



**TOWN OF CARDSTON
IN THE PROVINCE OF ALBERTA**

BYLAW 1703

COUNCIL PROCEDURE BYLAW

CONSOLIDATED TO 1703C – JUNE 24TH, 2025

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TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA

BYLAW 1703

COUNCIL PROCEDURE BYLAW

A BYLAW OF THE TOWN OF CARDSTON IN THE PROVINCE OF ALBERTA TO GOVERN THE PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL AND COMMITTEES OF COUNCIL

WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 (the Act), empowers Municipalities to enact bylaws and impose fines and penalties for infractions of their bylaws;

AND WHEREAS the Act authorizes a council to pass bylaws in relation to the procedure and conduct of Council and may regulate the conduct of councillors;

AND WHEREAS Council has deemed it necessary to regulate the procedures and conduct at meetings of Council;

NOW THEREFORE, the Council of the TOWN OF CARDSTON, duly assembled, enacts as follows:

PART I – TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION

TITLE

- 1)** This bylaw shall be known as the “Council Procedure Bylaw” of the Town of Cardston.

PURPOSE

- 2)** The Purpose of this Bylaw is to govern the procedure and the transacting of business by the Council and Committees of Council within the Municipality of the Town of Cardston.

DEFINITIONS

- 3)** In this Bylaw,
 - (a)** "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
 - (b)** "Administration" means the C.A.O. or any employee or representative of the staff of the Town of Cardston;
 - (c)** "Agenda" means the list and order of business items for any meeting of Council;
 - (d)** "Bylaw" means an active bylaw of the Town;



- (e) "C.A.O."** means the Chief Administrative Officer of Cardston, Alberta appointed by Council, or his designate;
- (f) "C.E.O."** means the Chief Elected Official. In the Town of Cardston, the CEO is to be called the Mayor;
- (g) "Chair"** means the member of Council acting as the presiding officer for the meeting.
- (h) "Closed Meeting"** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;
- (i) "Committee of the Whole"** means a meeting that permits Council to function informally and allows for freedom of debate but where decisions are deferred to a regular meeting;
- (j) "Council"** means the duly elected Mayor and Councillors of the Town of Cardston;
- (k) "Delegation"** means any person or group that has permission of Council to appear before Council to provide pertinent information and views about a specific subject;
- (l) "Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- (m) "Mayor"** means the Member of Council duly elected as the Chief Elected Official and continuing to hold office. The Mayor is the presiding officer at all meetings of Council unless otherwise specified;
- (n) "Member"** means a Member of Council duly elected and continuing to hold office;
- (o) "Motion"** means a formal suggestion that is put to a vote;
- (p) "Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;
- (q) "Presiding Officer"** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor the acting Chief Elected Officer.
- (r) "Public Hearing"** means a meeting of Council convened to hear matters pursuant to the Act;



- (s) "Quorum" means a simple majority of Members of Council.
- (t) "Recording Officer" means any person directed or appointed by the CAO to record the minutes of the meeting;
- (u) "Repeal" or "Rescind" means to render a bylaw, policy or motion no longer in effect;
- (v) "Special Meeting" means a meeting called by the Mayor pursuant to the Act;
- (w) "Table" means to delay consideration of any matter until a specified time;
- (x) "Town" means the municipal corporation of the Town of Cardston, in the Province of Alberta, or the area within the Town of Cardston's corporate limits, as the context requires.

RULES FOR INTERPRETATION

- 4) The table of contents, marginal notes and headings in this bylaw are for reference purposes only.

PART II – APPLICATION AND GOVERNANCE

- 5) This bylaw applies to all meetings of Council.
- 6) The precedence of the rules governing the procedure of Council is
 - (a) The Municipal Government Act
 - (b) Other Provincial Legislation
 - (c) This Bylaw
 - (d) Robert's Rules of Order

RULES OF PROCEDURE

- 7) In the absence of a statutory obligation, any concern about the procedure or process of a Council meeting may be decided upon and approved by a majority vote of all members present.

PART III – GENERAL RULES OF COUNCIL

MEETINGS *(Amended by 1703A)*

- 8) Regular meetings of Council shall be held in Council Chambers in the Cardston Town Office on the second and fourth Tuesdays of every month or on such other day as Council decides. Pursuant to Section 194 of the MGA, a



special meeting of Council may be called at the discretion of the Mayor by providing not less than 24 hours' notice to the Council, or with less than 24 hours' notice to all councillors and without notice to the public if at least 5 members of council agree to this in writing before the beginning of the meeting.

MEETINGS BY ELECTRONIC MEANS

(Amended by 1703B&C)

- (a)** Council or Committee meetings may be conducted by electronic means in whole or in part by using any telephonic, video conferencing, or other communication methods, or any combination of communication methods made available to the whole of council.
 - i.** A councillor may participate electronically in a regular or special meeting of Council or a Council Committee in accordance with this bylaw.
 - ii.** A councillor who participates electronically is deemed to be present at the meeting.
 - iii.** No councillor shall attend more than 30 consecutive days of meetings solely by electronic means, unless Council passes a resolution granting an extension due to extenuating circumstances.
 - iv.** After 30 consecutive days of electronic-only attendance, a councillor must be physically present at a meeting before resuming further electronic participation, unless Council grants an exemption by resolution.
 - v.** Council retains the discretion to approve longer periods of electronic participation by resolution in cases of illness, employment obligations, or other extenuating circumstances
- (b)** When a Councillor joins a Council meeting by electronic means, the identity of each Councillor must be confirmed by someone present at the meeting. It is sufficient to confirm the identity of a Councillor if another Councillor or Administration identifies the Councillor by name.
 - i.** If attending a special meeting by electronic means without notice being given to the public, the requirement for agreeing in writing can be satisfied by sending an email to the CAO from the Councillors official Council email prior to the start of the meeting. The waiver of notice will indicate the councillor agreed by email, and a printed copy of the email shall be attached to the waiver of notice for approval with



the minutes at the following regular Council meeting.

- (c)** Meetings conducted by electronic means must be open to the public in accordance with section 197 of the Act.
 - i.** If the meeting is in a public place, the public may access the meeting by attending in the public gallery.
 - ii.** If the meeting is not held in a public place, then a link to view the proceedings of the meeting will be provided on the Town website.
 - iii.** Any pertinent information for the meeting required pursuant to the Act will be made publicly available on the Town website before and during the meeting.
 - iv.** Council will comply with all other provisions required by the regulations under section 199(5) of the Act.
- (d)** Any public hearing held under Part 17 of the Municipal Government Act pertaining to planning and development must be conducted to allow for public participation through electronic means.
 - i.** Details for the method by which members of the public may access the meeting and make submission will be provided on the Town website prior to the meeting.

2) The regular meetings of Council shall commence at 5:00 o'clock P.M. and adjourn at 8:00 o'clock P.M., if in session at that hour, unless otherwise determined by a unanimous vote of the members present. Such a motion passed while in Council may extend the time of adjournment to not later than 9:00 o'clock P.M.

QUORUM

- 3)** If there is no quorum present within half an hour after the time appointed for the meeting of Council, the CAO shall call the roll and take down the F of the members present. The Council shall stand absolutely adjourned until the next meeting unless a special meeting is duly called in the meantime.
- 4)** As soon after the hour of the meeting start time as there shall be a quorum present, the presiding officer shall take the chair and call the members to order.
- 5)** In the case where a presiding officer is not in attendance within fifteen minutes after the hour appointed for a meeting, and a quorum is present, the CAO shall call the meeting to order. The Councillors present shall choose a Chairman, by resolution, to preside during the meeting until the arrival of a presiding officer.



