed session of Council is a resolution to revert to open session.

### **PART 13: Committee of the Whole**

#### Chair of the Committee of the Whole

69. The Mayor will chair the Committee of the Whole.

#### Quorum

70. Quorum of Committee of the Whole is a majority of Council Members.

#### Rules of Procedure in Committee of the Whole

71. Procedures in Committee of the Whole only differ from Council's in that:

- (1) the proceedings will not be recorded;

- (2) no motions will be permitted

## **PART 14: Council Committees**

### Division 1: General

72. The procedural rules of Council as set out in this bylaw shall apply to all Council Committees if a dispute arises between committee members.

### Standing Committees

73. The only standing committees of Council will be those defined by bylaw.

### Appointing Special Committees

74. Council may appoint special committees of one or more Council Members to undertake specific tasks.

### Appointing Council Committees

75. Council may appoint Council Committees comprised of Council Members, Town employees or any other individuals to investigate and report to Council or a Standing Committee about any matter.

### Council Responsibilities on Appointing Committees Task Forces

76. When any Special Committee or Council Committee is appointed, Council must:

- (1) name it;
- (2) establish Terms of Reference;
- (3) establish the term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council;
- (4) establish requirements for reporting to Council or a Standing Committee; and
- (5) allocate any necessary budget or other resources.

### Membership of Standing Committees

77. All Council Members may attend any meeting of any Standing or Special Committee and participate in debate, but may not make motions or vote.

### Quorum

78. Quorum of any Committee is a majority of members.

### Mayor Ex Officio Member

79. The Mayor is an ex officio member of all Council Committees excluding the Subdivision Authority, Development Authority, Subdivision Appeal Board, Development Appeal Board and the Assessment Review Board. Council may also appoint the Mayor as an actual member of a particular Committee. If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote.

#### Authority of Standing Committees

80. All Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.

81. Committees have the responsibility of analyzing all matters placed before them and submitting recommendations to Council on ways and means of dealing with these matters. In appropriate cases, Committees may submit matters to Council without recommendation.

82. Committee actions are not binding on the Town unless power to take such action has been specifically delegated to a Committee by Council.

#### Division 2: Committee Appointments

83. A member of Council may be appointed to a Committee even if the member is absent from the meeting at which the appointment is made.

84. The Chair & Vice-Chair will be selected according to the Terms of Reference.

85. Council will recommend appointments to Committees and appointments of representatives to external organizations, unless otherwise specified in this Bylaw.

86. Recommendations for appointments will be based on the following considerations in the order listed:

- (1) the best interests of the Town
- (2) the convenience of members
- (3) the competence of members
- (4) willingness to serve
- (5) the desires expressed by members

87. Recommendations will be in the form of a nominating list which will be considered by Council Committee of the Whole in private. The nominating list may be amended by the consensus of Council. The nominating list, as amended, will be submitted to Council in public session for approval.

## Council Rules to Supplement Committee Rules

88. Unless specific rules for Committee procedures exist, Committees must follow the procedural rules of Council.

### **PART 15: Bylaws**

#### Title and Bylaw Number

89. All proposed bylaws must have a bylaw number assigned by the CAO and a concise title indicating the purpose of the bylaw.

#### Notice of Proposed Bylaw

90. The bylaw number and the short title of a proposed bylaw must be included on the agenda, and the CAO must provide all Council Members with a copy of the proposed bylaw prior to any motion for first reading.

#### First Reading

91. A proposed bylaw must be introduced at a Council meeting by a motion that "Bylaw Number (specify the number assigned by the CAO) be read for a first time". Council may hear an introduction of the proposed bylaw from the administration.

#### Second Reading

92. After first reading has been given, any Council Member may move that "Bylaw Number (specifying the proposed bylaw number) be read a second time".

#### Third Reading

93. After second reading has been given, any Council Member may move that "Bylaw Number (specifying the bylaw number) be read a third time and passed".

#### Amendment Prior to Third Reading

94. 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 reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried:

- (1) all Council Members must be given an opportunity to review the full text of the amendments, and
- (2) the Chair must put the question that "Bylaw Number (specify the bylaw number), as amended, be given third reading".

## Number of Readings Allowed at a Meeting

95. Council may not give a bylaw more than two readings at a meeting unless all Council Members present at the meeting vote in favour of allowing a third reading at that meeting.

## Failure of a Reading

96. If any reading of a proposed bylaw fails:
- (1) any previous readings are rescinded, and
  - (2) first reading of a proposed bylaw may not be dealt with again except in accordance with Sections 40.

## Effective Date

97. A bylaw is effective from the beginning of the day it is given third reading and signed, unless the bylaw or any applicable statute provides for another effective date.

## Signing and Sealing Bylaws

98. The Mayor or Presiding Officer must sign and the CAO or person acting as CAO at the meeting must sign and seal the bylaw as soon as reasonably possible after third reading is given.

## Amendment and Repeal

99. 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 statute.

