

BYLAW NO 2079-24
(Office Consolidated v. June 23, 2026)

A BYLAW OF THE CITY OF WETASKIWIN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH PROCEDURES FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, c M-26 provides that Council may pass bylaws to establish the procedures to be followed by council and council committees;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the City of Wetaskiwin, in the Province of Alberta, enacts as follows:

PART 1 - PURPOSE AND INTERPRETATION

1. TITLE

- 1.1 This bylaw may be cited as the “Procedures For Council and Committee Meeting Bylaw”.

2. DEFINITIONS

- 2.1 In this Bylaw, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:
- a) **‘Act’** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time;
 - b) **‘Administration’** means the City Manager and any other person who exercises a power, function or duty on behalf of the City;
 - c) **‘Chair’** means the person who presides over a Council meeting or a council committee meeting;
 - d) **‘City’** means the City of Wetaskiwin;
 - e) **‘Clerk’** means the member of administration providing administrative support to Council and administration to facilitate and support a Meeting. (BL 2111-26)
 - f) **‘City Manager’** means the City’s chief administrative officer or their designate;
 - g) **‘Council’** means the City’s council;
 - h) **‘Councillor’** means the City’s councillors including the Mayor;
 - i) **‘Committee of the Whole’** or **‘COW’** means a council committee comprised entirely of Councillors;
 - j) **‘Deputy Mayor’** means the Councillor who is appointed under section 152(1) of the Act;
 - k) **‘Electronic Means’** means a virtual electronic communication platform or a telephonic communication platform;
 - l) **‘Majority Vote of Council’** means the majority of the Council Members present voting on a motion before Council (BL 2111-26);

- m) **'Mayor'** means the chief elected official of the City;
- n) **'Meeting'** means a gathering of Councillors for a regular council meeting or a committee of the whole meeting under this bylaw, where quorum is present and where decisions may be made by Councillors. (BL 2111-26)
- o) **'Motion'** means a formal suggestion put forward by a Councillor in attendance at a meeting with the intention that it be put to a vote;
- p) **'Notice of Motion'** means a notice given by a Councillor advising of the intent to put a new Motion forward at a subsequent Council meeting;
- q) **'Point of Order'** means a statement by a Councillor calling attention to any departure from this Bylaw or other customary Council proceedings;
- r) **'Point of Privilege'** means a request to the Chair to immediately consider and act to remedy a situation negatively affecting the rights or privileges of a Councillor or of Council as a whole, despite other pending business currently before Council; and
- s) **'Resolution'** means a Motion which has been voted on and carried by Council.

3. APPLICATION AND GOVERNANCE

- 3.1 If a procedural matter is not addressed in this Bylaw or the Act, the matter will be determined by referring to the most current version of Robert's Rules of Order.
- 3.2 All Meetings will be advertised in accordance with requirements of the Municipal Government Act, and may be recorded and then publicly posted online. (BL 2111-26)

PART 2 – MEETINGS

4. MEETING LOCATIONS

- 4.1 Unless otherwise advertised, all Council meetings shall be held in the Council Chambers at City Hall located at 4705 50 Avenue in Wetaskiwin.
- 4.2 *Deleted (2111-26)*

5. ORGANIZATIONAL MEETINGS

- 5.1 Council must hold an annual organizational meeting no later than 14 days after the 3rd Monday in October to:
 - a) set a process for determining which Councillors will serve as Deputy Mayor throughout the year;
 - b) set dates, times and locations for regularly scheduled Council and Committee of the Whole meetings for the upcoming year; and
 - c) conduct any other business included in the notice given for the organizational meeting.
- 5.2 Council must hold an annual organizational meeting in accordance with the Act. (BL 2111-26)

6. SPECIAL MEETINGS

- 6.1 Special meetings may be called in accordance with the Act.

