

# Village of Kitscoty

## *Bylaw 01-2014* Procedure Bylaw

The Council of the Village of Kitscoty enacts the following:

### **PART 1: Purpose and Definitions**

#### *Purpose*

1. The purpose of this Bylaw is to establish rules to follow in governing the Village of Kitscoty.

#### *Definitions*

2. The following words and phrases mean:
  - 2.1. *Administrative Inquiry* - an inquiry made at a meeting by a Council Member relating to the business of the Village;
  - 2.2. *Chair* - the person who has been given authority to direct the conduct of a meeting including the appointed head of a Committee;
  - 2.3. *Village* – the Village of Kitscoty;
  - 2.4. *Village Official* - an official appointed by Council, including the Chief Administrative Officer, any designated officers appointed under the Municipal Government Act or any of their delegates;
  - 2.5. *Committee* - a committee of Council that is either a Standing Committee, Special Committee, or a Council Committee, that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole;
  - 2.6. *Committee of the Whole* - a procedural device that permits Council greater freedom of debate;
  - 2.7. *Council* - the municipal Council of the Village;
  - 2.8. *Council Committee* - any committee, board or other body established by Council under the Municipal Government Act, unless Council decides that this Bylaw does not apply to any particular Council Committee;
  - 2.9. *General Municipal Election* – an election held in the Village to elect the members of Council as described in the Local Authorities Elections Act;
  - 2.10. *Mayor* - the chief elected representative of the Village whether elected or appointed as described in the Municipal Government Act;
  - 2.11. *Member* – a member of Council;
  - 2.12. *CAO* - Chief Administrative Officer or their delegate;
  - 2.13. *Orders of the Day* – the order of business and time scheduled for a meeting of Council or a Standing Committee;
  - 2.14. *Organizational Meeting* - the meeting held as described in Section 7;
  - 2.15. *Person* - includes a corporation;
  - 2.16. *Presiding Officer* - the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or in the absence of all three, any other Council Member chosen to preside over a meeting;
  - 2.17. *Previous Question* - a motion to end debate and vote on the motion under debate;

- 2.18. *RCMP* – Royal Canadian Mounted Police;
- 2.19. *Special Resolution* – a resolution passed by a two-thirds majority of all Council Members or two-thirds of all members of a Committee;
- 2.20. *Table* - a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- 2.21. *Terms of Reference* – a written statement that defines the composition, term, objectives and mode of operation of a Committee or Task Force.

## **PART 2: Interpretation and Application**

### *Rules for Interpretation*

- 3. The marginal notes and headings in this Bylaw are for reference purposes only.

### *Reference Source*

- 4. If a question relating to the procedures of Council or Committees is not answered by this Bylaw, reference shall be made to the most recent revision of Robert's Rules of Order.

### *Suspension of Rules*

- 5. Council may suspend any provision of this Bylaw by Special Resolution except:
  - 5.1. the provisions about statutory hearings; and
  - 5.2. the provisions for amending or repealing this Bylaw.

### *Paramount Rules*

- 6. If the provisions in any other Bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

## **PART 3: Organization of Council**

### *Organizational Meetings*

- 7. An Organizational Meeting must be held in October in each year. At this meeting:
  - 7.1. Council must:
    - 7.1.1. establish the dates, times and places for regularly scheduled Council and Standing Committee meetings;
    - 7.1.2. appoint Council Members to Committees;
    - 7.1.3. appoint a mayor and deputy mayor; and
  - 7.2. In the case of the first meeting following a General Municipal Election:
    - 7.2.1. every member of Council must take the Oath of Office;
    - 7.2.2. appoint a mayor and deputy mayor.

#### **PART 4: Meeting Times, Date and Location of Meetings**

8. Council will hold regular meetings on the dates established at the Organizational Meeting. If a regular Council meeting cannot be held it will be rescheduled by motion of council.

##### *Regular Meetings*

9. The schedule and times for regular Council Meetings will be determined at the annual Organizational Meeting by motion of Council. The Council Meeting schedule will be posted as per section 12 of this bylaw.

##### *Meeting Place*

10. Regular Council Meetings and Public Hearing Meetings will be held in the Council Chambers, unless at the Mayor's discretion circumstances dictate otherwise.

##### *Cancellation*

11. Council may cancel any meeting and a Committee may cancel any of its meetings on 24 hours notice.

##### *Notice of Committee Meetings*

12. The monthly schedule of Committee meetings, as scheduled at the Organizational Meeting, will be posted on the Village website and in a selection of the regular communications sent to residents. Any other notice of these meetings will be posted as directed by Council.

