

# **THE CITY OF SPRUCE GROVE**

## **BYLAW C-1432-26**

### **COUNCIL PROCEDURE BYLAW**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, c M-26, as amended, Council may pass bylaws in relation to procedures to be followed by Council and Council Committees;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, c M-26, as amended, Council may by bylaw delegate its powers, duties or functions to a Council Committee or any person unless an enactment or bylaw provides otherwise;

NOW THEREFORE, the Council of the City of Spruce Grove duly assembled, hereby enacts as follows:

#### **1. BYLAW TITLE**

- 1.1 This bylaw is called "Council Procedure Bylaw".

#### **2. DEFINITIONS**

- 2.1 "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended.
- 2.2 "Adjourn" used in relation to any meeting means to terminate the meeting.
- 2.3 "Administration" means the employees of the City of Spruce Grove led by the City Manager.
- 2.4 "Amending Motion" means a proposal to change the wording or intent of a Main Motion by adding, removing, or substituting text. It must relate directly to the Main Motion and is decided before Council votes on the Main Motion itself.
- 2.5 "Chair" means the Mayor, Deputy Mayor or other person who has the authority to preside over a meeting.
- 2.6 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

- 2.7 “City Manager” means the administrative head of the City.
- 2.8 “Closed Session” means a portion of a Council, Governance and Priorities Committee or Council Committee meeting that is conducted in the absence of the public as per the Act.
- 2.9 “Consent Agenda” means a single item on the agenda of a Council meeting in which the recommended action is to approve, without discussion, questions, or debate, the recommendations in each of the Request for Decisions referenced in the Consent Agenda Request for Decision.
- 2.10 “Conflict of Interest” means a matter being considered that a Councillor knows or ought to know could improperly influence their duties or decisions as a public official because it could affect, or be perceived to affect:
- (a) a private interest of the Councillor whether personal, relational, or organizational;
  - (b) the Councillor’s immediate family, including their spouse, partner, children, parents, or spouse’s parents;
  - (c) an employer of the Councillor; or
  - (d) any business or corporation in which the Councillor or their immediate family has an interest.
- 2.11 “Corporate Leadership Team” means the City Manager and General Managers within the City.
- 2.12 “Council Committee” means a committee, task force, board or other body established by a Council under the Act.
- 2.13 “Council Delegation” means Delegations that meet the following criteria:
- (a) contractual obligation to report to Council;
  - (b) legislative requirement to report to Council;
  - (c) internal boards and committees; or
  - (d) intergovernmental groups.

- 2.14 "Council" means the Council of the City elected pursuant to the *Local Authorities Election Act*, RSA 2000 c L-21, as amended.
- 2.15 "Council Term" means the term of Council from the Inaugural Meeting after a municipal election to the following Inaugural Meeting after the next municipal election.
- 2.16 "Councillor" means a member of Council including the Mayor.
- 2.17 "Delegation" means an organization or group comprised of more than one individual that wish to speak on a common topic that appears before and presents to Council at a Council meeting or Governance and Priorities Committee meeting as a result of having submitted a Delegation request as per the *Delegation Request Policy*, or any successor policy dealing with the scheduling of Delegations.
- 2.18 "Deputy Mayor" means a Councillor appointed as per the Act to take on the duties of the Mayor, if needed.
- 2.19 "Governance and Priorities Committee" means a committee comprised of all Councillors which conducts itself as a Council Committee.
- 2.20 "Inaugural Meeting" means the first Organizational Meeting after a general municipal election.
- 2.21 "Main Motion" means a formal proposal made by a member of Council to take an action, make a decision, or express the will of Council on a specific matter. It is the primary motion under consideration and must be decided before any new business is introduced.
- 2.22 "Mayor" means the chief elected official elected pursuant to the *Local Authorities Election Act*, RSA 2000 c L-21, as amended.
- 2.20.1 "Nomination Day" means the date that is 4 weeks before the general election is to be held, and which is the deadline for candidates to submit their nomination papers as set out in the *Local Authorities Election Act*, R.S.A 2000, c L-21, as amended.
- 2.23 "Non-Statutory Public Hearing" means a meeting of Council at which members of the public may attend and may be invited to make submissions to Council, but which is not a Public Hearing as defined in this bylaw.

- 2.24 "Notice of Motion" means a Councillor informing Council of their intent to put a new motion forward at a subsequent Council meeting in accordance with the requirements of this bylaw.
- 2.25 "Open Session" means the portion of a Council, Governance and Priorities Committee or Council Committee meeting that is conducted in public as per the Act.
- 2.26 "Organizational Meeting" means the annual meeting prescribed under the Act.
- 2.27 "Peace Officer" means a Peace Officer as defined by the *Peace Officer Act*, SA 2006 c P-35, as amended and for the purposes of this bylaw shall also include a police officer as defined by the *Police Act*, RSA 2000 c P-17, as amended.
- 2.28 "Pecuniary Interest" means a matter being considered that a Councillor knows or ought to know could monetarily affect, directly or indirectly:
- (a) the Councillor;
  - (b) the Councillor's immediate family, including their spouse, partner, children, parents, or spouse's parents;
  - (c) an employer of the Councillor; or
  - (d) any business or corporation in which the Councillor or their immediate family has a financial interest.
- 2.29 "Point of Order" means bringing to the attention of the Chair and other Councillors that a rule has been broken or an error in procedure has occurred and asking that the rules be followed or that the error in procedure be corrected.
- 2.30 "Postpone" means to delay the consideration of any matter, either:
- (a) to later in the meeting;
  - (b) to a specified time and/or date;
  - (c) until the occurrence of an event; or
  - (d) to a future unspecified time and/or date.

