

TOWN OF TROCHU

BYLAW NO. 2025-04

PROCEDURE BYLAW

A BYLAW OF THE TOWN OF TROCHU, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COMMITTEE MEETINGS

WHEREAS: it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

AND WHEREAS: pursuant to the *Municipal Government Act, R.S.A. 2000, c. M-26*, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council Committees;

AND WHEREAS: Council hereby establishes the following rules and regulations for the order and conduct in which all Council and Council Committee meetings shall transact its business.

NOW THEREFORE, the Council of the Town of Trochu duly assembled enacts as follows:

1. – SHORT TITLE:

1.1 This Bylaw may be cited as the "Procedure Bylaw".

2. – DEFINITIONS:

2.1 "**Act**" means the *Municipal Government Act (MGA), R.S.A. 2000, c.M-26*, any regulations thereunder and any amendments or successor legislation thereto.

2.2 "**Administration**" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all Town of Trochu staff who operate under the leadership and supervision of the Chief Administrative Officer.

2.3 "**Advertising Bylaw**" means the Town of Trochu's current Advertising Bylaw.

2.4 "**Agenda**" means the agenda for regular or special meetings of Council prepared pursuant to Section 9 of this Bylaw.

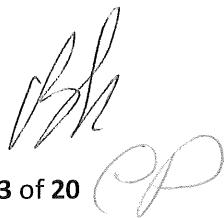
2.5 "**Chief Administrative Officer (CAO)**" means the Chief Administrative Officer of the Town of Trochu, or their designate.

2.6 "**Closed Session**" means a confidential portion of a council or committee meeting that is closed to the public in accordance with the *Freedom of Information and Protection of Privacy Act*, and at which only members of Council and other persons designated by Council may attend.

2.7 "**Committee**" means any committee, board or other body established by Council under the *Municipal Government Act*.

- 2.8 **"Committee of the Whole (C.O.W.)"** means a meeting that permits Council to function informally and with freedom of debate where decisions are referred to a regular meeting.
- 2.9 **"Council"** means the Council of the Town of Trochu.
- 2.10 **"Councillor"** means a member of Council including the Mayor elected pursuant to the provisions of the *Local Authorities Election Act*.
- 2.11 **"Delegation"** means any person, or group of persons, firm or organization that is neither a member of the committee or council, wishing to address a committee or council upon a request to the Chief Administrative Officer.
- 2.12 **"Deputy Mayor"** means the member who is appointed by Council pursuant to the *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor.
- 2.13 **"Electronic Communications"** means that members of Council may attend a Council or committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.
- 2.14 **"Emergency"** means a situation or the threat of an impending situation adversely affecting property and/or the health, safety, and welfare of the Town of Trochu, which by its nature and magnitude requires a timely, coordinated, and controlled response.
- 2.15 **"Emergent Resolution"** means a resolution that is deemed to be necessary to take an expedient action for the benefit of the Municipality that should happen before the next regularly scheduled Council meeting.
- 2.16 **"Ex-officio"** by right of office, a member to all boards and committees in the absence of the appointed or alternate member.
- 2.17 **"FOIP Act"** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25, any regulations thereunder and any amendments or successor legislation thereto
- 2.18 **"Governance and Priorities Committee"** means the members of Council and administrative leadership team.
- 2.19 **"Lay on the table"** means a pending question is set aside temporarily when something more urgent has arisen.
- 2.20 **"Local Authorities Election Act"** means the *Local Authorities Election Act, Statutes of Alberta 2000, c.L-21*, and amendments thereto.
- 2.21 **"Mayor"** means the Chief Elected Official of the Town of Trochu, pursuant to the *Municipal Government Act*, and appointed by Council.
- 2.22 **"Meeting"** means any regular, special, or other meeting of Council or of a committee, as the context requires.

- 2.23 **"Member"** means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council Committee appointed by Council.
- 2.24 **"Member at Large"** means a member of the public appointed by Council to a Committee of Council.
- 2.25 **"Municipality"** means the Municipal Corporation of the Town of Trochu.
- 2.26 **"Notice of Motion"** is the means by which a member of Council brings business before Council that is not on the approved agenda.
- 2.27 **"Orders of the Day"** means the agenda for the meeting.
- 2.28 **"Point of Order"** is the raising of a question by a member to call attention to any departure from the Procedural Bylaw.
- 2.29 **"Point of Privilege"** means a matter that is not related to the pending business and has to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. It affects Council or Committee collectively or the conduct of individual Members and includes, but is not limited to, the following:
- a. The comfort of Members;
 - b. The conduct of Members;
 - c. The conduct of Administration;
 - d. The conduct of members of the public in attendance at the meeting; or
 - e. The reputation of members or of Council or a Committee as a whole.
- 2.30 **"Postpone"** means to delay the consideration of any matter either to a definite time when further information is to be obtained or indefinitely.
- 2.31 **"Presiding Officer"** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other member of Council chosen to preside at the meeting.
- 2.32 **"Previous Question"** means a motion to end debate and vote on the motion under debate.
- 2.33 **"Privileged Motion"** means a motion that is granted precedence as it concerns matter of great importance or urgency and is not debatable.
- 2.34 **"Public Hearing"** means a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*.
- 2.35 **"Quorum"** means the majority of all members of Council, being fifty percent (50%) plus one (1) unless Council provides otherwise in this Bylaw.

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- 2.36 **"Recess"** means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting.
- 2.37 **"Rescind"** means to repeal, cancel, or revoke.
- 2.38 **"Reconsider a Motion/Resolution Passed at the Same Meeting"** allows a motion to be brought back by a member who voted on the prevailing side. When a motion is lost on a tie vote, the prevailing side is those who voted against the motion.
- 2.39 **"Reconsider a Motion/Resolution Passed at a Previous Meeting"** allows a motion to be brought back only if the motion has not been acted upon and requires a two-thirds vote without notice, or a majority vote of all members who voted with the prevailing side and are present or have been notified.
- 2.40 **"Recorded Vote"** means the making of a written record of the name and vote of each member who votes on a question and each member present who does not vote.
- 2.41 **"Roberts Rules of Order"** is a manual of parliamentary procedure with the object being to assist an assembly to accomplish the work for which it was designed.
- 2.42 **"Special Meeting"** means a meeting called by the Mayor pursuant to the *Municipal Government Act*.
- 2.43 **"Special Resolution"** means a resolution passed by a two-thirds (2/3) majority of all Council members or two-thirds (2/3) of all members of a Committee.
- 2.44 **"Table"** means a motion to delay consideration of any matter, to deal with more pressing matters, and does not set a specific time to resume consideration of the matter.
- 2.45 **"Town"** means Town of Trochu.
- 2.46 **"Vote by Raising a Hand"** means each member present shall indicate a vote by raising his/her hand when the question is called by the chairman for either "those in favor" or "those opposed".
- 2.47 **"Withdraw a Motion"** permits a member to remove a question from consideration even after the motion has been restated by the chair.

3. - APPLICATION:

- 3.1 Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice-versa.
- 3.2 Words importing the singular shall include the plural or vice-versa whenever the context so requires.
- 3.3 This Bylaw shall govern the proceedings of Council, and all Committees established by Council and shall be binding upon all Committee members whether Council or Members at Large.

- 3.4 Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with the *Act*; and then, "*Roberts Rules of Order*," in that order.
- 3.5 In the absence of statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds (2/3) of all members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.

4. - ORGANIZATIONAL MEETING:

- 4.1 Council shall hold an Organizational Meeting not later than two (2) weeks after the third Monday in October each year.
- 4.2 The CAO shall set the time and place for the Organizational Meeting, the business of the meeting shall be limited to:
- a. Election of Mayor and Deputy Mayor:
 - i. The Chief Elected Official, who shall be referred to as the Mayor, unless the Council directs that another title appropriate to the office be used, shall be appointed by Council, pursuant to the *Local Authorities Election Act*.
 - ii. The Deputy Mayor shall be appointed by Council, pursuant to the *Local Authorities Election Act*.
 - iii. The Mayor and Deputy Mayor shall take the prescribed oath of office.
 - iv. Until the Mayor has taken the oath of office, the CAO or designate shall chair the Organizational Meeting.
 - b. Additional items following an election year:
 - i. Oath of Office – every member of Council must take the official oath of office prescribed by the *Oaths of Office Act R.S.A., 2000, c O-1*. The *Act* states that members of Council may not carry out any power, duty, or function until they have taken the official oath.
 - ii. Councillor Code of Conduct Bylaw – every member of Council must review as per the Council orientation process.
 - iii. Councillor Disclosure, Conflicts of Interest – every member of Council must complete as per Section 171 of the *Act*.
 - iv. Procedure Bylaw – every member of Council must review as per the Council orientation process.
 - c. Setting the date and location of Regular Meetings:
 - i. The date and time of regular Council meetings will be determined at the annual Council Organizational meeting.
 - ii. Unless approved by a majority vote of Council, regular meetings of Council shall be located in the Council Chambers of the Town of Trochu Municipal Office located at 222 Northfield Road in Trochu Alberta.