## **PART 16: Statutory and Non-Statutory Hearings**

### Division 1: Non-Statutory Hearings

#### Persons Wishing to Address Council

100. If a person wishes to speak to Council or a Committee on any matter for which a hearing is not required by statute, that person must arrange a delegation through the CAO, or designate. After processing the delegation request in accordance with the Town's *Delegation to Council Policy*, the CAO or designate will place the matter on the appropriate Council or Committee Agenda under the delegation portion of the agenda. No person or group will be permitted to appear before council for a given issue more than twice in a year when there are no developments for that issue.

101. A person may only address Council at any other time during a meeting if the Councilors present unanimously agree.

#### Council Consideration of Request

102 Council may:

- (1) determine whether to hear the person or an individual authorized to speak for the person.
- (2) hear the person and refer the matter to a Committee or Administration; or
- (3) consider a motion on the subject matter of the presentation in accordance with the Order of Business.

#### Division 2: Statutory Hearings

##### Rules for Statutory Hearings

103. Members of the public may participate in Statutory Hearings either in person or electronically by joining the meeting online at <http://www.whereby.com/townofraymond>.

104. To begin a statutory hearing, the Chair must ask if anyone is present to speak to the proposed bylaw or resolution.

##### When Speaker Present

105. If a person indicates that they are present to speak to the proposed bylaw or resolution, the following procedures will apply:

- (1) administration will introduce the proposed bylaw or resolution;
- (2) the Chair will inform Council on the number and nature of written submissions;
- (3) the Chair will reference that each party has the right to be represented by legal Counsel if desired.
- (4) persons will be allowed five minutes to speak and may provide Council with documentation supporting their position if not already submitted previously and they may utilize any audio/visual equipment present in the Council chambers. Those in favour will speak first, followed by those opposed;
- (5) the Chair may exercise discretion if they determine that additional time should be given to a particular speaker so as to ensure that each party has had a fair and equitable opportunity to express their views.
- (6) after a person has spoken, any Council Member may ask that speaker relevant questions;
- (7) any Council Member may ask the administration relevant questions after all persons who wish to speak have been heard;

- (8) Council may limit the number of speakers if they are making the same representations.
- (9) Council must allow an opportunity to all persons to respond to any new information that has arisen; and
- (10) the Chair may then close the hearing.

#### When No Speaker Present

106. If no one is present to speak to a proposed bylaw which requires a statutory hearing;

- (1) Council may hear an introduction of the matter from the administration,
- (2) the Chair will inform Council on the number and nature of written submissions,
- (3) any Council member may ask administration relevant questions, and
- (4) the Chair may close the hearing.

107. After the close of the statutory hearing, Council may debate the proposed bylaw or resolution in accordance with the Order of Business, and may:

- (1) pass the bylaw or resolution, or
- (2) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.

#### Abstention

108. A Council Member who was absent for all of a public statutory hearing on a proposed bylaw or resolution must not vote. A Council Member who was absent for part of a statutory hearing may choose not to vote. If a Council Member does not vote, the abstention must be recorded.

#### Division 3: Representatives

##### Representing More than One Person

109. Notwithstanding that an authorized speaker represents more than one person, he or she will be allowed only five minutes to speak. The time allowed to speak may be extended:

- (1) to 10 minutes by the Chair
- (2) beyond 10 minutes by majority vote.

#### **PART 17 - Communications**

##### Requirements for Written Communications

110. Any written communication intended for Council or a Committee which reaches the CAO must:

- (1) be legible and coherent;
- (2) be signed by at least one person who provides a printed name and address;
- (3) be on paper; and
- (4) not be libelous, impertinent or improper.

#### CAO to Process Communications

111. If the requirements of Section 110 are met, the CAO must:

- (1) prepare a direct response if appropriate;
- (2) if it relates to an item already on an agenda, deliver a copy of the communication to Council Members with the agenda or at the meeting;
- (3) send a copy of the communication or a summary of it to all Council Members; or
- (4) take any other appropriate action on the communication.

#### Disposal of Communications

112. If the requirements of Section 111 are not met the CAO may file the communication, or dispose of it, unless the CAO determines the communication to be libelous, impertinent or improper, in which case the CAO must summarize the communication and inform Council that it is being withheld.

#### Advise Communicator

113. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

#### Debate on Communications

114. Council may:

- (1) direct that any communication being withheld under Section 103 be forwarded to Council;
- (2) refer any communication to the administration or a Committee for a report or recommendation; or
- (3) give other instructions on the communication,
- (4) consider motions on the substance of the communication.

Petitions

115. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the Municipal Government Act or other applicable legislation.

This bylaw rescinds Bylaw 1015-15.

This bylaw will come into force on the date of third and final reading.

**READ** a first time this 19<sup>th</sup> day of December 2017.

**READ** a second time this 16<sup>th</sup> day of January, 2018

**READ** a third time and finally passed this 16<sup>th</sup> day of January, 2018.

**READ AND AMENDED** a first time this 6<sup>th</sup> day of October, 2025.

**READ** a second time this 6<sup>th</sup> day of October, 2025.

**READ** a third time this 10<sup>th</sup> day of November, 2025.



Mayor  
Bryce Coppieters



Chief Administrative Officer  
Kurtis Pratt