



Village of Innisfree
Special Council Meeting
October 14, 2025 @ 2:30 p.m.
Village of Innisfree Council Chambers

1. Special Council Meeting - Call to Order
2. Agenda
 - a. Deletions/Additions
 - b. Adoption of Agenda
3. Delegation – N/A
4. Adoption of Minutes –
5. Business Arising from the Minutes –
6. Policies & Bylaws –
7. New Business
 - a. Postpone October 21 Regular Council Meeting to October 27, 2025
8. Councillor Reports
9. Administration Reports
10. Correspondence
11. Closed Session
12. Adjournment

Request for Decision (RFD)

Topic: Postponement of Regular Council Meeting – October 21, 2025

Initiated by: Administration

Attachments:

1. Village Council Procedure Bylaw 656-20
-

Purpose(s):

1. To inform Council that the regular meeting scheduled for October 21, 2025, will not be held due to the municipal election on October 20, 2025, and the swearing-in of the new Council on October 27, 2025.
2. To seek Council's approval to postpone the October 21 meeting to October 27, 2025, following the organizational meeting of the newly elected Council.

Background:

1. The Village's regular Council meeting is scheduled for October 21, 2025.
2. Municipal Election Day is set for October 20, 2025. The newly elected Council members are scheduled to be sworn in on October 27, 2025.
3. As a result, the regular October 21 meeting cannot proceed as planned.
4. Section 8.3 of the Village Council Procedure Bylaw 656-20 requires Council to pass a motion to change the time of a scheduled meeting.
5. It is recommended to reschedule the meeting to October 27, 2025, after the new Council is sworn in and following the organizational meeting.

Key Issues/Concepts:

1. Council must formally approve any change to the regular meeting schedule.
2. Rescheduling ensures that the new Council can fully participate in decision-making at the next meeting.
3. Providing clear notice maintains transparency and compliance with procedural requirements.

Options:

1. That Council approves rescheduling the regular Council meeting from October 21, 2025, to October 27, 2025, following the organizational meeting.
2. That Council provides alternative direction to Administration regarding the scheduling of the October 21 meeting.

Financial Implications:

1. None.

Relevant Policy/Legislation:

- Village Council Procedure Bylaw 656-20

Political/Public Implication(s):

- Ensures procedural compliance and continuity of governance with the incoming Council.
- Provides clarity to the public on meeting schedules following the election.

Recommendation:

That Council directs Administration to reschedule the regular Council meeting originally scheduled for October 21, 2025, to October 27, 2025, following the swearing-in of the newly elected Council and the organizational meeting.

A Bylaw for the Village of Innisfree in the Province of Alberta, to regulate the proceedings of Council.

WHEREAS Section 180 of the *Municipal Government Act* being Chapter M-26 of the *Revised Statutes of Alberta* (RSA), 2000 and amendments thereto, requires Council to act by bylaw;

AND WHEREAS pursuant to provisions of the *Municipal Government Act*, it is deemed desirable to establish rules and provisions to regulate the conduct of business in the meetings of Council, to control and maintain order in meetings for the enactment of municipal legislation and to provide for dealing with petitions, correspondence and other submissions to Council.

NOW THEREFORE the Council of the Village of Innisfree, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

TITLE

1.0 This Bylaw may be referred to as the 'COUNCIL PROCEDURAL BYLAW.'

2.0 DEFINITIONS;

2.1 **Abstain** means not to vote for or against a proposal or motion when a vote is held.

2.2 **Acting Mayor** means any other member of Council who is appointed to the position in the event of the absence or inability to act by the Mayor or Deputy Mayor, pursuant to the *MGA*;

2.3 **Agenda** is the list of items and order of business of any meeting.

2.4 **Annual Organizational Meeting** is the meeting of Council held annually, not later than two (2) weeks after the third Monday in October, per Section 192(1) of the *Municipal Government Act*

2.5 **Bylaw** is a bylaw of the Village of Innisfree

2.6 **Chair or Chairperson** is the person presiding at meetings of Council

2.7 **Chief Administrative Officer (CAO)** is the Chief Administrative Officer of the Village of Innisfree as defined in the *MGA*, s. 205 – 209.

2.8 **Closed Session** means a meeting at which only Council and other persons specified by Council may attend, pursuant to *MGA*, s.197;

2.9 **Committee** is either by recommendation or resolution, a decision-making work group or an external agency, board or group of which the Village of Innisfree is a member or stakeholder and the Council appoints a representative, as established by, or in accordance with this bylaw.

2.10 **Council** is the Councillors of the Village of Innisfree being elected pursuant to the provisions of the *Local Authorities Election Act*;

2.11 **Councillor** is an elected Municipal Official sworn under the Oath of Office as such and includes the Mayor and the Deputy Mayor;

2.12 **Delegation(s)** is an individual, a group or an organization that wishes to address Council during a Council meeting;

2.13 **Deputy Mayor** is the member who is appointed annually at the Organizational Meeting pursuant to the provisions of the *MGA* to act as Mayor in the absence or incapacity of the Mayor;

- 2.14 Electronic Means** are communication devices that provide the ability for two-way conversations to take place without the physical presence of a person, including, but not limited to cellular phones, cameras, closed circuit television and any other means of communication being developed over time;
- 2.15 Emergent Resolution** is new business arising or occurring or in development, for the first time, that is deemed to be necessary to take expedient action on, for the benefit of the municipality and therefore, should be addressed before the next regularly scheduled Council meeting;
- 2.16 Majority Vote** is the number of votes by which the winning party or group out votes the opposition;
- 2.17 Meeting** is a gathering of any or all members of Council for the purpose of conducting business on behalf of the Village of Innisfree whether a Regular Council Meeting, a Special Council Meeting or a Committee Meeting;
- 2.18 Member** is a member of Council;
- 2.19 *Municipal Government Act***, being chapter M-26, Revised Statutes of Alberta (RSA), 2000 as amended or repealed and replaced from time to time and herein referred to as *MGA*;
- 2.20 New Business** is the list of items on the Agenda presented to Council for the first time and requiring direction, decision or resolution;
- 2.21 Out of Order** speaking out of turn and/or not be acknowledged by the Chair to speak
- 2.22 Pecuniary Interest** is matters that monetarily affect a Councillor or the Councillor's family, as defined in the *MGA*;
- 2.23 Petition** is a formal request to the Minister of Municipal Affairs or Council, signed by a number of electors pursuant to the *MGA*;
- 2.24 Petitioner** is an elector as defined by section 1 of the *MGA* and section 1 of the *Local Authorities Election Act*, who signs a petition;
- 2.25 Point of Order** is the raising of a question by a member to call attention to any departure from the Procedural Bylaw;
- 2.26 Postpone** is to delay the consideration of any matter, either to a definite time on the agenda or to a later position on the agenda;
- 2.27 Public Hearing** is a meeting of Council convened to hear matters pursuant to:
- 2.27.1** The *Municipal Government Act*
- 2.27.2** Any other Act
- 2.27.3** Any other matter at the direction of Council;
- 2.28 Question of Privilege** refers to all matters affecting the rights and immunities of Council collectively or the position and conduct of members in their representative character as elected representatives;
- 2.29 Quorum** is a majority of the members elected and serving on Council which requires two (2) members to be present to conduct a Council meeting
- 2.30 Recorded Vote** is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;

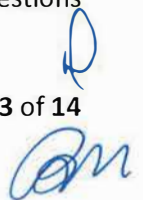
- 2.31 **Regular Council Meeting** is a meeting of Council scheduled at least monthly to conduct the regular decision-making for the Village through resolution or bylaw, pursuant to *MGA*, s.193;
- 2.32 **Special Council Meeting**, as described in *MGA*, s.194, the Chief Elected Official may call a Special Council Meeting whenever the official considers it appropriate to do so and must call a Special Council Meeting if the CAO receives a written request for the meeting, stating its purpose, from a majority of the Councillors;
- 2.33 **Standing Committee** means an external agency, board or commission that the Village of Innisfree is required to appoint an elected member to.
- 2.34 **Table** means a motion to delay consideration of any matter in order to deal with more pressing matters or due to lack of time available, which does not set a specific time to resume consideration of the matter.
- 2.35 **Village** means the municipal incorporation of the Village of Innisfree, pursuant to the *MGA*.

3.0 APPLICATION:

- 3.1 This bylaw shall govern the proceedings of Council.
- 3.2 This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended;
 - 3.21 by a bylaw, unanimously passed at a regular or special meeting of the Council, at which all members thereof are present; or
 - 3.22 by a bylaw passed at a regular meeting of Council pursuant to notice in writing given and openly announced at the preceding meeting of Council.

4.0 DELEGATIONS

- 4.1 Individuals who wish to be added as a Delegation to a Council Agenda, must comply with Clause 12.3 with regards to providing notice.
- 4.2 Delegations will be limited to two Delegations per Council meeting with a maximum duration of fifteen (15) minutes for each presentation, exclusive of the time required to answer questions put by Council, or, in circumstances where it is felt that an item could be urgent, Council may, by majority vote, endorse a third Delegation with the same duration of time.
- 4.3 Each group or organization must appoint one spokesperson to speak on their behalf.
- 4.4 No matter on the current agenda may be presented to Council by a Delegation.
- 4.5 In questioning Delegations, whether statutory or otherwise, Members will only ask questions which are relevant to the subject of the presentation and will avoid repetition.



- 4.6 No Delegation shall be allowed or attempt to engage in debate with any individual member of Council or Council as a whole.
- 4.7 Council shall consider the Delegation(s) presentation(s) and;
 - 4.7.1 refer the topic to Administration or other individual or group or,
 - 4.7.2 defer the presentation for future review and consideration or,
 - 4.7.3 endorse the presentation.

5 Public Hearings

- 5.1 When the *MGA* or any other Act requires Council to hold a Public Hearing, the Public Hearing must be held, unless another enactment specifies otherwise:
 - 5.1.1 before the second reading of the bylaw or,
 - 5.1.2 before Council votes on a resolution.
- 5.2 Procedures for a Public Hearing:
 - 5.2.1 If a person indicates their presence to speak on the proposed bylaw, then the following procedures shall apply:
 - 5.2.1.1 Administration will introduce the topic of the Public Hearing
 - 5.2.1.2 Individuals will be allowed five (5) minutes to speak; those in favor will speak first, followed by those opposed, followed by those who feel they are affected by the topic of the hearing, followed by written submissions;
 - 5.2.1.3 After a person has spoken, any Member may ask the speaker relevant questions;
 - 5.2.1.4 Any Member may ask the CAO relevant questions after all persons who wish to speak have been heard;
 - 5.2.1.5 Any Member may then move that 'the Public Hearing be adjourned.'
 - 5.2.2 If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization shall:
 - 5.2.2.1 be in writing;
 - 5.2.2.2 name the individual authorized to speak;
 - 5.2.2.3 indicate the proposed topic to be spoken to; and,
 - 5.2.2.4 be signed by the person giving the authorization.
 - 5.2.3 The authorized person must state the name of the person that the speaker represents and must present the written authorization to the CAO or his/her delegate.
 - 5.2.4 If an authorized speaker represents more than one person, the speaker will only be allowed five (5) minutes to speak unless Council authorizes otherwise.
 - 5.2.5 Written submissions to the Public Hearing:
 - 5.2.5.1 must be legible;
 - 5.2.5.2 must address the topic of the Public Hearing;
 - 5.2.5.3 must be signed and dated, and
 - 5.2.5.4 must be delivered prior to the start of the Public Hearing.



6 Quorum

- 6.1** Quorum is two (2) Councillors for voting pursuant to the *MGA*.
- 6.2** As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall take the Chair and call the members to order.
- 6.3** Unless a quorum is present within thirty (30) minutes after the time appointed for the meeting of Council, the Council shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 6.4** The CAO shall record the name of the members present at the expirations of the thirty (30) minute time limit and such record shall be appended to the next agenda.

7 Organizational Meeting

- 7.1** The Organizational Meeting of Council shall be held annually, not later than two (2) weeks after the third Monday in October, pursuant to *Municipal Government Act*, section 192(1).
- 7.2** The Chief Administrative Officer shall fix the date, time and place of the Organizational Meeting.
- 7.3** The Agenda for the Organizational Meeting shall be restricted to:
 - 7.3.1** Election of the Mayor
 - 7.3.2** Election of the Deputy Mayor
 - 7.3.3** Establishment of the Regular Meeting dates for Council and its Standing Committees and representatives.
 - 7.3.4** Establishment of membership on committees, boards, commissions, etc.
 - 7.3.5** Establish signing authorities for the Village
 - 7.3.6** Any other business required by the *Municipal Government Act*
 - 7.3.7** Adjournment
- 7.4** The Chief Administrative Officer shall:
 - 7.4.1** Take the Chair
 - 7.4.2** Call the meeting to order
 - 7.4.3** Conduct the election for Mayor
 - 7.4.4** Preside over the meeting until the oath, as prescribed by the *Oaths for Office Act*, has been administered to the Mayor

8 Regular Meetings

- 8.1** Regular Meetings of Council will be held in the Council Chambers of the Village Office on dates and times, as set at the Annual Organizational Meeting or as amended by Council resolution, from time to time.
- 8.2** Notice of Regular Council meetings need not be given.

- 8.3 If the Council changes the date, time or place of a Regular Council Meeting, the Municipality must do so through a Council resolution that is passed in a prior open public meeting, with quorum present.

9 Special Meetings

9.1 The Chief Elected Official;

- 9.1.1 May call a Special Meeting of Council whenever the Official considers it appropriate to do so

- 9.1.2 Must call a Special Meeting of Council if the Official receives a written request for the meeting, stating its purpose, from a majority of the Councillors.

- 9.2 A Special Council Meeting called under Sub-section 9.1.2 must be held within fourteen (14) days of the date that the Chief Elected Official receives the request or any shorter period provided for by Bylaw.

- 9.3 The Chief Elected Official calls a Special Meeting by giving at least twenty-four (24) hours' notice to each Councillor and the Public stating the purpose of the meeting and the date, time and place at which it is to be held.

- 9.4 A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the Public if at least two-thirds (2/3) of the whole of Council agrees to this in writing before the beginning of the meeting.

- 9.5 No matter other than stated in the notice calling the Special Council Meeting may be transacted at the meeting.

- 9.6 Notice of a Special Council Meeting is deemed to have been given to a Councillor if the notice is given to an adult person at the Councillor's home or place of business.

- 9.7 Notice of a Special Council Meeting to the Public is sufficient if the notice is given in a manner specified by Council.

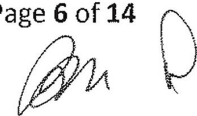
10 Closed Meetings

- 10.1 Council must conduct their meetings in public unless sub-section 10.2 or 10.3 applies.

- 10.2 Council may conduct all or part of their meetings closed to the public if a matter to be discussed is within one of the exceptions to disclosure referred to in Section 197(2) of the *Municipal Government Act* and Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

- 10.3 When a Council meeting is closed to the public, no resolution or bylaw may be passed except a resolution to revert to a meeting held in public.

11 Electronic Communications



11.1 Council or Council Committee meetings may be conducted by means of electronic or other communications, as developed from time to time per the following conditions:

11.1.1 A Councillor shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is being held is equipped in such a manner that enables all Council members participating in the meeting and the Public to hear each other.

11.1.2 Council members may participate electronically if they can do so at no cost to the Municipality.

11.2 The Mayor, Deputy Mayor or Acting Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.

11.3 A Councillor may attend Regular or Special Council Meetings, excluding Special Meetings which require Council signatures to conduct the meeting, by electronic communications a maximum of twelve (12) times per calendar year.

11.4 A Councillor attending via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.

11.5 When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

11.6 When a Council member attends a 'closed' meeting of Council, they shall be required to confirm they have attended the 'closed' sessions alone in keeping within the definition in this bylaw of 'closed' by providing a statutory declaration or affidavit sworn and declared before a Commission of Oaths prior to the next Regular Council meeting.

12 Agenda

12.1 The Agenda for each Regular and all other meetings of council, as defined in this bylaw, shall be prepared by the Chief Administrative Officer, or their delegate, and be packaged together with the minutes of the previous Council meeting, copies of all pertinent correspondence, statements, reports, recommendations and requests for decisions.

12.2 The Agenda package shall be provided to each Member of Council and placed in their mailbox, hand delivered or delivered electronically the Thursday prior to the week of the commencement of the Meeting for which it was prepared, whenever possible. The Council's Agenda package is distributed in advance to provide Council with the materials necessary to prepare themselves for the next Meeting of Council.