- d. The appointments of members to Committees which Council is entitled to make:
 - i. Appointments of Council members to Committees shall be for a term of one (1) year, unless otherwise specified and reviewed at the Organizational Meeting.
- e. Other appointments as per legislation:
 - i. Appointment of the CAO, as per Bylaw.
 - ii. Appointment of the Director of Emergency Management, as per Bylaw.
 - iii. Appointment of the Municipal Assessor.
 - iv. Appointment of the Municipal Auditor.
 - v. Appointment of or authorization to appoint the Assessment Review Board Clerk.
 - vi. Appointment of or authorization to appoint the Subdivision and Development Appeal Board Clerk.
 - vii. Designation of the Town's Banking Institution
 - viii. Naming of the Town's signing authorities.
- f. Any other business required by the *Act*, or which Council or the CAO may direct.

5. - REGULAR AND SPECIAL MEETINGS:

- 5.1 All Council meetings will be advertised in accordance with the *Municipal Government Act*.
- 5.2 If there are changes to the date and time of a regular meeting, the Municipality must give at least twenty-four (24) hours' notice of the change to all members and post the notice as per the *Municipality's* current "Advertising Bylaw".
- 5.3 All meetings will be open to members of the public, except for Closed Session portions of the meeting.
- 5.4 Council has the authority to move into "Closed Sessions" pursuant to the *Act* for the purposes of:
 - a. Protecting the Municipality, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information.
 - b. To comply with Division Two of Part One of the *FOIP Act*.
- 5.5 In accordance with the MGA, Section 153 and the FOIP Act, all members are required to keep in confidence all matters discussed in closed session until the item is discussed at a meeting held in public.
- 5.6 Matters which may be discussed in a Closed Session include the following:
 - a. Wages, salary, and other personnel matters.
 - b. Any information regarding contract negotiations.
 - c. The acquisition, sale, lease, or exchange of land.
 - d. Matters involving litigation, or the discussion of legal advice provided to the Municipality.
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Information pertaining to the Town's accounting practices.

- 5.7 Where a Council or Council Committee closes all or part of a meeting to the public, the Council or Council Committee may allow one or more persons to attend, as it considers appropriate.
- 5.8 Council or Committee has no power at a Closed Session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting, except as:
- a. A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the *Municipal Government Act*, may deliberate, and make its decision in a meeting closed to the public.
- 5.9 After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

6. - QUORUM:

- 6.1 As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the Chair and call the meeting to order. A quorum is four (4) members who are eligible to vote.
- 6.2 In case the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the CAO shall call the meeting to order, and a Chairman shall be chosen by the Councillors present who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
- 6.3 If there is no quorum present within fifteen (15) minutes after the time appointed for a regular meeting of Council, the CAO shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting, unless a special meeting has been duly called in the meantime. Notice of adjournment, and the date and time of the next meeting shall be posted on the exterior door of the Town Office and, as per the Town of Trochu's current "*Advertising Bylaw*."
- 6.4 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
- a. The declaration of pecuniary interest or conflict of interest; or
 - b. From a Councillor or Mayor not being present for all or part of a Public Hearing.

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

- 6.5 If a quorum is lost for any other reason than those aforementioned in, Section 6.4, the meeting is adjourned.

7. - MEETING THROUGH ELECTRONIC COMMUNICATIONS:

- 7.1 Pursuant to Section 199(1) of the *Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:

- a. Notice is given to the public of the meeting, including the way in which it is to be conducted,
- b. The facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and
- c. The facilities enable all the meeting's participants to watch or hear each other.

7.2 A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

7.3 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

7.4 When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

7.5 Council through resolution has the authority to deny the use of electronic meeting participation if in their opinion the location is disruptive to the meeting, not secure, and is located in a place deemed inappropriate.

8. - CANCELLATION OF MEETINGS:

8.1 A regular meeting may be cancelled:

- a. By a vote of the majority of members at a previously held meeting; or
- b. With the written consent of a majority of members, providing twenty-four (24) hours' notice is provided to members and the public; or
- c. With the written consent of two-thirds (2/3) of the members of Council if twenty-four (24) hours' notice is not provided to the public.

8.2 A special meeting of Council may be cancelled:

- a. By the Mayor if twenty-four (24) hours written notice is provided to all members and the public; or
- b. By the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

8.3 Notice of a cancelled regular Council meeting will be posted as per the Town of Trochu's current "Advertising Bylaw."

9. - AGENDAS FOR COUNCIL MEETINGS:

9.1 Prior to each regular meeting the CAO or designate shall prepare an "Agenda" of all matters to be brought before council. To enable the CAO to do so, all documents and notice of delegations intended to be submitted to the council shall be received by the CAO not later than 10:00 a.m. on a business day at least five (5) days before the meeting.

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- 9.2 The CAO or designate, shall provide copies of the agenda to the members not later than 4:30 p.m. three (3) days prior to the meeting.
- 9.3 Where the deadline in sections 9.1 and 9.2 is not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- 9.4 When a communication intended for Council is received by the CAO, they shall place it on the agenda of Council, unless the CAO considers the matter contained in the communication to be impertinent, improper, libellous, or administrative in nature; in which case the CAO shall advise the originator that the communication is not being sent to the Council.
- 9.5 The order of business as established in this Bylaw shall apply for all regular Council meetings unless the members of Council present, by a two-thirds (2/3) majority vote, agree to any change.
- 9.6 The order of business on the agenda shall be as follows:
- a. Call to order
 - b. Additions and/or Deletions to Agenda
 - c. Adoption of Agenda
 - d. Adoption of the Previous Minutes.
 - e. Housekeeping
 - f. Public Hearing (if applicable)
 - g. Delegations, Petitions or Presentations
 - h. Reports
 - i. Correspondence
 - j. Finance
 - k. Old and Unfinished Business
 - l. Bylaws, Policies, Procedure and Agreements
 - m. New Business
 - n. Special Projects
 - o. Closed Session (Confidential Items)
 - p. Adjournment
- 9.7 In a Closed Session items shall be distributed as follows:
- a. Confidential material will be distributed to each Council member after Council has passed a resolution to move into a Closed Session and all documents are to be returned to the CAO or their designate at the conclusion of the Closed Session portion of the meeting.

10. - MINUTES:

- 10.1 The CAO may delegate any duties relating to Council to other administrative personnel but shall accept all responsibilities of the duties.
- 10.2 If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

- 10.3 The minutes shall indicate each time a member of Council is absent, and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest as well as the general nature of the pecuniary.
- 10.4 The CAO or designate, shall, whenever a recorded vote is requested by a member of Council, record in the minutes the name of each member of Council present and whether each member voted for or against the matter.
- 10.5 An administrative personnel, shall record the motion to proceed to a Closed Session where Council shall state the section of the enabling *Freedom of Information and Protection of Privacy Act*.
- 10.6 An administrative personnel, shall record the names of one or more persons attending the Closed Session along with stating the reason for their attendance in the minutes of the Council meeting.

11. - DELEGATIONS, PETITIONS OR PRESENTATIONS:

- 11.1 The Delegations portion of Council meetings shall provide:
- a. An opportunity for individuals to appear as a formal delegation (i.e., they have submitted information in accordance with Section 9.1. of this Bylaw and their submission has been included in the agenda package distributed to Council); and
 - b. All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter
- 11.2 When a person wishes to appear before the Council to present a petition, or speak on behalf of a delegation, the information will be submitted in accordance with Section 9.1 of this Bylaw and the presentation to Council shall be limited to fifteen (15) minutes, followed by questions from Council members.
- a. In the event, that all persons who expressed an interest to speak at a Council meeting cannot be heard within the allotted amount of time for presentations, they will be invited to attend and appear before the next regular Council meeting, otherwise a time extension beyond the fifteen (15) minutes is subject to the discretion of the Presiding Officer.
- 11.3 Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or require a statutory Public Hearing.
- 11.4 A response to each speaker's comments/concerns will be provided through one (1) or more of the following:
- a. A resolution of Council at the regular Council meeting; or
 - b. Referral of the matter to the CAO for review and recommendation at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter.

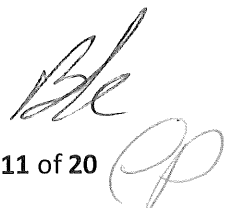
- 11.5 All rules of Council in this Procedural Bylaw shall apply to each, and every member of the delegation.

12. - GENERAL RULES OF COUNCIL:

- 12.1. Meetings of Council shall adjourn at 10:00 P.M., unless the members of Council present, by a two-thirds (2/3) majority vote, agree to extend the time.
- 12.2. Every person wishing to speak during a Council meeting shall address the Mayor or Presiding Officer. No person shall be permitted to speak unless and until, that person has been recognized by the Presiding Officer; and then, only so long as all remarks are addressed to the Presiding Officer.
- 12.3. The Mayor or Presiding Officer with the approval by resolution of the members may authorize a person in the gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
- 12.4. Council or Council Committee meetings may be filmed or recorded by accredited media upon permission of Council.
- 12.5. All recording devices must be turned off unless authorized by Council.
- 12.6. Personal smartphones, tablets, and other electronic devices must be turned off or set in the silent mode prior to entering Council Chambers by members of the gallery, unless otherwise authorized by Council.
- 12.7. Signs advising members of the gallery are to be posted on restrictions on use of electronic devices in Council Chambers. The Mayor is to make note of Council Chamber restrictions at the start of each meeting.
- 12.8. A meeting may be adjourned by a motion or the declaration of the Presiding Officer.
- a. A declaration by the Presiding Officer to adjourn a meeting may be appealed through a motion decided by a majority of members.

13. - MOTIONS:

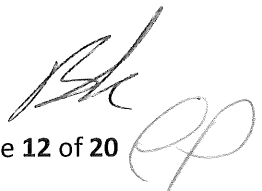
- 13.1 A motion must be made prior to any debate or vote occurring.
- 13.2 Motions do not require a seconder.
- 13.3 A recommendation in a report is not a motion until a Councillor moves it.
- 13.4 The CAO or designate, shall record all motions in writing before the motion is debated or put to a vote.
- 13.5 All motions shall be stated by the Presiding Officer or CAO before being debated or voted on.

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- 13.6 When speaking to a motion a member shall, before entering upon the substance of their remarks, state whether they are for or against the motion.
- 13.7 No motion shall be offered that is substantially, the same as one that has already been expressed during the same meeting.
- 13.8 Where a matter under consideration contains several distinct propositions, a member may request, or the Presiding Officer may direct, that each proposition be made as a separate motion.
- 13.9 Council shall only consider one motion at a time.
- 13.10 After the vote has been called for by the Mayor or Presiding Officer, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared.
- 13.11 Voting on all motions shall be done by clearly raising one (1) hand in such a clear manner that they may be easily counted by the Presiding Officer. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, the Mayor or Presiding Officer shall declare whether it was "carried", "carried unanimously", or "defeated". Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present, who are eligible to vote, shall decide a question or motion before the Council. If the vote results in a tie, the motion will be considered defeated.
- 13.12 The following motions are non-debateable by members:
- a. Adjournment; or
 - b. To take a recess; or
 - c. Point of Privilege; or
 - d. Privileged Motion; or
 - e. Point of Order; or
 - f. To limit debate on a matter before members; or
 - g. To table the matter to a specified time.

14. - MOTIONS BEFORE COUNCIL:

- 14.1 No motion will be made while a delegate is present.
- 14.2 All relevant parties must be notified in writing of the decision of Council.
- 14.3 When a motion has been made and is being considered by the Council, no other actions may be considered except:
- a. A motion to refer the main motion to Committee of the Whole, to Administration, a Council Committee or some other person or group for consideration.
 - b. A motion to amend the motion.
 - c. A motion to table the motion (the motion remains pending in order to address another urgent matter at that meeting).

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- d. A motion to postpone the motion to a future date (not beyond the third month from when it was presented).
- e. To withdraw the motion if the motion to withdraw is made by the mover.
- f. A motion to adjourn the meeting, and any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or,
- g. A motion of privilege, an incidental or a subsidiary motion.
- h. When the Mayor or Presiding Officer, is called on to decide a Point of order or practice, the point shall be stated clearly and without unnecessary comment, except to cite the specific departure from the Procedural Bylaw.
- i. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of members present.
- j. A motion to appeal the decision of the Mayor is an appeal which Council must decide and must be made before other business is resumed. If the decision of the Mayor is appealed, the Mayor shall give concise reasons for such ruling and Council, without debate, shall decide the question. The ruling of Council shall be final.

14.4 A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude all amendments to the main motion. A motion to refer or postpone is debatable, while a motion to table is not. A motion to adjourn is not debatable except as allowed in Section 14.3(e) above.

14.5 Each motion to amend a motion, or a motion to amend an amendment to a motion:

- a. Must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion.
- b. Must not propose a direct negative which would be considered out of order.
- c. Shall be put to the Council in the reverse order to that in which they are moved and must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and only one (1) amendment to an amendment shall be allowed at one (1) time.
- d. Shall not be moved by the original mover of the motion or the amendment.
- e. Must not enlarge the scope of the amendment (an amendment to an amendment) but should only deal with matters not covered by the original amendment.
- f. Shall only be sub-amended one (1) time. A request for a second amendment to an amendment requires the current motion to be defeated and a new motion to be moved.

14.6 A motion to reconsider a motion shall:

- a. only be made at the same meeting the motion was decided.
- b. only be made by a member who voted with the prevailing side of the motion involved.
- c. not be proposed more than once for a specific motion at any, one (1) meeting of Council.
- d. be decided by a majority of the members of Council present; and,
- e. not be allowed on a motion of adjournment.

14.7 A motion to rescind a previous motion of Council may:

- a. Be made by any member of the Council; and



- i. be offered at any time subsequent to the meeting at which the original motion was passed.
- ii. be passed by:
 - a. a vote of two-thirds (2/3) of the members of Council (who hold office at the time) when the motion is without notice; and
 - b. a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the inclusion of the item on an agenda delivered to the members of council before the meeting.

14.8 A motion to rescind a previous motion of Council as per Section 14.7 shall not be made:

- a. if the previous motion has been acted upon to the extent that the Municipality has undertaken or become subject to any liability or obligation; or
- b. if the previous motion was a motion for a reading of a bylaw.

14.9 A motion that will address a bylaw for first reading shall be decided without amendment or debate, but motions for subsequent readings are debatable. Each bylaw shall be read a first, second and third and final time before being signed by the Mayor and CAO. Unanimous agreement is required to have the third and final reading at the same meeting. A motion cannot amend or change a bylaw; only an amending bylaw can make the change.

15. - NOTICE OF MOTION:

15.1 Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the minutes.

15.2 A written copy of the Notice of Motion shall be provided to the CAO prior to the meeting's adjournment.

15.3 The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.

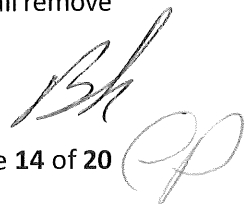
15.4 Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.

15.5 A Notice of Motion cannot be made at a Special Council meeting.

15.6 A Notice of Motion is not debatable until a Council member moves the motion.

16. - VOTING – PECUNIARY INTEREST:

16.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the *Act*) in any matter before Council, any Committee of Council or any Board, Commission, Committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any questions relating to the matter and shall remove themselves from the room until the matter is concluded.

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16.2 Where the member of Council has left the meeting under Section 16.1:

- a. The reason for and time of the member of Council's departure, and return, if any, shall be recorded in the minutes.
- b. If Council amends the motion before it, Council shall recess to allow the CAO to endeavour to advise the member of Council who has left the meeting of the amendment so that the Councillor may determine whether they remain in a conflict of interest; and
- c. Council shall not consider any other agenda item until the CAO has endeavoured to advise the member of Council who left the meeting because of a conflict that there is a new agenda item before the meeting.

17. - PETITIONS:

17.1 Statutory petitions will be submitted to the CAO and will be processed in accordance with the *Act*.

17.2 On receipt of a non-statutory petition, the CAO may do the following:

- a. Include it as an item on the agenda for the next regular meeting of Council in full or summary form.
- b. Refer it to administration for a report to Council or appropriate Council Committee.
- c. Circulate it to the members of Council individually as information if it does not require any further action by Council.

18. - COMMITTEES AND BOARDS:

18.1 The Council shall appoint representatives to such Committees, Boards and Commissions as required by legislation, agreement, or bylaw and as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.

18.2 The Council may make appointments to a Committee at any time, providing that the Council has adopted a bylaw specifying the terms of reference of the Committee.

