

LAMONT COUNTY
Bylaw Number 825.20
Council Procedure Bylaw

A Bylaw Of Lamont County In The Province of Alberta To Establish Procedures of Council And Committee Meetings.

WHEREAS, pursuant to Section 145 (b) of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass by bylaw in relation to the procedure and conduct of council, council committees and other bodies established by council, and;

WHEREAS, the Council of Lamont County duly assembled, hereby establishes the following rules and regulations for the order and conduct in which the business of all Council and identified Committee meetings shall be transacted.

NOW THEREFORE, the Council of Lamont County in the Province of Alberta duly assembled; enacts as follows:

From the date of the passing of this bylaw, the following rules and regulations only shall be observed for the order and dispatch of business in Council thereof and all motions, rules or regulations existing and inconsistent with this bylaw are hereby repealed.

I. TITLE

1.1. This bylaw shall be cited as the "Council Procedure Bylaw".

II. DEFINITIONS

- 2.1. "Act" means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 as amended, or any legislation in replacement or substitution thereof.
- 2.2. "Administration" means the general operations of the Municipality, including all personnel, financial and other related resources, as permitted by the *Municipal Government Act* and any successor legislation.
- 2.3. "Chief Administrative Officer" or "CAO" means the person or his or her designate appointed to that position by Council under the provisions of the Act.
- 2.4. "Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the *Municipal Government Act*.
- 2.5. "Committee of the Whole" or "COTW" shall refer to the Council committee established under Section 145(a) of the Act.
- 2.6. "County" means the Municipal Corporation of Lamont County.
- 2.7. "Deputy Reeve" is the member appointed pursuant to the Act to act as Reeve in the absence or incapacity of the Reeve.

- 2.8. "Electronic Communication" shall mean that members of Council may attend a Council meeting through electronic communications. This can include using telephone with the use of the speaker; via personal computer, or other means as technology advances.
- 2.9. "*Freedom of Information Protection of Privacy Act*" or "*FOIP*" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.
- 2.10. "Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.
- 2.11. "Motion" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and also means resolutions.
- 2.12. "Notice of Motion" is the means by which a member of Council brings business before Council that is not on the approved agenda.
- 2.13. "Pecuniary Interest" means a matter that could monetarily affect a Member of Council, a member of their family or their employer as prescribed in the Act.
- 2.14. "Point of Order" means the raising of a question by a Member or Administration with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.15. "Point of Privilege" means a request to the Chair to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of a Member of Council or of Council as a whole, despite other pending business currently before Council.
- 2.16. "Postpone" means to delay the consideration of any matter to definite time, or to a future time when further specific conditions have been met.
- 2.17. "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act.
- 2.18. "Quorum" means a majority of those Members elected and serving on Council, including the Reeve.
- 2.19. "Recorded Vote" is called by a Member prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.
- 2.20. "Reeve" is the chief elected officer of the County as defined by the Act.
- 2.21. "Special Meeting" means a meeting called by the Reeve pursuant to the Act.
- 2.22. "Table" means a motion to delay consideration of any matter to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.

III. STRUCTURE

- 3.1. The Council of Lamont County shall consist of five (5) members of council.
- 3.2. All Councillors shall be elected by vote of the electors of the County.

- 3.3. The chief elected official shall be elected by members of council at the annual organizational meeting.
- 3.4. The chief elected official shall be designated the title of "Reeve" and addressed as Reeve (last name).
- 3.5. Councillors of the County shall be designated the title of "Councillor" (last name).
- 3.6. The Deputy Reeve shall be selected by members of council at the annual organizational meeting.
- 3.7. The Reeve shall preside when in attendance at the meeting of Council.
- 3.8. The Reeve may, at the discretion of the Reeve, be a member of all Council Committees and all bodies to which Council has the right to appoint members under the Act.

