

TOWN OF WAINWRIGHT

BYLAW 2025 – 05

A Bylaw of the Town of Wainwright in the Province of Alberta to regulate the proceedings and regular business of Council Meetings.

WHEREAS pursuant to section 145 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, a Council may pass Bylaws to regulate the proceedings and conduct of Meetings of Council, Council Committees and other bodies established by Council;

AND WHEREAS Council has deemed it expedient and necessary to establish rules and provisions to regulate the conduct of the business in Council Meetings and Council Committee Meetings;

NOW THEREFORE the Council of the Town of Wainwright, in the Province of Alberta, duly assembled, enacts as follows:

PART I – ESTABLISHMENT OF BYLAW

1. TITLE

This Bylaw shall be known as the “Procedural Bylaw”.

2. GENERALITY IMPLIED

Wherever the singular or masculine is used throughout this Bylaw, the same shall be construed to mean the plural or feminine respectively where applicable.

3. DEFINITIONS

For the purpose of this Bylaw:

“Act” means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended;

“Acting Mayor” means the Councillor selected by Council to preside at any meeting of Council in the absence or incapacity of both the Mayor and Deputy Mayor;

“Agenda” means the list of items, with supporting documents, setting out the order of business for a Council Meeting;

“Chairperson” means the person presiding at the Meetings of Council;

“Chief Administrative Officer” means the Chief Administrative Officer appointed by Council in accordance with the Act or a designate authorized by them;

“Council” means the Council of the Town of Wainwright;

“Councillor” means a duly elected member of Council, including the Mayor;

“Delegation” means any person that has permission of Council to appear before Council or a Committee of Council to provide pertinent information and views about the subject before Council or the Council Committee;

“Deputy Mayor” means the Councillor who is appointed to act as Mayor in the absence or incapacity of the Mayor;

“Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication. Participation of Councillors, Town Staff and Delegations by electronic means shall be reflected in the Minutes;

“In-Camera” means a portion of the meeting which is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*;

“Mayor” means the Chief Elected Official for the Town of Wainwright;

“Meeting” means an Organizational, Regular or Special Meeting of Council;

“Member” means a duly elected Member of Council;

“Minutes” means the written record of a meeting recorded in the English language without note or comment;

“Notice of Motion” is the means by which a Member of Council brings business before Council;

“Organizational Meeting” means a Meeting of Council held in accordance with the Act;

“Person” means an individual, partnership, association, body corporate, trustee, executor, administrator or legal representative;

“Point of Order” means a statement from a Councillor to call attention to any departure from the Procedural Bylaw;

“Point of Procedure” means a question by a Councillor directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand, in order to assist a Councillor to make an appropriate motion, raise a Point of Order or understand the parliamentary situation or the effect of a motion;

“Public Hearing” means a Meeting of Council held for the purpose of hearing matters as prescribed by the Act or other legislation;

“Quorum” means the majority of all Councillors that comprise the Council. If there is vacancy on Council that is not required to be filled in accordance with section 167 of the Act, a quorum shall consist of the majority of the remaining Councillors that comprise Council;

“Recorded Vote” means that prior to the vote on a motion, a Councillor has called for the Minutes to record which Councillors voted for or against the motion or abstained;

“Regular Meeting” means any regularly scheduled public Meeting of Council that is not considered a “Special Meeting”;

“Special Meeting” means a meeting that is not regularly scheduled pursuant to section 194 of the Act;

“Town” means the Town of Wainwright, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the Town of Wainwright.

4. APPLICATION AND INTERPRETATION

- 4.1 This Bylaw shall govern all Meetings of Council, Public Hearings, and any other meetings as may be directed by Council.
- 4.2 When any matter relating to the conduct of Council during any meeting is not addressed in this Bylaw, references shall be made to the Council Code of Conduct.
- 4.3 The precedence of the rules governing the procedures of Council is:
 - (a) The Act;
 - (b) Other Provincial Legislation;
 - (c) This Bylaw.
- 4.4 When any matter relating to the proceedings of Council is not addressed in this Bylaw, reference shall be made to Roberts Rules of Order, which rules if applicable, will apply.
- 4.5 In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw will apply.
- 4.6 In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by two-thirds ($\frac{2}{3}$) majority vote of Council. This motion will only be effective for the meeting during which it was passed.

5. CORPORATE SEAL

- 5.1 The Chief Administrative Officer or designate shall have custody of the corporate seal.
- 5.2 The corporate seal shall be used under the direction of the Chief Administrative Officer or designate as prima facie evidence the Town has assented to those documents to which the seal has been affixed.

6. PUBLIC CONDUCT

- 6.1 Members of the public and media who constitute the audience in the Council Chambers during a Council Meeting shall:
 - (a) not address Council without Council permission;
 - (b) not use offensive words or unparliamentary language;
 - (c) not interrupt a member while speaking;
 - (d) maintain order and quiet;
 - (e) not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council; and

- (f) refrain from wearing headwear, unless for ethnic/religious reasons, in Council Chambers.
- 6.2 A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
- 6.3 Should the member of the public refuse to leave Council Chambers, the Mayor may request their removal by the police.

PART II – ROLE OF ELECTED OFFICIAL

7. ROLE OF THE MAYOR

- 7.1 The Mayor, when present, shall preside as Chairperson over all Meetings of Council.
- 7.2 In the absence, incapacity, or inability of the Mayor or Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the roster shall act as Chairperson. This Councillor shall be referred to as Acting Mayor for the duration of that meeting.
- 7.3 Unless otherwise provided in a Bylaw, the Mayor shall be an ex officio Member of all Committees of Council and they shall have all of the rights and privileges of the other Committee members.

8. ROLE OF THE CHAIRPERSON

- 8.1 The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding on all questions relating to the orderly procedure of the meeting, subject to an appeal by a Councillor from any ruling of the Chairperson.
- 8.2 When the Chairperson wishes to make a motion, they shall vacate the chair and request the Deputy Mayor to assume the chair.
- 8.3 The Chairperson may invite Person(s) to come forward from the audience to speak with the permission of Council if it is deemed to be in the best interests of the issue being discussed, the public and the conduct of good business.

9. ROLE OF DEPUTY MAYOR

- 9.1 The position of Deputy Mayor shall be rotated amongst Councillors, other than the Mayor, for two (2) months in duration, with the order set annually at the Organizational Meeting.
- 9.2 Council can by resolution, at a Council Meeting, make changes to the Deputy Mayor schedule.

PART III – MEETING PROCEDURES

10. ORGANIZATIONAL MEETING

- 10.1 An Organizational Meeting of Council shall be held annually, no later than two weeks after the third Monday in October, as required by the Act.
- 10.2 The Chief Administrative Officer or designate shall fix the time, date and place of the Organizational Meeting.
- 10.3 When the Mayor has been elected at an election immediately preceding the Organizational Meeting, the Chief Administrative Officer shall call the meeting to order and shall preside over the meeting until every Member of Council present has made and subscribed to the Oath of Office. Upon completion of the oaths being administered, the Mayor will assume the chair.
- 10.4 The order of business at the Organizational Meeting shall be stated in the Agenda as follows:
 - (a) Call to Order;
 - (b) Administering Oaths to Council – Inaugural Meeting Only;
 - (c) Adoption of Agenda;
 - (d) Order of Business for Regular Meetings;
 - (e) Meeting Dates;
 - (f) Signing Authority;
 - (g) Deputy Mayor Schedule for the next twelve-month period;
 - (h) Committees, Boards & Appointments;
 - (i) Review and Acknowledgment of Council Code of Conduct Bylaw – Inaugural Meeting Only;
 - (j) Review of Procedural Bylaw – Inaugural Meeting Only;
 - (k) Adjournment.

The above noted order of business shall apply unless Council otherwise passes a resolution to amend and/or change the Agenda for that meeting.

- 10.5 All Members of Council hold office from the beginning of the Organizational Meeting following a general election until immediately before the beginning of an Organizational Meeting following the next general election, in accordance with the Local Authorities Election Act.

11. REGULAR MEETINGS

- 11.1 The date and time of all regular Council Meetings shall be established by resolution at the Organizational Meeting.
- 11.2 If a regular meeting falls on a statutory holiday, Council shall by resolution reschedule the date and time for the meeting.
- 11.3 Regular Meetings and Public Hearings will be held in Council Chambers.

- 11.4 Council can by resolution make changes to the date, time or place of a regular scheduled meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not present at the meeting at which the change was made and to the public.
- 11.5 The Chief Administrative Officer or designate will post in the vestibule of the Town Office and the Town of Wainwright website the date and time of the meetings established by Council.