7. ELECTRONIC MEETINGS

- 7.1 Councillors may participate in meetings either in person or through electronic means. (BL 2111-26)
- 7.2 A Councillor who intends to participate through Electronic Means must:
- a) provide notice in advance to the Chair, City Manager and Clerk; (BL 2111-26)
 - b) ensure the Councillor can attend from an appropriate location and has no connectivity issues;
 - c) confirm their identity by using the video or by providing their full name each time they speak; and
 - d) confirm to the Chair that they are in a private location and able to maintain confidentiality.
- 7.3 If a Councillor who is attending a meeting by Electronic Means declares a pecuniary interest in respect of a matter, the Councillor's electronic participation will be ended while the matter is discussed and voted upon, and the Councillor will be invited to rejoin the meeting once discussion and voting has finished.
- 7.4 If a Councillor experiences connectivity issues during a meeting, the Chair will call a recess to allow time to resolve the issue. If, after a period of 5 minutes, the issues cannot be resolved, the Chair will resume the meeting, and the Councillor will be deemed absent during the period of time in which they are unable to hear or participate in the meeting.
- 7.5 Members of the public may participate in statutory public hearings under Part 17 of the Act by Electronic Means if they register in advance.
- 7.6 Due to the potential for connectivity issues, including but not limited to internet or telephone connection issues or technical problems, no guarantee can be provided for continued connectivity or participation by Electronic Means; therefore, members of the public who choose to participate by Electronic Means must:
- a) provide a written copy of their oral submissions or notes by the deadline for submissions; and
 - b) connect and test their connection to the public hearing by Electronic Means at least 15 minutes prior to the start time.
- 7.7 If a registered participant experiences connectivity issues during a public hearing, the Chair will move to the next speaker. If the registered speaker can resolve the issue and reconnect, Administration will advise the Chair who may allow the speaker to continue with their presentation. If the issue is not resolved before the end of the public hearing, the Chair will refer Council to the written copy of the oral submission provided by the speaker.
- 7.8 The notice for a statutory public hearing under Part 17 of the Act will, in addition to other notice requirements, specify:

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- a) the method for accessing the public hearing by Electronic Means;
 - b) information about how to register to participate by Electronic Means; and
 - c) the method for accessing information in respect of the public hearing in advance of the hearing.

7.9 The City may provide live-streaming of Council meetings and statutory public hearings under Part 17 of the Act, but is not required to do so.

8. QUORUM

8.1 Quorum for a Council meeting and for a meeting of the Committee of the Whole is the majority of all Councillors.

8.2 If there is no quorum within fifteen minutes after the scheduled start time of a meeting, the City Manager will record the names of the Councillors present and the meeting will be cancelled with all business moving to the next immediate meeting agenda.

8.3 If at any time during a meeting quorum is lost, the Chair shall call a recess and, subject to a resolution stating otherwise, if quorum is not achieved again within fifteen minutes, the meeting will be adjourned with all unfinished business moving to the next immediate meeting agenda.

9. CLOSED SESSION

9.1 Council or Council Committees may close all or part of their meeting to the public in accordance with the MGA and *Access to Information Act* (BL 2111-26).

9.2 Before moving into closed session, Council or the Council Committee must by resolution confirm the part of the meeting to be closed and the basis on which the meeting is to be closed in accordance with the *Access to Information Act*. (BL 2111-26)

9.3 The closed session portion of the meeting will:

- a) be chaired by the same person chairing the rest of the meeting; and
- b) be held without the presence of the public unless one or more members of the public are invited by Council to participate in the closed session.

9.4 The Chair will determine if any City Administration should be included in the closed session.

9.5 The minutes shall note the names of any person, other than a Councillor, that attends the closed session portion of a meeting.

PART 3 – COMMITTEE OF THE WHOLE

10. COMMITTEE OF THE WHOLE

10.1 A Committee of the Whole is established.

10.2 The purposes of the Committee of the Whole are to:

- a) Meet principally as a forum for discussion rather than a decision-making arena;
- b) Review upcoming and important issues and opportunities with Administration where the focus is on understanding the broader policy implications of the items being considered; and
- c) Receive updates on emerging and ongoing projects and initiatives.

10.3 The Committee of the Whole may:

- a) Conduct non-statutory public hearings for information;
- b) Receive information from and refer matters to Administration;
- c) Make recommendations to Council;
- d) Close a portion of the Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in the *Access to Information Act* (BL 2111-26); and
- e) Discuss and debate policy matters to formulate recommendations to Council.

10.4 The Committee of the Whole may not commit funds.

10.5 The Mandate of the Committee of the Whole shall be: (BL 2111-26)

- a) Agenda Review: to review items proposed for consideration by Council, any other Committee and Administration, to be scheduled for future Council Meetings, or Committee of the Whole Meetings.
- b) Finance, Budget, and Audit: to consider the financial implications of existing and proposed policies, programs, and actions, to assess their financial impact, and to recommend to Council the measures of adjustments required to make the best use of the City of Wetaskiwin's (City) financial resources.
- c) Community Art: to consider Public Art projects and to make decisions regarding final artist submissions for approval.
- d) Community Safety and Well-being (CSWB): Review the CSWB Strategy, identify priorities for the implementation phase and the CSWB strategy, provide feedback and guidance on the implementation of the strategy.