IV. APPLICATION

- 4.1. This bylaw applies to all meetings of Council, the Committee of the Whole, and Council committees as identified.
- 4.2. Where Council makes this bylaw applicable to a Council committee, it shall apply with all necessary modifications, and
 - a. Any reference to the Reeve shall be treated as a reference to the Chair of the Council committee;
 - b. Any reference to a Councillor shall be treated as a reference to a member of the Council committee; and
 - c. Any reference to Council shall be treated as a reference to the Committee.
- 4.3. To the extent that it is a matter not dealt with the Act or this bylaw, Council shall refer to *Robert's Rules of Order Newly Revised*.
- 4.4. The precedence of the rules governing the procedures of Council is:
 - a. The Act;
 - b. Other provincial legislation;
 - c. This Bylaw; and
 - d. *Robert's Rules of Order Newly Revised*.
- 4.5. In the absence of statutory obligation, any provision of this bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all members present. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

V. INAUGURAL MEETINGS

- 5.1. The first Meeting of Council after a general election shall be held on the date and time established at the previous year's Organizational Meeting.
- 5.2. Every member of Council shall make and subscribe to the official oath prescribed by the *Oath of Office Act* before undertaking any Council duties, and shall deposit the oath with the Chief Administrative Officer.

VI. EDUCATIONAL SESSION

- 6.1. Sessions for educational purposes may be held as required, based on the following criteria:
 - a. Sessions are optional and do not require quorum;
 - b. Are strictly educational (one-way information), allowing for clarifying questions;
 - c. Do not progress matters within Council's jurisdiction;
 - d. Minutes shall not be taken;
 - e. Information provided may be shared with the public (not confidential);
 - f. Where no directions or instructions shall be given to Administration; and
 - g. Where no procedural or Council business decisions are made by the Members.

VII. ORGANIZATION MEETINGS

- 7.1. Council shall hold an Organizational Meeting pursuant to the *Municipal Government Act* for the purpose of electing the Reeve and Deputy Reeve, establishing Council and Committee meeting dates, appointing Members to Committees, and any other business included on or added to the Organizational Meeting Agenda.
- 7.2. At Organizational Meetings, Council:
 - a. Elects the Reeve and Deputy Reeve for the ensuing year;
 - b. Establishes the dates and times for regular Council and Committee Meetings as required;
 - c. Makes Committee appointments as required, including appointments for members at large positions and Chair and Vice Chair positions;
 - d. Conducts any other business included on or added to the Organizational Meeting Agenda.
- 7.3. During Organizational Meetings:
 - a. The Chief Administrative Officer calls the Meeting to order, presides over the election of the Reeve, and administers the Oaths of Office; and
 - b. Once elected, the Reeve presides over the election of the Deputy Reeve and all subsequent business on the Organizational Meeting Agenda.
- 7.4. During the election of the Reeve and Deputy Reeve the following procedures apply:
 - a. If only one nomination is received for the position of Reeve or Deputy Reeve, the nominee is declared elected by acclamation; or
 - b. If more than one nomination is received for the position of Reeve or Deputy Reeve, an election is conducted by secret ballot using the following exhaustive ballot procedure:
 - (i) If no Councillor receives a Clear Majority of votes on the first ballot, the Councillor who received the least number of votes is dropped from the ballot and a subsequent ballot is conducted;

- (ii) On any subsequent ballots, the Councillor who receives the least number of votes is dropped from the ballot until a Councillor receives a Clear majority of votes.

7.5. Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

VIII. REGULAR COUNCIL MEETINGS

- 8.1. Regular council meetings will be scheduled by resolution, at the annual organizational meeting, or at such other regular meeting of Council as may be appropriate.
- 8.2. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty four (24) hours' notice of the change to all members and post the notice in Lamont County's administration building, on Lamont County's website and social media.
- 8.3. All meetings will be open to members of the public, except for Closed Session portions of the meeting, and approved by motion including the related section of the FOIP Act and following the legislation of the Act.

IX. SPECIAL COUNCIL MEETINGS

- 9.1. Special Council Meetings may be called in accordance with the *Municipal Government Act*.

X. CLOSED MEETING

- 10.1. Council or a Committee may hold all or part of a Meeting in a Closed Session in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- 10.2. Resolutions cannot be passed by Council or a Committee during a Closed Session except for a resolution to revert back to an open meeting.
- 10.3. Information presented and any discussion occurring during a Closed Session must be held in confidence by those in attendance during the Closed Session.
- 10.4. Members must turn off electronic devices when in Closed Sessions, and Members must not record, take notes, or otherwise document Closed Session proceedings.
- 10.5. Closed Sessions are chaired by the Reeve in the case of Council and by the Chair in the case of a Committee.
- 10.6. Closed Sessions shall include all members as long as the member has not abstained from the matter under discussion or is not required to abstain from participating in the matter under discussion.
- 10.7. Council or a Committee as it considers appropriate, may allow other persons to attend Closed Sessions. When other persons attend Closed Sessions, the meeting minutes shall record the names of those persons and the reason for their attendance.

