



**Jasper Municipal Council  
Legislative Committee Meeting**

August 29, 2023, 10:30am

Jasper Library and Cultural Centre - Quorum Room

**AGENDA**

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1. Call to order – Councillor Hall to Chair
  2. Additions or deletions for August 29, 2023 agenda
  3. Approval of August 29, 2023 agenda
  4. AB Munis Resolutions Instructions attachment
  5. [Procedure Bylaw #190](#)  
5.1 Procedure Bylaw Review attachment
  6. Legislative Committee Motion Action List attachment
  7. Next meeting
  8. Adjournment
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*Jasper Municipal Council Legislative Committee members and a limited number of staff are in Council chambers in the Quorum Room of the Jasper Library and Cultural Centre for meetings. Members of the public can attend meetings in person and are invited to view agendas and meeting minutes on the Municipality's website at <https://www.jasper-alberta.ca/>.*

**From:** [Rachel de Vos \(she/her\)](#)  
**Cc:** [Nadine Conklin](#); [Darren Reedy \(he/him\)](#)  
**Subject:** Instructions for Resolution Movers at ABmunis' Convention  
**Date:** Thursday, August 17, 2023 5:26:29 PM

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## Hello administrators from municipalities who have moved a resolution,

Thank you for sponsoring a resolution that will be voted on at this year's Convention. We are reaching out to provide instructions on what your municipality needs to do in preparation for the Resolutions Session. We will be following our [Resolutions Policy](#), which outlines the process for the Resolutions Session at Convention in sections 32 to 57. **Please let me know if the spokesperson from your municipality will be attending convention virtually.**

### When will resolutions be considered?

The Resolutions Session is scheduled to take place on **Thursday, September 28, from about 2:30 pm to 4:30 pm**. The resolutions will be considered in the order in which they appear in the Resolutions Book (a version with updates on withdrawn and emerging resolutions will be released next Friday). Alberta Municipalities Board member, Andrew Knack will serve as the Resolutions Chair with support of a parliamentarian.

### A note regarding moving and seconding

As per changes made to our Resolutions Policy a few years ago, resolutions do not need to be moved and seconded from the floor as they are endorsed by councils of the moving and seconding municipalities before they are submitted.

Also, a spokesperson from the moving municipality will be given two minutes to speak after the Chair introduces the resolution. No dedicated time is set aside for the seconder to speak. They are, of course, welcome to speak in favour of the resolution if there is debate.

### Resolutions Process

Resolutions Review Process	Preparation by Moving Municipality
<b><i>Speaking to the Resolution</i></b>	
The Resolutions Chair will introduce each resolution by stating its number, title, mover, seconder and the active clause. The Chair will then ask an elected official from the mover to speak to the resolution. <b>The maximum speaking time is two minutes, after which the microphone will be turned off.</b>	Please ensure that your elected official is prepared to speak to the resolution for no more than two minutes and is ready at the microphone.  Note that the microphones set up in the middle of the room will be labelled with microphones 1 and 3 for those speaking in <u>favour of a resolution</u> , and 2 and 4 for those <u>speaking against a resolution</u> . This will make it easier for the Resolutions Chair to identify speakers and moderate between those speaking for and against resolutions.
<b><i>Debating the Resolution</i></b>	
The Chair will then open the floor for debate, by calling for a speaker in opposition, seeking clarification or proposing an amendment.  As outlined in the Resolutions Policy, elected representatives of Regular members can speak to resolutions. In addition, upon a motion from the floor, or at the discretion of the Resolution Chair,	Please ensure that your spokesperson, or another elected official, is prepared to respond to questions, or opposing comments if necessary.

<p>a representative of an Associate Member, which are municipal districts and counties, may also speak to a resolution.</p> <p>If no one rises to speak for or against a resolution, the question will be called immediately. Otherwise, speakers will come to the microphones in the middle of the room and will have two minutes to speak.</p>	
<b>Closing Debate</b>	
<p>When there are no more opposing speakers, the Chair will declare the end of debate. The elected official from the sponsor will be allowed one minute to close the debate.</p>	<p>Please ensure that your elected official stays near the microphone to make a one-minute closing statement. They may choose to decline to make a statement but should be available to make this clear.</p>
<b>Voting</b>	
<p>When debate is completed, the Chair will ask for a vote on the active clause of the resolution. Voting will be completed through Simply Voting.</p> <p>The results of the vote will be displayed on the screen in terms of the percentage of those who voted in favor and those who voted in opposition to the active clause of the resolution. The total votes received will also be displayed.</p>	

Thank you for your municipality's participation in our resolutions process and please let us know if you have any questions.