12. SPECIAL MEETINGS

- 12.1 Special Meetings may be called by the Mayor in accordance with the provisions of the Act.
- 12.2 Where a Special Meeting is requested by a majority of Councillors in accordance with the provisions of the Act, the Special Meeting must be held within fourteen (14) days after the date that the Mayor receives the request.
- 12.3 No less than twenty-four (24) hours' notice of a Special Meeting, stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting, shall be provided to each Councillor and the public.
- 12.4 A Special Meeting may be held with less than twenty-four (24) hours' notice to the Councillors and notice to the public if at least two-thirds ($\frac{2}{3}$) of the whole Council agrees to this in writing before the beginning of the meeting.
- 12.5 No business other than that stated in the notice shall be conducted at a Special Meeting of Council unless all the Members of Council present at the meeting agree to deal with the matter in question.
- 12.6 A Special Meeting called by the Mayor may be cancelled:
 - (a) By the Mayor if at least twenty-four (24) hours written notice is provided to all Council Members and the public; or
 - (b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds ($\frac{2}{3}$) of the Members.

13. MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

- 13.1 In accordance with section 199 of the Act, a Council meeting or Council Committee meeting may be conducted by electronic means in order to facilitate attendance.

13.2 Electronic means may be made available when one or more of the following persons are unable to attend the Council meeting or Council Committee meeting in person:

- (a) A Councillor or Council Committee member;
- (b) A member of Administration;
- (c) A scheduled delegation; or
- (d) A scheduled consultant asked to speak on an agenda topic.

13.3 Notwithstanding 13.1 and 13.2, in accordance with section 199 (2.1) of the Act, every Council must provide for Public Hearings pertaining to Planning and Development to be conducted by electronic means.

13.4 The type of electronic means which will be utilized by the Town is a video conferencing software such as Zoom.

13.5 In the event of a Public Hearing conducted by electronic means, or if ~~that~~ a Council meeting or Council Committee meeting must be conducted entirely through electronic means:

- (a) Notice of the meeting, including the method in which the meeting can be listened to, will be made available to the public on the Town Website and at the Town Office.
- (b) The meeting facilities will enable the public to hear the meeting at a place specified in that notice and a designated officer will be in attendance at that place.

13.6 Immediately after a meeting through electronic communications is called to order, the Chairperson must conduct a role call to confirm the identity of any Councillors ~~participating by electronic means~~ in attendance.

13.7 The meeting facilities will enable all of the meeting participants to hear and communicate with each other.

13.8 Councillors participating in a meeting held by electronic means are deemed to be present at the meeting.

14. CANCELLATION OF MEETINGS

14.1 A Regular Meeting may be cancelled:

- (a) By the majority of Councillors at a previously held meeting; or
- (b) With the written consent of a majority of the Councillors and by providing not less than twenty-four (24) hours' notice to the Council Members and the public.

15. MEETING MINUTES OF COUNCIL

15.1 The Chief Administrative Officer or designate shall ensure that all Council Meeting Minutes are recorded in the English language, without note or comment.

- 15.2 The Chief Administrative Officer or designate shall ensure that the Minutes of each Council Meeting are distributed to each Councillor one (1) week prior to being confirmed by Council.
- 15.3 Minutes will be posted on the municipal website as soon as available.
- 15.4 The names of the Councillors present at the meetings shall be recorded as present and the names of the Councillors absent shall be recorded as absent.
- 15.5 The Minutes of each meeting shall be presented for adoption at the next Council Meeting.
- 15.6 If a Councillor arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, the meeting Minutes shall reflect such absence.
- 15.7 The meeting minutes shall **include a record of the number of members of the public and media representatives who in attendance at a Public Hearing, as well as a record of the number of written and oral submissions.** ~~names of all persons~~ ~~have spoken for or against the matter considered at a Public Hearing.~~
- 15.8 Only minor changes may be made to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision of Council.

16. CALL TO ORDER AND QUORUM

- 16.1 As soon as there is a Quorum of Councillors, after the time fixed for the meeting, the Chairperson shall take the chair and call the meeting to order.
- 16.2 In the case of when the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the time fixed for a meeting and quorum is present, the next Councillor scheduled to be Deputy Mayor shall assume the chair until the arrival of the Mayor or Deputy Mayor.
- 16.3 If a Quorum is not present within twenty (20) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the Members of Council in attendance and the Council shall stand adjourned until the next Regular or Special Meeting.
- 16.4 In the event a Quorum is lost after the meeting has been called to order, the meeting shall be suspended until a Quorum is obtained. If Quorum is not obtained within twenty (20) minutes, the meeting shall stand adjourned until the next scheduled meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

17. BYLAWS

- 17.1 When a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall publish the number and title of the Bylaw in the Agenda.
- 17.2 The Chief Administrative Officer shall copy the Bylaw in full and forward it with the Agenda.
- 17.3 Every proposed Bylaw must have three (3) distinct and separate readings. Only the title or identifying number must be read at each reading.
- 17.4 Every proposed Bylaw shall be posted on the municipal website so as to be made available to all interested parties.
- 17.5 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 17.6 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 17.7 After first reading, a Member may ask a question concerning the Bylaw.
- 17.8 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 17.9 After a Member has made a motion for second reading of a Bylaw, Council may:
 - (a) Debate on the substance of the Bylaw; and
 - (b) Propose and consider amendments to the Bylaw.
- 17.10 A proposed Bylaw shall not have more than two readings at a Council Meeting unless the Councillors present unanimously agree to consider a third reading.
- 17.11 Where all three readings of a Bylaw are to take place at the same meeting, a motion to consider the third reading must be presented and carried unanimously, and prior to the third reading taking place. The minutes must reflect the vote as CARRIED UNANIMOUSLY.
- 17.12 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 17.13 In conformance with the Act:
 - (a) If a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
 - (b) If a Bylaw is defeated on second or third readings, the previous readings are deemed to have been rescinded.
- 17.14 The Chief Administrative Officer is designated to consolidate one (1) or more Bylaws as deemed convenient and in doing so must;

- (a) Incorporate all amendments to the Bylaw; and
- (b) Omit a provision that has been repealed or that has expired.

17.15 Every Bylaw which has passed the Council shall, as soon as reasonably possible after third reading, be signed by the Presiding Officer and the Chief Administrative Officer, and be deposited with the Chief Administrative Officer for safe storage.

17.16 Every Bylaw of general application shall be printed or otherwise duplicated so as to be made available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto and the Chief Administrative Officer shall retain the original of every Bylaw on file and properly record amendments thereto.

17.17 Every Bylaw of public application which has passed the Council shall, as soon as reasonably possible after third reading, be posted on the municipal website so as to be made available to all interested parties.

17.18 Every Bylaw that refers to the Land Use Bylaw must go to a Public Hearing prior to second and third readings according to provincial legislation.

18. GENERAL PROVISIONS OF MOTIONS

18.1 The Chairperson shall read the motion aloud.

18.2 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose, with motions containing a negative statement being avoided whenever possible.

18.3 A motion that has been moved does not require to be seconded.

18.4 A motion may be withdrawn at any time before voting, subject to there being no objection from a Councillor. However, if any objection is made, it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.

18.5 The Chairperson will not call the question on any motion until Council is completely satisfied that it is clear on how the motion reads.

18.6 When a motion has been made and is being considered, no Councillor may make another motion except to:

- (a) Amend the motion;
- (b) Amend the amendment to the motion;
- (c) Refer the main motion for consideration;
- (d) Table the motion; or
- (e) Move a motion which has Privilege, that is:
 - (i) A motion to recess;
 - (ii) A motion to adjourn;
 - (iii) A motion to set the time for adjournment;or

- (iv) A motion to raise a Point of Privilege.

19. TABLING OF A MOTION

- 19.1 Council may authorize that a motion be Tabled in order to request more information, clarify the information presented, and/or have additional time to consider the request of the motion.
- 19.2 A motion that is Tabled must be added to the Agenda and be brought back to the table within three (3) months. If the motion is not brought back to the table within three (3) months, it will be deemed Defeated.
- 19.3 A motion that has been brought back to the table will be Carried or Defeated using the original motion number in which it was Tabled.
- 19.4 A motion that has been brought back to the table may also be amended.

20. NOTICE OF MOTION

- 20.1 A Notice of Motion must be used to introduce a new matter for consideration by Council at the next meeting, which does not appear on the agenda.
- 20.2 A Notice of Motion may be received by the Chief Administrative Officer prior to the closing of the meeting. In this event, the member shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the agenda for the subsequent meeting.
- 20.3 A Notice of Motion must be in writing and contain sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs or supporting material.
- 20.4 A member who hands a written Notice of Motion to the Chief Administrative Officer to be read at any regular meeting need not necessarily be present during the reading of the Notice.
- 20.5 If a motion is not made at the meeting indicated in the notice, it will be removed from the Agenda and may only be made by a new Notice of Motion.

21. VOTING ON MOTIONS

- 21.1 A Councillor has one vote each time a vote is held at a meeting at which the Councillor is present.
- 21.2 A Councillor attending a meeting must vote on all matters put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting on the matter under the provisions of the Act or any other enactment. The meeting Minutes shall record each abstention and the reason for the abstention.
- 21.3 No Councillor shall change their vote on a motion.