- 2.31 “Public Delegation” means any Delegation that does not meet the criteria for a Council Delegation.
- 2.32 “Public Hearing” means a meeting or portion of a meeting that Council is required to hold under the Act or another enactment, for the purpose of hearing submissions.
- 2.33 “Recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting.
- 2.34 “Recommended Budget and Fiscal Plan” means the annual plan presented to Council at a Governance and Priorities Committee meeting that sets out Administration’s recommendations regarding municipal programs, services, fees, and property taxes.
- 2.35 “Refer” means to send a pending motion or agenda item to a Council Committee or Administration for investigation and report.
- 2.36 “Request for Decision” means an agenda item report that provides background information and analysis on the agenda item and provides the option to make a recommendation on a course of action. A Request for Decision is used for Council, Council Committee and Governance and Priorities Committee meetings and Special Council Meetings.
- 2.37 “Rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion.
- 2.38 “Substantial Information Request” means a request for information by a Councillor to Administration seeking detailed, non-routine, or high-impact information related to City programs, services or operations:
- (a) that requires more than two hours of cumulative staff time to locate, retrieve, compile, analyze, or prepare information, or that otherwise exceeds what is normally provided through routine information channels with the City Manager; and
  - (b) for which a Council resolution is required for Administration to respond to.
- 2.39 “Special Council Meeting” means a meeting scheduled to address urgent business that requires Council attention as per the Act.

- 2.40 “Voice Over Internet Protocol (VoIP)” means electronic communications that allows voice calls using a broadband internet connection instead of a regular (or analog) telephone line.

### **3. APPLICATION**

- 3.1 This bylaw shall apply to all meetings of Council, Governance and Priorities Committee, and Council Committees.
- 3.2 The precedence of the rules governing the procedures of Council in descending level of authority is:
- (a) the Act;
  - (b) other provincial legislation; and
  - (c) this bylaw.
- 3.3 To the extent that a matter is not dealt with in the Act, other provincial legislation or this bylaw, Council shall have regard to the current edition of *Robert’s Rules of Order Newly Revised*.
- 3.4 Council may waive all or part of the provisions of this bylaw for a meeting by a motion with a two thirds vote to suspend the rules. This motion is only in order if it does not conflict with the laws of the Government of Canada or the laws of the Government of Alberta and specifically the Act.

### **4. INAUGURAL MEETING AND ORGANIZATIONAL MEETING**

- 4.1 At the Inaugural Meeting:
- (a) The first order of business shall be the administration of the oath of office and the introduction of the Mayor and Council for the Council Term.
  - (b) Council may establish by resolution for the forthcoming Council term the roster for each Councillor (excluding the Mayor) to act as Deputy Mayor.
- 4.2 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October of each year.

4.3 At the Organizational Meeting, Council may establish by resolution for the forthcoming year:

- (a) The seating arrangements of Council, which shall be as follows:
  - (i) The Mayor shall occupy the seat at the centre of the Council table.
  - (ii) Seating of Councillors shall be determined by a draw or as otherwise agreed to by a unanimous vote of Council.
  - (iii) In the event the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the Councillor elected to fill their place shall occupy their seat in Council Chambers until the next Organizational Meeting.
- (b) The dates, times of commencement, and locations of regular Council meetings and Governance and Priorities Committee meetings. If a scheduled meeting of Council falls on a holiday, the meeting shall be held on the next day not being a holiday.
  - (i) No regularly scheduled Council or Governance and Priorities Committee meetings shall be scheduled between Nomination Day and the Inaugural Meeting in the year a general election is held.
- (c) Appointments to internal and external boards and committees. In the years where a new Council term commences, the appointments may occur at the first scheduled regular council meeting.

## 5. **MEETINGS**

5.1 The Mayor and Deputy Mayor shall coordinate their schedules to ensure effective coverage of Mayoral obligations when required. This includes but is not limited to chairing meetings in person.

5.2 The previous Deputy Mayor in the rotation shall preside over the meeting if:

- (a) the Mayor and Deputy Mayor are unavailable to attend the whole meeting;
- (b) the Mayor and Deputy Mayor are not in attendance within 15 minutes after the scheduled commencement of the meeting; or

(c) the Mayor and Deputy Mayor are only available to attend virtually.

