



County of Wetaskiwin No. 10 BYLAW # 2024/68

A Bylaw of the County of Wetaskiwin No. 10 in the Province of Alberta, to establish procedures and regulate the proceedings and Council and Council Committee Meetings.

WHEREAS in accordance with the *Municipal Government Act* (MGA), Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, Council may pass Bylaws in relation to the procedures of Council, Council Committees, and other bodies established by Council.

AND WHEREAS, pursuant to the *Municipal Government Act*, Council may, by Bylaw, delegate powers, duties, or functions to a Council Committee.

AND WHEREAS the Council of the County of Wetaskiwin No. 10, deems it expedient to establish rules and procedures to facilitate the efficient and effective transactions of business.

NOW THEREFORE the Council of the County of Wetaskiwin No. 10, in the Province of Alberta, duly assembled, hereby enacts the governing procedures as follows:

PART 1 - TITLE

1. This Bylaw shall be cited as the “**Procedural Bylaw**”.

PART 2 - DEFINITIONS AND INTERPRETATION

2. “**Administration**” means the Chief Administrative Officer of the County of Wetaskiwin No. 10 or the employee(s) accountable to and designated by the Chief Administrative Officer.
3. “**Administrative Inquiry**” is a written request from a Councillor directed to Administration through the Chief Administrative Officer or in accordance with Provision of Information to Council Policy #11.0.8, for the future provision and report of information to Council as a whole.
4. “**Agenda**” is the order of items of business for a Meeting in the County as outlined in this Bylaw.
5. “**Agenda Package**” is the Reports, Bylaws, or other documents provided to Council and Committees by Administration for Meetings in the County.
6. “**Chair**” means the person who has the authority to preside over a Meeting. During a Council Meeting this position, unless otherwise appointed by Council, will be filled by the Reeve.
7. “**Chief Administrative Officer (CAO)**” means the person appointed by Council to the position of CAO under the authority of the MGA or the individual(s) duly designated to perform the required functions by the CAO and for whom the CAO is accountable for.
8. “**Closed to the Public**” means in the absence of the public.
9. “**Committee**” means a Board or other body established by Council under authority of the MGA.
10. “**Consent Agenda**” are Agenda Items that do not require discussion, debate, or decision by Council.
11. “**Contrary Motion**” means a Motion put forward by a Councillor that opposes or goes against a previous Council Resolution.
12. “**Corporate Record**” is the record of Agendas, Minutes, and other related material which is dealt with by Council or a Committee. It also includes all documents to which the corporate seal of the County is affixed.
13. “**Council**” is the Reeve and Councillors as a whole duly elected in the County that hold office at that time.
14. “**Council Chambers**” is the Primary Meeting Room referred to as Council Chambers in the County Administration Building.
15. “**Councillor**” is an individual duly elected in accordance with the MGA and the *Local Authorities Election Act* (LAEA) to represent the citizens of the County and who also continues to hold office.
16. “**the County**” is the municipal corporation of the County of Wetaskiwin No. 10 having jurisdiction under the MGA and other applicable legislation.
17. “**Delegation**” is defined as an individual acting independently or a group of persons chosen to represent others on a matter before Council or a Committee.