10.8. After the Closed Meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and that reasonable notice must be given for those members of the public to return to the meeting before it continues.

XI. QUORUM

11.1. When quorum is present at the time set for commencement of a Council meeting, the Reeve shall call the meeting to order.

11.2. If there is a quorum present at the time set for commencement of a Council meeting, but the Reeve and Deputy Reeve are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

11.3. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.

11.4. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:

- a. The declaration of pecuniary interest or conflict of interest; or
- b. From a Councillor or Reeve not being present for all or part of a Public Hearing; then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.

11.5. If a quorum is lost for any other reason than those aforementioned in section 11. 4, the meeting is adjourned.

XII. MEETING THROUGH ELECTRONIC COMMUNICATIONS

12.1. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.

12.2. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) consecutive meetings, unless otherwise approved by Council.

12.3. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.

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

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

- 12.6. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes.
- 12.7. When a Council member attends a Closed Session, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this bylaw of Closed Session. Failure to do so may be deemed a breach of confidentiality.
- 12.8. If only the public will be present at the Council Chambers in the County's Administration Office and all Council members are participating by way of electronic communication, notice shall be posted in the County's Administration Office, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.

XIII. RECORDING AND LIVESTREAMING MEETINGS

- 13.1. Council Meetings may be recorded and livestreamed to the public with the exception of Closed Sessions.
- 13.2. Committee Meetings may be recorded and livestreamed to the public with the exception of Closed Sessions.
- 13.3. At the start of a Meeting, the Chair notifies those present that the Meeting is being livestreamed and a recording will be made available on the County's public website after the Meeting is adjourned.
- 13.4. The Chair may, at any time and at their discretion, direct the termination or interruption of a livestream.
- 13.5. If there are technical difficulties while livestreaming, the Chair advises those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the County's public website.
- 13.6. If there are technical difficulties while livestreaming, an audio or video recording will be used to record the Meeting.
- 13.7. Meeting recordings will be retained and provided in accordance with the Lamont County's records management bylaws, policies, and procedures.
- 13.8. Meeting recordings will only be transcribed by Lamont County if required by the CAO in connection with any litigation, audit, or investigation or if required under the *Freedom of Information and Protection of Privacy Act*.
- 13.9. The use of audio or video recording devices by the public or the media during a Meeting is prohibited.

XIV. CANCELLATION OF MEETINGS

- 14.1. A regular meeting may be cancelled by a vote of the majority of members at a previously held meeting of Council.
- 14.2. A special meeting may be cancelled:

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

XV. AGENDAS FOR COUNCIL MEETINGS

- 15.1. The agenda for each regular Council meeting shall be prepared by the CAO or his/her designate and submitted electronically together with all pertinent correspondence, statements and reports to each member of Council at least four (4) calendar days prior to the meeting.
- 15.2. Any Council member wishing to have an item of business placed on the agenda for a regular Council meeting shall make the submission to the CAO not later than 12:00 noon on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable the Council to consider the matter.
- 15.3. Council shall only consider items of business on the agenda, unless a motion to change it is unanimously passed.
- 15.4. When the CAO receives a request for a presentation to Council, they shall place it on the Council agenda. If the communication is considered administrative in nature, the originator will be notified of the administrative follow-up by the CAO.

XVI. MINUTES

- 16.1. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
- 16.2. The CAO or his/her designate shall record in the minutes, each time a member of the Council is absent; and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest, as well as the general nature of the pecuniary interest or any other reason given for abstaining from voting.
- 16.3. As a matter of course the CAO or his/her designate shall record in the minutes, the name of each member present and whether each member voted for or against the matter.
- 16.4. The minutes of all Council, Organizational, Special and COTW meetings will include the signatures of the Presiding Officer and CAO.