In the event the previous Deputy Mayor is not available due to the reasons indicated in s. 5.2, then either a further previous Deputy Mayor or the next Deputy Mayor in the rotation may preside over the meeting.

- 5.3 The Mayor shall preserve order and decorum and decide questions of procedure subject to an appeal to the Council. The decisions of the Mayor on procedure shall be final unless reversed by a majority vote of the Councillors present, without debate.
- 5.4 Councillors shall have the opportunity to suggest corrections to the minutes, subject to agreement by the majority present. Clerical, typographical and grammatical errors in adopted minutes may be corrected by the City Clerk provided it does not change the meaning of any item.
- 5.5 No third party recordings of Council, Governance and Priorities Committee or Council Committee proceedings are permitted, except as approved by the City Manager.

## 6. **QUORUM**

- 6.1 A quorum of Council shall be a majority of Councillors.
- 6.2 If there is not a quorum within thirty (30) minutes after the time set for the meeting, the City Clerk will record the names of Councillors present and the meeting will be Adjourned to the time of the next regular meeting, unless a Special Council Meeting is duly called in the intervening time period.
- 6.3 Whenever a vote on a motion before Council or Governance and Priorities Committee cannot be taken because of a loss of quorum, the loss of quorum resulting from:
  - (a) the declaration of a Pecuniary Interest and the Councillor leaving the room; or
  - (b) a Councillor 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 or Governance and Priorities Committee under that particular order of business.



- 6.4 If a quorum is lost for any reason other than those aforementioned in section 6.3, the meeting shall be Recessed for fifteen (15) minutes. If quorum is not re-attained by the end of the Recess, the meeting shall be Adjourned to the time of the next regular meeting, unless a Special Council Meeting is duly called in the intervening time period.

## **7. TIME OF ADJOURNMENT**

- 7.1 Council meetings will Adjourn no later than 11:00 p.m. unless otherwise determined by a vote of the majority of Councillors present. Council may determine to:
- (a) extend the time of the meeting beyond 11:00 p.m.;
  - (b) reconvene the meeting the following day;
  - (c) call a Special Council Meeting on a specified day and time to attend to the unfinished business; or
  - (d) add the unfinished business to the next regular Council meeting agenda.

## **8. PREPARATION OF COUNCIL AND GOVERNANCE AND PRIORITIES COMMITTEE AGENDAS**

- 8.1 The agenda for each Council and Governance and Priorities Committee meeting is established by the City Manager in consultation with the Mayor, Corporate Leadership Team and City Clerk.
- 8.2 The City Clerk's Office shall prepare the agenda package for each Council and Governance and Priorities Committee meeting. The agenda package will be available to Council and Administration and posted publicly no later than the end of the calendar day of the Thursday preceding the meeting.
- 8.3 In the case of a Special Council meeting, the agenda package shall be available to Council and Administration and posted publicly at least 24 hours before the scheduled Special Council Meeting.
- 8.4 Once the agenda (or agenda as amended) is approved by Council at the beginning of the meeting no further changes may be made unless approved by the majority of Council present.

**9. CONSENT AGENDA**

- 9.1 The following matters are eligible for placement on the Consent Agenda:
- (a) approval of minutes;
  - (b) any bylaws scheduled for first reading;
  - (c) information that was already discussed at a previous Council meeting;
  - (d) Governance and Priorities Committee reports and recommendations;
  - (e) reports presented for informational purposes only;
  - (f) minor updates to organizational documents;
  - (g) any item determined by the City Manager, in consultation with the Mayor, to be straightforward and suitable for the Consent Agenda; and
  - (h) any other item added at Council's discretion during adoption of the agenda.
- 9.2 Notwithstanding section 16.1, prior to the Consent Agenda motion being made, the Mayor shall ask if any Councillors wish to exempt an item from the Consent Agenda.
- 9.3 If a Councillor wishes to debate an item included in the Consent Agenda, the Councillor may exempt any item in the Consent Agenda, provided the request for exemption is made before voting occurs on the Consent Agenda motion.
- 9.4 The recommendation in the Request for Decision for the Consent Agenda portion of a Council meeting is moved and voted on as one single motion regardless of the number of Request for Decisions included.
- 9.5 Approval of the Consent Agenda means approval of all the recommendations contained in the Request for Decisions referenced in the Consent Agenda Request for Decision.

- 9.6 In the event that a Councillor declares a Pecuniary Interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and dealt with separately.
- 9.7 Exempted items will be debated in the order they appear on the agenda.
- 9.8 A motion shall be made before any exempted item is debated or voting occurs.

## **10. PARTICIPATION IN MEETINGS**

- 10.1 Council and Governance and Priorities Committee meetings shall occur in Council Chambers.
- 10.2 Council Committee meetings may occur in Council Chambers or in other City meeting spaces.
- 10.3 Members of Council, Council Committees, Administration and the public may attend virtually by electronic means at the discretion of the City Manager.
- 10.4 Members of Council, Council Committees, Administration and the public may only attend virtually if at minimum, the virtual attendees can be heard in Council Chambers and by other virtual attendees, and the attendees in Council Chambers can be heard by the virtual attendees.
- 10.5 Members of Council, Council Committees and Administration attending virtually are considered to be present at the meeting.
- 10.6 During Closed Session, a member of Council, Council Committee or Administration attending virtually shall confirm no one else is present in their location who is able to hear the Closed Session discussion.