18.3 A special Committee may be appointed at any time by the Council or by the Mayor acting upon the instructions of the Council, providing that a motion has been adopted specifying the matters to be dealt with by the Committee.

18.4 The business of standing and special Committees including Council Committee meetings in Closed Session, shall be conducted in accordance with the rules governing procedure in the Council, except that no motion need be recorded, no member shall be limited as to the number of times allowed to speak to the questions under consideration and no member may move the previous question.

18.5 It shall be the duty of the Chairman of each Board or Committee (or their designee) to summon members for meetings.

18.6 The Mayor shall be ex-officio member of all Council Committees and bodies which Council has a right to appoint members under the *Act* and should they so desire, may direct another Councillor

to attend a meeting in their place. This section does not apply to certain Committees such as the Subdivision Development Appeal Board, Assessment Review Board, etc.

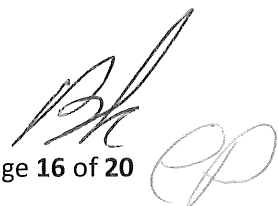
- 18.7 Appointed Council members shall keep the rest of the Council informed of the actions of Committees or Boards to which they are appointed by Council, by providing regular activity highlights through their Councillors' reports.

19. - BYLAWS:

- 19.1 Bylaws shall be passed in accordance with the *Act*.
- 19.2 Every proposed bylaw must have three (3) distinct and separate readings.
- 19.3 If a bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next regular meeting of Council.
- 19.4 A proposed bylaw must not have more than two (2) readings at a Council meeting unless the Councillors present unanimously agree to consider third reading at that meeting.
- 19.5 Every bylaw which has been passed by Council shall immediately after being signed be securely filed.
- 19.6 The Presiding Officer and CAO shall initial each page of the passed bylaw.

20. - PUBLIC HEARINGS:

- 20.1 The conduct of any Public Hearing shall be governed by the *Act* and this Bylaw.
- 20.2 Public Hearings shall be advertised to the public in accordance with the *Act*, and as per the Town's "Advertising Bylaw".
- 20.3 Wherever possible, persons interested in speaking at a Public Hearing should register with the CAO prior to the Public Hearing.
- 20.4 The Presiding Officer shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
- 20.5 The CAO shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
- 20.6 The Presiding Officer shall ask the CAO/Clerk if any written submissions have been received. If so the CAO/Clerk shall read them at this time.
- 20.7 The Presiding Officer shall request those who wish to make presentations to identify themselves. The Mayor shall then open the floor to public presentations.



- 20.8 The Presiding Officer shall call upon those persons who have registered with the Chief Administrative Officer to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 20.9 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the CAO and retained for information purposes.
- 20.10 Verbal presentations shall be limited to five (5) minutes unless there is consent by Council to extend the allotted time.
- 20.11 If no one is present to speak to a proposed bylaw which requires a Public Hearing, Council may hear an introduction of the matter from administration, ask relevant questions, and then must vote to close the Public Hearing.
- 20.12 Following public presentations, the Mayor shall close the Public Hearing.
- 20.13 After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may;
- a. pass the bylaw or resolution; or
 - b. make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 20.14 When a Public hearing on a proposed bylaw or resolution is held, a Member:
- a. must abstain from voting on the bylaw or resolution if the member was absent from all of the Public Hearing; and
 - b. may abstain from voting on the bylaw or resolution if the member was only absent from a part of the Public Hearing.

21. PUBLIC HEARINGS PROCEDURES CONDUCTED BY ELECTRONIC MEANS

- 21.1 In the event that the Municipal Government Act provisions require Public Hearings to be conducted by electronic means, Section 21 will apply in addition to the procedures outlined in Section 20.
- 21.2 In the event that the Municipal Government Act provisions allow for Public Hearings to be conducted by electronic means and Council determines it appropriate to hold a Public Hearing through the use of electronic means, Section 21 will apply in addition to the procedures outlined in Section 20.
- 21.3 The Chief Administrative Officer shall ensure that all notices include that the Public Hearing is to be conducted by electronic means and provide the method in which the public can view the meeting.