PART IV – MEETING DECORUM

- 6)** The presiding officer shall preserve order and decorum and decide questions of order, subject to an appeal to the Council and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of the members present, without debate. This requires a simple majority of Council.
- 7)** Councillors must not:
- (a)** speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada
 - (b)** use offensive words during Council or Committee meetings or against Council, any Councillor or any other person
 - (c)** discuss a vote of Council after the vote has been taken, unless to move to reconsider, renew or rescind
 - (d)** break the rules of Council or disturb the proceedings, or
 - (e)** disobey the decision of the Chair or of the Council on any question of order, interpretation or practice
 - (f)** at Council or committee meetings: influence or communicate with any municipal employees except the CAO or administrative personnel involved with committees of which they are members.
- 8)** The Chair must preserve order and decorum and decide all questions of procedure. When the Chair makes a decision on a question of procedure, he or she must give a reason for the decision.
- 9)** The Chair may call to order any Councillor who is out of order.
- (a)** A Councillor who is called to order must immediately stop talking, but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council will decide the challenge without debate.
 - (b)** If a Councillor has been warned about breaches of order but continues to engage in them, the Chair may name the Councillor by stating his or her name and declaring the



offence. The CAO must note the offence in the minutes.

(c) If a Councillor who has been named:

i. apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting and the Chair may direct that the notation of the offence be removed from the minutes, or

ii. fails or refuses to apologize, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council must vote on a motion to expel without debate.

(d) If a Councillor who has been expelled refuses to leave the meeting room, the Chair may request the Peace Officer or the Royal Canadian Mounted Police to remove the expelled Councillor.

(e) The Chair may order any member of the public who disturbs the proceedings of Council or any Committee by words or actions to be expelled. If the person refuses to leave voluntarily, the Chair may request the Peace Officer or the Royal Canadian Mounted Police to remove the person.

10) When the presiding officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the presiding officer shall cite the rule or authority applicable to the case.

11) Every member wishing to speak to a question or motion shall address the presiding officer only.

12) When two or more members wish to speak to a matter, the presiding officer shall decide who is entitled to speak, but a motion may be made that any person who is addressing the Chair, "be now heard" or, "do now speak" and such a motion shall be put without debate.

13) Any member may require the question or motion under discussion, or any portion thereof, to be heard at any time during debate, but not so as to interrupt a member while speaking.



- 14)** No member shall speak more than once to the same question without leave of the Council, except to ask a question or in explanation of a material part of his speech which may have been misconstrued, and in doing so he is not to introduce a new matter. A reply is allowed to a member who has made a substantive motion, but not to any member who had moved an amendment, the previous question or any instruction to a committee, and no member without the leave of Council shall speak to the same question, or in reply, for longer than ten minutes.
- 15)** When one member feels that an issue is not being heard by the Chair or Council, the Councillor can make a “notice of motion” giving notice to the rest of the Council that the matter is to be on an upcoming agenda, or upon the most reasonable subsequent agenda as mutually agreed by the Chair and the Councillor making the motion. This notice of motion is not to be debated and the subject is to be on the subsequent agenda wherein it will be subject to the debate and vote of the entire Council at that time.

PART V – ORDER OF BUSINESS

AGENDA

- 23)** Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting, which shall be prepared by the CAO in conjunction with the Mayor. Council agenda material shall be provided to members of Council by 4:30 P.M. on the Friday prior to the meeting. If due to some circumstance the agenda cannot be provided by this day and time, notice of when the agenda will be made available will be given to the Mayor and Council no later than the above noted time. Those wishing to have any item of business placed on the Agenda shall make the submissions to the CAO not later than 12:00 P.M. Noon on the Thursday of the week prior to the meeting.
- (a)** The Order of Business in the Agenda shall be as follows:
- i.** Call to Order
 - ii.** Additions and Adoption of Agenda



iii. Delegations

iv. Adoption of Minutes

v. Bylaw and Policy

vi. Other Business

vii. Committee and Other Reports

viii. Question

ix. Correspondence

x. Confidential Items

xi. Adjournment

(b) The Order of Business established in the foregoing paragraph shall apply unless Council has otherwise determined by common consent of the members present. The matter of priority of Council business shall be decided without debate.

24) Notwithstanding the standard order of business, the Mayor and appropriate Committee may arrange for all items dealing with a particular subject to be grouped together on the agenda of any individual meeting.

