



# **BYLAW C-8277-2022**

**A Bylaw of Rocky View County to provide for the orderly proceedings of meetings held by Council and the various boards, committees, commissions, and other bodies established by Council.**

**WHEREAS** Rocky View County Council may pass bylaws establishing procedures to be followed by Council, committees, and other bodies established by Council pursuant to section 145 of the *Municipal Government Act*;

**AND WHEREAS** Rocky View County may pass bylaws establishing procedures for public hearings pursuant to section 230(3) of the *Municipal Government Act*;

**NOW THEREFORE** the Council of Rocky View County enacts as follows:

## **Title and Definitions**

- 1 This bylaw may be cited as the *Procedure Bylaw*.
- 2 Words in this Bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this bylaw.

## **Application and Interpretation**

- 3 This bylaw applies to all Council and committee meetings and to those participating and attending those meetings. The procedures established in this bylaw are to be used for the orderly consideration of business and to be applied in the spirit of fairness, equality, and common sense.
- 4 Notwithstanding the procedures established in this bylaw, if a committee establishes procedures that differ from the procedures in this bylaw, the procedures of the committee take precedence to the extent of the difference.
- 5 Meeting procedure is a matter of interpretation by the Chair subject to the rights and privileges of members. The Chair is encouraged to seek advice when interpreting meeting procedures.
  - (1) Although meeting procedures are a matter of interpretation by the Chair, it is the responsibility of all members to ensure that the procedures in this bylaw are followed during meetings.
- 6 If a matter of procedure arises that is not contemplated in this bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this bylaw and Robert's Rules of Order, this bylaw takes precedence to the extent of the conflict.



- 7 Council or a committee may by resolution temporarily suspend the rules, or a specific rule, established in this bylaw. A suspension of the rules is only in effect for the meeting at which the resolution is passed.
  - (1) Rules in this bylaw that originate in the *Municipal Government Act* or other governing legislation cannot be suspended.
- 8 If a suspendable rule in this bylaw is inadvertently not followed during a meeting, and no person's rights are infringed as a result and no member raises a point of order or otherwise brings attentions to the rule not being followed, the rule is deemed to have been suspended for that specific case.

### **Duties of the Mayor, Deputy Mayor, Chairs, and Vice Chairs**

- 9 The Chair of a meeting is responsible for:
  - (1) presiding over the meeting when in attendance unless otherwise required by this bylaw or provided for in Rocky View County's bylaws, policies, and procedures;
  - (2) presiding over conduct at meetings, including providing for the orderly consideration of business, preserving good order and decorum, deciding on and responding to questions of procedure, ruling on points of order and points of privilege, and responding to challenges of the Chair;
  - (3) managing the flow of business at meetings, including changing the order of the agenda when appropriate and calling for recesses or for the meeting to stand at ease without requiring a motion; and
  - (4) providing for the orderly queuing of speakers, including other members, Administration, and the public, and ensuring that each member who wishes to speak on a matter is provided an opportunity to do so in accordance with this bylaw.
- 10 The Mayor has the same rights and privileges as any other member except for when a matter deals specifically within the Mayor's electoral division. When the Mayor desires to participate in debate or make a motion on a matter that deals specifically in the Mayor's electoral division, the Mayor must:
  - (1) vacate the Chair and request that the Deputy Mayor, or another member if required, assume the position of Chair for the duration of that matter, without requiring a motion; and
  - (2) reassume the position of Chair when consideration of the matter has concluded.
- 11 The Mayor presides over Council meetings as the Chair when present. The Deputy Mayor is the Vice Chair of Council meetings when present.
- 12 The Deputy Mayor presides over Council meetings as the Chair when the Mayor is absent or unable to perform the duties of the position. The Deputy Mayor has all the same powers and responsibilities under this bylaw when presiding as the Chair.



- 13 An Acting Chair presides over Council meetings as the Chair when both the Mayor and Deputy Mayor are unable to perform the duties of the position. The Acting Chair has all the same powers and responsibilities under this bylaw when presiding as the Chair.
  - (1) The Chief Administrative Officer will preside over the selection of the Acting Chair. Once the Acting Chair is selected, they will preside over the remainder of the meeting.
  - (2) An Acting Chair is chosen by general consensus of the members in attendance or, if required, by a resolution of the members in attendance.

### **Term of Appointment of the Mayor and Deputy Mayor**

- 14 The term of appointment of the Mayor is for two years and will not extend beyond the term of office of that person as Councillor. Only one Councillor may be appointed as Mayor at a time and the position of Mayor must be filled at all times
- 15 The term of appointment of the Deputy Mayor is for one year and will not extend beyond the term of office of that person as Councillor. Only one Councillor may be appointed as Deputy Mayor at a time and the position of Deputy Mayor must be filled at all times.
- 16 The term of appointment of the Mayor and Deputy Mayor must be made, suspended, or revoked by resolution. A resolution to suspend or revoke the appointment of the Mayor or Deputy Mayor must provide for the appointment of another Councillor to that position.

### **Regular, Special, and Organizational Meetings**

#### Regular Council and Committee Meetings

- 17 At its annual organizational meeting, Council establishes the dates and times of regular Council and committee meetings for the ensuing year. All Councillors must be present when establishing the dates of times of regular Council meetings pursuant to section 193(1) of the *Municipal Government Act*.
- 18 Council may from time to time establish additional regular Council meeting dates and times by resolution. All Councillors must be present when establishing the dates of times of additional Council meetings pursuant to section 193(1) of the *Municipal Government Act*.
- 19 Committees may from time to time establish additional regular meeting dates and times in accordance with the committee's terms of reference, or by resolution if the terms of reference do not provide for an alternate process.

#### Special Council and Committee Meetings

- 20 Special Council meetings may be called by the Mayor in accordance with and through the processes established in section 195 of the *Municipal Government Act*.



- 21 Special committee meetings may be called by the Chair in accordance with the committee's terms of reference, or by the Chair in accordance with and through the processes established in section 195 of the *Municipal Government Act* if the committee's terms of reference does not provide for an alternate process.

#### Organizational Meetings

- 22 Council holds an annual organizational meeting pursuant to section 192(1) of the *Municipal Government Act* for the purpose of appointing the Mayor and Deputy Mayor, establishing Council and committee meeting dates, appointing members to committees, and any other business included on or added to the organizational meeting agenda.