- 21.4 Each Councillor shall vote by raising their hand in such a clear manner that they may be easily counted by the Chairperson, unless a secret ballot is requested by a Councillor present in accordance with the Act.
- 21.5 A motion shall be declared lost when it:
- (a) Does not receive the required number of votes; or
 - (b) Receives a tie vote.
- 21.6 A Councillor must request a recorded vote on any motion prior to the motion being voted on.
- 21.7 When a motion contains two (2) or more recommendations, a Councillor may request or the Chairperson may order, prior to the vote being called, that each proposition shall be voted on separately.
- 21.8 After a motion has been put to a vote by the Chairperson, no Councillor shall speak to the question, nor shall any other motion be made until the results of the vote have been declared.

22. RECORDED VOTE

- 22.1 Before a vote on a motion is taken by Council, a Councillor may request that the vote be recorded.
- 22.2 When a vote is recorded, the meeting Minutes must show the names of the Councillors present and whether each Councillor voted for or against the motion or abstained.

23. PECUNIARY INTEREST

- 23.1 A Councillor who believes that they have a pecuniary interest in a matter before Council shall:
- (a) Disclose the general nature of the pecuniary interest;
 - (b) Abstain from voting on any question relating to the matter; and
 - (c) Adhere to the provisions of the Act.
- 23.2 A Councillor who has a pecuniary interest in a matter before Council is not considered part of the Quorum for that portion of the meeting.
- 23.3 The meeting Minutes shall record the Councillor's abstention and their disclosure of a pecuniary interest.

24. RECONSIDERATION

- 24.1 Where a matter has been discussed, debated and voted upon, Council shall not hear, discuss or consider the matter again until one (1) year has elapsed from the date Council previously disposed of the matter.
- (a) Notwithstanding 23.1, Council by two-thirds ($\frac{2}{3}$) majority vote of Council may again consider the matter at an earlier time than the time set.

25. PRESENTATIONS TO COUNCIL

- 25.1 A person or a representative of any Delegation or group of persons who wish to bring any matter to the attention of Council, or wishes to have any matter considered by Council, shall contact the Chief Administrative Officer or designate outlining the subject to be discussed. The request, as well as any background information, must be presented to the Chief Administrative Officer or designate not less than three (3) business days before the date scheduled for the meeting at which it is to be presented. The subject matter must not be libelous, impertinent or improper. The names of those persons wishing to present to Council should be stated.
- 25.2 Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Chairperson determines that additional time should be granted to the Delegation, additional time shall be granted in the length specified by the Chairperson.
- 25.3 Delegations who have not followed the process outlined in 25.1 may be granted by the Chairperson a brief opportunity to outline the matter they wish to present to Council and following that outline, the Chairperson shall determine if the Delegation is to be granted time to present the matter outlined.

26. IN-CAMERA MEETING

- 26.1 Pursuant to section 197 (2) of the Act, Council may close all or part of a meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 26.2 When a meeting is held "In-Camera", Council may invite any person(s) to attend the "In-Camera" meeting as they deem appropriate.
- 26.3 The Chairperson shall remind all attendees participating electronically that they must be alone during the In-Camera portion of the meeting. If this is not possible in the circumstances, attendees are encouraged to use earphones.
- 26.4 When a meeting is closed to the public, no resolution or Bylaw may be passed at the meeting with the exception of a resolution to revert to a meeting with the public.

27. POINT OF ORDER

- 27.1 A Councillor who desires to call attention to a possible violation of the meeting rules and procedures shall ask leave of the Chairperson to raise a Point of Order.
- 27.2 When leave is granted by the Chairperson, the Councillor shall state the violated Point of Order with a concise explanation and shall abide by the decision of the Chairperson regarding the Point of Order.

- (a) Notwithstanding section 27.2, Council by two-thirds ($\frac{2}{3}$) majority vote of Council may supersede the decision of the Chairperson regarding the Point of Order.

27.3 A Councillor called to order by the Chairperson shall immediately relinquish the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chairperson except to appeal the decision of the chair.

27.4 The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.

28. BOARDS AND COMMITTEES

28.1 Council will ensure that there is proper representation on Boards with requisitioning rights.

28.2 As per the Council Remuneration Policy, Councillor attendance at Board and Committee meetings is included in the fixed monthly remuneration.

28.3 The Town of Wainwright will not reimburse Councillors for sitting on sub-committees, executive committees, or other special groups unless approval is given by motion at a Council meeting to allow for such action.