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18. **“Deputy Reeve”** is the Councillor appointed by Council, pursuant to the MGA and this Bylaw, to act as Reeve in the absence or incapacity of the Reeve.
19. **“Director”** means a person who is in charge of a Department or activity in accordance with the Organizational Chart of the County.
20. **“Draft Minutes”** are the unapproved Minutes of a previous Meeting presented within the Agenda Package for review.
21. **“Electronic Meeting”** is a Meeting or conference format that allows audio and visual to be available to the public in real time. May also be referred to as Online Meeting or Virtual Meeting.
22. **“Freedom of Information and Protection of Privacy (FOIP) Act”** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended or any legislation substituted thereto.
23. **“Friendly Amendments”** are changes to a Main Motion that do not affect the intent or goal of the Motion itself. Used to clarify a Motion or enhance the intent.
24. **“General Election”** means an Election held for all the Members of Council of an Elected Authority to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*.
25. **“Improper Conduct”** means any action by a Member of Council, Committee, Administration, or the public at a Meeting which, in the opinion of the Chair of the Meeting, does not follow the guidelines as established in this Bylaw or Councillor Code of Conduct Bylaw.
26. **“Inaugural Meeting”** is the first Meeting of Council held immediately following a General Election.
27. **“Local Authorities Election Act (LAEA)”** means the *Local Authorities Election Act*, RSA 2000, Chapter L-21, as amended or legislation substituted thereto.
28. **“Manager”** means a person who is in charge of a Department or activity in accordance with the accordance with the Organizational Chart of the County.
29. **“Meeting”** means a Meeting of Council or a Committee of the County.
30. **“Member”** is a Member of a Committee duly appointed by Council, under the MGA, to that Committee.
31. **“Minutes”** are the official record of proceedings of a Meeting recorded in the English language without note or comment.
32. **“Motions of Precedence”** are Motions that can temporarily replace a Motion on the floor and can only be superseded by a Motion of higher rank or “Precedence”, in accordance with Part 22 of this Bylaw.
33. **“Municipal Government Act (MGA)”** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended or any legislation substituted thereto.
34. **“Notice of Motion”** is the means by which a Councillor or Member brings business before Council or a Committee.
35. **“Organizational Meeting”** is the annual Council Meeting held to determine Council structure for the upcoming year as outlined in the MGA.
36. **“Pecuniary Interest”** means the interest of an individual Councillor that causes them to become ineligible from participating in debate as a Councillor or voting on an issue as identified in the MGA.
37. **“Point of Information”** is a request made during a Meeting directed to a Councillor or Administration for information or clarification relevant to the business at hand directed from a Member of Council.
38. **“Point of Order”** is a statement by a Councillor or Member raising a departure from this Bylaw or other parliamentary procedure.
39. **“Point of Privilege”** refers to matters affecting the rights and protection of Council or a Committee collectively or the propriety of the conduct of individual Councillors or Members and includes, but is not limited to, the following:
 - a. the organization or existence of Council or a committee;
 - b. the comfort of Councillors or Members;
 - c. the conduct of Councillors or Members;
 - d. the conduct of Administration or members of the public in attendance at the Meeting; and
 - e. the reputation of a Councillor, Member, or of Council or a Committee as a whole.



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40. **“Point of Procedure”** is a question to obtain information on the procedures of Council or a Committee to assist a Councillor or a Member to:
 - a. make an appropriate Motion;
 - b. raise a Point of Order;
 - c. understand the procedure, or
 - d. understand the effect of a Motion.
41. **“Private Interest”** means the interest of an individual Councillor that allows them to become ineligible from participating in debate as a Councillor or voting on an issue as identified in the MGA.
42. **“Public Hearing”** is a Meeting to hear matters with presentations from members of the public, pursuant to the MGA.
43. **“Public Notification”** means the formal announcement to the public that sets forth the details of a matter related to a Council Meeting or County Activity in a method given in accordance with the MGA and the Public Notification and Advertisement Bylaw.
44. **“Question”** is the request of the Chair to have a Vote on a Motion.
45. **“Quorum”** is the attendance of the majority of voting Members or Council.
46. **“Recess”** is a temporary break in a Meeting that has an identified return time.
47. **“Reconvene”** means to begin a Meeting again following a Recess.
48. **“Recording Secretary”** is the person at a Meeting entrusted to keep official records of the Meeting, convey correspondence, provide specified reports, and convey the appropriate information from the Meeting to appropriate Members of Administration.
49. **“Reeve”** is a Councillor appointed by Council as the Chief Elected Official with duties as identified under the MGA who continues to hold office.
50. **“Resolution”** is a Motion that is presented, voted upon, and either passed or defeated by a majority thus becoming the direction of Council or a Committee.
51. **“Table”** mean to put off discussion of an issue by Resolution to a more convenient time in the same Meeting or at a subsequent Meeting, due to time constraints or to allow more information.
52. **“Vice-Chair”** is the person who has the authority to preside at a Meeting in the absence of the Chair. During a Council Meeting, this position, unless otherwise approved by Council, will be filled by the Deputy Reeve.
53. **“Working Day”** means the day the County chosen to be normally open to the public for business.