At organizational meetings, Council:

- (1) appoints the Mayor and Deputy Mayor for the term of appointment provided for in this bylaw;
  - (2) establishes the dates and times of regular Council and committee meetings as required;
  - (3) makes Council and committee appointments as required, including appointments for council representatives, member at large positions, and Chair and Vice Chair positions;
  - (4) considers any other matter on or added to the organizational meeting agenda.
- 23 During organizational meetings:
- (1) the Chief Administrative Officer calls the meeting to order, presides over the appointment of the Mayor and their oath of office; and
  - (2) once elected, the Mayor presides over the appointment of the Deputy Mayor and all subsequent matters on the organizational meeting agenda.
- 24 During the appointment of vacant positions at the organizational meeting, or as otherwise required from time to time, the following procedures apply:
- (1) if only one nomination is received for a vacant position, the nominee will be appointed by acclamation; or
  - (2) if more than one nomination is received for a vacant position, a vote by secret ballot will be conducted using the following exhaustive ballot procedure:
    - (a) if no nominee receives a majority of votes on the first ballot, the nominee who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted with the remaining nominees; and
    - (b) on any subsequent ballots, the nominee who receives the least number of votes is dropped from the ballot until a nominee receives a majority of votes.



- (3) If after repeated ballots it is clear that no one nominee will receive a majority of votes, Council may use an alternate method of determining the successful nominee. The alternative method may be established by general consensus or, if required, by resolution.
- 25 All appointments, including appointments determined by secret ballot, must be confirmed by resolution pursuant to section 185.1(2) of the *Municipal Government Act*.
- 26 All ballots for secret ballot votes conducted at the organizational meeting are destroyed after the meeting is adjourned.

### **Electronic Participation in Meetings**

- 27 Members are expected to participate in meetings in-person unless there is a clear need for electronic participation. Members may participate in a meeting electronically in accordance with this bylaw.
- 28 Any member, except for the Chair of the meeting, may participate electronically in a meeting so long as the member participates in a location that is free of distractions and is secure and appropriate for participation in the meeting and:
  - (1) the member is outside of Rocky View County but desires to participate in the meeting electronically; or
  - (2) the member is within Rocky View County but is unable to attend the meeting for personal or family reason but desires to participate in the meeting electronically.
- 29 The Chair must be physically present at meetings and cannot preside over meetings electronically. To participate in a meeting electronically, the Chair must vacate the chair for that meeting.
- 30 To participate in a meeting electronically, a member must notify the Chair and Chief Administrative Officer as soon as they are aware of their need to participate electronically.
- 31 The Chair has the authority to end a member's use of electronic participation in an in-person meeting if, in their opinion, the use of electronic participation is disruptive to the meeting or the location of the member is not secure or appropriate.

### **Holding Meetings Virtually**

- 32 Council or committee meetings may be held virtually so long as they are held in accordance with section 199 *Municipal Government Act* and comply with the notification and participation requirements of the *Municipal Government Act* and Rocky View County's bylaws, policies, and procedures.

**Closed Sessions**

- 33 Council and committees may consider a matter, or a portion of a matter, in a closed session only in accordance with section 197(1) of the *Municipal Government Act* and the relevant sections of the *Freedom of Information and Protection of Privacy Act*.
- 34 Closed sessions may be held electronically and members may participate in a closed session electronically if the member is participating in the meeting electronically in accordance with this bylaw.
- 35 The Chair of a meeting presides over any closed sessions held at that meeting and ensures that only those matters included in the resolution to move into closed session are considered during the closed session.
- 36 All members may participate in a closed session provided that the member has not abstained from participating in the matter, or is not required to abstain from participating in the matter, to be considered in the closed session.
- 37 Council or the committee may allow others to attend closed sessions and may direct that others leave the closed session as required. The meeting minutes will record the names of those in attendance for the closed session.
- 38 All proceedings, discussion, opinions, advice, and materials provided in closed sessions are confidential and must remain in confidence indefinitely by those attending the closed session unless their release is authorized by resolution of Council or the committee.
- 39 Those attending closed sessions must not record, take notes, or otherwise document the proceedings of a closed session.
- 40 Council or a committee cannot pass a resolution during a closed session except for a resolution to move back into open session. All decisions arising from a closed session must be made by resolution passed in open session pursuant to section 197(3) of the *Municipal Government Act*.
- 41 Before considering motions arising from a closed session, the Chair of the meeting will provide reasonable notice to the public that the meeting is back in open session and will allow sufficient time for the public to return to the meeting in accordance with section 197(5) of the *Municipal Government Act*.

**Notice of Meetings**

- 42 Notice of regular Council and committee meetings is provided in accordance with the *Municipal Government Act* and Rocky View County's bylaws, policies, and procedures.
- 43 Notice of special Council and committee meetings will be made in accordance with the *Municipal Government Act* and, if time permits, in accordance with this bylaw and Rocky View County's bylaws, policies, and procedures.



- 44 Council may only change the date, time, or place of regular meetings by resolution and with no less than 24 hours' notice of the change. Notice of the change will be made in accordance with section 193(3) of the *Municipal Government Act* and, if time permits, in accordance with this bylaw and Rocky View County's bylaws, policies, and procedures.
- 45 Committees may change the date, time, or place of regular meetings by resolution or by written consent of a majority of members and with no less than 24 hours' notice of the change. Notice of the change will be made in accordance with section 195 of the *Municipal Government Act* and, if time permits, in accordance with this bylaw and Rocky View County's bylaws, policies, and procedures.

### **Cancellation of Meetings**

- 46 Council or committee meetings may be cancelled:
  - (1) by resolution passed at a meeting prior to the meeting to be cancelled and with not less than 24 hours' notice of the cancellation; or
  - (2) with the written consent of a majority of members and with not less than 24 hours' notice of the cancellation.

### **Meeting Agendas**

#### Agenda Preparation and Distribution

- 47 The agenda for each Council meeting is prepared by the Chief Administrative Officer in consultation with Administration, the Mayor, and the Deputy Mayor.
  - (1) The agenda for each meeting is approved by the Mayor prior to distribution, and the Mayor may direct that items be rescheduled to maximize the efficiency and effectiveness of each meeting.
    - (a) Should items be rescheduled, the Mayor will inform Council of the agenda item and the reason for rescheduling; and
    - (b) In the absence of the Mayor, the Deputy Mayor will perform the approval of the agenda and any rescheduling of agenda items.
- 48 The agenda for each committee meeting is prepared by the Chief Administrative Officer in consultation with Administration, the Chair, and the Vice-Chair.
  - (1) The agenda for each meeting is approved by the Chair prior to distribution, and the Chair may direct that agenda items be rescheduled to maximize the efficiency and effectiveness of each meeting.
    - (a) Should agenda items be rescheduled, the Chair will inform the committee of the agenda item and the reason for rescheduling; and



- (b) In the absence of the Chair, the Vice Chair will perform the approval of the agenda and any rescheduling of agenda items.