XVII. DELEGATIONS

- 17.1. Any presentation wishing to appear before Council or to address an agenda item not designated as a public hearing shall give written notice to the CAO or his/her designate.
- 17.2. Each item shall be introduced by a member of Administration or Council.
- 17.3. Any delegation wishing to appear before Council must provide their written submission for inclusion in the agenda to the CAO or his/her designate no later than noon on the Wednesday of the week prior to the scheduled meeting.

- 17.4. Presentations shall speak only on the matters which they have submitted to Council and which have been included in the agenda.
- 17.5. Presentations will be limited to fifteen (15) minutes, followed by questions from Council members.
- 17.6. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, the courts, or that require a statutory Public Hearing.
- 17.7. Delegations shall not address Council on the same subject matter more than once every three (3) months.
- 17.8. There can be a maximum of three (3) delegations at any one Council meeting.

XVIII. MOTIONS

- 18.1. A main motion brings new business before Council.
- 18.2. Unless otherwise determined by the by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion that has been verbally moved by a member.
- 18.3. 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.
- 18.4. After a motion has been verbally moved by a Member, the motion becomes property of Council or the Committee as a whole and may only be withdrawn by the mover with the unanimous consent of the Members present.
- 18.5. When a motion has been made and is being considered, no other actions may be considered except:
 - a. A motion to refer to some other party for consideration (state which council committee or administration area is to receive the motion for research of further information), or to withdraw;
 - b. A motion to amend the motion, insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member;
 - c. A motion to table the motion;
 - d. A motion to postpone the motion to a future date (not beyond the third month from when it was presented) and must be passed by a majority of members present;
 - e. A motion to adjourn the meeting; and any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or
 - f. A motion of privilege, an incidental or subsidiary motion.
- 18.6. A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude amendments to the main motion. A motion to refer or postpone is debateable, while a motion to table is not.

18.7. A motion to reconsider a motion shall:

- a. Only be made at the same meeting the motion was decided;
- b. Only be made by a member who voted with the prevailing side on the motion involved;
- c. Not be proposed more than once for a specific motion at any one meeting of Council; and
- d. Be decided by a majority of the members of Council present.

18.8. A motion to rescind a previous motion of Council may:

- a. Be made by any member of the council; and be offered at any time subsequent to the meeting.
- b. A motion to rescind may be passed by a vote of two-thirds (2/3) of the members of Council.

XIX. NOTICE OF MOTION

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

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

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

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

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

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

XX. VOTING

20.1. Votes are taken as follows:

- a. The Chair calls the question on the Motion;
- b. The Chair calls for those in favour of the Motion and asks for a show of hands; and
- c. The Chair calls for those opposed to the motion and asks for a show of hands.

20.2. 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 have been declared.

20.3. Members must cease any distraction and remain in their seats after the voting process begins and until the vote is taken and the results declared.

- 20.4. A motion is carried when a simple majority of Members present vote in favour of the motion or, when otherwise required by this Bylaw, the required number of Members vote in favour of the motion.
- 20.5. A motion is defeated when it does not receive the required number of votes in favour or if the vote results in a tie.
- 20.6. 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 if all Members present unanimously agree to the change.
- 20.7. Unless a vote is a recorded vote, the Meeting Minutes show the name of the Member who moved the motion and whether it was carried or defeated.

XXI. RECORDED VOTES

- 21.1. Before a vote on a motion is taken, a Member may request that the results of the vote be recorded.
- 21.2. 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.

XXII. PUBLIC CONDUCT AT MEETINGS

- 22.1. When in attendance at a Council or Committee meeting, members of the public must maintain order, decorum, and quiet and must not:
 - a. Approach or attempt to address Council or the Committee without prior permission being granted; or
 - b. Disturb or interrupt the proceedings of Council or the Committee.
- 22.2. The Chair may order that a member or members of the public be expelled from the Meeting for disturbing or interrupting the proceedings of Council or the Committee or for otherwise acting improperly during the Meeting.

