

**Improvement District No. 9  
Council Meeting Procedures  
Bylaw 2015-03**

A BYLAW OF IMPROVEMENT DISTRICT #9 (ID9) TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL MEETINGS.

The Council of the Improvement District #9 enacts the following:

**PART 1: Purpose and Definitions**

*Purpose*

1. The purpose of this bylaw is to establish rules to follow in governing ID9 Council Meetings.

**PART 2: Application**

*Paramount Rules*

2. If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

**PART 3: Council Meeting Business**

*Order of Business*

3. The order of business at a meeting is the order of the items on the agenda except:
  - (1) When a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
  - (2) When Council alters the order of business for the convenience of the meeting by motion;
  - (3) When the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.
4. Council need not deal with any item on the agenda if no motion is made about it.

**PART 4: Meeting Agendas and Minutes**

*Agenda Format*

5. The agenda sets forth the order of business for a meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.

*Agenda Distribution*

6. The CAO will email copies of the agenda and reports to Council members before each regular Council meeting. Agendas, reports and supplementary materials that are received too late to be included with the agenda or that are intended for special Council meetings will be made available as soon as reasonably possible.

*Adoption of Agenda*

7. Council must vote to adopt the agenda prior to transacting other business and may by motion:
  - (1) Add new items to the agenda;
  - (2) Delete any matter from the agenda by motion;
  - (3) Revise the order of business on the agenda.

### *Preparation of Minutes*

8. The CAO will ensure that Council minutes are taken and prepared, which will include:
  - (1) All decisions and other proceedings;
  - (2) The names of the Council Members present at and absent from the meeting and any portion thereof;
  - (3) Any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Council Member and any other abstention permitted by statute; and
  - (4) The signatures of the meeting chair, and the CAO or designate.

### *Adoption of Minutes*

9. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. Council will do one of the following:
  - (1) Pass a motion adopting the minutes if there are no errors or omissions;
  - (2) If there are minor errors or omissions, direct the CAO to make the corrections and pass a motion to adopt the minutes as amended;
  - (3) If there are major errors or omissions, direct the CAO to revise the minutes accordingly and have the minutes brought back to the following Council meeting for review and adoption.

### **PART 5: *Persons Wishing to Address Council***

10. If a person wishes to speak to Council on any matter, that person must notify the CAO in writing fourteen days prior to the scheduled meeting and must state the reason for the request to speak. The written request must include an outline of the issue to be addressed, along with any pertinent background information, and an overview of any action being requested of Council. After receiving the request to speak, the CAO will place the matter on the Council Agenda under the delegation portion of the agenda. For special circumstances the CAO may lessen, at the CAO's discretion, the length of notice that is required.
11. If the CAO deems an upcoming agenda business list to already be sufficiently full, the CAO may schedule a delegation for a later meeting date.
12. If for whatever reason the CAO deems a request to speak to Council to not have merit, the requesting person will not be placed as a delegation on the Council agenda, but instead the request itself will be placed as a business item on the agenda for Council to consider whether to permit the delegation at the following meeting. The requesting person will not be permitted to address Council until Council so designates and decides upon the merit of such request.

A request will be deemed to not have merit if it:

  - (1) Is a re-addressing of a previously heard issue, where there is no new information being brought forth;
  - (2) Incoherent; or
  - (3) Libelous, impertinent or improper;

13. A delegation will be allowed ten minutes to speak. The time allowed to speak may be extended:

- (1) To 20 minutes by the Chair
- (2) Beyond 20 minutes by motion of Council.

14. A person may only address Council at any other time during a meeting:

- (1) For 2 minutes if called upon by the Chair
- (2) Beyond 2 minutes by majority vote of Council.

#### *Council Consideration of Request*

15. If a person appears at a Council meeting wishing to speak to Council without having given prior notice;

Council may:

- (1) Determine whether to hear the person or their authorized representative.
- (2) Pass a motion to hear the person and then refer the matter to Administration; or
- (3) Consider a motion on the subject matter of the presentation in accordance with the Order of Business.

#### *Time Allotted to Speak*

16. If Council determines to hear the person, he or she will be allowed ten minutes to speak. The time allowed to speak may be extended:

- (1) To 20 minutes by the Chair
- (2) Beyond 20 minutes by majority vote.

#### *Representing More than One Person*

17. Notwithstanding that an authorized speaker represents more than one person; he or she will be allowed only ten minutes to speak. The time allowed to speak may be extended:

- (1) To 20 minutes by the Chair
- (2) Beyond 20 minutes by majority vote.

### **PART 6 - Communications**

#### *Requirements for Written Communications*

18. Any written communication intended for Council, must be submitted to the CAO fourteen days prior to the Council meeting that the individual wants their communication considered. If it is not received by fourteen days prior, it may be referred to the following Council meeting.

All such communications must:

- (1) Be legible and coherent;
- (2) Provide a printed name and place of residency, or organization that is being represented;
- (3) Not be libelous, impertinent or improper.

#### *CAO to Process Communications*

19. If these requirements are met, the CAO will attach it to the Council Agenda for Council's consideration. After Council has considered the communication, the CAO will send a response as directed by Council, if a response is warranted.



*Petitions*

20. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the Municipal Government Act or other applicable legislation.

**PART 7 – Recording Devices**

*Audio and Video Recordings and Transmissions*

21. Other than equipment being used for the purpose of facilitating a Councillor's participation in Council meeting while not physically present, No video or audio recordings may be made of any portion of the Council meeting, neither transmissions made of the same. Similarly, no internet recordings or transmissions made of any portion of the Council meeting. Permission may be granted to news organization representatives to use audio devices, from their seats, for the purposes of preparing their news stories. Such allowances will be at the discretion of the Council Chair.

*Pictures*

22. No pictures may be taken of any portion of the Council proceedings or interior of the Council room. Permission may be granted to news organization representatives to take a picture that may be associated with a news story. Such allowances will be at the discretion of the Council Chair.

**PART 8 – Special Circumstances**

*Suspension of Rules*

23. If a special circumstance arises that would justify, in the opinion of Council, a relaxing of any of these protocols, then any of these clauses, where not already allowed for, may be waived or set aside by the unanimous motion of Council. Such a motion must be unanimous by those Council members participating in the meeting.

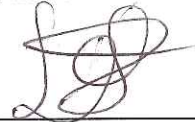
Bylaw 2012-05 is hereby rescinded.

This bylaw is in force as of the date of third and final reading.

READ a **FIRST** time this 13th day of August, 2015.

READ a **SECOND** time this 10th day of March, 2016.

READ a **THIRD** time and fully **PASSED** this 14th day of April, 2016.



Chairman – Dave Schebek



Chief Administrative Officer – Ethan Gorner