PART 3 - AUTHORITY

54. This Bylaw applies to all Meetings of Council and Committees created by Council, which are subject to the provisions of this Bylaw unless Council has given the Committee the power to establish procedures through a Council Committee Bylaw, Policy, or Terms of Reference.
55. The rules contained in this Bylaw shall be used to facilitate progress and shall be applied in the spirit of fairness, equality, transparency, and common sense.
56. Provisions of this Bylaw, which contain a reference from the *Municipal Government Act*, may not be altered or suspended.
57. The precedence of rules governing the procedure of Council are:
 - a. the MGA;
 - b. other Provincial Legislation;
 - c. this Bylaw; and
 - d. the current edition of ‘Robert’s Rules of Order’.
58. Procedure in any Meeting is a matter of interpretation by the Chair.
59. If the provisions of any other Bylaw conflict with the rules outlined in this Bylaw, this Bylaw shall prevail.

PART 4 - ORGANIZATION OF COUNCIL

60. The Reeve, when present shall preside as Chair of Council and unless otherwise determined by Council serve as the Official Representative of the County at all public events and Meetings.



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61. The Deputy Reeve shall act as Council Chair and Council representative should the Reeve become unable to attend a Council Meeting or function.
62. In the absence, incapacity, or inability of the Reeve or Deputy Reeve to act, Council may appoint a replacement in accordance with the MGA.

PART 5 – MEETINGS – SCHEDULE FOR MEETINGS OF COUNCIL

63. Regular Meetings of Council will be held in Council Chambers of the County of Wetaskiwin and/or through Electronic Meetings unless notice is given pursuant to the MGA.
64. Unless otherwise determined through Resolution, Council will hold Meetings every two (2) weeks. If a Regular Meeting of Council falls on a Statutory Holiday, the Meeting will take place on the next business day unless otherwise determined through Resolution.
65. Council Meetings shall commence at 9:00 a.m. unless otherwise provided for through Council Resolution.
66. Council may change, cancel, or reschedule any Meeting through Council resolution provided proper public notice is given pursuant to the MGA.
67. No Council Meeting may occur unless there is a Quorum of Councillors in attendance.
 - a. If a Quorum is able to be achieved, the Scheduled Meeting shall be cancelled. Public Notification shall be given for the Cancelled Meeting and when the Rescheduled Meeting will occur.
68. The CAO shall ensure that notice of all Meetings, Meeting cancellations, and subsequent reschedules will be given in accordance with the MGA.
69. Special Meetings may be called in accordance with the MGA.

PART 6 – MEETINGS – INAUGURAL MEETING

70. An Inaugural Meeting of Council shall be held following the commencement of the new Term of Council following a Local General Election held in accordance with the *Local Authorities Elections Act* (LAEA).
71. Every Member of Council must take the Oath of Office in accordance with the *Oaths of Office Act*.
72. The CAO will preside over the Inaugural Meeting as Chair until the Oath of Office has been administered to the duly elected Reeve.
73. Under this Bylaw, Council:
 - a. Shall appoint the Reeve who will then take an additional Oath of Office;
 - b. Shall appoint a Deputy Reeve who will then take an additional Oath of Office;
 - c. May establish a rotation schedule for the position of Deputy Reeve; and
 - d. Shall appoint Members to Committees.
74. At this Meeting, the General Order of Business will be as follows:
 - a. Call to Order
 - b. Introductions
 - c. Approval of Agenda
 - d. Official Oath of Office
 - e. General Duties and Guidelines of Conduct for Council
 - f. Appointment of Reeve and Deputy Reeve
 - g. Setting of Annual Council Meeting Schedule
 - h. Public Member At-Large Appointments – Council Committees
 - i. Council Appointments – Internal Council Committees
 - j. Council Appointments – External Council Representation
 - k. Council Appointments – Joint Committees
 - l. Council Appointments – Other Authorities and Appointments
 - m. Adjournment
75. Appointments made at an Inaugural Meeting shall be for a term of one (1) year unless otherwise specified through Resolution.

PART 7 - MEETINGS – ORGANIZATIONAL MEETING

76. An Organizational Meeting shall be held annually pursuant to the MGA.
77. The CAO will preside over the Inaugural Meeting as Chair until the Oath of Office has been administered to the duly elected Reeve.