10.6 The agenda for all Committee of the Whole meetings may contain the following matters in the order in which they are listed below: (BL 2111-26)

- a) Call to Order
- b) Open Microphone
- c) Adoption of the Agenda
- d) Public Hearings (non statutory)
- e) Delegations
- f) Agenda Review
- g) Action List (responses to administrative inquiries)
- h) Staff Reports for information
- i) Council Reports for information

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- j) Closed Session as needed
 - k) New Business
 - l) Correspondence
 - m) Adjournment
- 10.7 Committee of the Whole Meetings shall follow the same procedure as Council Meetings with the exception of: (BL 2111-26)
- a) The Deputy Mayor shall be the Chair for Committee of the Whole meetings. Should the Deputy Mayor be absent from the Meeting, the Councillor who is next in line to be Deputy Mayor shall chair the meeting.
 - b) All discussion may be directed to delegations, members of Administration, or other members of Council.

PART 4 – REGULAR COUNCIL MEETINGS (BL 2111-26)

11. ORDER OF BUSINESS

- 11.1 The agenda for all regular meetings of Council may contain the following matters in the order in which they are listed below: (BL 2111-26)
- a) Call to Order;
 - b) Adoption of Agenda;
 - c) Public Hearings;
 - d) Approval of Minutes;
 - e) Business Arising Out of the Minutes;
 - f) Staff Reports for Decision;
 - g) Bylaws;
 - h) Closed Session;
 - i) New Business; and
 - j) Adjournment.
- 11.2 Council must adopt the agenda by a majority vote prior to transacting other business.
- 11.3 In adopting the agenda, Council may, by a two-thirds vote:
- a) add a new item to the agenda;
 - b) delete any item from the agenda;
 - c) *Deleted* (BL 2111-26)
 - d) change the order of the agenda.
- 11.4 Any agenda items that have not been disposed of at the time that a meeting is adjourned will be addressed at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

- 11.5 Following the adoption of the agenda, Council may modify the order of business should circumstances arise where it is appropriate to do so, through general consent.
- 11.6 The Chair, in their sole discretion, may deviate from the order of business to accommodate special circumstances or to ensure effective and efficient use of time.

12. COMMENCEMENT OF MEETINGS

- 12.1 This section applied to all Council meetings and Committee of the Whole meetings.
- 12.2 As soon as there is a quorum after the time for commencement of a Council meeting:
- a) the Mayor or Deputy Mayor, depending on the meeting, must take the Chair and begin the meeting; or (BL 2111-26)
 - b) if the Mayor is absent, the Deputy Mayor must take the Chair and begin the meeting; or
 - c) if the Mayor and Deputy Mayor are not in attendance within fifteen minutes after the time set for the meeting and there is a quorum, the City Manager must begin the meeting by calling for a motion for the appointment of a Chair.

13. MINUTES

- 13.1 Minutes shall include the following:
- a) the time when the meeting:
 - i. commenced;
 - ii. recessed;
 - iii. moved in and out of closed session; and
 - iv. adjourned;
 - b) the names of the Councillors and Administration present;
 - c) the time when the Councillors:
 - i. arrived at the meeting after the call to order; and
 - ii. left and returned, if applicable, during the meeting;
 - d) all bylaws and resolutions;
 - e) the names of Administration or members of the public who spoke to an item; and
 - f) time and reason for any abstention by a Councillor, if applicable, in accordance with the MGA.
- 13.2 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers.
- 13.3 All minutes, once approved, shall be signed by the Chair and the City Manager.

PART 5 – COUNCIL PROCEEDINGS

14. THE CHAIR

14.1 The role of the Chair is to:

- a) preserve order in Council meetings, and call to order any Councillor, member of Administration or member of the public who is out of order;
- b) decide all questions of procedure, points of privilege and points of order;
- c) ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- d) state and put to a vote all questions that legitimately come before Council as motions and declare the results of all votes;
- e) decide who, aside from Councillors, may address Council; and
- f) declare meetings adjourned when Council so votes or, where applicable, at the time appointed for adjournment, or at any time in the event of an emergency.

14.2 The Chair shall be addressed as Chair, or otherwise as directed by the Chair.

15. DISCUSSION

15.1 All discussion at a Council meeting must be directed through the Chair and a Councillor may not speak unless and until recognized by the Chair.

15.2 A Councillor may only speak once in debate not including relevant questions on the matter before Council.

15.3 A Councillor may only speak more than once on any matter if every other Councillor choosing to speak has had a chance to speak.

15.4 Each Councillor may speak for only five minutes, unless otherwise permitted by the Chair.

16. INTERRUPTION OF A SPEAKER

16.1 A Councillor who is speaking may only be interrupted:

- a) on a question of privilege; or
- b) on a point of order.

16.2 A Councillor who is speaking when a question of privilege or a point of order is raised must cease speaking immediately.

16.3 A question of privilege or a point of order is not debatable or amendable.

16.4 The Chair may grant permission:

- a) to the Councillor raising a question of privilege or a point of order to explain the question or point briefly; and
- b) to the Councillor who was speaking to respond briefly.

- 16.5 The Chair may seek advice on a question of privilege or point of order to determine whether a matter is within the jurisdiction of Council.

17. CHALLENGING A RULING

- 17.1 Any ruling of the Chair may be challenged.
- 17.2 A motion to challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- 17.3 A motion to challenge is debatable unless it is related to decorum, the priority of business, or an undebatable pending motion.
- 17.4 If a motion to challenge is made, the Chair must state the question: "Is the ruling of the Chair upheld" and may participate in debate on the challenge without leaving the Chair.
- 17.5 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the Chair were absent must put the question to Council.
- 17.6 Council will decide the challenge by a majority vote and the decision of Council is final.

PART 6 – MOTIONS

18. CONSIDERATION OF MOTIONS

- 18.1 Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 18.2 A Councillor may move a motion whether or not the Councillor intends to support it
- 18.3 The Councillor who made the motion may withdraw or amend the motion at any time prior to the vote on the motion.
- 18.4 A motion does not require a seconder.
- 18.5 A motion that contains several propositions may be voted on as a single motion or may be separated into separate motions if any Councillor requests it.

19. MOTIONS TO THE MAIN MOTION

- 19.1 When a motion is made and is being considered, no Councillor may make another motion except to:
- a) amend the motion;
 - b) amend any amendment to the motion;
 - c) refer the main motion for consideration;
 - d) table the motion; or
 - e) move a privileged motion.

20. PRIVILEGED MOTIONS

20.1 The following motions are privileged motions:

- a) a motion to recess;
- b) a motion to adjourn;
- c) a motion to set the time for adjournment; and
- d) a question of privilege.

21. MOTION TO RECESS

21.1 The Chair, without a motion, may recess the meeting for a specific period.

21.2 Any Councillor may move that Council recess for a specific period.

21.3 After a recess, business will be resumed at the point where it was interrupted.

22. AMENDING MOTIONS

22.1 A Councillor may not propose an amending motion which:

- a) does not relate to the subject matter of the main motion; or
- b) is contrary to the main motion.

22.2 The main motion will not be debated until any proposed amendments to it have been debated and voted on.

22.3 When all proposed amendments have been voted on, the main motion, incorporating any amendments that have been adopted by Council, will be debated and voted on.

23. MOTION TO REFER

23.1 A Councillor may move to refer any motion to the appropriate Council Committee and the motion to refer:

- a) precludes all further amendments to the motion;
- b) is debatable only as to the desirability of referring the main motion; and
- c) may be amended only as to the body to which the motion is referred and the instructions on the referral.

24. MOTION TO LIMIT OR END DEBATE

24.1 Any motion to limit or end debate of another motion:

- a) cannot be debated;
- b) must be passed by a two-thirds vote; and

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- c) may only be amended as to the limit to be placed on debate.

25. MOTION TO TABLE

25.1 A motion to table:

- a) must specify the date, time or event that must transpire in order for the motion or matter being tabled to be disposed of;
- b) can only be debated as to the date, time or event that the motion or matter is being tabled until; and
- c) takes precedence over any other motion.

25.2 If the tabling motion involves tabling a motion that is before Council, when the tabled motion is subsequently returned to Council, a motion to “lift the motion from the table” is required and the tabled motion is brought back with all of the motions connected with it, exactly as it was when it was tabled. A motion to “lift the motion from the table” is passed with a majority vote of Council.

26. RECONSIDERATION OF MOTIONS

26.1 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:

- a) a General Election has been held;
- b) six months have passed since the date that motion was considered;
- c) a motion to reconsider has passed; or
- d) new and compelling information has come to light which could have an impact on Council’s previous decision.