##### *Special Meetings*

13. The Mayor may call a special Council meeting at any time and must do so if a majority of Council Members so request by a written notice which includes a statement of the purpose of the meeting. A special meeting requested by Council Members must be held within 14 days after the request is received by the Mayor.

##### *Notice of Committee Meetings and Cancellation*

14. Any standing committee may schedule additional meetings by motion, but must give notice to all Council Members. Any Committee may cancel a meeting by resolution but must give notice to all Committee members.

##### *Notice of Special Meetings*

15. Special Council meetings will be held on the date and at the time and location specified in the notice of the special meeting. If a matter is not specified in the notice of the Special Council Meeting, it may not be dealt with unless all Council Members are present and Council passes a motion, by majority vote, to deal with the matter.

### *Meeting through Electronic Communications*

16. A Council meeting or Council Committee meeting may be conducted by means of electronic or other communication facilities and Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

### *Quorum Requirements*

17. Quorum is a majority of Council Members.

### *Commencement Proceedings*

18. As soon as there is a quorum after the time for commencement of a Council meeting:
  - 18.1. the Presiding Officer must take the chair and begin the meeting; or
  - 18.2. if the Mayor and the Deputy Mayor are absent, the CAO must begin the meeting by calling for a motion for the appointment of a Presiding Officer.

### *When no Quorum*

19. If there is no quorum within 15 minutes after the time set for the meeting, the Recording Secretary will record the names of the Council Members present and the meeting will be adjourned to the time of the next regular Council meeting. The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next regular Council meeting to deal with the business of the adjourned meeting.

### *Order of Business*

20. The order of business at a meeting is the order of the items on the agenda except:
  - 20.1. 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;
  - 20.2. when Council alters the order of business for the convenience of the meeting by a Majority Vote; and
  - 20.3. 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.

Council need not deal with any item on the agenda if no motion is made about it.

## **PART 5: Agendas and Records of Meetings**

### *Agenda Format*

21. The agenda orders the business for a meeting and will follow the appropriate Order of Business as established by motion of Council.

*Agenda Distribution*

22. The CAO will e-mail copies of the agenda and reports to Council members before each regular Council or Standing or Special Committee 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*

23. Council must vote to adopt the agenda prior to transacting other business and may:
  - 23.1. add new items to the agenda by Special Resolution; or
  - 23.2. delete any matter from the agenda by unanimous vote.

*Preparation of Minutes*

24. The CAO must prepare Council minutes which will include:
  - 24.1. all decisions and other proceedings;
  - 24.2. the names of the Council Members present at and absent from the meeting;
  - 24.3. 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
  - 24.4. the signatures of the Presiding Officer and the CAO or designate.

*Adoption of Minutes*

25. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, Council must:
  - 25.1. pass a motion to amend the minutes; and
  - 25.2. adopt the minutes as amended

If there are no errors or omissions, Council must adopt the minutes as circulated.

**PART 6: *Inquiries and Responses***

*Division 1: Inquiries at Council*

*Administrative Inquiry*

26. Any Council Member may make an Administrative Inquiry through the CAO.

*Division 2: Instructions to Employees*

*Interference by Council Members*

27. Council Members must not direct or interfere with the performance of any work for the Village without specific direction from Council or a Standing or Special Committee.

*Orders to Employees*

28. Council or a Standing or Special Committee may give instructions to any Village employee through the CAO, but Council Members must not give direct instructions to Village employees without a specific direction from Council.

**PART 7: Motions**

*Presentation of Motions*

29. No motion bringing a new matter before Council may be made while any other motion is pending.

*Recommendations are not Motions*

30. A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.

*Stating Motions*

31. All motions must be stated by the chair prior to debate.

*Withdrawal*

32. Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Council Members present at the meeting.

*Put by the Chair*

33. All motions must be put by the Chair before a vote is taken.

*Motion to Table*

34. A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

*All Connected Motions*

35. A motion to Table is not debatable and takes precedence over all other motions connected with the motion being tabled, which are tabled along with the motion.

*Motions Disallowed*

36. If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.

### *Adjournment*

37. A motion to adjourn is not debatable or amendable.
38. Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.

### *Chair May Adjourn*

39. The Chair may adjourn a meeting without a motion to adjourn.

### *Dividing Motions into Parts*

40. A Council member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition if approved by majority vote of Council to separate.

### *Motions Previously Considered*

41. Once Council has dealt with any matter, a motion that would have the same or similar result may not be made for a period of 3 months.

## **PART 8: Voting**

### *Motion Carried*

42. A motion will be carried when a majority of Council Members present at a meeting vote in favour of the motion, unless otherwise specified in this By-law.