- 49 The Chief Administrative Officer distributes Council and committee agendas to Council or the committee no later than seven days prior to each meeting.
- 50 The Chief Administrative Officer posts Council and committee agendas on the County's public website no later than six days prior to each meeting.

#### Agenda Additions and Deletions

- 51 Council or a committee may only add or remove items from an agenda by resolution. Changes to an agenda should be considered prior to the adoption of the agenda at the meeting.
  - (1) Notwithstanding the above section of this bylaw, Council or a committee may only add or remove items from a special meeting agenda by a resolution passed by a majority of members and only if the entire Council or committee is present at the special meeting pursuant to section 194(5) of the *Municipal Government Act*.
- 52 After an agenda has been adopted, Council or a committee may only add or remove items from the agenda by resolution passed unanimously by all members present at the meeting.

#### Emergent Business Items

- 53 Only emergent business items may be added to a Council or committee meeting agenda. Emergent business items are matters that were not included on a meeting agenda but due to time constraints or unusual circumstances must be considered at a specific meeting.
- 54 Administration or a member may propose that an emergent business item be added to a meeting agenda. Emergent business items must be added to an agenda by resolution.
  - (1) When Administration proposes an emergent business item, the Chief Administrative Officer provides the reasons why the item should be considered as emergent business at the meeting.
  - (2) When a member proposes an emergent business item, the member provides the reasons why the item should be considered as emergent business at the meeting.
- 55 When considering whether to add an emergent business item to the agenda, Council or the committee should consider, but is not bound or limited to considering, the following:
  - (1) the reasons provided by the Chief Administrative Officer or member;
  - (2) whether the matter could be deferred to a future regular meeting or special meeting;
  - (3) whether enough information is available to properly consider the matter; and
  - (4) whether the matter requires prior notification in accordance with this bylaw, the *Municipal Government Act*, or other governing legislation.





### Notices of Motion

- 56 A Councillor who wishes to introduce a new matter for consideration at a Council meeting must submit a notice of motion to the Chief Administrative Officer and the notice of motion must be seconded by another Councillor.
- 57 All notices of motion are introduced at one meeting by reading the notice of motion into the public record, and the proposed motion is then considered by Council at a subsequent meeting.
- 58 To be included on the agenda, notices of motion must be submitted to the Chief Administrative Officer by noon not less than 11 days prior to the meeting at which the Councillor wishes to introduce their notice of motion.
- 59 The notice of motion must include the following:
  - (1) the meeting date at which the Councillor will introduce the notice of motion by reading it into the public record;
  - (2) the meeting date at which Council will consider the motion proposed in the notice of motion;
  - (3) the name of the Councillor who seconded the notice of motion;
  - (4) an indication of the purpose and background of the proposed motion to be considered by Council; and
  - (5) the proposed motion to be considered by Council.
- 60 Consideration of the proposed motion will be scheduled on the agenda for the meeting provided in the notice of motion with no further action required by Council. At the meeting where the proposed motion will be debated, a Councillor must still move the motion provided in the notice of motion, at which point Council proceeds to consider the motion.
- 61 When considering a motion proposed by a notice of motion, Council considers the motion in the same manner it would if the motion was introduced by another means. Council may, for example, consider passing or defeating the motion, amending the motion, tabling the motion, or referring the motion to Administration to prepare a response to the motion.

### **Meeting Minutes**

- 62 The Chief Administrative Officer prepares written records of the proceedings and decisions of all meetings that include, but are not limited to, the following:
  - (1) the names of the members present and absent from the meeting;
  - (2) the names of the staff and the public who participated in the meeting by presenting or responding to questions;



- (3) the names and times of members who arrive or leave throughout the course of the meeting or who are temporarily absent for a portion of the meeting;
  - (4) the names of members of the public who speak in support and in opposition at a public hearing;
  - (5) all motions, which member moved each motion, whether each motion was carried or defeated, and any members who were absent or abstained from the vote on the motion;
  - (6) if a vote is a recorded vote, the names of which members voted in favour and in opposition to the motion if the result of the vote is not unanimous; and
  - (7) any abstentions made by members and the reasons provided by the member in their declaration.
- 63 Meeting minutes must be approved by resolution of Council or the committee and be signed in accordance with section 213 of the *Municipal Government Act*.
- 64 Major corrections to approved meeting minutes must be made by resolution of Council or the committee. Minor corrections may be made to approved meeting minutes without requiring a resolution provided the minor corrections are limited and clerical in nature, such as correcting spelling or grammar.
- 65 Minor corrections to the meeting minutes must be approved by both the Chair and the Chief Administrative Officer.

### **Recording and Livestreaming Meetings**

- 66 Council meetings are recorded and livestreamed to the public with the exception of closed sessions. Committee meetings may be recorded and livestreamed to the public with the exception of closed sessions.
- 67 At the start of a meeting, the Chair notifies those present whether the meeting is being livestreamed and if a recording will be made available on the County's website after the meeting is adjourned.
- 68 If there are technical difficulties while livestreaming that are unable to be resolved, the Chair advises those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on Rocky View County's website.
- (1) The meeting may continue without a livestream provided that the meeting can still be recorded by other means and the recording can be made available on the County's website after the meeting is adjourned.
- 69 The use of audio/video recording devices by the public or the media during a meeting is prohibited unless authorization is provided by the Chair and Chief Administrative Officer.



- 70 Meeting recordings will be retained and provided in accordance with Rocky View County's bylaws, policies, and procedures. Meeting recordings will only be transcribed by Rocky View County if required in connection with any litigation, audit, or investigation.

### **Quorum and Commencement of Meetings**

- 71 After the advertised start time of a meeting, and after quorum is present, the Chair:
- (1) calls the meeting to order; or
  - (2) for Council, if the Mayor or Deputy Mayor are not present within 30 minutes after the start time of the meeting, the Chief Administrative Officer calls the meeting to order and the members present choose an Acting Chair for the meeting by general consensus or, if required, by resolution; or
  - (3) for committees, if the Chair and Vice Chair are not present within 30 minutes after the start time of the meeting, the Chief Administrative Officer calls the meeting to order and the members present choose an Acting Chair for the meeting by general consensus or, if required, by resolution.
- 72 If quorum is not present within 30 minutes after the advertised start time of the meeting, the meeting is adjourned and all business on the agenda is rescheduled to the next available meeting.
- (1) If quorum is lost at any time during a meeting, the meeting is recessed and if quorum is not met within 15 minutes the meeting is adjourned and all remaining business on the agenda is rescheduled to the next available meeting.
- 73 Immediately after calling a meeting to order, the Chair calls for a motion to approve the agenda, subject to any additions or deletions.
- 74 Immediately after approval of the agenda, the Chair calls for a motion to approve any previous meeting minutes, subject to any corrections.
- 75 The order of business following the approval of the meeting agenda and minutes is determined by the Chair, subject to:
- (1) the time of any advertised public hearings or scheduled public presentations;
  - (2) a request or point of order raised by a member; or
  - (3) a request raised by Administration.