26.2 A Councillor may introduce a motion asking Council to reconsider a matter dealt with by a previous motion providing:

- a) the motion is made at the same meeting of Council at which the original matter was considered and is moved by a Councillor who voted with the prevailing side; or
- b) a Notice of Motion is submitted by a Councillor who voted with the prevailing side, prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council reconsidering the matter; and
- c) the motion to which it is to apply has not already been acted upon.

26.3 If a motion to reconsider is passed, the original motion is on the floor.

27. NOTICE OF MOTION

27.1 A Councillor wishing to introduce a new matter for consideration may do so either by providing

all of Council and the City Manager with written notice no less than two weeks prior to the meeting they wish to have the matter dealt with or by making a verbal request during the New Business section of the meeting, in which case the matter will be brought forward at the next Regular Council meeting. (BL 2111-26)

- 27.2 Councillors may submit Notices of Motion to Administration for review and revision prior to bring the Notice of Motion.

28. ADMINISTRATIVE INQUIRIES

- 28.1 Any Councillor may make a motion for an Administrative Inquiry.
- 28.2 An Administrative Inquiry is a question that requires Administration to expend additional time and/or resources to provide a response. (BL 2111-26)
- 28.3 Administration will try to provide a response to an Administrative Inquiry within 2 weeks but the timing will depend on the following:
- a) the scope of the Administrative Inquiry; and
 - b) whether any specialized or third-party information is required to answer the inquiry.

PART 7 – BYLAWS

29 INTRODUCING A BYLAW

- 29.1 Administration may provide information on a bylaw prior to first reading of the bylaw.
- 29.2 After moving first, second or third reading of a bylaw, Councillors may debate the bylaw, propose and vote on amendments to the bylaw; table or postpone the vote on the bylaw or vote on the bylaw reading, in accordance with the Act.

30 AMENDING A BYLAW

- 30.1 Any amendments to be made to a proposed bylaw that has not yet been passed or defeated are to be made after first reading and prior to third reading.
- 30.2 A Councillor may make a motion to amend a bylaw under consideration.

31 BYLAWS SIGNED AND SEALED

- 31.1 The Mayor and the City Manager must sign all bylaws as soon as reasonably possible after third reading is given.

PART 8 – VOTES OF COUNCIL

32 METHOD OF VOTING

- 32.1 Councillors vote by a show of hands or other method agreed to by Council.

- 32.2 Unless otherwise specified in the Act or this Bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.
- 32.3 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- 32.4 If there is confusion on the outcome of a vote the Chair may ask for a second show of hands to clarify the result of the vote.

PART 9 – PUBLIC PARTICIPATION

33 PUBLIC CONDUCT AT MEETINGS

- 33.1 During a Council meeting, members of the public must:
- a) not approach or speak to Council without permission of the Chair;
 - b) not speak on any matter for longer than five minutes unless permitted by the Chair;
 - c) maintain order and quiet; and
 - d) not interrupt a speech or action of Council or another person addressing Council.

34 PUBLIC OPEN MICROPHONE (BL 2111-26)

- 34.1 If a member of the public wishes to make a public address to Council that is not a topic on the agenda they may do so by:
- a) attending the Committee of the Whole meeting and registering their name, topic of discussion and providing paper copies of any written handouts they may have to the Clerk prior to the meeting start time; and (BL 2111-26)
 - b) identifying themselves as a resident or local business with an address.
- 34.2 Any written handout for a public open microphone session must meet the standards for written communications to Council as set out in section 35.1 below. Handouts that do not meet this standard will not be distributed and will not be returned to the presenter.
- 34.3 Public open microphone presentations will be in the order they registered in.
- 34.4 The Chair will call public open microphone participants to the presentation podium on an individual basis and shall restate the person's name. (BL 2111-26)
- 34.5 The presenter must limit their presentation time to five minutes during the open microphone session, and the microphone will be muted after this time allotment.
- 34.6 Council will direct Administration on how and when to address matters arising in an open microphone session that require a response.

35 PUBLIC COMMUNICATIONS TO COUNCIL

- 35.1 Any communication intended for Council must be forwarded to the City Manager in writing and

must:

- a) be legible and coherent;
- b) identify the writer and the writer's contact information;
- c) be on paper or in an electronic, printable format; and
- d) not be libelous, impertinent or improper.

- 35.2 If the standards in section 35.1 are not met, the City Manager may file the communication without any action being taken.
- 35.3 The City Manager will forward all communications intended for Council to Council with an opinion whether the communication is within the governance authority of Council.
- 35.4 If Council determines the communication is within their governance authority they shall:
 - a) Direct administration to acquire all the information necessary for the matter to be included on a future Council Agenda for the consideration of Council; or
 - b) Direct administration to respond to the original correspondence with Council's majority position on the matter
- 35.5 If a Councillor objects to the process determined by the City Manager, a Councillor may introduce a notice of motion requesting the item be included for Council consideration on a Council Agenda.
- 35.6 If Council determines the communication is not within their governance authority, they will defer the communication to administration to respond to the person sending the original communication and advise them of the process to be followed and any action taken on the subject of the communication

36 PUBLIC PRESENTATIONS TO COUNCIL

- 36.1 Requests for an appointment to make a presentation to Council must be received by the City Manager and must:
 - a) be in writing and received at least 14 days prior to the Council meeting date;
 - b) clearly identify the reason or purpose of the appointment;
 - c) identify the individual or primary contact for a group or organization; and
 - d) include contact information of the individual or organization.
- 36.2 Presentations for the purposes of promoting commercial products or services will not be accepted.
- 36.3 Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, may not be allowed to appear before Council unless, in the opinion of the City Manager, new and compelling information comes to light which would warrant the delegation within the six-month period.
- 36.4 The amount of time allotted for each presentation is ten minutes unless the Chair allows for

the time to be extended. Time taken in responding to questions from Council shall not be counted in calculating the length of the presentation.

PART 10 – PUBLIC HEARINGS

37 REGISTRATION AND ATTENDANCE

- 37.1 Individuals or organizations wishing to make representation at a Public Hearing must register with Legislative Services by 12:00pm the Friday before the scheduled Public Hearing and provide their name, contact information, address, and whether they plan to speak in favour of or against the issue. Non-registered individuals may be heard only at Council's discretion.
- 37.2 Members of the public may submit written comments, presentations, or other audio-visual submissions seven days prior to the hearing date. Materials submitted must provide the full name, address and contact information for the person. Materials will not be returned and will be made public as part of the Council agenda package. Materials that are anonymous, not legible, cannot be accessed, are damaged or corrupted, or are offensive or inappropriate may be rejected by the City.
- 37.3 If a person is unable to attend a Public Hearing, they may authorize another individual to speak on their behalf.

38 PROCEDURE

- 38.1 The procedure for a Public Hearing is as follows:
- a) The Chair will outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any other preliminary matters;
 - b) Administration will introduce the proposed bylaw or resolution, followed by questions by Council;
 - c) Members of the public will be invited to make verbal presentations, followed by questions by Council. Registered speakers will be called in the order that they registered. Once all registered speakers have spoken, the Chair will ask if any other speakers wish to speak.
- 38.2 Persons addressing Council shall give their full name, location of residence; state whether they are speaking on their own behalf or for another person or a group; and address the Chair when responding to questions or providing information.

39 TIME LIMITS

- 39.1 Oral submissions are limited to five minutes.
- 39.2 Organizations and business entities are only permitted to make one representation during a Public Hearing. Multiple representatives from the same organization are not permitted to make representations at different times during a Public Hearing.
- 39.3 The time limitations for speakers do not include time for questions.
- 39.4 At the discretion of the Chair:

- a) the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views; and
- b) after everyone has had an opportunity to speak once, those interested in speaking a further time to provide new information may be granted further opportunity to speak.

40 CONCLUSION OF A PUBLIC HEARING

- 40.1 At the conclusion of the business of a Public Hearing, the Chair shall declare the Public Hearing closed or call for continuance and establish a date for reconvening the Public Hearing, and then recess the Public Hearing.
- 40.2 Once a Public Hearing is closed, it cannot be reopened, and no further submissions may be received by Council.

PART 11 – GENERAL

41 SEVERABILITY

- 41.1 If a court of competent jurisdiction should declare any Section or Subsection of this bylaw to be invalid, such Section or Subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and remain in force.

42 TRANSITION

- 42.1 Bylaws No.1917-18, No.2021-22, No.2066-24, No. 2076-24 are hereby repealed.
(BL 2111-26)
- 42.2 This Bylaw will come into force and effect upon third and final reading of this bylaw

READ a first time this 10th day of March, 2025.

READ a second time this 10th day of March, 2025.

READ a third time this 10th day of March, 2025.

*Original has been signed, sealed & filed with Records
Management*

Tyler Gandam, Mayor

Sue Howard, City Manager