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78. At this Meeting, the General Order of Business will be as follows:
- a. Call to Order
 - b. Introductions
 - c. Approval of Agenda
 - d. Appointment of Reeve and Deputy Reeve
 - e. Official Oath of Office – Reeve and Deputy Reeve
 - f. Setting of Annual Council Meeting Schedule
 - g. Public Member At-Large Appointments – Council Committees
 - h. Council Appointments – Internal Council Committees
 - i. Council Appointments – External Council Representation
 - j. Council Appointments – Joint Committees
 - k. Council Appointments – Other Authorities and Appointments
 - l. Adjournment
79. Appointments made at an Organizational Meeting shall be for a term of one (1) year unless otherwise specified through Resolution.

PART 8 - MEETINGS – COUNCIL GENERAL MEETINGS

80. Council General Meetings will be held in accordance with Section 64 of this Bylaw.
81. At this Meeting, the General Order of Business will be as follows:
- a. Call to Order
 - b. Introductions
 - c. Approval of Agenda
 - d. Approval of Minutes
 - e. Consent Agenda
 - f. Delegations
 - g. Unfinished Business
 - h. New Business
 - i. Information Items
 - j. Closed to the Public
 - k. Adjournment

PART 9 - RECORDS OF COUNCIL – AGENDA

82. Items to be considered from a Director for inclusion on the Agenda shall be made available to the CAO no later than 12:00 noon five (5) Working Days preceding the Scheduled Meeting of Council.
83. Council Members wishing to include an item on the Agenda shall submit a Notice of Motion to the CAO no later than five (5) Working Days prior to the Scheduled Meeting.
84. Any member of the public who wish to be included on the Council agenda as a delegation must submit a written request along with presentation/information to the CAO as outlined in Part 17 of this Bylaw. All items must be received a minimum of seven (7) Working Days prior to the scheduled Meeting. If further research is required, the Delegation will be scheduled at the first Meeting after the research is completed.
85. When the date for submissions falls on a Statutory Holiday, the date for receipt shall be the previous Working Day.
86. The items on the Agenda for Council Meetings shall be approved by the CAO and made available to Councillors a minimum of three (3) Working Days before the scheduled Meeting date.
87. Agenda Packages shall be made available to the public through the County of Wetaskiwin Website and available at the County Administration Building.

PART 10 - ADDITIONS TO AGENDA

88. Councillors and Administration may present information to be considered during a Council Meeting prior to the acceptance of the Agenda. The Item will then be placed under new business behind the last Item that was originally set to be discussed.
89. When the time comes for the Item to be discussed, the party responsible for the inclusion of the Item on the Agenda will speak to the Item and discussion shall occur.
90. Once discussion has occurred, the Item will be accepted as information until the next Meeting where it will be presented on the Agenda for decision. This will ensure that all proper research, possible advertisement, and citizen consultation has been conducted.





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91. Notwithstanding Section 90 of this Bylaw, if an Item is deemed by Council to be of a time sensitive nature, unable to wait until the next Meeting, Council may provide direction on the Item providing there is a two-thirds (2/3) Majority Vote of Council. Prior to a Resolution providing direction, a Resolution must be presented for the Item to be deemed a time sensitive matter.
92. Members of the public may not add new business to an Agenda outside of Part 8 of this Bylaw.

PART 11 - MINUTES

93. The Draft Minutes of previous Council Meeting(s) shall be provided to each Councillor before the Meeting in which they are to be approved. There is no requirement to read draft minutes aloud at the Meeting prior to adoption.
94. Every Councillor will have the opportunity to provide clarification to the Draft Minutes they have been supplied. Minutes will become official, inclusive of any changes, through a Council resolution.
95. Minutes will be recorded without comment and shall only record the specific directions and decisions of Council, with the exception of Tribunals of the Subdivision & Development Appeal Board and Assessment Review Board.