## **11. MEETINGS BY ELECTRONIC MEANS**

- 11.1 Notwithstanding sections 10.1, 10.2 and 10.3, at the discretion of the City Manager, Council, Governance and Priorities Committee and Council Committee meetings may be held entirely by electronic means if a meeting cannot be facilitated in-person or by a hybrid electronic and in-person format.

- 11.2 Meetings held by electronic means may occur either by Voice Over Internet Protocol (VoIP) or by telephonic communication.
- 11.3 Notice of the meeting by electronic means, the method by which the public may access the meeting and where applicable the method by which the public may access information in respect of the meeting, shall be provided in accordance with the requirements of the Act.
- 11.4 The electronic means utilized for public attendance shall be made available to the public via the City's website and social media prior to the meeting commencing. Those wishing to participate in the meeting by electronic means shall contact the City Clerk's Office to receive the information to participate in the meeting by electronic means.
- 11.5 Public attendance shall be suspended for the duration of Closed Session.
- 11.6 Councillors attending by electronic means that do not allow for their visual identification, shall identify themselves verbally as in attendance at the commencement of the meeting.

## **12. DELEGATIONS**

- 12.1 All Delegation requests will be reviewed in accordance with the *Delegation Request Policy*, or any successor policy dealing with the scheduling of Delegations, and may be approved, refused or referred to Administration.
- 12.2 A Public Delegation may speak for a maximum of ten (10) minutes.
- 12.3 If the Public Delegation is speaking on behalf of multiple persons or has more than one spokesperson, the Public Delegation will be considered one person and may speak only for ten (10) minutes.
- 12.4 There is no time limit to speak for a Council Delegation.
- 12.5 Delegations shall present on the subject matter that was provided as part of the Delegation request. Delegations shall not be permitted to deviate from the original subject matter.
  - 12.5.1 Delegations shall not be permitted to speak during the Public Input Session on the same meeting and on the same topic they presented on during their Delegation appointment.

- 12.6 Delegation presentations shall not include personal attacks of Councillors, members of Administration or members of the public.
- 12.7 In questioning Delegations, Councillors shall only ask questions which are relevant to the subject of the Delegation and shall avoid repetition of questions.
- 12.8 Depending on the nature of the Delegation's presentation, Council may pass a resolution after the Delegation's presentation. The resolution may occur at the Council or Governance and Priorities Committee meeting which the Delegation appeared or at a later Council or Governance and Priorities Committee meeting.

### **13. PUBLIC INPUT SESSION**

- 13.1 The public may participate in the Public Input Session in person or virtually.
- 13.2 In-person public participation procedures are as follows:
  - (a) Persons interested in making a statement or asking a question may attend Council Chambers prior to or during the Public Input Session and indicate they wish to speak when prompted by the Mayor.
  - (b) Members of the public shall speak from the podium.
- 13.3 Virtual public participation procedures are as follows:
  - (a) Persons interested in making a statement or asking a question shall contact the City Clerk's Office prior to 12:00 noon the day of the Council meeting to register to speak virtually.
  - (b) Those who register shall be provided the information to access the Public Input Session by virtual means.
  - (c) Persons may also send an email to the City Clerk's Office before the Public Input Session is over and the City Clerk shall read the question or statement on the senders' behalf.
  - (d) Only one email per person is permitted. The City Clerk reserves the right to not read an email if it is in contravention of sections 13.6, 13.8 or 18.1(a) or if, in the opinion of the City Clerk, reading the email could reasonably be considered defamatory or would be contrary to any applicable law, bylaw or policy.

- 13.4 Public Input Session participants shall not be allowed to present to Council electronically (e.g., PowerPoint presentation), but shall be permitted to provide a copy of photos, graphics or other documentation to the City Clerk prior to 12:00 noon the day of the Council meeting. Provided the photos, graphics or other documentation does not contravene sections 13.6, 13.8 or 18.1(a), the City Clerk will distribute the photos, graphics or other documentation to Council and Administration.
- 13.5 Those who wish to speak during the Public Input Session shall only speak once and are limited to speak for a maximum of five (5) minutes.
- 13.6 Speakers shall not be allowed to make a statement or ask questions on the following items:
- (a) matters before or previously heard by the Subdivision and Development Appeal Board, the Assessment Review Board, the Community Standards Appeal Committee or on any matters requiring the holding of a Public Hearing or for which a Public Hearing has already been held;
  - (b) any matter pertaining to an enforcement complaint, investigation or action, or which is subject of a legal challenge through the Court system;
  - (c) any topic deemed not public at the time of the request is submitted, of which contravenes the *Access to Information Act*, S.A. 2024, c A-1.4, as amended and *Protection of Privacy Act*, S.A. 2024, c P-28.4, as amended;
  - (d) any subject matter that does not fall within the jurisdiction of municipal government;
  - (e) any subject matter that is not related to Governance and within the jurisdiction of Council as determined by the *Municipal Government Act*, RSA 2000 c M-26, as amended; and
  - (f) any subject matter that falls within the operational purview of the City Manager.
- 13.7 Statements or questions shall be about matters that pertain to the responsibilities of the City and shall be directed to Council as a whole and not to individual Councillors or members of Administration.
- 13.8 Statements or questions shall not include personal attacks of Councillors, members of Administration or members of the public.