- 21.4 All materials that would otherwise be available during an in-person hearing will be made available through the Town of Trochu's public website.
- 21.5 Individuals will be required to provide their contact information to be used in the event that they are disconnected from the hearing and to identify them in the hearing proceedings. The Town will make a reasonable attempt to re-connect with any pre-registered individuals in the event that they are disconnected but reserves the right to proceed with the hearing at their discretion.
- 21.6 Each individual is responsible for their own electronic connection; no action shall be invalidated on the grounds that the loss of, or poor quality of, an attendee's connection prevented them from viewing or participating in the hearing.
- 21.7 During the public hearing process individuals must have their cameras activated and be visible to the members of the meeting to be considered present, unless otherwise permitted by the Chair.
- 21.8 The Chair has the authority to end an individual's electronic participation in an electronic hearing if, in their determination, it is disruptive to the hearing, or the location is not secure or appropriate. The Chair's decision to do so shall be announced and recorded in the minutes.
- 21.9 The Chair must be physically present to preside over a hearing that is being held electronically. If the Chair wishes to participate in the hearing electronically, they must vacate the position for that hearing.
- 21.10 During the public hearing process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
- 21.11 The Chair may direct the muting of an individual connection. The Chair's decision to do so shall be announced during the meeting and recorded in the minutes.

22. - GOVERNANCE AND PRIORITIES COMMITTEE

- 22.1 There shall be a Governance and Priorities Committee comprising of all Councillors.
- 22.2 The general responsibility of the Governance and Priorities Committee shall be to analyze any and all matters placed before it, as set out in the *Municipal Government Act*, and indicate to Council by recommendation the ways and means of dealing with the said matters before it and to advise the course of action.
- 22.3 Subject to the Act, the Governance and Priorities Committee may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
- a. Budget;
 - b. Audit;
 - c. Transportation issues;

- d. Development issues;
- e. Strategic planning;
- f. Legislative reform;
- g. Policing matters;
- h. Policy formulation; and
- i. Corporate planning.

22.4 The Governance and Priorities Committee may:

- a. Conduct non-statutory public hearings;
- b. Receive delegations and submissions;
- c. Meet with other municipalities and other levels of government; and
- d. Recommend appointments of members of the public to Council Committees, or other Committees and other bodies on which the Town is entitled to have representation.

22.5 Council may receive briefings in Governance and Priorities Committee meetings.

22.6 In addition to the restrictions contained in the *Act*, the Governance and Priorities Committee shall not hold statutory public hearings.

22.7 The Governance and Priorities Committee may make the following motions:

- a. To receive agenda reports as information
- b. To refer matters to administration or a Committee for further review.
- c. To direct that the matter be brought to Council for consideration.

22.8 A quorum of the Governance and Priorities Committee is a majority of Councillors.

22.9 At a Governance and Priorities Committee meeting, the procedures of Council shall be relaxed as follows:

- a. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- b. A Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
- c. No notice need be given of any motion to be made.

22.10 The Governance and Priorities Committee may consider a matter in Closed Session, in accordance with the *Act* and *FOIP Act*.

22.11 No motions may be made when the Governance and Priorities Committee is sitting in Closed Session in accordance with the *Freedom of Information and Protection of Privacy Act, R.S.A., 2000, c-F-25* except motions to reconvene the Governance and Priorities Committee meeting.

23. - MISCELLANEOUS:

23.1 No member shall:

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- a. use offensive words in or against the Council.
- b. speak to a subject except upon the question in debate.
- c. reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
- d. resist the rules of the Council or disobey the decision of the Mayor or of the Council on any question of order or practice or upon the interpretation of the rules of the Council. If any member shall so resist or disobey, they may be ordered by a majority vote of the Council to leave their seat for that meeting and should they refuse to do so, the Mayor, Deputy Mayor or other Presiding Officer may request that they be removed by law enforcement. Should the offender provide an ample apology they may, by majority vote of the Council, (without debate), be permitted to return to their seat.

23.2 Council may adjourn from time to time to a fixed future date, any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called, but which has not been completed.

23.3 No member of the Council shall have the power to direct or interfere with the performance of any work of the Corporation. Council members may seek information through the office of the CAO.

24. – SEVERABILITY:

24.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

25. – REPEAL:

25.1 Upon the passing of this bylaw, Bylaw No. 2022-08 is repealed in its entirety.

26. – ENACTMENT:

26.1 Bylaw No. 2025-04 shall come into force and effect when it receives third reading and is duly signed.

Read a first time this 14th day of April, 2025.

Read a second time this 12th day of May, 2025.

UNANIMOUS permission for third reading given in Council on this 12th day of May, 2025.

Read a third and final time this 12th day of May, 2025.



Mayor



Chief Administrative Officer