PART 12 - PROCEDURES OF MEETINGS – ROLE OF THE CHAIR

96. In any Meeting, the Chair:
 - a. shall maintain order and preserve decorum at all Meetings;
 - b. may, if necessary, call a Member to order;
 - c. shall decide Points of Order and Points of Procedure without debate or comment from other Councillors or Administration;
 - d. will acknowledge receipt of a Motion and ensure it is clear.
 - e. shall determine the speaking order to ensure all Councillors have the opportunity to ask a question or provide comment;
 - f. shall ensure that all Councillors are prepared to Vote, subsequently call the question, and ensure that all Councillors qualified to Vote on an issue have done so;
 - g. shall rule when a Motion is Out of Order; and
 - h. shall rule when a Motion is contrary.
97. Unless otherwise provided in a Bylaw, the Reeve shall be an inherent Member of all County Committees.
98. The Chair shall have the same rights and opportunity to participate in debate as all other Members. The Chair is required to Vote on all issues to which they are entitled to do so as all other Members.

PART 13 - PROCEDURES OF MEETINGS – CONDUCT IN PUBLIC GALLERY

99. During any Meeting, individuals in attendance in the Public Gallery shall:
 - a. not address the Council or Committee without permission;
 - b. maintain order and quiet;
 - c. not interrupt any speech or action of any person addressing Council or a Committee; and
 - d. not engage in any improper conduct as determined by the Chair of the County Meeting in compliance with the entirety of this Bylaw.
100. The Chair may order a member of the public, who disturbs, or acts improperly, at a Meeting by words or actions, be expelled. The Chair may request the assistance of the County Community Peace Officers, RCMP, or other Enforcement Officers to remove the person.

PART 14 - PROCEDURES OF MEETINGS – POINTS OF INFORMATION, ORDER, PROCEDURE, & PRIVILEGE

101. When a Point of Order, Point of Procedure, or Point of Privilege arises, it shall be considered immediately.
102. When a Point of Information is raised, the Chair shall answer the query or direct the Point of Information to the appropriate Member of Administration.



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103. When a Point of Privilege arises, the Chair shall rule upon the admissibility of the question and if the Chair rules favorably, the Member, who raised the Point of Privilege, shall pursue the Point of Privilege or action.
104. When a Point of Order is raised, the Chair shall rule, without comment or debate from any other Councillor or Member, on the appropriate procedure or action required in order to address the Point of Order.

PART 15 - PROCEDURES OF MEETINGS – PECUNIARY & PRIVATE INTERESTS

105. Any Councillor who has a Pecuniary or Private Interest as identified within the MGA on an Item before Council shall:
 - a. disclose the general nature of the Pecuniary or Private Interest to Council as a whole; and
 - b. abstain from voting or discussing the matter as a Councillor until after voting/discussion has concluded.
106. A Councillor has the right to re-enter the same Meeting for a Public Hearing or to observe the discussion and vote on the Item in which they have declared a Pecuniary or Private Interest as a member of the general public.
107. The Councillor declaring a Pecuniary or Private Interest is not considered part of Quorum for the discussion of the Item.
108. The Minutes of the Meeting shall record the name and general nature of the Pecuniary or Private Interest declared by a Councillor.

PART 16 - PROCEDURES OF MEETINGS – RECESS

109. Every Meeting may Recess without a motion for sixty (60) minutes at 12:00 noon unless otherwise determined by Council.
110. The Chair may call for a Recess up to a period of fifteen (15) minutes without Resolution by Council.
111. A motion to Recess for more than a period of fifteen (15) minutes may be made at any time and must include the time to Reconvene.
112. Recess is allowed to be commenced even at times when there is an Item under consideration.
113. Recess is not in order when a Vote is in progress.

PART 17 - PROCEDURES OF MEETINGS – COMMUNICATIONS

114. When an individual(s) applies to have a letter or other communication considered by Council it shall be addressed to Council and/or the CAO and shall:
 - a. clearly set out the matter at hand and the request;
 - b. be clearly written or typed and contain the name and address of the writer; and
 - c. for electronic communications contain the name and contact information of the writer.
115. The Reeve and the CAO upon consultation with each other reserve the ability to have communication that is anonymous, abusive, inappropriate in nature, and/or not consistent with Section 114 filed with no presentation to Council.
116. On receipt of a communication, the CAO, in consultation with the Reeve may:
 - a. include it on the agenda for the next appropriate Council Meeting in full or in summary; or
 - b. refer it to the appropriate administrative department for reply.
117. Except for Council Reports from attendance at Meetings as an official County representative, Councillors shall not present matters for consideration by submitting communications for inclusion in the Agenda unless in accordance with Part 9 and Part 10 of this Bylaw. Rather, these items shall be submitted through Part 18.
118. Any follow-up on communications directed to an individual Councillor or to Council shall be provided in accordance with Provision of Information to Council Policy #11.0.8.