### **Pecuniary Interests and Abstentions**

- 76 When a member is aware or reasonably believes that they have a pecuniary interest in a matter before Council or a committee, the member must declare their pecuniary interest and abstain from participating in the matter in accordance with section 172 of the *Municipal Government Act*.



77 Members should make their declarations of pecuniary interest at the onset of the meeting at which they have a pecuniary interest, as well as at the onset of the agenda item for which they have the pecuniary interest.

78 The member's declaration and abstention are recorded in the meeting minutes.

### **Meeting Proceedings**

79 All proceedings during a meeting must be directed through the Chair, including presentations, questions, responses, and debate. The Chair, when directing the proceedings of a meeting, should apply the rules in this bylaw in the spirit of fairness and to advance the business before Council or the committee.

80 No member or participant in a meeting may speak until they are recognized by the Chair unless they are attempting to gain the attention of the Chair, in which case they must do so in the least disruptive way possible.

81 Unless otherwise permitted by the Chair, members may speak twice on a motion, once to ask questions and once in debate. The Chair may allow members to speak more than twice on a motion in the following cases:

- (1) the member is seeking clarification from another member, from Administration, or from a presenter;
- (2) the member is responding to a question or comment made by another member, by Administration, or by a presenter;
- (3) the matter under consideration warrants, in the opinion of the Chair or by general consensus of the members, further questioning or debate;
- (4) to allow the mover of a motion to close debate; or
- (5) for any other reason that the Chair, in their opinion, considers reasonable.

82 If a member is unable to attend a meeting, that member must advise the Chair and the Chief Administrative Officer of their absence and the reasons for their absence as soon as possible after they are aware that they will be unable to attend.

83 Councillors sit in the numerical order of their electoral division, other than the Chair and Vice Chair, with any seating changes subject to approval from the Chair.

### **Voting and Recorded Votes**

84 Votes are taken as follows:

- (1) The Chair calls the question on the motion;
- (2) The Chair calls for those in favour of the motion and asks for a show of hands if an electronic voting system is unavailable; and



- (3) The Chair calls for those opposed to the motion and asks for a show of hands if an electronic voting system is unavailable.
- 85 The Chair, at their discretion, may conduct votes through an alternate method agreed upon by general consensus of the members or, if required, by resolution, such as voting by exception or through a roll call vote.
- 86 After the Chair calls for a vote on a motion, no member may speak to the motion or move another motion until the results of the vote are declared. Members must cease any distractions and remain in their seats after the voting process begins and until the results of the vote have been declared.
- 87 Every member present at a meeting must vote on every motion put to a vote unless that member is permitted or required to abstain from voting on the matter in accordance with section 183(1) of the *Municipal Government Act*.
- 88 A motion is carried when a majority of members present vote in favour of the motion. A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- (1) Alternatively, a motion is carried when the specified number of members vote in favour of the motion as otherwise required by this bylaw, the *Municipal Government Act*, or other governing legislation.
- 89 Members are only permitted to change their vote on a motion if the request is made by the member at the same meeting that the vote was held and with the unanimous consent of the members present at the meeting.
- 90 Unless a vote is a recorded vote, the meeting minutes show the name of the member who moved the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

#### Recorded Votes

- 91 Before the vote on a motion is taken, a member may request that the results of the vote be recorded pursuant to section 185 of the *Municipal Government Act*.
- 92 When a vote is a recorded vote, the meeting minutes show the names of the member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

#### **Points of Order and Challenges of the Chair**

- 93 Any member may question the behaviour of another member, a procedural decision or interpretation made by the Chair, or to bring attention to a potential or actual breach of the rules of this bylaw by raising a point of order.



- 94 The member raising the point of order must state what is in question and the reasons for raising the point of order. The point of order must be raised immediately after the action in question.
- 95 The Chair must rule on the point of order by agreeing or disagreeing with the point of order and stating the reasons for their decision.
- 96 A member may challenge the ruling of the Chair on a point of order by stating they wish to challenge the ruling of the Chair. The members then decide on the question raised by the point of order by voting on whether to uphold or overturn the ruling of the Chair. The decision of the members is final.
- 97 There is no debate on a point of order or on a challenge to the ruling of the Chair, and points of order and challenges to a ruling of the Chair are not recorded in the meeting minutes.

### **Points of Privilege**

- 98 A member may raise a question of comfort by raising a point of privilege, including the ability to see or hear the proceedings, the conditions of the room used to hold the meeting, or the effectiveness of the technology used to support the meeting.
- 99 The member raising the point of privilege must state what is in question and reasons for raising the point of privilege.
- 100 The Chair, in consultation with the other members, rules on the point of privilege by either recessing the meeting in order to attempt to alleviate the concerns raised by the member or continues with the meeting despite the concerns raised by the point of privilege.
- 101 There is no debate on a point of privilege and they are not recorded in the meeting minutes.

### **Public Conduct at Meetings**

- 102 When in attendance at a Council or committee meeting, the public must maintain order, decorum, and quiet for the duration of the meeting. The public must not:
  - (1) approach or to address, or attempt to approach or address, Council or the committee without prior permission being granted; or
  - (2) otherwise disturb or interrupt the proceedings of Council or the committee.
- 103 The Chair may order that a member of the public be expelled from a meeting for disturbing or interrupting the proceeds of a meeting, or for otherwise acting improperly during the meeting in accordance with section 198 of the *Municipal Government Act*.

### **Member Conduct at Meetings**

- 104 When in attendance at a Council or committee meeting, members must maintain order and decorum during the meeting. Members must:
  - (1) speak and listen respectfully to all those participating or attending the meeting;



- (2) be acknowledged by the Chair prior to speaking;
  - (3) use parliamentary language whenever possible;
  - (4) respect the rules and proceedings of Council or the committee;
  - (5) refrain from side conversations with each other when another person is speaking;
  - (6) respect the decisions of the Chair and of Council or committee, respect the submissions made by the public, and respect the advice provided by Administration.
- 105 When a member continues to breach the rules in this bylaw, the Chair may request that another member move a motion to remove the unruly member from either the balance of the meeting or until such a time provided in the motion. If the motion passes, the member must leave the meeting.
- 106 When the Chair continues to fail to adhere to the rules of this bylaw, a member may make a motion to remove the unruly Chair from either the balance of the meeting or until such a time provided in the motion. If the motion passes, the Chair must leave the meeting.
- 107 If the Chair or a member has been directed to leave the meeting in accordance with this bylaw, the Chair or member may provide an explanation and apology for their behaviour. If the remaining members find the statement satisfactory, the members may by resolution allow the offending member to remain or return to the meeting.