13.9 The Mayor may request that Administration or a member of Council provide a response or answer to the statement or question on Council's behalf.

13.10 If an immediate response or answer cannot be provided, Administration will contact the speaker at a later date to provide a response or answer.

#### **14. EXPECTATIONS OF COUNCILLORS DURING MEETINGS**

14.1 Councillors shall at all times maintain proper decorum and use respectful language during Council, Council Committee or Governance and Priorities Committee meetings.

14.2 Councillors shall not text or use other electronic communication with other Councillors during a meeting outside of the official electronic meeting platform if one is being used.

14.3 Councillors shall not post to any social media platform during a meeting.

#### **15. CONDUCT OF THE PUBLIC DURING MEETINGS**

15.1 The public present in Council Chambers shall adhere to the following standards of conduct:

- (a) No crude, vulgar, obscene or offensive language or gestures are allowed at any time in Council Chambers, including on clothing;
- (b) No person attending a meeting may approach or speak to the Mayor or a Councillor while the meeting is in progress, unless acknowledged by the Mayor to speak as a Delegation or during the Public Input Session or a Public Hearing;
- (c) No signs, placards or banners of any kind are allowed in Council Chambers except with the express permission of the Mayor; and
- (d) Electronic messages shall not be sent to the Mayor or any Councillor participating in a meeting.

15.2 No person present in Council Chambers shall cause any disturbance, interrupt any speaker or interfere with the action of Council.

15.3 The Mayor may call to order any person who has created a disturbance and may expel that person from Council Chambers.

15.4 A person who refuses to leave Council Chambers upon the order of the Mayor may be removed by a Peace Officer.

**16. RULES GOVERNING DEBATE AT COUNCIL MEETINGS**

16.1 A motion shall be made by a Councillor before Council can debate an item.

16.2 Council shall consider only one motion at a time.

16.3 After a motion has been moved, it may not be withdrawn without the majority consent of Council through a motion to withdraw.

16.4 The following motions are not debatable by Council:

- (a) a motion to Recess or Adjourn the meeting; or
- (b) a motion to withdraw.

16.5 When a motion has been made and is being considered, no Councillor may make any other motion except:

- (a) a motion to Recess or Adjourn the meeting;
- (b) to Refer the Main Motion to Governance and Priorities Committee, Administration, a Council Committee or some other person or group for consideration;
- (c) to Postpone consideration of the motion;
- (d) to amend the motion; or

to withdraw the motion if the motion to withdraw is made by the mover.

16.6 All discussion at a meeting of Council shall be directed through the Mayor.



- 16.7 Unless otherwise unanimously agreed to by the Councillors present, a Councillor may speak in debate only:
- (a) twice on any motion; and
  - (b) twice on any amendment to a motion.
- 16.8 No Councillor shall speak in debate for a second time on a motion (or amendment) until all Councillors wishing to speak have spoken for the first time.
- 16.9 A Councillor who makes a motion (or offers an amendment) shall have the right to speak both first and last during debate. This constitutes the maker's two times to speak in debate.
- 16.10 Asking the Mayor, another Councillor or another person clarifying questions about the issue or on matters of procedure is not considered speaking in debate.
- 16.11 The Mayor may participate in debate on any matter before Council without relinquishing the Chair.
- 16.12 If a Councillor has a Pecuniary Interest or Conflict of Interest under the Act, the Councillor shall at minimum, prior to debate or vote upon the matter, state that they have a Pecuniary Interest or Conflict of Interest, and the nature of the Pecuniary Interest or Conflict of Interest and shall then leave the meeting unless permitted to remain in accordance with the Act.
- 16.13 If based on the agenda item content set out in the agenda package, a Councillor is aware they have a Pecuniary Interest or Conflict of Interest, they may state they have a Pecuniary Interest or Conflict of Interest at the beginning of the agenda item prior to the motion being made or Administration providing their presentation.
- 16.14 Where the Councillor has left the meeting under sections 16.12 and 16.13:
- (a) the reason for and time of the Councillor's departure, and return, if any, shall be recorded in the minutes;
  - (b) if Council amends the motion before it, Council shall Recess to allow the City Manager or City Clerk to endeavour to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether they still have a Pecuniary Interest or Conflict of Interest; and

- (c) Council shall not consider any other agenda item until the City Manager or City Clerk has endeavoured to advise the Councillor who left the meeting because of a Pecuniary Interest or Conflict of Interest that there is a new motion before Council.