PART 18 - PROCEDURES OF MEETINGS – ADMINISTRATIVE INQUIRIES

119. A Councillor making an Administrative Inquiry shall do so under the Provision of Information to Council Policy #11.0.8.





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PART 19 - PROCEDURES OF MEETINGS – PUBLIC HEARINGS – PROCESS & PUBLIC CONDUCT

120. Public Hearings will be held in accordance with the MGA.
121. Public Notification and Advertising for Public Hearings are done in accordance with the MGA and Public Notification and Advertising Bylaw.
122. Public Hearing times will be adhered to and cannot be adjusted once advertised.
123. For Public Hearings, the General Order of Business, as managed by the Chair, will be as follows, with an opportunity for Council to ask questions after each Item in the Order of Business:
 - a. Introductions of Council & Relevant County Administration;
 - b. Declaration of the Opening of the Public Hearing and the Recording of the Time of Such;
 - c. Providing Rules of Order and Information on how the Public Hearing will be Conducted;
 - d. Administrative Briefing and Comments;
 - e. Applicant Presentation;
 - f. Inclusion of Written Submissions Received – Affected Persons;
 - g. Public Verbal Presentation – Supporting;
 - h. Public Verbal Presentation – Opposing;
 - i. Final Rebuttals – Clarification/Comments from the Applicant;
 - j. Final Rebuttals – Clarification/Comments from Administration;
 - k. Final Rebuttals – Clarification/comments from the Public; and
 - l. Declaration of the Closing of the Public Hearing and Recording of the Time of Such.
124. Any Member of the public can participate in a Public Hearing by providing a written submission and by attending the Public Hearing to make verbal submissions not duplicating the content of a written submission.
125. Individuals speaking may be asked to state their name and their relevance to the Public Hearing at hand for inclusion in the Minutes.
126. Applicants will be given up to ten (10) Minutes for their presentation.
127. To hear from all Members of the public, each speaker will be given one (1) opportunity to speak for up to five (5) Minutes, not including the time to respond to questions from Council Members.
128. All those who had an opportunity to speak may be given a second opportunity to speak should time permit and at the discretion of the Chair.
129. Subsequent comments are to present new information and are not permitted to be repetitive of a previous submission.
130. Councillors may request clarification during a presentation provided the question does not guide or manipulate the presentation.
131. Councillors must be present for a Public Hearing, in its entirety, in order to be entitled to Vote on the matter.
132. The Chair must close a Public Hearing before a Vote make be held concerning the Item.
133. Once a Public Hearing has been closed, no additional information can be presented to Council for consideration related to the matter related to the Public Hearing.
134. Commentary concerning Public Hearings will be contained within the Minutes of the Council Meeting in which it is held.

PART 20 - PROCEDURES OF MEETINGS – CLOSED TO THE PUBLIC

135. All Council Meetings will be held free from admission and have open public access aside from Closed to the Public Session of the Meeting.
136. Should a Meeting be required to go into a Closed to the Public Session, Council shall, through Resolution, move 'Closed to the Public' for all discussions and deliberations on the matter at hand, but shall not vote on any decisions while Closed to the Public. All public and members of Administration not required to be in attendance must exit Council Chambers while Council is 'Closed to the Public'.
137. If a Vote is desired within a Closed to the Public Session, Council shall move out of 'Closed to the Public', open the Meeting to the public, and proceed with a Resolution on the issue.