#### **Public Requests to Address Council or a Committee**

- 108 Members of the public wishing to address Council or a committee, either with a verbal presentation or with a written submission, on an agenda item that is not a public hearing must notify the Chief Administrative Officer of the request and the reasons for the request.
- 109 The Chief Administrative Officer advises Council or the committee of the request and the reasons provided by the requestor.
- 110 Council or the committee may by resolution permit the member of the public to speak on the agenda item or may by resolution receive the written submission on the agenda item. Members of the public who are permitted to address Council or the committee have a maximum speaking time of 20 minutes, unless otherwise provided for by resolution.

#### **Public Requests to Present to Council**

- 111 Community groups, stakeholders, and individuals may request to make a presentation at a Council meeting. Presentation requests must be submitted to the Chief Administrative Officer no later than four weeks prior to the Council meeting at which the presenters wish to present.
- 112 All presentation requests must be approved by the Mayor, or by the Deputy Mayor in their absence, in order for the presentation to proceed to a Council meeting. The Mayor, at their discretion, may refuse or defer a presentation request in the following circumstances:



- (1) the subject matter of the presentation is related to an active application from the presenters or the presenters intend to submit an application within six months of the presentation date;
  - (2) the subject matter of the presentation is outside of the authority or jurisdiction of Rocky View County;
  - (3) the subject matter of the presentation is more appropriate for a different committee, board, commission, or other body;
  - (4) the presentation is better suited for a different meeting date due to the size or scope of the agenda; or
  - (5) otherwise at the discretion of the Mayor with reasons provided to the presenters.
- 113 After a presentation request has been approved by the Mayor, the presentation materials must be submitted to the Chief Administrative Officer by the presenters no later than three weeks prior to the meeting.
- 114 Council may by resolution remove approved presentation from the agenda if the presenters have already or intend to introduce new materials, information, or requests that change the scope of the original presentation, or otherwise at the discretion of Council.
- 115 Presentations are limited to 20 minutes cumulatively in duration unless Council passes a resolution to extend the presentation time limit. Presentations may be followed by questions from Council to the presenters.

### **Motions**

- 116 Unless otherwise allowed by the Chair, members may not debate a matter until a member has moved a motion. The Chair should, whenever possible, ensure a motion is on the floor before allowing debate on a matter.
- 117 Unless otherwise determined by the Chair, members may ask questions of clarification on the matter under consideration prior to moving a motion.
- 118 Unless otherwise determined by the Chair, members may ask questions of clarification after a motion has been made and debate has begun if the questions are specific to the motion under consideration.
- 119 A member may move a motion regardless of whether the member intends to support the motion and without requiring the motion to be seconded by another member.
- 120 Motions may be displayed prior to the vote on the motion at the request of the Chair or a member, and the Chair may request that a motion be submitted by a member in writing or electronically prior to moving the motion.
- 121 The Chair must not call for a vote on a motion until the members and the Chief Administrative Officer are clear on how the motion reads.





### Debating Motions

- 122 After a motion has been moved by a member, debate may begin on the motion and each member is provided an opportunity to speak to the motion before it is voted on unless debate is closed.
- (1) The Chair must allow the mover of a motion to open and close debate on the motion they have moved. The order of debate among the members between the opening and closing of debate on a motion is determined by the Chair.
  - (2) The Chair is encouraged to allow all other members to participate in debate before the Chair participates in debate, with the exception of allowing the mover of a motion to close debate.
- 123 When a member is speaking to a motion, other members must not interrupt the speaker unless the member is raising a point of order or point of privilege or is attempting to gain the attention of the Chair.
- 124 Members may ask clarifying questions during the debate on a motion provided that the questions are directly related to the debate on the motion unless otherwise allowed by the Chair.
- 125 The Chair must call for a vote on a motion after debate on the motion has concluded. The Chair may close debate in the following circumstances:
- (1) all members have been provided an opportunity to debate and ask questions on the motion and no member wishes to further debate or ask questions the motion;
  - (2) all members have been provided an opportunity to debate and ask questions on the motion and, in the opinion of the Chair, the debate or questioning has become repetitious or unproductive; or
  - (3) if the members pass a resolution to close debate on the motion.

### Motions to Close Debate

- 126 A member may move to close debate on a motion if, in the opinion of the member, the debate has become repetitious or unproductive.
- 127 If a motion to close debate passes, no further debate on the motion is allowed and no further amendments to the motion are allowed. The Chair must immediately call for a vote on the motion.
- 128 If a motion to close debate is defeated, the Chair must allow for the debate to continue and further amendments to the motion are permitted.
- 129 Motions to close debate are not debatable and cannot be amended. They are not recorded in the meeting minutes.



### Withdrawing Motions

- 130 After a member moves a motion, the motion belongs to the members as a whole and may only be withdrawn by the mover with the unanimous consent of the members present.
- 131 If a motion does not receive unanimous consent to be withdrawn, the members must continue with consideration of the motion.
- 132 Withdrawn motions are not recorded in the meeting minutes except when, in the opinion of the Chief Administrative Officer, recording the withdrawn motion is needed to accurately record the proceedings of the meeting in the minutes.

### Severing Motions

- 133 When a motion has two or more recommendations, a member may request, after a motion has been moved but before the vote on the motion, that the recommendations be severed and considered as separate motions. The Chair determines whether the motion will be severed.
- 134 The mover of the original motion is considered the mover of the severed motions.

### Motions Out of Order

- 135 The Chair may rule a motion out of order subject to a point of order raised by a member or a challenge of the ruling of the Chair by a member.
- 136 When ruling a motion out of order, the Chair must provide the reasons for their ruling and may consider, but is not limited to, the following:
  - (1) whether an amending motion would nullify or contradict the intent of the original motion;
  - (2) whether the motion would be contrary to the bylaws of Rocky View County, the *Municipal Government Act*, or other governing legislation;
  - (3) whether the motion would be contrary to the established procedures and customs of Council or the committee;
  - (4) whether the motion should be made through a notice of motion or brought before Council or the committee through another means; and
  - (5) whether the motion, or substantially similar motion, has been considered within the previous six months without first reconsidering the original motion, in which case the motion is out of order.
- 137 Motions ruled out of order are no longer motions and are not considered by Council or the committee and are not recorded in the meeting minutes.



### Minor Corrections to Motions

- 138 Minor corrections may be made to a motion after it has been moved but before the vote on the motion without requiring an amending motion provided that the corrections are limited and clerical in nature, such as correcting spelling and grammar.
- 139 Minor corrections to a motion require the unanimous consent of the members present. If a minor correction does not receive unanimous consent, it may be made in the form of an amending motion.
- 140 Minor corrections to a motion are not recorded in the meeting minutes, and the mover of the original motion is still considered the mover after any minor corrections have been made to the motion.

### **Main Motions**

- 141 Motions that bring a proposed action on a matter before Council or a committee are known as main motions. When a main motion has been moved and is being considered, a member cannot make another motion except to:
- (1) move a subsidiary motion, such as an amending motion, a tabling motion, or a referral motion, in accordance with this bylaw;
  - (2) move a privileged motion, such as a motion to recess or a motion to adjourn; or
  - (3) raise a point of order, raise a point of privilege, or challenge a ruling of the Chair in accordance with this bylaw.
- 142 Main motions are debatable and may be amended unless otherwise provided for in this bylaw.

### Motions Arising

- 143 Motions that arise out of consideration of a matter, but are not required for the matter under consideration, are known as arising motions. Immediately after a matter has been considered, a member may move an arising motion to deal with something directly related to the matter that was just considered.
- 144 Arising motions should be used in circumstances where it is prudent to provide subsequent direction in a timely manner or when the direction provided does not require further information.
- 145 Arising motions are debatable and may be amended.



## **Subsidiary Motions**

### Amending Motions

- 146 A member may propose an amendment to a motion by moving an amending motion. The amending motion must be made after the motion has been made and prior to the vote on the motion.
- 147 Amending motions should be used to improve the wording of motions. Amending motions are used for the purpose of adding words, removing words, or replacing words in the original motion. Amending motions must relate to the subject matter of the original motion and must not be contrary to the original motion.
- 148 Only one amending motion and only one amendment to an amending motion are permitted at the same time. When there are multiple amending motions at the same time, the amending motions are considered in reverse order of when they were moved, resulting in the original motion considered last.
- 149 All amending motions are debatable and are amendable to the extent provided for by the above section of this bylaw.

### Referral Motions

- 150 A member may move to refer a matter or motion, and any pending amendments to a motion, to another body to complete further actions or to provide more information on a matter or motion under consideration.
- 151 Referral motions should be used in circumstances where doing something further is the main consideration, whether that is for further action or for more information, prior to making a decision on the matter or motion.
- 152 Referral motions are debatable and may be amended.

### Tabling Motions

- 153 A member may move to table a matter or motion, and all amendments to a motion, either temporarily or indefinitely with the intention of bringing the matter or motion back for consideration at different time.
  - (1) When the matter or motion is subsequently lifted from the table, consideration resumes at the same point at which it was left when the matter or motion was tabled.
- 154 Tabling motions should be used in circumstances where timing is the main consideration. If further action or more information on a matter or motion is desired, a referral motion should be considered instead of a tabling motion.
- 155 A matter or motion may be tabled to a different point in the same meeting, be tabled to a future date, or be tabled indefinitely with no set return date identified.



156 Tabling motions are debatable and may be amended.

#### Lifting from the Table

157 When a matter or motion that has been tabled is lifted from the table, either automatically or by resolution depending on the tabling motion, the matter or motion is brought back as it was when it was tabled, including any pending amendments to a motion.

158 If the matter or motion was tabled to a different point in the same meeting or was tabled indefinitely with no set return date or conditions identified, it must be lifted from the table by resolution prior to resuming consideration of it.

(1) If a motion to lift from the table is defeated, the matter or motion will remain on the table until a motion to lift it from the table is passed.

159 If the matter or motion was tabled to a specific meeting or with a set return date or conditions identified, it is deemed to be lifted from the table without resolution by including the matter or motion on an agenda.

160 A matter or motion may be lifted from the table earlier than the time identified in the tabling motion provided that the matter or motion is included on an agenda or added to an agenda for a meeting.

161 Motions to lift from the table are debatable but cannot be amended.

### **Privileged and Incidental Motions**

#### Motions to Recess and to Reconvene

162 A member may move to recess a meeting for a specific period or until a specific time. If a meeting is recessed by resolution, it must be reconvened by resolution.

163 The Chair may recess a meeting for a specific period or until a specific time. If a meeting is recessed by the Chair, it may be reconvened by the Chair or by resolution.

164 Motions to recess or to reconvene are not debatable and cannot be amended.

#### Motions to Adjourn

165 A member may move to adjourn a meeting at any time during the meeting unless the meeting is in closed session or another motion is being considered.

166 Motions to adjourn are not debatable and cannot be amended.

#### Motions to Reconsider and Rescind

167 Members may attempt to revisit previous decisions by moving a motion to either reconsider or rescind a motion that was voted on previously in accordance with this bylaw. Motions to reconsider are made at the same meeting at which the original motion was voted on, while motions to rescind are made at a different meeting.



- (1) The member moving a motion either to reconsider or rescind must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any member who voted for the original motion may move the motion to reconsider or rescind.
- 168 A motion to reconsider should be used when a motion is passed or defeated at a meeting and a member wishes to reconsider the vote on the motion at the same meeting. If a motion is being reconsidered, the original motion is back on the floor as if the original mover of the motion had just made the motion:
- (1) after a motion to reconsider is passed, the Chair reopens debate on the original motion; and
  - (2) after debate is closed, the Chair recalls for a vote on the original motion.
- 169 The same motion can only be reconsidered once during the same meeting, and a motion to reconsider cannot be reconsidered or rescinded.
- (1) After an election has been held, a motion to reconsider is not required for the new Council to revisit decisions of the previous Council.
- 170 A motion to rescind should be used when a resolution is passed at one meeting and the member wishes to rescind the resolution at a different meeting. To rescind a resolution on a matter, the matter must:
- (1) be included on the agenda through a notice of motion submitted in accordance with this bylaw; or
  - (2) be added to an agenda through an emergent business item in accordance with this bylaw.
- 171 If a resolution is rescinded, the original motion is deemed null and void but it does not undo any actions that have been taken as a result of the resolution being passed.
- 172 A motion to rescind cannot be reconsidered or rescinded.
- 173 Motions to reconsider or rescind are debatable and cannot be amended.

**Public Hearings**

- 174 Public hearings are held when required by the *Municipal Government Act* or when Council directs that a matter be considered through a public hearing.
- 175 Public hearings may be held at regular or special Council meetings.
- 176 When a public hearing is required to be held on a proposed bylaw or resolution by the *Municipal Government Act*, the public hearing will be held after first reading and prior to second reading of the proposed bylaw or prior to a vote on the proposed resolution.



- (1) Additional public hearings may be held on a proposed bylaw but any additional public hearings must be held prior to second reading of the proposed bylaw.

177 Public hearings are advertised in accordance with the *Municipal Government Act* and Rocky View County's bylaws, policies, and procedures.

#### Public Hearing Submissions

- 178 Public hearing circulations and advertisements must meet the requirements of the *Municipal Government Act* and must include the process and deadlines for public hearing submissions.
- 179 Public hearing submissions may be in the form of a written submission and/or a pre-recorded audio/video submission. Alternate forms of public hearing submissions may be provided if the public hearing is being held at an electronic meeting without public access to the Council Chambers.
- 180 An individual or group may provide a written submission for a public hearing and may choose to either provide a pre-recorded audio/video submission or to present at the public hearing, but not both, in addition to their written submission.
- 181 Pre-recorded audio/video submissions at a public hearing, whether submitted by an individual or a group, are limited to five minutes each unless extended by a resolution of Council.
- 182 For a submission to be included as part of a public hearing, submissions must be received prior to the advertised submission deadline and must include the following:
  - (1) the name of the person providing the submission and how they are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and with reasons why;
  - (2) an indication of where the person lives in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description;
  - (3) the names, if any, of any additional people that the submission is on behalf of;
  - (4) an indication of where any additional people named in the submission live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description; and
  - (5) how any additional people named in the submission are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and with reasons why.
- 183 Public hearing submissions that otherwise comply with this bylaw but are received after the advertised submission deadline will only be provided at the public hearing if Council passes a motion to receive the late submissions at the public hearing.



- 184 Public hearing submissions containing the following may not be included as part of the public hearing:
- (1) excessive personal attacks or derogatory or defamatory statements; or
  - (2) statements that promote discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, pursuant to the *Human Rights Act*.

#### Presenting at a Public Hearing

- 185 People who wish to present at a public hearing, whether on their own behalf or on behalf of a group, should register to speak as either in support or in opposition of the subject of the public hearing when attending the public hearing in-person.
- 186 Presentations at a public hearing, whether by an individual or group, are limited to five minutes each unless extended by a resolution of Council.
- 187 When presenting at a public hearing, each presenter must provide:
- (1) their name and how they are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and the reasons why;
  - (2) an indication of where they live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description;
  - (3) the names, if any, of any additional people that the presentation is on behalf of;
  - (4) an indication of where any additional people named in the presentation live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description; and
  - (5) how any additional people named in the submission are affected by the subject of the public hearing, preferably in the form of a statement of whether they are in support or in opposition and the reasons why.
- 188 Presentations may include supplemental materials such as photos, videos, maps, and powerpoint presentations. All presentation materials provided at a public hearing will be collected by Rocky View County to retain with the meeting minutes and will be provided to the public upon request.

#### Group Submissions and Presentations

- 189 A group may provide a written submission, pre-recorded audio/video submission, or presentation at a public hearing if the group is comprised of three or more persons who claim to be affected by the subject matter of the public hearing and they have agreed to put forward common interests or concerns.





- (1) If a group wishes to provide a presentation at a public hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group.

190 All the same requirements under this bylaw that would apply to a presentation or submission by an individual apply to a presentation or submission by a group.

#### Public Hearing Procedures

191 The Chair calls for a motion to open the public hearing. The public hearing will begin only after a motion has passed to open the public hearing.

192 The Chair informs the public in attendance of the general process and procedures to be followed at the public hearing. Public hearings are generally conducted in the following sequence, but may follow a different sequence depending on the subject of the public hearing:

- (1) staff report by Administration;
- (2) presentation by the applicant;
- (3) presentations by the public in support of the proposal;
- (4) presentations by the public in opposition of the proposal;
- (5) rebuttal presentation by the applicant limited only to the comments read or heard in opposition to the proposal; and
- (6) final questions of Administration.

193 The Chair calls for the staff report from Administration to introduce the proposed bylaw, resolution, or other subject to the public hearing.

- (1) Questions of clarification from members to Administration are permitted by the Chair during this portion of the public hearing.

194 Following the staff report from Administration, the Chair calls for the applicant to present their application.

- (1) Questions of clarification from members to the applicant are permitted by the Chair during this portion of the public hearing.
- (2) Presentations from the applicant are limited to a maximum of 20 minutes unless Council passes a motion to extend the presentation time limit.

195 Following the presentation from the applicant, the Chair calls for pre-recorded audio/video submissions and presentations from the public, either in support or in opposition to the proposed bylaw, resolution, or other subject to the public hearing.



- (1) Public presentations begin with those in support and the Chair calls for any audio/video submissions in support to be played first. After any audio/video submissions have been played, the Chair calls upon those who have registered to present in support in the order in which they registered;
  - (2) after every individual or group that registered to present in support is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in support and provides them an opportunity to present;
  - (3) after the public presentations in support have concluded, the Chair calls for any audio/video submissions in opposition to be played first. After any audio/video submissions have been played, the Chair calls upon those who have registered to present in opposition in the order in which they registered;
  - (4) after every individual or group that registered to present in opposition is provided an opportunity to present, the Chair asks three times whether anyone else wishes to present in opposition and provides them an opportunity to present; and
  - (5) questions of clarification from members to the public presenters, whether in support or opposition, are only permitted by the Chair during this portion of the public hearing.
- 196 Following the pre-recorded audio/video submissions and presentations from the public, the Chair invites the applicant to provide a rebuttal to any points raised in opposition to their application. The opposition must have been raised through a written submission, pre-recorded audio/video submission, or presentation provided at the public hearing.
- (1) The rebuttal by the applicant is limited to a maximum of 10 minutes unless a motion is passed by Council to extend the rebuttal time limit.
  - (2) The Chair allows questions of clarification from members to the applicant during this portion of the public hearing only regarding the information provided by the applicant during their rebuttal.
- 197 Following the rebuttal from the applicant, the Chair allows for any final questions from members to Administration.
- 198 The Chair calls for a motion to close the public hearing. The public hearing must be closed before Council votes on the proposed bylaw, resolution, or other thing matter that was the subject of the public hearing.

### **Bylaws**

- 199 Proposed bylaws must be assigned a unique bylaw number, be provided a concise bylaw title, and must have a statement as to the general purpose of the bylaw.
- 200 Council must be provided or have had the opportunity to review a copy of the proposed bylaw before considering a motion to provide the bylaw with first reading.