### *Tie Vote*

43. A motion is lost when the vote is tied.

### *Loss of Quorum (Abstention)*

44. If a motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council. If Council is unable to achieve quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.

### *Voting Procedures*

45. Votes on all motions must be taken as follows:
  - 45.1. the Chair must put the motion;
  - 45.2. Council Members must vote by a show of hands;
  - 45.3. the Chair must declare the result of the vote.

*No Change to Vote*

46. After the Chair declares the result of a vote, Council Members may not change their vote for any reason.

*Silence Once Question is Put*

47. From the time the question is put by the Chair until the result of the vote is declared, Council Members must be silent.

**PART 9: Rules of Governing Debate**

*Order of Speakers*

48. The Chair will determine the speaking order when two or more Council Members wish to speak.

*Interruptions*

49. Council Members who have been assigned their turn to speak may only be interrupted by other Council Members including the Chair:
  - 49.1. when a Council Member is discussing a subject and no motion is on the floor;
  - 49.2. by an objection to the consideration of a motion.

*Council Member Called to Order*

50. A Council Member who is called to order must immediately stop talking, but must be given an opportunity to speak before debate is closed.

*Prohibited Acts*

51. Council Members must not:
  - 51.1. speak disrespectfully of any member of any other governing body in Canada or Council;
  - 51.2. use offensive words in Council Chambers, or against Council or any Council Member;
  - 51.3. discuss a vote of Council, unless to move to reconsider, renew or rescind;
  - 51.4. break the rules of Council or disturb the proceedings; or
  - 51.5. disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

*Request to Have Motion Considered*

52. A Council Member may require that the motion being considered be read at any time during debate, but must not interrupt a speaker.



### *Number of Speeches*

53. Unless otherwise provided in the Bylaw, Council Members may speak only twice on any motion, once in debate and once to ask questions; however, Council may give permission to speak again.

### *Opportunity to be Heard*

54. Each Council Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

## **PART 10: Duties of the Chair**

### *Chair to Maintain Order*

55. The Chair must preserve order and decorum and decide all questions of procedure.

### *Citing Reasons for Decisions*

56. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, he or she must provide a reason for the decision.

### *Leaving Chair*

57. If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor, or in his or her absence, the Acting Mayor, or in the absence of both, any other Council Member to preside.

### *Granting Permission to Approach Council*

58. Anyone who is not a Council Member is not allowed to approach or to speak to any Council Member without the Chair's permission.

## **PART 11: Disciplinary Procedures**

### *Calling Council Member to Order*

59. The Chair may call to order any Council Member who is out of order.

## **PART 12: Public and Private Meetings**

### *Public Meetings*

60. Council and Council Committee meetings will be held in public and no person may be excluded except for improper conduct.

### *Private Meetings*

61. Council or a Committee may, by resolution, meet privately to discuss any matter within the following categories:
  - 61.1. commercial information, if disclosure would likely prejudice the commercial position of the person who supplied it, prejudice the Village's activities or negotiations, or if it would allow the information to be used for improper gain or advantage, or reveal a trade secret;
  - 61.2. confidential information, if disclosure would likely prejudice the future supply of similar information or advice or prejudice the Village's activities or negotiations, or if it would prejudice health and safety, or if Council Members or employees might be improperly pressured or harassed, or legal professional privilege breached;
  - 61.3. personal information, including personnel information, unless its disclosure is for the purpose for which it was obtained, or for a consistent purpose, or it must be disclosed for the Village to carry out its duties and functions, or it is in a statistical or other form so that the names of persons are not revealed or made identifiable;
  - 61.4. deliberative information and draft reports, that will likely be publicly released in final form in due course;
  - 61.5. information that, if disclosed, could prejudice security and maintenance of the law;
  - 61.6. information about assessments and taxes;
  - 61.7. information placed before a Council or a Council Committee meeting that is closed to the public;
  - 61.8. information that cannot be released under any statute; and
  - 61.9. any other matter permitted by the Municipal Government Act.

### *No Resolutions in a Closed Session of Council*

62. The only resolution that can be passed in a close session of Council is a resolution to revert to open session.

## **PART 13: Committee of the Whole**

### *Chair of the Committee of the Whole*

63. The Mayor will chair the Committee of the Whole.

### *Quorum*

64. Quorum of Committee of the Whole is a majority of Council Members.

### *Rules of Procedure in Committee of the Whole*

65. Procedures in Committee of the Whole only differ from Council's in that:
  - 65.1. the proceedings will not be recorded;
  - 65.2. no motions will be permitted

## **PART 14: Council Committees**

### Division 1: *General*

#### *Standing Committees*

66. The only standing committee of Council will be those defined by Bylaw.

#### *Appointing Special Committees*

67. Council may appoint special committees of one or more Council Members to undertake specific tasks.

#### *Appointing Council Committees*

68. Council may appoint Council Committees comprised of Council Members, Village employees or any other individuals to investigate and report to Council or a Standing Committee about any matter.

#### *Council Responsibilities on Appointing Committees Task Forces*

69. When any Special Committee or Council Committee is appointed, Council must:
- 69.1. name it;
  - 69.2. establish Terms of Reference;
  - 69.3. establish the term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council;
  - 69.4. establish requirements for reporting to Council or a Standing Committee; and
  - 69.5. allocate any necessary budget or other resources.

#### *Membership of Standing Committees*

70. All Council Members may attend any meeting of any Standing or Special Committee and participate in debate, but may not make motions or vote.

#### *Quorum*

71. Quorum of any Committee is a majority of members.

#### *Mayor Ex Officio Member*

72. The Mayor is an ex officio member of all Council Committees excluding the Subdivision Authority, Development Authority, Subdivision Appeal Board, Development Appeal Board and the Assessment Review Board. Council may also appoint the Mayor as an actual member of a particular Committee. If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote.

*Authority of Standing Committees*

73. All Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.
74. Committees have the responsibility of analyzing all matters placed before them and submitting recommendations to Council on ways and means of dealing with these matters. In appropriate cases, Committees may submit matters to Council without recommendation.
75. Committee actions are not binding on the Village unless power to take such action has been specifically delegated to a Committee by Council.

*Division 2: Committee Appointments*

76. A member of Council may be appointed to a Committee even if the member is absent from the meeting at which the appointment is made.
77. The Chairman and Vice-Chairman will be selected according the Terms of Reference (Section 68).
78. Council will recommend appointments to Committees and appointments of representatives to external organizations, unless otherwise specified in this Bylaw.
79. Recommendations for appointments will be based on the following considerations in the order listed:
  - 79.1. the best interests of the Village;
  - 79.2. the convenience of members;
  - 79.3. the competence of members;
  - 79.4. willingness to serve;
  - 79.5. the desires expressed by members.
80. Recommendations will be in the form of a nominating list which will be considered by Council Committee of the Whole in private. The nominating list may be amended by the consensus of Council. The nominating list, as amended, will be submitted to Council in public session for approval.

*Council Rules to Supplement Committee Rules*

81. Unless specific rules for Committee procedures exist, Committees must follow the procedural rules of Council.

**PART 15: Bylaws**

*Title and Bylaw Number*

82. All proposed Bylaws must have a Bylaw number assigned by the CAO and a concise title indicating the purpose of the Bylaw.

### *Notice of Proposed Bylaw*

83. The Bylaw number and the short title of a proposed Bylaw must be included on the agenda, and the CAO must provide all Council Members with a copy of the proposed Bylaw prior to any motion for first reading.

### *First Reading*

84. A proposed Bylaw must be introduced at a Council meeting by a motion that "Bylaw Number (specify the Bylaw number assigned by the CAO) be read for a first time". Council may hear an introduction of the proposed Bylaw from the administration.

### *Second Reading*

85. After first reading has been given, any Council Member may move that "By-law Number (specifying the proposed Bylaw number) be read a second time".

### *Third Reading*

86. After second reading has been given, any Council Member may move that "Bylaw Number (specifying the Bylaw number) be read a third time and passed".

### *Amendment Prior to Third Reading*

87. Any amendments to the Bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second reading and will be incorporated into the proposed Bylaw. If amendments to the proposed Bylaw have been carried:
  - 87.1. all Council Members must be given an opportunity to review the full text of the amendments; and
  - 87.2. the Chair must put the question that "Bylaw Number (specify the Bylaw number), as amended, be given third reading".

### *Number of Readings Allowed at a Meeting*

88. Council may not give a Bylaw more than two readings at a meeting unless all Council Members present at the meeting vote in favour of allowing a third reading at that meeting.

### *Failure of a Reading*

89. If any reading of a proposed Bylaw fails:
  - 89.1. any previous readings are rescinded, and
  - 89.2. first reading of a proposed Bylaw may not be dealt with again except in accordance with Sections 40.

### *Effective Date*

90. A Bylaw is effective from the beginning of the day it is given third reading and signed, unless the Bylaw or any applicable statute provides for another effective date.

### *Signing and Sealing Bylaws*

91. The Mayor or Presiding Officer must sign and the CAO or person acting as CAO at the meeting must sign and seal the Bylaw as soon as reasonably possible after third reading is given.

### *Amendment and Repeal*

92. Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by statute.

## **PART 16: Statutory and Non-Statutory Hearings**

### *Division 1: Non-Statutory Hearings*

#### *Persons Wishing to Address Council*

93. If a person wishes to speak to Council or a Committee on any matter for which a hearing is not required by statute, that person must notify the CAO and must state the reason for the request to speak. After receiving the request to speak, the CAO will place the matter on the Council or appropriate Committee Agenda under the delegation portion of the agenda.
94. A person may only address Council at any other time during a meeting if the Councilors present unanimously agree.

#### *Council Consideration of Request*

95. Council may:
  - 95.1. determine whether to hear the person or an individual authorized to speak for the person;
  - 95.2. hear the person and refer the matter to a Committee or Administration; or
  - 95.3. consider a motion on the subject matter of the presentation in accordance with the Order of Business.

### *Division 2: Statutory Hearings Rules for Statutory Hearings*

96. To begin a statutory hearing, the Chair must ask if anyone is present to speak to the proposed Bylaw or resolution.

#### *When Speaker Present*

97. If a person indicates that he or she is present to speak to the proposed By-law or resolution, the following procedures will apply:
  - 97.1. administration will introduce the proposed Bylaw or resolution;
  - 97.2. the Chair will inform Council on the number and nature of written submissions;

- 97.3. persons will be allowed five minutes to speak, those in favour speaking first, followed by those opposed;
- 97.4. after a person has spoken, any Council Member may ask that speaker relevant questions;
- 97.5. any Council Member may ask the administration relevant questions after all persons who wish to speak have been heard;
- 97.6. Council must allow an opportunity to all persons to respond to any new information that has arisen; and
- 97.7. the Chair may then close the hearing.

*When No Speaker Present*

98. If no one is present to speak to a proposed Bylaw which requires a statutory hearing:
  - 98.1. Council may hear an introduction of the matter from the administration;
  - 98.2. the Chair will inform Council on the number and nature of written submissions;
  - 98.3. any Council member may ask administration relevant questions; and
  - 98.4. the Chair may close the hearing.
99. After the close of the statutory hearing, Council may debate the proposed Bylaw or resolution in accordance with the Order of Business, and may:
  - 99.1. pass the Bylaw or resolution; or
  - 99.2. make any necessary amendments to the Bylaw or resolution and pass it without further advertisement or hearing.

*Abstention*

100. A Council Member who was absent for all of a public statutory hearing on a proposed Bylaw or resolution must not vote. A Council Member who was absent for part of a statutory hearing may choose not to vote. If a Council Member does not vote, the abstention must be recorded.

*Division 3: Representative*

*Representing More than One Person*

101. Notwithstanding that an authorized speaker represents more than one person; he or she will be allowed only five minutes to speak. The time allowed to speak may be extended:
  - 101.1. to 10 minutes by the Chair;
  - 101.2. beyond 10 minutes by majority vote.

## **PART 17: *Communications***

### *Requirements for Written Communications*

102. Any written communication intended for Council or a Committee which reaches the CAO must:
- 102.1. be legible and coherent;
  - 102.2. be signed by at least one person who provides a printed name and address;
  - 102.3. be on paper; and
  - 102.4. not be libelous, impertinent or improper.

### *CAO to Process Communications*

103. If the requirements of Section 101 are met, the CAO must:
- 103.1. prepare a direct response if appropriate;
  - 103.2. if it relates to an item already on an agenda, deliver a copy of the communication to Council Members with the agenda or at the meeting;
  - 103.3. send a copy of the communication or a summary of it to all Council Members;  
or
  - 103.4. take any other appropriate action on the communication.

### *Disposal of Communications*

104. If the requirements of Section 102 are not met the CAO may file the communication, or dispose of it, unless the CAO determines the communication to be libelous, impertinent or improper, in which case the CAO must summarize the communication and inform Council that it is being withheld.

### *Advise Communicator*

105. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

### *Debate on Communications*

106. Council may:
- 106.1. direct that any communication being withheld under Section 103 be forwarded to Council;
  - 106.2. refer any communication to the administration or a Committee for a report or recommendation;
  - 106.3. give other instructions on the communication; or
  - 106.4. consider motions on the substance of the communication.



*Petitions*

107. 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.

This Bylaw rescinds Bylaw 563-06.

This Bylaw will come into force on the date of third and final reading.

**READ** a first time this 18<sup>th</sup> day of February, 2014.

**READ** a second time this 18<sup>th</sup> day of February, 2014.

**READ** a third time and finally passed this 18<sup>th</sup> day of February, 2014.

*Daryl Frank*  
Mayor



*J. Williams*  
Chief Administrative Officer