ADOPTION OF AGENDA

25) Council must vote to adopt the agenda prior to transacting any other business and may:

(a) make a resolution to add new items to the agenda at the beginning, or anytime during the meeting by unanimous vote, or

(b) make a resolution to delete any matter from the agenda by unanimous vote

ADOPTION OF MINUTES

26) The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:

(a) pass a motion to amend the minutes; and

(b) adopt the minutes as amended, and if there are no errors or



omissions, Council must adopt the minutes as presented.

QUESTIONS

- 27)** Any Councillor may make a request for information to be provided to Council on any matter within the municipality's jurisdiction. The CAO or other management personnel may provide an answer at the meeting, or they will provide an answer to the inquiry at the next Council meeting or, if that is not possible, will provide a progress report indicating when the answer to the inquiry may be expected.

PUBLIC HEARINGS

- 28)** At the commencement of a Public Hearing, the presiding officer should:
- (a)** State the matter to be considered at the meeting;
 - (b)** Request that administration present a report on the matter at hand;
 - (c)** Allow any delegation involved in the matter and/or their representatives up to fifteen minutes to present their position. This time does not include the time necessary for him or her to answer questions put by Council. This time may be extended by Council.
 - (d)** Following the presentations, Council shall allow time for anyone from the gallery who wishes to do so to speak in favour or against the proposed bylaw. Persons speaking must state their name, municipality of permanent residence, and if they are speaking for themselves or on behalf of a group or organization. Those wishing to speak in favour may have the opportunity to speak first followed by those who are opposed to the motion.
 - i.** No person may speak longer than 5 minutes exclusive of the time required to answer questions of Council. This limit may be extended by Council.
 - ii.** Persons speaking from the gallery may only do so if they are presenting new information to Council which has not already been addressed by a previous person in the same meeting.
 - iii.** Any person attending a public hearing by electronic means is considered to be a member of



the gallery present at the meeting.

- (e) Following the time allowed for all persons to speak, Council may close the public hearing. As per the Act, Council may then
 - i. Make such amendments as it considers necessary and proceed to pass the proposed bylaw;
 - ii. Defeat the proposed bylaw; or
 - iii. Postpone the proposed bylaw.

DELEGATIONS

29) Individuals or groups who wish to make a presentation to Council must submit a request using the prescribed form in the *Presentations to Council Policy* to the Chief Administrative Officer at least one week in advance of the council meeting they wish to present at. Time sensitive presentations, or requests submitted with adequate background information, may be considered with less than one week's notice at the Chief Administrator's discretion.

(a) Delegations must provide the following information in advance in order to present to Council:

- i. Contact information of the presenter(s)
 - ii. The subject matter and a summary of the presentation
 - iii. A copy of the presentation materials
 - iv. Any other relevant background information
- (b)** Delegations will be scheduled on 15 minute intervals unless more time is required by a decision of the CAO prior to preparation of the agenda or by a majority decision of council at the council or committee meeting.
- (c)** Depending on the information provided and discussed, the Chief Administrative Officer may place the presentation on the appropriate council meeting agenda or refer the request to a staff member or department where the subject matter can be better addressed.
- (d)** Requests for presentations that pertain to a matter outside of the Town of Cardston's jurisdiction, or requests that



contain matters already dealt with by Council without any new information or developments, will not be heard by Council.

(e) Presentations must be consistent with the subject matter provided in the backgrounder on the approved presentation request. Delegations will not be permitted to deviate from their original subject matter.

(f) Groups making a presentation to Council will be required to designate a maximum of two individuals to deliver the presentation.

30) After a person has spoken as a delegation, any Councillor may, through the presiding officer, ask that person or the CAO relevant questions, but may not debate the matter or the answers.

(a) The presentation by a delegation may only be:

i. Received as information without debate,

ii. Referred without debate to a Committee or the CAO for a report, or

iii. Debated if—by unanimous vote—a resolution is passed to allow the discussion to be added to the agenda.

(b) The delegation will receive a written response from either Council or the Chief Administrative Officer on any presentation that requires a decision by Council.

PART VI – MOTIONS AND QUESTIONS

MOTIONS

31) After a motion is read or stated by a member of Council, it shall be deemed to be in the possession of the Council, but may be withdrawn at any time before debate or decision with the permission of the Council.

(a) A motion to refer, until it is decided, shall preclude all amendments to the main question.

32) A motion is not required to be seconded.



- 33)** When a motion is made during a regular meeting, it may be:
- (a)** debated, i.e. may be spoken on
 - (b)** amended, i.e. modified by a subsidiary motion
 - (c)** approved, i.e. carried
 - (d)** negated i.e. defeated
 - (e)** withdrawn, i.e. withdrawn at the request of the maker with the permission of all members of Council present
 - (f)** laid on the table, i.e. laying a pending question aside temporarily
 - (g)** referred, i.e. turning the question over to a Committee or as Council decides, for study
 - (h)** postponed, i.e. postponed to a certain time, a means of avoiding a direct vote until a later time
 - (i)** adjourned, i.e. a motion to close the meeting or adjourning to another place and time to continue the meeting; or
 - (j)** The previous question may be moved, i.e. a motion may be made to close debate and amendment of a pending motion so that it will come to an immediate vote.
 - (k)** The previous question, until it is decided, shall preclude all amendments and debate of the main motion and shall be put forthwith without debate in the form; "That the main question be now put", and if this question is resolved in the negative, then the main motion is superseded and the next item of business or motion must be submitted to Council. This requires a 2/3 majority.
- 34)** No motion shall be offered that is substantially the same as one on which judgement of the meeting has already been expressed during the same meeting.
- 35)** A motion to adjourn the Council or the debate shall always be in order but no second motion to the same effect shall be made until after some intermediate proceedings have been had.
- 36)** Unless otherwise specifically provided in this Bylaw the following motions are debatable by the Council:
- (a)** A motion arising out of any matter or thing included in the



agenda for the Council meeting at which it is debated;

- (b)** A motion concerning any matter or thing tabled indefinitely from a previous meeting of the Council or tabled for the meeting at which it is discussed;
 - (c)** A motion for adoption of, rejection of, referral back, or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council;
 - (d)** A motion for the previous question;
 - (e)** A motion for a reading on a bylaw;
 - (f)** A motion for the appointment or dismissal of a Committee, or referral to a Committee of any matter before the Council;
 - (g)** A motion for the Council to close a portion of a meeting;
 - (h)** A motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of any Bylaw properly before the Council;
 - (i)** Such other motion made upon routine proceedings of Council as may be necessary for conducting of the business of Council and the observance of its properties.
- 37)** When a motion has been made and is being considered by the Council, no other motion may be made and accepted except:
- (a)** A motion to refer the main question to some other person or group for consideration;
 - (b)** A motion to amend the main question;
 - (c)** A motion to table the main question;
 - (d)** A motion to postpone the main question to some future time;
 - (e)** A motion for the previous question;
 - (f)** A motion to adjourn the meeting provided that a motion to table shall not be debated except as to the time when the matter will again be considered;
 - (g)** A motion to extend the meeting;
 - (h)** A motion of privilege or order.



QUESTIONS

- 38) Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding officer so directs.
- 39) After the presiding officer finally puts any question, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the presiding officer as to whether the question has been finally put shall be conclusive.
- 40) Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, they shall appraise the members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- 41) Whenever any matter of privilege arises, it shall be immediately taken into consideration.

PART VII – ORDER OF PROCEEDINGS IN CLOSED MEETINGS

- 42) The rules of the Council shall be observed in closed meetings as far as may be applicable.
- 43) Council 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*.
- 44) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public.

PART VIII – READING OF PROPOSED BYLAWS

- 45) When a proposed Bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof. When a Bylaw has been read a third time and finally passed, the CAO shall keep on file correct copies thereof, including amendments, if any.



- 46)** A Bylaw appearing upon the Council Agenda when listed as read for first reading shall be introduced by a member moving that the bylaw (quoting the name of the bylaw) be read a first time. After first reading, the Bylaw may be debated, referred or laid over.
- 47)** Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto, and the CAO shall retain the original of every Bylaw on file and properly record amendments thereto.
- 48)** Every Bylaw, which has passed the Council, and signed by the Mayor and the CAO, and dated as to the day of the signatures, shall be securely deposited by the CAO.

PART IX – APPOINTMENT AND ORGANIZATION OF COMMITTEES OF COUNCIL

COUNCIL COMMITTEE OF THE WHOLE

- 49)** All committees and special committees shall be appointed on a motion of a member of Council by consent of a majority of the members present at the annual organizational meeting of Council.
- 50)** A council committee to be known as Committee of the Whole is hereby established.
 - (a)** Membership of the Committee of the Whole shall consist of all members of Council.
 - (b)** Committee of the Whole shall meet the first Tuesday of every month unless otherwise determined by Council. The meeting shall commence at 5:00 p.m. and adjourn by 8:00 p.m. A motion passed by the Committee may extend the meeting to no later than 9:00 p.m.
 - (c)** The agenda for the Committee of the Whole shall be the same format and order as the agenda for regular Council meetings.
 - (d)** The business of Committee of the Whole meetings shall be conducted in accordance with the rules governing procedure in the Council, or as provided by Committee



bylaw.

- (e) The function of the Committee of the Whole is to discuss and debate the details of matters brought before Council prior to motions being tabled in a regular Council meeting.

ORGANIZATIONAL MEETINGS

- 51) At the organizational meeting following a general municipal election, Council
 - (a) shall appoint one (1) of the six (6) Councillors as Deputy Mayor and Chairman of the Committee of the Whole and that Councillor will serve as Chairman of the Committee of the Whole for a period of eight (8) months; and
 - (b) adopt a rotational schedule defining which of the other Councillors shall serve as Deputy Mayor and Chairman of the Committee of the Whole for the remainder of time before the next general election. Each Councillor will serve as Chairman of the Committee of the Whole for a term of eight (8) months.
- 52) At each organizational meeting Council shall appoint members of Council to Statutory Committees that from time to time are required.

COMMITTEES

- 53) Any member of the Council or resident may be placed on a committee notwithstanding the absence of any such member at the time of their being named upon such committee.
- 54) In the absence of the appointed member of Council, the Mayor shall be an ex-officio member of all committees and the Mayor, as such member of the committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees. Ex-officio status is not conferred on any other elected official.
- 55) Each Committee shall meet at dates and times to be recommended by each committee and approved by Council.
- 56) A special committee may be appointed at any time by Council or by the Mayor acting upon the instruction of Council, provided only that a motion has been adopted specifying the matters to be dealt with by the committee, and including the



term of the committee.

PART X – REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE

- 57)** The business of committees and special committees shall be conducted in accordance with the rules governing procedure in the Council, or as provided by committee Bylaw.
- (a)** The Chairman shall preside at each meeting and shall vote on all motions submitted, and upon an equal vote the motion shall be defeated.
- (b)** In the absence of the Chairman, and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairman during the meeting, or until the arrival of the Chairman.
- 58)** The general duties of the Committees of Council shall be as follows:
- (a)** To review all matters connected with the duties imposed upon each such committee and to recommend such action by the Council as it deems necessary within its terms of reference.
- (b)** To observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.
- (c)** The reports of all committees shall be made to the Council prior to the same being given to the public.
- 59)** It shall be the duty of the CAO to give notice of all meetings to all members of each committee and such other persons, whose presence is desired, and to attend, or cause to be attended by an assistant, all meetings of the committees, and to ensure the recording of minutes, reports and requests of all such meetings.



PART XI – GENERAL

EFFECTIVE DATE

60) This Bylaw shall come in force upon the date of its third and final reading.

REPEAL

61) Bylaw 1652 and amendments there to shall be rescinded.

Received First Reading this 23rd day of November, 2021

Received Second Reading this 14th day of December, 2021

Received Third & Final Reading this 14th day of December, 2021

Signed by the Mayor and the Chief Administrative Officer this this 14th day of December, 2021

Amended by 1703A this 12th day of September, 2023

Amended by 1703B this 29th day of April, 2025

Amended by 1703C this 24th day of June, 2025