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PART 21 - PROCEDURES OF MEETINGS – ADJOURNMENT

138. All Regularly Scheduled Council Meetings shall be adjourned at 3:00 p.m. If still in session at the Time of Adjournment, Council may conclude the Item under discussion and then recess the Meeting.
139. Council, through Resolution, may extend the end time for a Meeting provided that an Adjournment Time is established.
140. A Meeting is deemed adjourned when a Quorum is no longer established within twenty (20) minutes after a Recess.
141. Should a Meeting be adjourned due to a loss of Quorum, the CAO will record the names of Council Members present in the Minutes at the Time of Adjournment.
142. Should a Meeting be adjourned without the conclusion of Business to be considered, the remaining Business shall be tabled to the next Scheduled Meeting for consideration.
143. The Chair may Adjourn a Council or Committee Meeting without a Motion when all business has been concluded.

PART 22 - MOTIONS & DEBATE – GENERAL PROVISIONS ON MOTIONS

144. Motions in Council do not have to be seconded by another Councillor to be considered by Council.
145. Any Councillor may make a Motion after being recognized by the Chair.
146. Every Motion, other than to Recess, Adjourn, or accept a presentation as information, shall be presented to Council with opportunity for clarification before the question is called. A Councillor may withdraw their Motion anytime prior to the question being called.
147. The CAO, if requested, shall read the Motion aloud before the call of the question.
148. All Motions/Votes shall be recorded.
149. Once a Motion has been moved, been presented to Council, and is being considered, no Councillor may make another Motion other than to:
 - a. amend the main Motion;
 - b. amend an amendment to the Motion;
 - c. refer to the main Motion;
 - d. table the Motion,
 - e. move a Motion of Privilege, that is a Motion to:
 - i. recess;
 - ii. adjourn;
 - iii. set the time for adjournment; or
 - iv. extend the time for adjournment; or
 - f. raise a:
 - i. Point of Privilege;
 - ii. Point of Order;
 - iii. Point of Information; or
 - iv. Point of Procedure.
150. Once a Motion has been made and presented for consideration by Council, only Friendly Amendments that do not alter the intention of Motion may be made either:
 - a. by the initiative of the Motions Councillor; or
 - b. when requested by another Councillor speaking to the Motion.

PART 23 - MOTIONS & DEBATE – VOTING ON MOTIONS

152. All Councillors must Vote on all Motions other than when a Councillor has a Pecuniary or Private Interest as identified in Part 15 of this Bylaw or if a Councillor:
 - a. has not been present for the entirety of a Public Hearing; or
 - b. is not present at the time of the call of the question.
153. In order for a Motion to be considered, the Councillor making a Motion must be present at the time of the call of the question.
154. When voting, all Councillors are required to indicate their Vote in a way that Chair is able to distinguish the Votes cast on a Motion both for and against.
155. A motion shall be declared lost when it:
 - a. does not receive the required number of votes; or
 - b. receives a tie vote.



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156. When a Motion presents two (2) or more recommendations, a Councillor may request, before the question is called, that the recommendations in the Motion be voted upon separately.
157. A Vote on an Item for which a Public Hearing has been held must follow the guidelines identified in Part 19 of this Bylaw prior to the Vote being called.

PART 24 - COMMITTEES – ESTABLISHMENT AND CONDUCT

158. Council may establish Committees pursuant to the MGA as are deemed necessary or advisable for the orderly and efficient handling of specific affairs of the County.
159. Council shall approve Terms of Reference for established Committees providing specific direction for the purpose and responsibilities of the Committee.
160. Unless contrary to Legislation or contract, Council has the ability to terminate any Committee through Resolution.
161. At the first Meeting of any Committee, a Committee Chair and Committee Vice-Chair shall be established as per the Terms of Reference of each Committee.
162. The role of all Committees shall be of an advisory nature. Committees shall make recommendations through Administration to Council for a decision. No budgetary decisions may be directly made by any Committee.
163. Committee recommendations shall only become binding once Council has adopted a Committee Report and ratified Committee recommendations through Resolution, unless otherwise indicated in the Terms of Reference.
164. Council shall establish when Committee Reports must be presented to Council. If no specific Report timeframe is determined, it shall be at the discretion of the Council when to bring forward a Committee Report.