- 12.3** Any person wishing to have an item of business considered for the Agenda, must make their written submission to the CAO no later than 12:00 noon, seven (7) days prior to the Meeting. The submission must contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. Council may, by policy, establish procedures to ensure submissions provide adequate information.
- 12.4** The Order of Business will be adopted by Council at the start of each meeting and will generally be as follows:
- 12.4.1** Call to Order
 - 12.4.2** Public Hearing (as required)
 - 12.4.3** Adoption of Agenda – Additions/Deletions/Amendments
 - 12.4.4** Delegations (as required)
 - 12.4.5** Address Delegations' Presentation
 - 12.4.6** Adoption of Minutes of Previous Meeting(s)
 - 12.4.7** Business Arising from the Minutes
 - 12.4.8** Bylaws & Policies (as required)
 - 12.4.9** New Business
 - 12.4.10** Council Committee Reports
 - 12.4.11** Administration Reports:
 - 12.4.11.1** CAO Report
 - 12.4.11.2** Financial Report
 - 12.4.11.3** Public Works Report
 - 12.4.12** Correspondence
 - 12.4.13** In-Camera Items
 - 12.4.14** Items Arising from In-Camera
 - 12.4.15** Adjournment
- 12.5** The order of business as established in this bylaw will apply to all Regular Council Meetings unless members of the Council present, by majority vote, agree to any change(s), preferably prior to the adoption of the Agenda.
- 12.6** No item of business will be considered by Council if the item has not been placed on the agenda, except Council Committee Reports, unless Council present, by majority vote, agree to the item being placed on the agenda. The Mayor, or any Councillor or the CAO must be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

13.0 CHAIRPERSON

- 13.1** The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 13.2** If the Mayor is absent or late, the Deputy Mayor will serve as Chairperson. If neither the Mayor or Deputy Mayor are in attendance Council will chose a member from among the Councillors in attendance to act as the meeting Chairperson.

14.0 Members Debate

- 14.1** A member shall not:
- 14.1.1** Use offensive or un-parliamentary language in Council;
 - 14.1.2** Disobey the rules of Council, or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - 14.1.3** Leave his/her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - 14.1.4** Enter the Council Chamber while a vote is being taken
 - 14.1.5** Interrupt a member while speaking, except to raise a point of order or question of privilege.

15.0 Questions of Privilege

- 15.1** A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him/herself as a member thereof, shall be permitted to raise such questions of privilege.
- 15.2** A question of privilege shall take precedence over other matters.
- 15.3** While the Chairperson is ruling on the question of privilege, no one shall be considered in possession of the floor.

16.0 Points of Order

- 16.1** A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order.
- 16.2** When a leave is granted, the member shall state the point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order.
- 16.3** The speaker in possession of the floor when the point of order was raised shall have the right to the floor when the debate resumes.

16.4 A member called to order by the Chairperson shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

17.0 Appeal Ruling

17.1 A decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council.

17.2 If the decision is appealed, the Chairperson shall give concise reasons for his/her ruling and Council, without debate, shall decide the question; the ruling of Council shall be final.

18.0 Motions

18.1 Every motion, when moved and presented to the Chairperson, is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.

18.2 A motion made by a member of Council does not require a seconder.

18.3 All motions must be concise and unambiguous and must either be given in writing or given verbally to the CAO.

18.4 Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.

18.5 The mover of a motion must be present when the vote on the motion is taken.

18.6 When a motion is under debate, no motion shall be received other than a motion to:

18.6.1 Fix the time of adjournment;

18.6.2 Adjourn the meeting;

18.6.3 Withdraw the motion;

18.6.4 Table;

18.6.5 Call the question (that the vote must now be taken);

18.6.6 Postpone voting on the main motion to a certain time or date (only debatable for time and date.);

18.6.7 Refer;

18.6.8 Amend.

18.7 A motion relative to a matter not within the jurisdiction of Council shall not be in order.

18.8 A **motion to table** may be made when a member wishes Council to decline to take a position on the main question. The motion is not debatable, and if, or when passed, may only be resurrected by a motion to '*raise from the table.*'

18.9 A motion to refer shall require direction as to the person or group to which it is being referred and is debatable.

18.10 Amendments

18.10.1 Only one amendment at a time shall be present to the main motion.

18.10.2 When the amendment has been disposed of, another may be introduced.

18.10.3 All amendments must relate to the matter being discussed in the main motion and shall not substantially alter the motion so as to change the basic intent or meaning of the main motion.

18.10.4 The amendment shall be voted upon; if any amendment is carried, the main motion as amended shall be put to the vote, unless a further amendment is proposed;

18.10.5 Nothing in this section shall prevent other proposed amendments being read for the information of the members.

18.11 Reconsideration

18.11.1 A motion that has been approved for reconsideration and passes, automatically suspends the previous motion.

18.12 Rescinding Motions

18.12.1 A motion to rescind a previous motion may be accepted by the Chair under special circumstances and if passed by a majority vote of members present, the previous motion is declared null and void.

18.13 Voting - Question

18.13.1 When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and if carried by a majority vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.

18.13.2 When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak or present another motion until the vote has taken on such motion or amendment.

18.14 Voting –Pecuniary Interest

18.14.1 A member, who has a pecuniary interest in a matter, pursuant to the *MGA*, must immediately declare and must abstain from debate and voting on the matter and must leave the Council Chambers.

- 18.14.2** A member who is temporarily absent from a meeting when a matter in which the member has an interest in, comes up for discussion, must, upon returning to the meeting, or as soon as the member discovers the matter was discussed, disclose the general nature of their interest. The CAO must record the disclosure in the minutes.

18.15 Voting – Requirement to Vote

- 18.15.1** Every member present, including the Mayor, shall vote on every matter unless disqualified from voting by reason of pecuniary interest or, in the case of a public hearing, if the member was absent from all of the public hearing. If the member is absent from a part of the public hearing the member may abstain from voting.

18.16 Tie Vote

- 18.16.1** A motion shall be declared lost when it does not receive the required number of votes or received an equal division of votes.

18.17 Recorded Vote

- 18.17.1** Any member may request that the vote be recorded but must make the request before the vote is taken.
- 18.17.2** Members shall vote by the raising of hands as the Chairman calls for those in favor, then those against.
- 18.17.3** The CAO or their designate shall record in the minutes, the names of all members for or against the motion.
- 18.17.4** The Chairperson shall announce the results of the vote.
- 18.17.5** A member who disagrees with the announcement made of the vote may immediately object to the declaration and the vote shall be retaken by the Chief Administrative Officer.

18.18 Adjournment

- 18.18.1** A motion to adjourn the floor shall be in order except when a member is in possession of the floor.
- 18.18.2** Council shall adjourn a Council meeting within three (3) hours of being called to order unless,
- 18.18.2.1** Members of Council present, by unanimous vote, agree to an extension of time;
- 18.18.2.2** No meeting shall be over four (4) hours duration.

19.0 Recording the Minutes

- 19.1** A member who arrives late to a meeting shall have the time of the late arrival recorded in the minutes.
- 19.2** A member, who wishes to leave the meeting of Council prior to adjournment, shall advise the Chairperson and the time of the departure shall be recorded in the minutes.
- 19.3** If a member is temporarily absent for a time during a meeting, the times of departure and re-entry to the meeting, shall be recorded in the minutes.

20.0 Bylaws

- 20.1** Every proposed bylaw must have three (3) distinct and separate readings.
- 20.2** Each Councillor present at the meeting at which the first reading is to take place must be given, or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 20.3** After a motion for second reading of the bylaw has been presented, members may debate the substance of the bylaw and propose and consider amendments to the bylaw. Any proposed amendments shall be put to a vote if required and if carried, shall be considered as having been incorporated into the bylaw at the second reading.
- 20.4** Each Councillor present at the meeting at which the third reading is to take place must, before the proposed bylaw received third reading, be given or have the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after the first reading.
- 20.5** A proposed bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider a third reading.
- 20.6** Only the title and identifying number has to be read at each reading of the bylaw.
- 20.7** The previous reading of a proposed bylaw is rescinded if the proposed bylaw:
 - 20.7.1** does not receive third reading within two (2) years of the first reading, or
 - 20.7.2** is defeated in the second or third reading.
- 20.8** A Bylaw is passed when it receives third reading and it is signed by the Mayor or Deputy Mayor or Acting Mayor and the CAO and the corporate seal of the Village is impressed on the bylaw.
- 20.9** A Bylaw comes into force at the beginning of the day that it has been passed, signed and sealed, unless otherwise provided for in the Bylaw.

21.0 Recording Devices

21.1 Mechanical or electronic recording devices are strictly prohibited within the Village of Innisfree Council Chambers unless a majority of Councillors present vote in favor of their presence and usage.

22.0 Petitions

22.1 Petitions shall be addressed pursuant to petitioning regulations of the *Municipal Government Act*.

23.0 Severability

23.1 If any clause of this Bylaw is found to be invalid, it shall be severed from the remainder of this Bylaw and shall not invalidate the whole Bylaw.

24.0 Effective Date

24.1 Bylaw 630-17 is hereby rescinded.

24.2 This Bylaw shall come into force and effect on the date of the third and final reading thereof.

READ a First time this 15th day of September 2020.

READ a Second time this 20th day of October 2020.

READ a Third time this 20th day of October 2020.



Mayor



Chief Administrative Officer