28.4 Councillors appointed to a Committee or Board shall keep the rest of the Council informed of the Committee or Board actions by providing regular activity highlights through their Councillor reports.

29. MEETING PACKAGE

29.1 The meeting package will be prepared by Administration and sent electronically to Council four (4) days before the Regular Meeting. Exceptions are Special Meetings which will follow all regulations outlined in the Act.

PART IV – PUBLIC HEARINGS

30. WRITTEN SUBMISSIONS FOR PUBLIC HEARINGS

30.1 The Chief Administrative Officer or designate shall ensure that notice of the Public Hearing is advertised ~~for two (2) consecutive weeks in the local newspaper~~ in accordance with the Town of Wainwright Advertising Bylaw prior to the second reading of the Bylaw or resolution forming the basis of the Public Hearing.

30.2 The advertised notice of the Public Hearing must allow for not less than fourteen (14) days for written submissions to be provided to the Town.

30.3 The notice of Public Hearing must contain the following information:

- (a) A statement of the general purpose of the Public Hearing;

- (b) The **physical or web** address where any document pertaining to the Public Hearing may be inspected;
- (c) The date, time and place where the Public Hearing will be held;
- (d) **Electronic meeting access if the Public Hearing pertains to Planning and Development;**
- (e) The address to which any written submissions are to be sent.

30.4 Letters received in accordance with the Public Hearing procedure shall be provided to the Councillors in their Public Hearing agenda package.

31. PUBLIC HEARING PROCEDURES

- 31.1 The Chairperson shall declare that a Public Hearing is being convened.
- 31.2 The Chief Administrative Officer or designate will confirm that the Public Hearing has been advertised in accordance with the applicable legislation.
- 31.3 The Chairperson shall state the purpose of the Public Hearing and then ask for the initiator to present their application. After identifying himself or herself, the initiator will present their application in a clear and concise manner.
- 31.4 The Chairperson shall then call upon any Person(s) in attendance who wishes to speak in favour of the application.
- 31.5 After identifying themselves, person(s) or representatives of any group or persons in favour of the application may address Council in turn. Council reserves the right to limit the length of repetitious oral submissions.
- 31.6 The Chairperson shall then call upon any Person(s) in attendance who wishes to speak in opposition of the application.
- 31.7 After identifying themselves, person(s) or representatives of any group or persons in opposition of the application may address Council in turn. Council reserves the right to limit the length of repetitious oral submissions.
- 31.8 The Chairperson shall then call upon the initiator of the application and those persons in attendance at the Public Hearing who spoke in favour of the application for any rebuttal to the points raised by those who spoke in opposition to the application.
- 31.9 Rebuttal comments are restricted to addressing only points raised by those who are in opposition to the application. No new information may be introduced.
- 31.10 After a presentation is concluded, Council may ask the presenter relevant questions.

31.11 Following the public presentation(s) and questions from Council, the Chairperson shall declare the Public Hearing closed.

31.12 If no person from the public is in attendance, Council may hear an introduction of the matter from Administration. Council may then ask relevant questions. Following Council's questions, the Chairperson shall declare the Public Hearing closed.

31.13 A statutory Public Hearing must be closed:

- (a) Before second reading of the Bylaw; or
- (b) Before Council votes on the resolution.

31.14 After the close of a Public Hearing, Council may:

- (a) Pass the Bylaw or resolution;
- (b) Make amendments to the Bylaw or resolution; or
- (c) Defeat the Bylaw or resolution.

31.15 When a Public Hearing on a proposed Bylaw or resolution is held, a Councillor:

- (a) Must abstain from voting on the Bylaw or resolution if the Councillor was absent from all of the Public Hearings; and
- (b) May abstain from voting on the Bylaw or resolution, if the Councillor was only absent from a part of the Public Hearings.

PART V – GENERAL

32. REVIEW

32.1 This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the procedural standards of Council.

33. SEVERABILITY

33.1 Should any provision of this Bylaw be invalid, then the invalid provision shall be severed and the remainder of this Bylaw shall be maintained.

34. REPEAL

34.1 This Bylaw shall repeal Bylaw 2023 – 04.

35. EFFECTIVE DATE

35.1 This Bylaw shall come into full force and effect upon passing of the third reading.

READ a first time in Council this 15th day of April, 2025.

READ a second time in Council this 15th day of April, 2025.

READ a third and final time in Council this 15th day of April, 2025.

Mayor

Chief Administrative Officer