PART 25 - BYLAWS

165. All Bylaws shall be subject to the requirements for advertising as mandated by the MGA.
166. Every proposed Bylaw shall have three (3) separate and distinct readings.
167. The CAO shall be responsible for recording amendments to the proposed Bylaw. A Resolution for amendments shall be put to a Vote.
168. Upon presentation for First Reading, the following may occur prior to the passage of a Resolution for First Reading:
 - a. Council may debate the content of the proposed Bylaw;
 - b. Council may propose and consider amendments to the Bylaw; and
 - c. a Councillor may request that individual parts of the Bylaw be read aloud.
169. Upon presentation for Second Reading, the following may occur prior to the passage of a Resolution for Second Reading:
 - a. Council may debate the content of the proposed Bylaw;
 - b. Council may propose and consider amendments to the Bylaw; and
 - c. a Councillor may request that individual parts of the Bylaw be read aloud.
170. A Bylaw shall not be given more than two (2) readings at any Meeting unless Council unanimously agree on a Motion to consider Third Reading at the same Meeting.
171. Upon presentation for Third Reading, the following may occur prior to the passage of a Resolution for Third Reading:
 - a. Council may debate the content of the proposed Bylaw,
 - b. Council may propose and consider amendments to the Bylaw; and
 - c. a Councillor may request that individual parts of the Bylaw be read aloud.
172. Upon receiving Third Reading, a Bylaw shall take effect once signed by the designated signing authorities in the County, unless otherwise noted in the Bylaw.
173. If a Reading of a proposed Bylaw fails, all previous Readings are rescinded, and the proposed Bylaw shall be deemed to be defeated. The Defeated Bylaw shall remain as part of the Permanent Record.
174. In accordance with the MGA, if a Bylaw does not receive three (3) readings within two (2) years of the date of First Reading, the Readings are deemed to have been rescinded and the Bylaw shall be abandoned. The Abandoned Bylaw shall remain as part of the Permanent Record.



**County of Wetaskiwin No. 10
BYLAW # 2024/68**

175. The CAO is responsible to update and keep current all Bylaws of the County that are subject to amendments, expiration, or repeal.

PART 26 - STANDARDS OF CARE – COUNCIL CHAMBERS

- 176. In addition to the actions deemed to be impermissible in previous Sections of this Bylaw, the following are also deemed to be contrary actions for anyone in attendance at a Meeting:
 - a. use of a disruptive communication device (i.e.: cell phone); or
 - b. use a disrespectful tone of voice, shouting, profane, vulgar, or offensive language or any unnamed action deemed to be inflammatory or unproductive in nature by the Chair.
- 177. In an emergency situation, if a communication device must be answered by a Councillor they shall rise, be given permission by the Chair to exit Council Chambers and only then answer the communication device. The Councillor entrance and exit shall be recorded in the Minutes.
- 178. Members of the public in attendance at a Meeting will be made aware of the communication device obligations at the beginning of the Meeting. If a communication device from the public gallery interrupts a Meeting, a warning from the Chair may be given.
- 179. Any attendees or Meeting participants who act in a manner deemed unacceptable by the Chair shall be subject to the consequential actions as outlined under Section 100 of this Bylaw.
- 180. Media representatives shall not address Council or Administration during a Meeting. Any issues requiring clarification shall wait until a Meeting Adjournment or an appropriate Recess before any questions or inquiries are presented.

PART 27 - STANDARDS OF CARE – MEDIA RELATIONS

- 181. Unless otherwise determined through Resolution, all official comments and releases from Council shall be provided to the media through the Reeve.
- 182. All media announcements from Administration shall be approved by the CAO before release.
- 183. All media inquiries directed to Administration shall be directed to the CAO or their designate for response.

PART 28 - REVIEW

184. This Bylaw shall be reviewed by Council within ninety (90) days following a General Election.

PART 29 - REPEAL

185. This Bylaw hereby repeals Bylaw 2021/72 in its entirety.

PART 30 - EFFECTIVE DATE

186. This Bylaw shall come into force and take effect upon the date of Third and Final Reading.

READ for the FIRST TIME this	26th	day of	November	, A.D.,	2024
READ for the SECOND TIME this	26th	day of	November	, A.D.,	2024
READ for a THIRD and FINAL time this	26th	day of	November	, A.D.,	2024

ORIGINAL SIGNED

COUNTY REEVE Josh Bishop

ORIGINAL SIGNED

CAO Scott MacDougall