Thank you,

**Rachel de Vos (she/her)** | Chief Policy and Advocacy Officer

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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

## REQUEST FOR DECISION

**Subject:** Procedure Bylaw Review  
**From:** Bill Given, Chief Administrative Officer  
**Prepared by:** Christine Nadon, Director of Protective and Legislative Services  
**Date:** August 29, 2023

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### Recommendation:

- That Legislative Committee review the Procedure Bylaw structure; and provide direction to Administration on the preferred order of items for the new bylaw draft; and
- That Legislative Committee review the Citation; Definitions; Application and Interpretation; and Severability sections of the new draft bylaw.

### Background:

Administration has terminated the contract with a consultant to review and update the Procedure Bylaw due to lengthy delays. The Legislative Services Coordinator has been working on consolidating the existing draft (partially completed by the consultant). Work on a Boards and Committee Bylaw is taking place concurrently, so both bylaws can be brought forward to Council for review and approval at the same time when the review process is complete.

### Discussion:

Upon review of the first partial draft, Administration is recommending a review of the Procedure Bylaw structure to improve its flow of information and make it easier to consult as a reference document. The table attached to this report (Procedure Bylaws – Structures Review) presents structures from other bylaws referenced by the Legislative Committee during this review process. The Municipality of Jasper structure presented in this document is the one proposed by the latest consultant, and is not reflective of the current Procedure Bylaw structure. The main challenge with the current bylaw (#190) is that core information on the conduct of business is presented in a schedule. While the new structure proposed by the consultant (presented in both attachments to this report) is an improvement over the previous bylaw, it is still rather difficult to follow and reference. Administration will bring a new, proposed order of items for review and consideration at the Legislative Committee on August 29, 2023 to support the discussion.

Legislative Committee input on bylaw structure, Part I sections of the bylaw, and general guidance and expectations around the review process, will help Administration progress with next steps on the review of the Procedure Bylaw.

### Strategic Relevance:

- Organizational Excellence
  - Ensure residents receive quality service that provides strong value for the dollar.

### Attachments:

- Procedures Bylaws – Structure Review
- Draft Procedure Bylaw – Part I

Procedure Bylaws – Structures Review

Municipality of Jasper	City of GP	City of St. Albert	Town of Banff	Strathcona County
<b>PART 1 INTERPRETATION</b>  CITATION DEFINITIONS APPLICATION AND INTERPRETATION SEVERABILITY	<b>SHORT TITLE</b> <b>PART 1 - DEFINITIONS</b>  <b>PART 2 - APPLICATION AND INTERPRETATION</b> Suspension of Rules Non-Suspendable Rules	<b>Short Title</b> <b>Definitions</b> <b>Application and Interpretation</b>	<b>Citation</b> <b>Definitions</b> <b>Applicability</b> <b>Authority</b> <b>Suspension of rules</b>	<b>PART I – DEFINITIONS AND INTERPRETATION</b> Definitions Interpretation
<b>PART 2 COUNCIL PROCEDURE</b>  ORGANIZATION OF COUNCIL & COMMITTEES Organizational Meeting Inaugural Meeting Special Meetings Quorum Meetings by Electronic Means	<b>PART 3 - ORGANIZATION OF COUNCIL</b> Organizational Meetings Inaugural and Oath of Office Meeting  <b>PART 4 - MEETINGS</b> Providing Notice of Meetings Notice of Special Meetings Quorum Adjourning the Meeting Committee of the Whole In Camera/Closed Meetings Public Hearings	<b>Council Meetings</b> Organizational Meetings Inaugural Meetings Regularly scheduled council meetings and standing of the whole meetings Meetings prior to a general election Notice of regularly scheduled council meetings Special meetings Notice of special meeting Committee of the whole meetings  <b>Meetings By Electronic Means</b> <b>Commencement of Meetings</b> <b>Quorum</b> <b>No Quorum</b> <b>Lost Quorum</b> <b>Attendance by Administration</b>	<b>Meetings</b> Annual Organizational Meetings Regular Council Meetings Special Council Meetings Committee Meetings Closed Meetings Meeting Through Electronic Means Additions or Changes to Scheduled Meetings	<b>PART II – GENERAL MEETING MATTERS</b> Inaugural Meeting Organizational Meeting Campaign Period Meeting Notices Meeting Changes Meeting in Public Closed Session Quorum Electronic Meetings Agenda Structure Adoption of the Agenda Meeting Business Consent Agenda Minutes Robert’s Rules of Order
<b>DUTIES OF OFFICIALS</b> Duties of the Mayor		<b>Duties of the Chair</b>		<b>PART III – ROLE OF THE CHAIR AND MEETING CONDUCT</b>

## Procedure Bylaws – Structures Review

Duties of the Deputy Mayor & Acting Mayor Duties of the Chief Administrative Officer		<b>Deputy Mayor</b>		Role of the Chair Participation by the Chair Leaving the Chair Procedural Rulings Challenge to the Chair's Ruling Conduct Point of Order Point of Privilege Addressing Points of Order and Privilege Calling a Councillor to Order Naming a Councillor Expelling a Person from a Meeting
PUBLIC PARTICIPATION Public Meetings Letters and Communications Appearing at Council Meetings  COUNCIL MEETINGS Conduct of Business Regular Meetings Closed Session Meetings Notice of Meetings Cancellation of Meetings  COMMITTEE OF THE WHOLE Committee of the Whole  PECUNIARY INTEREST Pecuniary Interest  <b>PART 3 CONDUCT OF BUSINESS</b>	<b>PART 5 - BYLAWS</b> Bylaw Readings Amendments to a Bylaw Authorization of Three Readings at One Meeting Bylaws as a Corporate Record No Readings or Failure of a Reading Consolidation of Bylaws  <b>PART 6 - AGENDAS &amp; MINUTES</b> Agenda Submission Deadlines Provision of Agendas Confirming the Agenda Order/Changes to a Published Agenda Addition of Urgent Business to an Agenda Additions to Special Meeting Agendas	<b>Agenda</b> Preparation of the Agenda Adding Urgent Matters to an Agenda Consent Agenda Requests from the Public Agenda Delivery  <b>Order of Business</b>  <b>Order of Process for Agenda Items Involving a Motion</b>  <b>Conduct of Council Members</b>  <b>Breach of Conduct</b>  <b>Council Member Speaking Time Limit</b>	<b>Meeting Procedures</b> Methods of Giving Notice Agendas Urgent Business Notice of Motions Quorum Commencement of Meeting Order of Business at Meetings Flow of Agenda Items  <b>Motions</b> Main Motions Amending Motions Motions Arising Out of Main Motions Debate on Motions Adopted and Defeated Motions Bylaw Readings Pecuniary Interest	<b>PART IV – RULES OF DEBATE AND LIMITS TO SPEAKING</b> Rules of debate Limits on speaking Pecuniary interest  <b>PART V – MOTIONS</b> Main motions Withdrawing a motion Dividing the question Amendments Friendly amendment Motion to refer Motion to postpone to a certain time Motion to postpone indefinitely Motion to recess

Procedure Bylaws – Structures Review

<p>           RECORDS OF COUNCIL            Agenda            Closed Session Agenda            Minutes            Confirmation of minutes            Presentations / Delegations /            Recognitions         </p> <p>           DEBATE            Rules Governing Debate            Information requests         </p> <p>           ORDER IN COUNCIL            CHAMBERS            Order in Council Chambers – The            Public            Order in Council Chambers –            Council         </p> <p> <b>MOTIONS IN MEETINGS</b>            Motions            Amendments to motions            Motions to refer            Splitting a motion            Tabling motions            Postponing motions            Notice of motion            Adjourning the meeting         </p> <p> <b>BYLAWS</b>            Bylaws            Public Hearings         </p>	<p>           Protocols of Agenda Items            Preparation of Minutes            Adoption/Corrections of Minutes         </p> <p> <b>PART 7 - ROLES AND CONDUCT</b>            The Mayor            Challenging the Ruling of the Mayor            The Deputy Mayor            The Chair            Enforcement of Rules            The Members            Members of the Public         </p> <p> <b>PART 8 - PECUNIARY OR            CONFLICT OF INTEREST</b> </p> <p> <b>MOTIONS</b>            Main Motions            Friendly Amendment            Questions During Debate            Secondary Motions            Notice of Motion            Reconsideration of Motions         </p> <p> <b>PART 10 - VOTING</b>            Voting Procedure            Voting Results            Division of a Motion         </p> <p> <b>PART 11 - STANDING            COMMITTEES/COUNCIL            COMMITTEES</b>            Member Appointments            Committee Rules of Procedure         </p>	<p> <b>Conduct of Public</b>   <b>Parliamentary Inquiry</b>   <b>Point of Order</b>   <b>Question of Privilege</b>   <b>Appeals of Rulings of the            Chair</b>   <b>Motions</b>   <b>Review and Reconciliation of            Prior Council Decisions</b>   <b>Rescinding a Motion at Same            Meeting</b>   <b>Notice of Motion to Rescind</b>   <b>Recess and Adjournment of            Meetings</b>   <b>Closed Meetings</b>   <b>Notices of Motion</b>   <b>Votes of Council</b>   <b>Bylaws</b>   <b>Amendments to Bylaws</b> </p>	<p> <b>Voting</b>   <b>Public Hearing Procedures</b>   <b>Public Input on Approved            Agenda Items</b>   <b>Correspondence</b>   <b>Invited Presentations and            Delegations</b>            Invited Presentations            Delegations   <b>Roles and Conduct at Meetings</b>            Role of the Presiding Officer            Calling a Member to Order            Conduct of Public   <b>Meeting Records</b>   <b>Committees</b>   <b>Severability</b>   <b>Repeal</b>   <b>Enactment</b> </p>	<p>           Motion to call the previous            question            Motion to suspend the            rules            Motion to reconsider            Motion to rescind            Motion to amend            something previously            adopted            Motion to renew            Objection to the            consideration of a question            Motion to adjourn         </p> <p> <b>PART VI – PUBLIC            HEARINGS</b>            Holding a public hearing            Non-Statutory public            hearings            Application of other rules            Registering to speak            Time limit for speakers            Panels            Written submissions            Displaying materials at a            public hearing            Advertising one’s position         </p> <p> <b>PART VII –            INFORMATION            REQUESTS AND            NOTICES OF MOTION</b>            Information requests            Limits to information            requests         </p>
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Procedure Bylaws – Structures Review

	<p><b>PART 12 - REPEAL AND COMING INTO FORCE</b></p> <p><b>SCHEDULE “A” ORDERS OF THE DAY</b></p> <p><b>SCHEDULE “B” STANDING COMMITTEES</b></p> <p><b>SCHEDULE “C” PARTICIPATING FROM REMOTE LOCATIONS</b></p> <p><b>SCHEDULE “D” SECONDARY MOTIONS</b></p>	<p><b>Defeated Bylaws</b></p> <p><b>Bylaws Signed</b></p> <p><b>Public Hearings</b></p> <p><b>Council Member</b></p> <p><b>Information Requests</b></p> <p><b>Minutes</b></p> <p><b>Transitional and General</b></p> <p><b>Repeal</b></p> <p><b>Effective Date</b></p> <p><b>Schedule A: Agenda Planning Process</b></p> <p><b>Schedule B: Subsidiary Motions</b></p> <p><b>Schedule C: Privileged Motions</b></p> <p><b>Schedule D: Incidental Motions</b></p> <p><b>Schedule E: Public Hearings</b> Registration to Speak Written Submissions Verbal Submissions Voting on Matters Related to a Public Hearing</p>		<p>Responses to information requests</p> <p>Notice of motion</p> <p>Notice of motion requirements</p> <p>No debate of discussion</p> <p>Councillor not present</p> <p>Motion without notice</p> <p>Informal announcements</p> <p><b>PART VIII – BYLAWS</b> Passing a bylaw Bylaw readings Bylaw Abandoned Bylaw consolidations Certified copy</p> <p><b>PART IX – VOTING</b> Voting procedures Vote binding Recording the vote in the minutes Tied vote</p> <p><b>PART X – REPEAL AND EFFECTIVE DATE</b> Repeal Effective Date</p> <p><b>SCHEDULE A</b> Agenda structure</p>
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Procedure Bylaws – Structures Review

		<p>Order of Process for Public Hearing Adjournment of a Public Hearing Limits on Receiving Information</p> <p><b>Appendix E.1: Public Hearing Guide and Rules of Order</b></p> <p><b>Schedule F: Public Presentations</b> Time Limit Registration Process – Items on Agenda Registration Process – Items not on Agenda Presentation Materials</p>		
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**MUNICIPALITY OF JASPER  
BYLAW #XXX**

**BEING A BYLAW OF THE MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA  
TO ESTABLISH PROCEDURES FOR COUNCIL AND COMMITTEE MEETINGS. PROVIDE  
FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES  
THEREOF.**

**PART 1 – INTERPRETATION**

- 1.0 CITATION
- 2.0 DEFINITIONS
- 3.0 APPLICATION AND INTERPRETATION
- 4.0 SEVERABILITY

**PART 2 – COUNCIL PROCEDURE**

ORGANIZATION OF COUNCIL & COMMITTEES

- 5.0 Organizational Meeting
- 6.0 Inaugural Meeting
- 7.0 Special Meetings
- 8.0 Quorum
- 9.0 Meetings by Electronic Means

DUTIES OF OFFICIALS

- 10.0 Duties of the Mayor
- 11.0 Duties of the Deputy Mayor & Acting Mayor
- 12.0 Duties of the Chief Administrative Officer

PUBLIC PARTICIPATION

- 13.0 Public Meetings
- 14.0 Letters and Communications
- 15.0 Appearing at Council Meetings

COUNCIL MEETINGS

- 16.0 Conduct of Business
- 17.0 Regular Meetings
- 18.0 Closed Session Meetings
- 19.0 Notice of Meetings
- 20.0 Cancellation of Meetings

COMMITTEE OF THE WHOLE

- 21.0 Committee of the Whole

PECUNIARY INTEREST

## 22.0 Pecuniary Interest

### **PART 3 – CONDUCT OF BUSINESS**

#### **RECORDS OF COUNCIL**

- 23.0 Agenda
- 24.0 Closed Session Agenda
- 25.0 Minutes
- 26.0 Confirmation of minutes
- 27.0 Presentations / Delegations / Recognitions

#### **DEBATE**

- 28.0 RULES GOVERNING DEBATE
- 29.0 INFORMATION REQUESTS

#### **ORDER IN COUNCIL CHAMBERS**

- 30.0 ORDER IN COUNCIL CHAMBERS – THE PUBLIC
- 31.0 ORDER IN COUNCIL CHAMBERS - COUNCIL

#### **MOTIONS IN MEETINGS**

- 32.0 MOTIONS
- 33.0 AMENDMENTS TO MOTIONS
- 34.0 MOTIONS TO REFER
- 35.0 SPLITTING A MOTION
- 36.0 TABLING MOTIONS
- 37.0 POSTPONING MOTIONS
- 38.0 NOTICE OF MOTION
- 39.0 ADJOURNING THE MEETING

#### **BYLAWS**

- 40.0 BYLAWS
- 41.0 PUBLIC HEARINGS

#### **PURPOSE**

**WHEREAS** pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, cM-26, Council may pass a bylaw to establish procedures to be followed by council, council committees and other bodies established by the council.

**AND WHEREAS** the *Municipal Government Act* governs the conduct of Council, Councillors, Council committees; municipal organization and administration; public participation; and the powers of a municipality;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Specialized Municipality of Jasper, in the Province of Alberta, duly assembled, enacts:

## 1. CITATION

- 1.1. This Bylaw may be cited as the "Procedure Bylaw".
- 1.2. Municipality of Jasper bylaw #190, the "Procedure Bylaw" is hereby repealed.

## 2. DEFINITIONS

- 2.1. "Act" means the *Municipal Government Act*, RSA 2000, cM-26, as amended, or any statute enacted in its place.
- 2.2. "Acting Mayor" means the Councillor appointed by Council to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor.
- 2.3. "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting.
- 2.4. "Administration" means the employees of the Municipality of Jasper.
- 2.5. "Agenda" means the list of items and order of business for any Meeting of Council or Committee.
- 2.6. "Chair" means the Mayor, Deputy Mayor, or other person who has authority to preside over a meeting.
- 2.7. "Chief Administrative Officer" or "CAO" means the person appointed by Council to the position of Chief Administrative Officer, or designate.
- 2.8. "Committee of the Whole" means a Committee comprised of all Council which conducts itself as a Committee of Council.
- 2.9. "Council" means the duly elected Council of the Specialized Municipality of Jasper.
- 2.10. "Council Committee" means a Committee, Board, or other body, established by Council under the Act that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole.
- 2.11. "Councillor" means a member of Council duly elected, excluding the Chief Elected Official.
- 2.12. "Deputy Mayor" means the Councillor appointed by Council to act as Mayor in the absence or incapacity of the Mayor.
- 2.13. "*Freedom of Information and Protection of Privacy Act*" (FOIP Act) means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, cF-25, as amended, or any statute enacted in its place.
- 2.14. "Closed Session (or Closed Meeting?)" means a Meeting or portion of a Meeting at which only Council and any other persons specified by Council may attend.
- 2.15. "Mayor" means the Chief Elected Official of the Municipality of Jasper, or designate.

- 2.16. "Member" means an elected Member of Council, or a Member of a Council Committee duly appointed by Council to that Committee.
- 2.17. "Municipality" means the Specialized Municipality of Jasper in Jasper National Park in the province of Alberta.
- 2.18. "Point of order" means a demand by a Councillor that the Mayor enforce the rules of procedure.
- 2.19. "Point of privilege" refers to the rights and privileges of Members or of Council as a whole, or the propriety of the conduct of individual Members and includes, but is not limited to, the following:
- a) the comfort of Members;
  - b) the conduct of Members; and
  - c) the conduct of Administration or members of the public in attendance at the Meeting.
- 2.20. "Public Hearing" means a Meeting or portion of a Meeting that Council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions.
- 2.21. "Reconsider" means to bring forward for consideration of Council a motion that has already been brought before, and voted upon by Council, earlier in that same meeting.
- 2.22. "Refer" means to send a motion made but not voted upon or agenda item to a Council committee or the administration for investigation and report.
- 2.23. "Quorum" means the number of Members to be present at a Meeting to legally conduct business at the Meeting.

### 3. APPLICATION AND INTERPRETATION

- 3.1. This bylaw shall apply to all Meetings of Council, **Council Committees**, and Committee of the Whole.
- OR** – delete *Council Committee* from section 3.1 and add the following:
- 3.2. Council may make this Bylaw applicable to other Council Committees completely or in part.
- 3.3. To the extent that a matter or definition is not dealt with within the *Act* or this Bylaw, Council shall have regard to *Robert's Rules of Order Newly Revised*.
- 3.4. The precedence of rules governing the procedures of Council is:
- a) the *Act*;
  - b) other **federal or** provincial legislation;
  - c) this Bylaw; and
  - d) the current edition of *Robert's Rules of Order Newly Revised*.

### Suspension of Rules

- 3.5. With the exception of the procedures respecting Public Hearings, Council may temporarily waive or vary all or part of the provisions of this Bylaw for a Meeting or a portion of a Meeting, if the Council Members present vote unanimously to do so.

### Non-Suspendable Rules

- 3.6. Provisions of this Bylaw which contain a reference in square brackets, for example: [M.G.A. s.120], originate in the *Municipal Government Act* or other governing legislation and these provisions may not be altered or suspended.

## **4. SEVERABILITY**

- 4.1. If any section in this bylaw is found by a court of competent jurisdiction to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

## LEGISLATIVE COMMITTEE MOTION ACTION LIST

SHORT TITLE	REQUESTED (DATE)	RESPONSIBLE (WHO)	COUNCIL MOTION (DESCRIPTION)	TARGET (DATE)	STATUS
Procedure Bylaw	November 1, 2022	Director of Protective & Legislative	That Committee direct Administration to draft a revision to Bylaw #190, using the Banff, Grande Prairie, and Strathcona County examples as a model and present at a future legislative committee meeting.	August 29, 2023	
Procedure Bylaw	December 6, 2022	Director of Protective & Legislative	That the Legislative Committee direct Administration to draft the appropriate amendments to the Procedure Bylaw to incorporate electronic meetings requirements as per the <i>Municipal Government Act</i> .	August 29, 2023	Draft obtained from contractor, in-house edits now taking place
<del>Mission Statement Policy and Respect &amp; Dignity Policy</del>	<del>July 18, 2023</del>	<del>Director of Protective &amp; Legislative</del>	<del>That Legislative Committee direct Administration to advance the revised Mission Statement Policy and the revised Respect and Dignity Policy to the next Committee of the Whole meeting.</del>	<del>August 8, 2023</del>	Recommended to be removed; Approved at August 15 <sup>th</sup> Regular Meeting
Jasper Municipal Leasehold Assets Society	August 8, 2023	X	That Committee refer to the Legislative Committee a request to consider the possibility of dissolution of the Jasper Municipal Leasehold Assets Society including the legal, political, and financial implications of such dissolution.	X	Motion from COTW