XXIII. GENERAL RULES OF COUNCIL

- 23.1. Every person wishing to speak during a Council meeting shall address their comments through the Reeve. The Reeve may be addressed as “Your Worship” and no person shall be permitted to speak unless and until the Reeve has granted that person permission.
- 23.2. A meeting may be adjourned by a motion or by declaration of the Reeve. A declaration by the Reeve to adjourn a meeting may be appealed through a motion decided by a majority of members.
- 23.3. Members shall follow Council Code of Conduct Bylaw—814.20.
- 23.4. No member shall:
 - a. Speak to a subject, except upon the question in debate;

- b. Reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
- c. Resist the rules of Council or disobey the decision of the Reeve or of Council on any question of order or practice or upon the interpretation of the rules of Council. In case any member shall so resist or disobey, they may be ordered by a majority vote of Council to leave their seat for that meeting and should they refuse to do so, the Reeve may request that they be removed by law enforcement. Should the offender provide an ample apology, they may, by majority vote of Council (without debate), be permitted to return to their seat.
- d. Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.
- e. No member of Council shall have the power to direct or interfere with the performance of any work of the Corporation. This shall in no way, however, interfere with or restrict the right of a Council member to seek information through the office of the CAO.

XXIV. BYLAWS

24.1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall ensure the number, short title and brief description of the bylaw to appear on the agenda.

24.2. The following shall apply to the passage of all bylaws:

- a. Every proposed bylaws shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
- b. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
- c. A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i. Council may debate the substance of the bylaw;
 - ii. Council may propose and consider amendments to the bylaw; and
 - iii. Council may refer by motion the bylaw to Administration for further information or a Committee for further review prior to second reading.
- d. All aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
- e. A bylaw shall not be given more than two readings at one meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings; and

- f. A bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

24.3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the County and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

24.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

- a. Does not receive third reading within two (2) years of first reading; or
- b. Is defeated on second or third reading.

24.5. After passage, a bylaw shall be signed by the Reeve or designate and by the CAO, and shall be impressed with the corporate seal of the County.

24.6. Clerical, typographical and grammatical errors in bylaws may be corrected by the CAO or his/her designate.

24.7. The CAO is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.

XXV. COMMITTEES AND BOARDS

25.1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.

25.2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference of the Committee.

25.3. It shall be the duty of the Chair of each board or committee (or his or her designee), to summon members for the meetings.

25.4. The Reeve shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act.

25.5. The Reeve shall be advised in a similar manner as other committee members when any meetings are called.

25.6. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council by providing regular activity highlights through their Councillor Committee reports.

XXVI. COMMITTEE OF THE WHOLE

26.1. A Committee of the Whole is hereby established.

26.2. The COTW enables Committee members to review upcoming and important issues and opportunities with members of Administration where deemed appropriate, where the

focus is on understanding broader policy implications of the items being considered. The purpose of the COTW is to:

- Receive updates on emerging and ongoing projects and initiatives.
- Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make decisions.

The key for the Committee is to keep the focus on the broader and more strategic items. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

26.3. COTW meetings will be held two weeks following a regular meeting of Council in the Lamont County Council Chambers, beginning at 9:00 a.m. Meetings will adjourn at 12:00 p.m. (if in session at that hour), unless two-thirds (2/3) or more of the Councillors present agree to extend the meeting past that time.

26.4. The Committee may:

- Conduct non-statutory public hearings (for information);
- Receive delegations and submissions;
- Meet in Closed Session pursuant to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, approved by motion including the related section of the *FOIP ACT*;
- Receive information from Administration on emerging items; and
- Discuss and debate policy matters to formulate recommendations to Council.

26.5. The Committee may make the following motions:

- To receive agenda reports as information;
- To refer matters to Administration or a Committee for review;
- To make recommendations to Council; and
- To move into a Closed Session meeting or to revert to an open meeting.

26.6. Councillors will comprise the COTW.

26.7. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.

26.8. The Reeve is the Chair for all meetings unless this responsibility is delegated by the Reeve to another Committee member or Deputy Reeve.

26.9. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has granted that person permission.

XXVII. REPEAL AND EFFECTIVE DATE

- 27.1. Bylaw 698.09 and any amendments to Bylaw 698.09 are hereby repealed.
- 27.2. Policy 3110 is hereby rescinded.
- 27.3. Bylaw 825.20 is passed when it receives Third Reading and is signed by the Reeve and the CAO or designate, as per the *MGA*.

Read a first time this 8th day of December 2020.

Read a second time this 8th day of December 2020.

Read a third time this 8th day of December 2020.


REEVE


CHIEF ADMINISTRATIVE OFFICER