- 201 All amendments to a bylaw must be made in the form of a motion and must be made prior to consideration of third reading of the bylaw.
- (1) When a bylaw requires a public hearing, amendments may only be made to the bylaw after the public hearing in accordance with section 230(5) of the *Municipal Government Act*.
- 202 When considering a proposed amendment to a bylaw, Council must be provided or have had the opportunity to review the full text of the amendment before a vote is called on the amendment.
- 203 When Council is considering first reading of a bylaw that requires a public hearing under the *Municipal Government Act*, first reading is for the purpose of introducing the bylaw into the public sphere and it is considered without amendment or debate.
- 204 Council may consider first reading of a bylaw that does not require a public with amendment and debate.
- 205 Following first reading of a bylaw:
- (1) Administration schedules a public hearing for the bylaw if one is required by the *Municipal Government Act*, and further readings of the bylaw are considered by Council following the public hearing;
- (2) if the bylaw is required to be advertised by the *Municipal Government Act* or other governing legislation but does not require a public hearing, Administration schedules consideration of further readings of the bylaw at a future meeting; or
- (3) if a public hearing or advertisement is not required for the bylaw, Council may proceed to consider further readings of the bylaw.
- 206 If a proposed bylaw fails to receive first reading, it is considered defeated. If a bylaw fails to receive second or third reading, it is also considered defeated and all previous readings of the bylaw are rescinded in accordance with section 188 of the *Municipal Government Act*.
- 207 Any bylaw that fails to receive unanimous permission for third reading when required by section 187(4) of the *Municipal Government Act* will be included on the agenda for the next available regular Council meeting, or on the agenda of a special Council meeting, for consideration of third reading.
- 208 Once a bylaw receives third reading and the final version is available for signing, the Mayor and Chief Administrative Officer must sign the bylaw in accordance with section 213(3) of the *Municipal Government Act*.
- 209 The Chief Administrative Officer is authorized to prepare consolidations of bylaws as required from time to time in accordance with section 69 of the *Municipal Government Act*.



### Severability

- 210 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

### Transitional

- 211 Bylaw C-7907-2019, being the *Procedure Bylaw*, and all amendments thereto are repealed upon this Bylaw passing and coming into full force and effect.
- 212 Bylaw C-8277-2022, being the *Procedure Bylaw*, is passed when it receives third reading and is signed in accordance with the *Municipal Government Act*.
- 213 Bylaw C-8277-2022, being the *Procedure Bylaw*, comes into full force and effect on May 3, 2022.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

UNANIMOUS PERMISSION FOR THIRD READING this \_\_\_\_\_ day of \_\_\_\_\_, 2022

READ A THIRD AND FINAL TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer or Designate

\_\_\_\_\_  
Date Bylaw Signed



## Bylaw C-8277-2022

### Schedule 'A' – Definitions

- 1     **"Administration"** means the operations and staff under the direction of the Chief Administrative Officer.
- 2     **"Bylaw"** means a Bylaw of Rocky View County.
- 3     **"Chair"** means the person with the authority to preside over a meeting and direct the proceedings and conduct of that meeting.
- 4     **"Chief Administrative Officer"** means the Chief Administrative Officer of Rocky View County pursuant to the *Municipal Government Act* or their authorized delegate.
- 5     **"Closed session"** means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, or as permitted under other governing legislation.
- 6     **"Code of Conduct Bylaw"** means, as the context requires, either:
  - (1)     Rocky View County Bylaw C-7768-2018, being the *Council Code of Conduct Bylaw*, as amended or replaced from time to time; or
  - (2)     Rocky View County Bylaw C-7855-2018, being the *Board and Committee Code of Conduct Bylaw*, both as amended or replaced from time to time.
- 7     **"Committee"** means a committee, board, appeal board, commission, or other body of Rocky View County established by Council and with members appointed by Council.
- 8     **"Council"** means the duly elected Councillors of Rocky View County.
- 9     **"Councillor"** means a duly elected Councillor of Rocky View and includes the Mayor and Deputy Mayor.
- 10    **"Deputy Mayor"** means the deputy chief elected official appointed under section 152 of the *Municipal Government Act*.
- 11    **"Election"** means a general election as defined in the *Local Authorities Election Act* but does not include a by-election or a vote on a bylaw or question.
- 12    **"Emergent business"** means matters that were not included on a meeting agenda but due to time constraints or unusual circumstances must be considered at a specific meeting.
- 13    **"Freedom of Information and Protection of Privacy Act"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 as amended or replaced from time to time.
- 14    **"Group"** means three or more persons with a common interest in a matter before Council or a committee pursuant to this bylaw.



- 15     **“Local Authorities Election Act”** means the *Local Authorities Election Act*, RSA 2000, c L-21, as amended or replaced from time to time.
- 16     **“Majority”** means more than half of the members present. For example, the majority for a body of seven members is four and the majority for a body of six members is also four.
- 17     **“Mayor”** means the person elected or appointed as chief elected official under section 150 of the *Municipal Government Act*.
- 18     **“Meeting”** means an organizational, regular, or special meeting of Council or a committee.
- 19     **“Member”** means either:
- (1)     a Councillor; or
- (2)     a person appointed by Council to a committee.
- 20     **“Motion”** means a proposal for action on a matter that is brought before Council or a committee pursuant to this bylaw.
- 21     **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- 22     **“Organizational meeting”** means an organizational meeting of Council held pursuant to the *Municipal Government Act*.
- 23     **“Pecuniary interest”** means a pecuniary interest as contemplated in the *Municipal Government Act*, or a *Code of Conduct Bylaw*, as amended or replaced from time to time.
- 24     **“Point of order”** means a question or concern raised by a member directed to the Chair to call attention to any departure from the *Procedure Bylaw*.
- 25     **“Point of privilege”** means a question or concern raised by a member directed to the Chair to call attention to the comfort of members.
- 26     **“Public hearing”** means a public hearing held pursuant to the *Municipal Government Act* or any other legislation, whether statutory or non-statutory.
- 27     **“Quorum”** is the minimum number of members who must be present at a meeting in order to conduct business. For example, the quorum for a Council of seven members is four.
- 28     **“Regular meeting”** means a regular meeting of Council held pursuant to the *Municipal Government Act* or a regular meeting of a committee held pursuant to this bylaw or the committee’s terms of reference.
- 29     **“Resolution”** means a motion that is passed by Council or a committee.
- 30     **“Special meeting”** means a special meeting of Council held pursuant to the *Municipal Government Act* or a special meeting of a committee held pursuant to this bylaw or the committee’s terms of reference.



ROCKY VIEW COUNTY

- 31     **“Stand at ease”** means an informal pause in the meeting called by the Chair that is not a formal recess.
- 32     **“Terms of reference”** means a terms of reference or bylaw approved by Council that establishes the functions, procedures, membership, and other governance characteristics of a board or committee.