## **17. AMENDING MOTIONS**

17.1 The Mayor shall allow only:

- (a) one amendment to the Main Motion; and
- (b) one amendment to the amendment to be considered at a time.

17.2 Council shall vote:

- (a) on an amendment to the amendment, if any, before voting on the amendment; and
- (b) on any amendment before voting on the Main Motion.

17.3 When an amendment is on the floor, Council may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.

17.4 The Mayor shall not put the Main Motion under debate to a vote until all amendments to it have been put to a vote of Council.

## **18. MOTIONS TO REFER**

18.1 Any Councillor may move to Refer any Main Motion, and any pending amendments, to a Council Committee or Administration for investigation and report.

18.2 A motion to Refer:

- (a) is debatable;
- (b) precludes any further amendment to the Main Motion, until the motion to Refer has been addressed by Council;
- (c) shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and

- (d) may be amended only as to the body to which the motion is Referred and the instructions on the Referral.

18.3 Once the body to which a motion has been Referred commences its deliberations, the body may recommend for adoption, any amendment to the motion so Referred without regard to any amendments considered by Council prior to the Referral. The motion proposed by the Referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

## **19. POSTPONING MOTIONS**

- 19.1 A motion to Postpone includes the Main Motion being Postponed and all proposed (but undecided) amendments. Amendments that have already been approved are retained in the motion.
- 19.2 When a motion that has been Postponed is brought back to Council it comes back exactly as it was when Postponed including any undecided amendments.
- 19.3 If a motion has been Postponed to a specified time and/or date or until after the occurrence of an event, the motion is automatically placed on an agenda for consideration at the time or date or immediately after the occurrence of the event.

## **20. VOTING**

- 20.1 All motions voted on during meetings to which this bylaw applies will be recorded in the minutes as either unanimously carried, unanimously defeated or listing the surnames of those Councillors present who voted for the motion, against the motion, or abstained from voting and the reason for abstention.
- 20.2 Electronic voting technology that displays the result of the vote on motions will be utilized during Council meetings. When the electronic voting technology is in operation:
  - (a) all members of Council shall vote using the electronic voting technology, unless excused from voting by any statute; and
  - (b) all vote results shall be displayed publicly in Council Chambers.

- 20.3 When the electronic voting technology is inoperable or unavailable, Council will vote on motions by raising their hands upon the call of the Mayor for all those in favour and all those opposed.
- 20.4 The Mayor will announce the result of all votes at a meeting by stating whether the motion was carried or defeated.
- 20.5 A tie vote shall constitute defeat of the motion.

## **21. NOTICE OF MOTION**

- 21.1 Prior to Council Adjourning a regular Council meeting, Councillors will be given an opportunity to bring a Notice of Motion by reading into the minutes the Notice of Motion and by providing the City Manager and City Clerk with a written copy of the notice.
- 21.2 A Notice of Motion shall:
  - (a) include sufficient detail about the substance and intent of the motion and any actions taken; and
  - (b) be concise and unambiguous.
- 21.3 A Notice of Motion given at one regular Council meeting will automatically appear on the agenda of the next regular Council meeting unless otherwise stated.
- 21.4 Council may pass a resolution dispensing of the notice with two thirds vote for a motion that pertains to emergent business. If dispensation is approved by Council resolution, the motion may occur at the same meeting.
- 21.5 A Notice of Motion cannot be made at a Special Council meeting.
- 21.6 A Notice of Motion is not debatable until a Councillor moves the motion.

## **22. RESCIND/AMEND SOMETHING PREVIOUSLY ADOPTED AND RENEWAL OF MOTION**

- 22.1 Any Councillor may move to amend or Rescind something previously adopted at an earlier meeting, provided the motion is still in effect or has

not been acted upon. The Councillor shall provide a Notice of Motion to do so.

22.2 Any Councillor may renew a defeated motion or bylaw at a later meeting. The Councillor shall provide a Notice of Motion to do so.

22.3 The provisions of sections 22.1 and 22.2 may only be enacted on a motion or bylaw for which:

- (a) six months or more have passed since the adoption or defeat of the motion or bylaw; or

less than six months have passed, if approval is given by the majority of Council present at the meeting when the Notice of Motion is introduced. Immediately after a Notice of Motion has been provided, Council shall vote on whether they approve of the Notice of Motion moving forward.

## 23. **CLOSED SESSION**

23.1 Council may consider a matter in Closed Session in accordance with the *Access to Information Act*, S.A. 2024, c A-1.4, as amended.

23.2 No motions may be made when Council is sitting in Closed Session except the motion to reconvene Open Session.

## 24. **RULES FOR BYLAWS**

24.1 The following shall apply to the passage of all bylaws:

- (a) Council shall vote on the motion for first reading of a bylaw without amendment or debate.
- (b) 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.
  - (c) All aspects of approval of a bylaw at second reading shall apply to third reading of the bylaw.
- 24.2 A bylaw shall be passed and become effective when a majority of the Councillors present vote in favour of third reading and the bylaw is signed in accordance with the Act unless another effective date is specified within the bylaw or other legislation.
- 24.3 Clerical, typographical and grammatical errors in bylaws may be corrected by the City Clerk, provided it does not change the meaning of the content of the bylaw.
- 24.4 The City Clerk may consolidate a bylaw by incorporating all amendments to it into one bylaw.
- 24.5 A copy of any bylaw, resolution or record certified by the City Clerk as a true copy of the original is in the absence of evidence to the contrary, proof of the bylaw, resolution or record.

## **25. PUBLIC HEARINGS PROCEDURES**

- 25.1 The public may participate in a Public Hearing either in person or virtually.
- 25.2 In-person public participation procedures are as follows:
- (a) Persons interested in making a verbal submission may attend Council Chambers prior to or during the Public Hearing and indicate they wish to speak when prompted by the Mayor; and
  - (b) Members of the public shall speak from the podium.
- 25.3 Virtual public participation procedures are as follows:
- (a) Persons interested in making a verbal submission as part of the Public Hearing shall contact the City Clerk's Office prior to 12:00 noon the day of the Public Hearing to register to speak virtually.
  - (b) Those who register shall be provided the information to access the Public Hearing by virtual means.

- (c) Persons wishing to ask a question of, or make a statement to Council during the Public Hearing may do so by sending an email to the City Clerk's Office before the Public Hearing is closed and the City Clerk shall read the question or statement on the sender's behalf.
  - (d) Only one email per person is permitted. The City Clerk reserves the right to not read an email if it is in contravention of subsection 15.1(a) or if, in the opinion of the City Clerk, the reading of the email could reasonably be considered defamatory or would be contrary to any applicable law, bylaw or policy.
- 25.4 Persons interested in providing a written submission may provide the City Clerk's Office with their written submission prior to 12:00 noon of the Wednesday preceding the Public Hearing. Written submission received prior to 12:00 noon of the Wednesday preceding the Public Hearing will become public information and be included in the agenda package. Council will also accept written submissions until the end of the Public Hearing.
- 25.5 If a presenter wishes to provide visual submissions such as photos, graphics or PowerPoint slides, they shall do so by written submission.
- 25.6 The procedure for conducting a Public Hearing is as follows, in sequence:
- (a) The Mayor shall call the Public Hearing to order and identify the matter to be discussed and then review the process to be followed.
  - (b) Administration shall introduce the matter and provide any background material.
  - (c) After Administration has introduced the matter, the Mayor shall ask the City Clerk if anyone has registered to speak virtually, and if there are registrants, invite them to speak.
  - (d) The Mayor shall then invite interested parties and members of the public who are attending in-person to speak to the matter.
  - (e) Members of the public who attend in-person who wish to speak shall be required to speak from the podium.
  - (f) All those who wish to speak to a matter (for or against) may only speak once and shall be limited to five (5) minutes.
  - (g) The decision of the Mayor with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.

- (h) A group of more than one member shall be considered to be one person for the purposes of a Public Hearing and only a spokesperson shall be entitled to speak once only for a limit of five (5) minutes regardless of the number of members of the group who may be present.
- (i) Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions shall be directed through the Chair.
- (j) Council may accept a written submission in lieu of a verbal presentation as long as the document identifies the name and street address of the person making the submission and the written submission is dated. All written submissions will be filed with the City Clerk.
- (k) When all persons who wish to speak to an issue have been given their opportunity to speak, the Mayor shall declare the Public Hearing closed.
- (l) Once closed a Public Hearing may not be reopened. Council may hold a second Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing.

## **26. NON-STATUTORY PUBLIC HEARING**

- 26.1 On the advice of Administration, and should Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution.
- 26.2 The procedures for the conduct of a Non-Statutory Public Hearing shall be the same as those for a statutory Public Hearing.

## **27. SUBSTANTIAL INFORMATION REQUESTS**

- 27.1 If a Councillor makes an information request that, in the opinion of the City Manager, meets the definition of a Substantial Information Request as outlined in this bylaw, the Councillor must follow the process indicated in this section.



- 27.2 A Councillor may make a motion for a Substantial Information Request during a Council meeting at the time designated for Information Requests on the agenda.
- 27.3 The Substantial Information Request must directly pertain to City operations, programs or services.
- 27.4 The City Manager shall not direct Administration to prepare a response to a Substantial Information Request unless Council passes a resolution directing that a response be prepared.
- 27.5 Administration shall provide the response to the Substantial Information Request within thirty (30) business days of the date of the Council meeting in which the Substantial Information Request was made. Administration may request an extension to the timeline in the event of emergent issues taking priority and a response not being able to be provided within thirty (30) business days.
- 27.6 Unless the requesting Councillor asks that the Substantial Information Request appear on a subsequent Council meeting agenda, the information will be provided directly to all Councillors via email and posted to the City's website.
- 27.7 If the City Manager determines that the requested information should not be provided or should not be shared on the basis that the City has an obligation to keep it private under the provisions of the *Access to Information Act*, S.A. 2024, c A-1.4, as amended and/or the *Protection of Privacy Act*, S.A. 2024, c P-28.4, as amended, the City Manager shall file a response with Council stating the reasons for not providing the information or for withholding the information.

## **28. GOVERNANCE AND PRIORITIES COMMITTEE**

- 28.1 There shall be a Governance and Priorities Committee comprising all Councillors for the following purposes:
  - (a) To consider and deliberate on the Recommended Budget and Fiscal Plan and provide recommendations to Council for their approval; and
  - (b) To consider and provide feedback, guidance and oversight to Administration on specific governance, Council priorities and policy

matters that Council deems necessary to discuss during a Committee of Whole meeting.

- 28.2 Other than the Governance and Priorities Committee meeting to consider the City's annual Recommended Budget and Fiscal Plan, Governance and Priorities Committee meetings will not be pre-scheduled. If Council feels a Governance and Priorities Committee meeting is necessary, Council may pass a motion scheduling a future Governance and Priorities Committee meeting or the Mayor may call a special Governance and Priorities Committee meeting as per the *Municipal Government Act*.
- 28.3 The Governance and Priorities Committee may make the following motions to:
- (a) refer or direct matters to Administration or a Council Committee with instructions for further review and research and for furtherance to Council for a business decision; and
  - (b) make recommendations to Council regarding on any matters brought before the Governance and Priorities Committee.
- 28.4 No business decisions furthering the business of the City may be made by the Governance and Priorities Committee.
- 28.5 In addition to the restrictions contained in section 203(2) of the Act, Governance and Priorities Committee shall not hold statutory or Non-Statutory Public Hearings.
- 28.6 A quorum of Governance and Priorities Committee is a majority of Councillors.
- 28.7 At a Governance and Priorities Committee meeting, the procedures of Council shall be relaxed as follows:
- (a) a Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
  - (b) a Councillor may speak more than twice on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so; and
  - (c) no notice need be given of any motion to be made.

- 28.8 Governance and Priorities Committee may consider a matter in Closed Session in accordance with the Act and *Access to Information Act*, S.A. 2024, c A-1.4, as amended.
- 28.9 No motions may be made when Governance and Priorities Committee is sitting in Closed Session in accordance with the *Access to Information Act*, S.A. 2024, c A-1.4, as amended except motions to reconvene the Open Session of the Governance and Priorities Committee meeting.

**29. POINT OF ORDER**

- 29.1 A Councillor may raise a Point of Order if the member believes that a rule of procedure is being violated.
- 29.2 A Point of Order can interrupt a speaker.
- 29.3 A Point of Order shall be made at the time of the broken rule or error in procedure unless the broken rule or error in procedure is of an enduring or ongoing nature.
- 29.4 The Mayor shall make a ruling on all Points of Order. A Point of Order is not debatable, but the Councillor making the Point of Order may briefly explain the reason for the Point of Order, and the Mayor may briefly explain the reason for the ruling.

**30. APPEALING THE RULING OF THE MAYOR**

- 30.1 Any Councillor may appeal the ruling of the Mayor on a Point of Order and state the reasons for the appeal.
- 30.2 If the ruling of the Mayor is appealed, the Mayor shall state the reason(s) for the ruling and after debate, put the question of sustaining the Mayor's ruling to a majority vote of Council.
- 30.3 The ruling of Council on the appeal is final.

**31. PETITIONS**

- 31.1 Statutory petitions will be submitted to the City Manager and will be processed in accordance with the Act.

31.2 Non-statutory petitions will be submitted to the City Manager and shall:

- (a) be printed, typewritten or legibly written;
- (b) clearly set out the matter at issue and the request made of Council;
- (c) be temperate and respectful;
- (d) be signed; and
- (e) provide the name and mailing address of the writer or spokesperson for the group submitting the petition.

31.3 On receipt of a non-statutory petition, the City Manager may do the following:

- (a) include it as an item on the agenda for the next regular meeting of Council in full or in summary form;
- (b) refer it to Administration for a report to Council or the appropriate Council Committee;
- (c) refer it to Administration for action and/or reply, with a copy of such response being sent to Council;
- (d) refer it to the Mayor for direct reply, with a copy of such response being sent to Council; or
- (e) circulate it to the members of Council individually as information if it does not require any further action by Council.

## **32. PLACE OF MUNICIPAL OFFICE**

32.1 The Act requires all municipalities to name a place as its municipal office. The place for the municipal office of the City of Spruce Grove is 315 Jespersen Avenue, Spruce Grove, Alberta.

## **33. EFFECTIVE DATE**

33.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

**34. REPEAL OF C-1204-22**

34.1 C-1204-22 - Council Procedure Bylaw and all associated amendments are hereby repealed.

First Reading Carried 6 July 2026

Second Reading Carried 6 July 2026

Third Reading Carried 6 July 2026

Date Signed 6 July 2026

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk