

**DISTRICT OF MACKENZIE**

**Bylaw No. 1504, 2023**

**A bylaw to amend Council Procedure Bylaw No. 1470, 2022**

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**WHEREAS** the Council of the District of Mackenzie deems it prudent and desirable to amend its Council Procedure Bylaw;

**NOW THEREFORE BE IT RESOLVED** that the Council of the District of Mackenzie in open meeting assembled, **HEREBY ENACTS** as follows:

1. That Bylaw No. 1470 cited as "Council Procedure Bylaw No. 1470, 2022" is hereby amended as follows:
  - A. By adding the following to new sections immediately after Part 4 Section 18 (1), and renumbering the subsequent sections accordingly:
    - (2) The agenda for all COTW meetings contains the following matters in the order in which they are listed below and all COTW meetings must be conducted in accordance with the following provisions:
      - a. Call to Order
      - b. Public Comments and Questions
        - i. Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.
        - ii. Written submissions in response to the published agenda of an upcoming meeting, whereby the author will not be present at the meeting either in-person or by electronic communication, must be received by the Corporate Officer, or designate, by 4:30 pm on the date of the Council meeting. The Corporate Officer will present these submissions to Council for the record during this portion of the agenda.
      - c. Reports

d. Other Business

e. Adjournment.”

B. By deleting the current text in Part 4 Section 19(1) and replacing it with the following:

“The following rules and procedures apply during both the “Public Comment and Questions” as well as “Inquiries” portions of the regular meetings of Council and COTW meetings, unless otherwise stated:

- a) When recognized by the presiding member, and only after giving their name and address for the record, persons from the audience may address Council on a matter related to the agenda;
- b) When speaking during the “Public Comment and Questions” and “Inquiries” segments of the agenda, a person must:
  - i. Address their remarks to the presiding member;
  - ii. Use respectful language;
  - iii. Not use offensive gestures or signs; and
  - iv. Only address current agenda items.
- c) The “Public Comment and Questions” section shall be limited to twenty (20) minutes, unless extended by way of a resolution adopted by a unanimous vote of the Council members present;
- d) The Mayor may determine, at his or her discretion, when to conclude the “Inquiries” portion of a meeting;
- e) Each address must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present;
- f) At the discretion of Council, audience members may address Council more than once, but only after all other audience members who wish to speak have had their opportunity;
- g) A summary of questions asked, and input received, including the name of the individual, will be included in the recorded minutes.”

2. This bylaw may be cited for all purposes as “Council Procedure Amendment Bylaw No. 1504, 2023.”

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

I hereby certify the foregoing  
to be a true and correct copy  
of District of Mackenzie Bylaw  
No. 1504 cited as "Council  
Procedure Bylaw Amendment  
Bylaw No. 1504, 2023".

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer