

BYLAW NO. 23-17
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO REGULATE COUNCIL AND COMMITTEE OF THE WHOLE PROCEEDINGS IN THE TOWN OF STRATHMORE.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1. This Bylaw may be cited as the "Council Procedure Bylaw."

2. DEFINITIONS

- 2.1. "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26 and regulations made under the *Municipal Government Act*.
- 2.2. "Acting Mayor" means the Councillor selected by Council to preside at any Council Meeting in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
- 2.3. "Administration" means the administrative and operational arm of the Town, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.4. "Adjourn/Adjourned/Adjournment" means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor.
- 2.5. "Agenda" means the order of items of business for any Council Meeting or Committee of the Whole Meeting and the associated reports, Bylaws, and other supporting documentation.
- 2.6. "Amend" means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.

- 2.7. "Approved Speaker" means an individual or multiple individuals who have been authorized by Council to speak to an item on the Council Agenda.
- 2.8. "Call the Question" means when the Mayor ends debate and Council or Committee of the Whole must vote on the Motion that has been made.
- 2.9. "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer for the Town or his or her designate.
- 2.10. "Closed Meeting" means a Council Meeting or Committee of the Whole Meeting held in the absence of public pursuant to Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or any other enactment that provides for holding all or part of a meeting in the absence of the public.
- 2.11. "Committee of the Whole" or "COTW" means collectively those Councillors present when Council moves to sit as a Committee.
- 2.12. "Committee of the Whole Meeting" means the meetings that have been scheduled when Council moves to sit as a Committee of the Whole.
- 2.13. "Committee of the Whole Member(s)" means any Councillor present when Council moves to sit as a Committee of the Whole.
- 2.14. "Consent Agenda" means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- 2.15. "Council" means the municipal Council governing the Town.
- 2.16. "Council Committee" means a Council board, commission or committee established in accordance with the *Municipal Government Act*.
- 2.17. "Council Meeting" means a Regular Council Meeting, Organizational Meeting and Special Council Meeting.
- 2.18. "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.
- 2.19. "Defer" means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter by Council.
- 2.20. "Delegation" means person(s) acting on behalf of themselves or authorized to act as a representative for another person(s), group or organization appearing before Council at a Council Meeting to make a request or provide a presentation.
- 2.21. "Deputy Mayor" means the Councillor appointed by Council, pursuant to the *Municipal Government Act* and the Bylaw, to act as the Mayor in the absence or incapacity of the Mayor or in the case where the Mayor chooses to step

down.

- 2.22. "Electronic Communications" shall mean that members of Council may attend a meeting through electronic communications. This can include using personal computer, telephone with the use of the speaker, or other means as technology advances.
- 2.23. "*Freedom of Information and Protection of Privacy Act*" or "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, together with any Regulations made thereunder and any amendments thereto.
- 2.24. "General Municipal Election" means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- 2.25. "Inaugural Meeting" means the Organizational Meeting immediately following a General Municipal Election.
- 2.26. "Majority Vote" means more than half of the votes cast by Councillors, excluding abstentions, at a properly called Council Meeting at which a Quorum is present.
- 2.27. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town or his or her designate.
- 2.28. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.
- 2.29. "Minutes" means the record of decisions of a Council Meeting or Committee of the Whole Meeting recorded in the English language.
- 2.30. "Motion" means a resolution that has been moved by the Mayor or Councillor but not yet voted on.
- 2.31. "Notice of Motion" means the method by which a Councillor brings forward an item that he or she wishes to be considered at a subsequent Council Meeting.
- 2.32. "Omnibus Motion" means a Motion to place on the floor and adopt, without debate, the recommendations of two or more reports.
- 2.33. "Organizational Meeting" means the Council Meeting held as described in Section 5 of this Bylaw, including the Inaugural Meeting.
- 2.34. "Point of Order" means a demand that the Presiding Officer enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.
- 2.35. "Point of Privilege" means matters affecting the rights of Council or

Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members and includes, but is not limited to the:

- a) Organization or existence of Council/Committee of the Whole;
 - b) Comfort of Councillors/Committee of the Whole Members;
 - c) Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; and
 - d) Reputation of Councillors, Committee of the Whole Members or Council as a whole.
- 2.36. "Public Hearing" means an advertised Council Meeting convened to hear matters and in accordance with this Bylaw, *Municipal Government Act*, or any other enactment.
- 2.37. "Quorum" means the majority of all Councillors or Committee of the Whole Members.
- 2.38. "Recess" means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.
- 2.39. "Refer" means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.
- 2.40. "Regular Council Meeting" means a Council Meeting scheduled at the annual Organizational Meeting and held in accordance with the *Municipal Government Act*.
- 2.41. "Robert's Rules of Order" means the manual of parliamentary procedure that governs meetings.
- 2.42. "Special Council Meeting" means a Council Meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 2.43. "Suspension of the Rules" means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw or Robert's Rules of Order for a specific purpose.
- 2.44. "Table" means a motion to delay consideration of any matter to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.
- 2.45. "Town" means the municipal corporation of the Town of Strathmore.
- 2.46. "Unanimous Vote" means all the Councillors on Council that are in attendance vote in favour of the Motion made.

- 2.47. "Withdraw" means to withdraw a Motion that has been made during a Council Meeting or Committee of the Whole Meeting.

3. STRUCTURE OF COUNCIL

- 3.1. The Council of the Town of Strathmore shall consist of seven (7) members of Council.
- 3.2. All Councillors shall be elected by vote of electors in the Town.
- 3.3. The chief elected official shall be elected by a vote of the electors of the Town.
- 3.4. The chief elected official shall be designated the title of "Mayor" and addressed as Mayor (last name).
- 3.5. Councillors of the Town shall be designated as the title "Councillor" (last name).
- 3.6. Councillors may serve a term as Deputy Mayor, rotating in the manner agreed upon by Council.

Organizational Meeting – June 30

July 1 – February 28 or 29

March 1 – October 31

November 1 – June 30

July 1 – February 28 or 29

March 1 – Organizational Meeting

- 3.7. Should a Councillor decline to serve a term as Deputy Mayor, Council will appoint a member to serve the declining Councillor's term by resolution.
- 3.8. The Mayor shall preside when in attendance at the meeting of Council. In the Mayor's absence, the Deputy Mayor shall preside over the meeting. If both the Mayor and the Deputy Mayor are unable to attend a meeting, the Councillor next in the Deputy Mayor rotation will serve as Acting Mayor.

4. APPLICATION

- 4.1. This Bylaw shall govern the conduct of Council Meetings and Committee of the Whole Meetings.
- 4.2. Where this Bylaw applies to Committee of the Whole, it shall apply with all necessary modifications, and
- a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee;

- b) Any reference to a Councillor shall be treated as a reference to a member of the Committee; and
 - c) Any reference to Council shall be treated as a reference to the Committee.
- 4.3. To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to Robert's Rules of Order Newly Revised.
- 4.4. The order of precedence of the rules governing the procedures of Council are:
 - a) The Act;
 - b) Other provincial legislation;
 - c) This Bylaw; and
 - d) Robert's Rules of Order Newly Revised.
- 4.5. Council or Committee of the Whole may waive or modify the application of any part of this Bylaw by a Suspension of the Rules resolution, provided that such waiver or modification does not conflict with the *Municipal Government Act* or any other enactment.
- 4.6. Unless otherwise stated in this Bylaw or enactment, Council may only act by Bylaw or resolution and the Committee of the Whole may only act by resolution.

5. INAUGURAL AND ORGANIZATIONAL MEETINGS

- 5.1. Council must hold its Inaugural Meeting, in accordance with the *Municipal Government Act*, no later than two (2) weeks after each General Municipal Election. At this Council Meeting:
 - a) All Councillors must take the Oath of Office as prescribed by the Oaths of Office Act;
 - b) All Councillors shall review the Council Code of Conduct Bylaw in accordance with the Code of Conduct for Elected Officials Regulation and sign the Council Covenant;
 - c) A presentation shall be made by Administration regarding the Council Procedure Bylaw together with any pertinent Council Policies;
 - d) The seating of Councillors in Council Chambers shall be adopted by Council;
 - e) Rotation schedules for the position of Deputy Mayor shall be determined by Council;

- f) Regular Council Meeting dates for the year shall be set by Council;
 - g) Committee of the Whole Meeting dates for the year shall be set by Council;
 - h) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council;
 - i) Members of the public shall be appointed to Council Committees by Council, if required; and
 - j) Signing authorities within Council shall be determined by Council.
- 5.2. An Organizational Meeting must be held annually, in accordance with the Act, no later than two (2) weeks after the third (3rd) Monday in October. At this Council Meeting:
- a) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - b) Regular Council Meeting dates for the following year shall be set by Council;
 - c) Committee of the Whole Meeting dates for the year shall be set by Council;
 - d) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council; and
 - e) Members of the public shall be appointed to Council Committees by Council, if required.

6. EDUCATIONAL SESSION

- 6.1. Councillors must attend Council Orientation as offered by the Municipality within 90 days after the Councillor takes the Oath of Office. Attendance at additional training sessions throughout the Council term is discretionary.
- 6.2. Educational sessions will be provided to Council at the discretion of the Chief Administrative Officer. Councillors may request educational sessions from the Chief Administrative Officer. If the Chief Administrative Officer determines a monetary expenditure must be made for the workshop outside of the existing budget, then a motion of Council will be required.
- 6.3. Sessions for educational purposes may be held as required, based on the following criteria:
 - a) Sessions are optional and do not require quorum;
 - b) Are strictly educational (one-way information), allowing for clarifying

questions;

- c) Do not progress matters within Council's jurisdiction;
- d) Minutes shall not be taken;
- e) Information provided may be shared with the public (not confidential);
- f) Where no directions or instructions shall be given to Administration;
and
- g) Where no procedural or Council business decisions are made by the Councillors.

7. COUNCIL MEETINGS

7.1. A Council Meeting is properly constituted if:

- a) Proper notice is provided to Councillors by emailing the date, time, and location of the Council Meeting;
- b) Proper notice is provided to the public in accordance with the *Municipal Government Act*;
- c) There is a Quorum of Council in attendance;
- d) The Mayor, Deputy Mayor, or Acting Mayor is presiding over the Council Meeting; and
- e) The Minutes are recorded.

7.2. Councillors must attend and participate in Council Meetings in accordance with the requirements of the *Municipal Government Act*.

8. REGULAR AND SPECIAL MEETINGS

- 8.1. The first Regular Council Meeting of every month will begin with a traditional land acknowledgement that is prepared in conjunction with Siksika Nation.
- 8.2. Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.
- 8.3. If there are changes to the date and time of a Regular Council Meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Councillors and post the notice in a public office. Posting a public notice in the front foyer of Strathmore's Municipal Building and on the Town's website is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
- 8.4. All meetings will be open to the public, except for Closed Meeting portions of

the meeting approved by motion including the related section of the FOIP Act and following the requirements of the Act.

- 8.5. A Regular Council Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 8.6. Special Council Meetings may be called in accordance with the Municipal Government Act.
- 8.7. A Special Council Meeting may be cancelled:
 - a) By the Mayor if twenty-four (24) hours' written notice is provided to all members and the public, or
 - b) By the Mayor with the written consent of two-thirds (2/3) of all members of Council, if less than twenty-four (24) hours' notice is provided to all Councillors.

9. QUORUM

- 9.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Council Meeting, the Manager of Legislative Services shall record the names of the Councillors present and the Council Meeting shall stand Adjourned until the next scheduled meeting date.
- 9.2. If Quorum is lost after the Council Meeting is called to order, the respective meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Council Meeting shall stand Adjourned.
- 9.3. Whenever a vote on any matter before Council cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute, then the matter shall be the first business item to proceed with at the next Regular Council Meeting.
- 9.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Council Meeting is Adjourned.

10. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 10.1. Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.
- 10.2. If a Councillor leaves the meeting while attending through electronic

communications, the Councillor must inform Council of the times when they leave and when they re-join the meeting.

- 10.3. A Councillor attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 10.4. The Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 10.5. When a Councillor attends a Closed Meeting through electronic communications, they will ensure they are alone for the In Camera discussion.
- 10.6. If only the public will be present at the Council Chambers in the Town's Municipal Building and all Councillors are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, on the Town's webpage, and on social media accounts, twenty-four (24) hours prior to the meeting, indicating the manner in which the meeting will be conducted.

11. LIVESTREAMING MEETINGS AND RECORDING DEVICES

- 11.1. Council Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings. Failure to record and livestream a Council Meeting does not invalidate a Council Meeting.
- 11.2. Committee of the Whole Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings.
- 11.3. At the start of a Meeting, the Mayor will notify those present that the Meeting is being livestreamed and a recording will be made available after the Meeting is adjourned.
- 11.4. The Mayor may, at any time and at his or her discretion, direct the termination or interruption of a livestream.
- 11.5. If there are technical difficulties while livestreaming, the Mayor will advise those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the Town's website.
- 11.6. Meeting recordings will be retained and provided in accordance with the Town's records management bylaws, policies, and procedures.
- 11.7. Meeting recordings will only be transcribed by the Town if required by the CAO in connection with any litigation, audit, or investigation.

12. PUBLIC HEARINGS

- 12.1. Council shall hold Public Hearings in accordance with the *Municipal Government Act*.
- 12.2. Where Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.
- 12.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the directions of Council.
- 12.4. Public Hearings may be held at a Regular Council Meeting or Special Council Meeting and commence at 6:00 p.m. unless otherwise directed by a resolution of Council.
- 12.5. All written submissions from the public must be received at least ten (10) days prior to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the Manager of Legislative Services who will advise Council the late submission has been received during the Public Hearing and include the submission in the Public Hearing record.
- 12.6. The order of business for a Public Hearing will be as follows:
 - a) The Mayor shall declare the Public Hearing in session;
 - b) The Manager of Legislative Services shall introduce the resolution, bylaw or non-statutory item and shall briefly state the intended purpose including acknowledgement of written submissions received by the deadline;
 - c) Presentation(s) from Administration;
 - d) Presentation(s) from the public supporting the bylaw, resolution, or non-statutory item;
 - e) Presentation(s) from the public opposing the bylaw, resolution, or non-statutory item;
 - f) Any other person deemed to be affected by the bylaw, resolution, or non-statutory item;
 - g) Questions of clarification from Council; and
 - h) The Mayor shall close the Public Hearing.
- 12.7. The following rules of conduct shall be followed during a Public Hearing:
 - a) No person shall address Council without the permission of the Mayor;
 - b) No person shall speak more than once or for more than five (5) minutes, exclusive of the time required to answer questions from

Council;

- c) No Councillor may debate the bylaw or item that is the subject of the Public Hearing;
 - d) Respect for staff, Council, and the public shall always be maintained; and
 - e) Any person who wishes to address Council, shall state and spell their name and provide their municipal address for the record.
- 12.8. The Mayor has the authority to extend public presentations to ensure the integrity of the Public Hearing.
- 12.9. When a Councillor is absent from all of a Public Hearing on a proposed bylaw or resolution, he or she must declare and disclose the absence prior to any discussion of the matter and abstain from voting on the matter at subsequent Council Meetings.
- 12.10. When a Councillor is absent from a part of a Public Hearing on a proposed bylaw or resolution, he or she may abstain from voting on the matter at subsequent Council Meetings.
- 12.11. Where a Councillor is required or permitted to abstain from voting as a result of being absent from all or a part of a Public Hearing, the Manager of Legislative Services shall ensure that the Minutes indicate the abstention and reasons for the abstention, if applicable.
- 12.12. In order to ensure procedural fairness, no person shall address Council regarding a matter that has been the subject of a Public Hearing following the conclusion of the Public Hearing.
- 12.13. Following the Adjournment of a Public Hearing, the Manager of Legislative Services shall prepare a record of the Public Hearing that includes:
- a) A copy of the approved Council Meeting Minutes;
 - b) Written submissions received from Administration and the public; and
 - c) An electronic recording of the Public Hearing, if one was made.

13. COMMITTEES AND BOARDS

- 13.1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement, or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.
- 13.2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference

of the committee.

- 13.3. It shall be the duty of the Chair of each board or committee (or his or her designee) to summon members for meetings.
- 13.4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act, unless otherwise provided by Council.
- 13.5. As an ex-officio member of Council (internal) committees and bodies, the Mayor may attend these meetings and is authorized to vote in circumstances where there is a tie.
- 13.6. Appointed Councillors shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council, by providing meeting minutes or reports following each meeting or updates when urgent matters arise through their Councillor Committee reports for inclusion on the Agenda.
- 13.7. Administration in conjunction with Councillors who sit on the committees and boards will arrange to have the committee or board, or a representative from the committee or board, update Council on an annual basis or when a financial decision arises that could directly affect the Town.
- 13.8. Councillors recognize they have fiduciary responsibilities as members of Town Council and as representatives of the boards and committees they serve on.

14. COMMITTEE OF THE WHOLE

- 14.1. The Committee of the Whole is hereby established.
- 14.2. The Town's elected officials will comprise the Committee of the Whole.
- 14.3. The Committee of the Whole enables Committee members to review upcoming and important issues and opportunities with members of Administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:
 - a) Receive updates on emerging and ongoing projects and initiatives; and
 - b) Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make decisions.
- 14.4. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a

recommendation to Council.

- 14.5. Committee of the Whole Meetings will be held on the second Wednesday of each month at 6:00 p.m. No regularly scheduled Committee of the Whole Meetings will be held in August.
- 14.6. A Committee of the Whole Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 14.7. The Committee of the Whole may:
 - a) Conduct non-statutory public hearings;
 - b) Receive delegations and submissions;
 - c) Meet in a Closed Meeting pursuant to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, approved by motion including the related section of the FOIP Act;
 - d) Receive information from Administration on emerging items;
 - e) Discuss and debate policy matters to formulate recommendations to Council;
 - f) Committee members may make an inquiry to obtain information from the CAO; and
 - g) Discuss arising issues amongst committee members.
- 14.8. The Committee may make the following motions:
 - a) To recess the Meeting;
 - b) To receive agenda reports as information;
 - c) To refer matters to Administration or a Committee for review;
 - d) To make recommendations to Council; and
 - e) To move into a Closed Meeting or to revert to an open meeting.
- 14.9. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.
- 14.10. The Mayor is the Chair for all meetings, unless this responsibility is delegated by the Mayor to another Committee member or Deputy Mayor.
- 14.11. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has granted that person permission.

15. CLOSED MEETINGS

- 15.1. Council and Committee of the Whole may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 15.2. No resolution or bylaw may be passed when a Council Meeting is closed to the public except a resolution to reconvene to a Meeting held in public.
- 15.3. When a Meeting is closed to the public, Councillors and Committee of the Whole Members shall respect the confidentiality of matters discussed and shall not disclose the subject or substance of these discussions.
- 15.4. If Council or the Committee of the Whole is provided with a written report of an item discussed in a closed Meeting, Councillors and Committee of the Whole Members shall also keep the written report confidential unless otherwise directed or required by an enactment.

16. AGENDAS FOR COUNCIL MEETINGS

- 16.1. Agendas shall be prepared in the form agreed upon by the Chief Administrative Officer and the Mayor and may include a Consent Agenda that is approved by an Omnibus Motion.
- 16.2. A Consent Agenda may include, but is not limited to:
 - a) Minutes;
 - b) Board, commission, committee or agency reports that are provided for information purposes; and
 - c) Reports from Administration that are being presented for information purposes.
- 16.3. A Consent Agenda must not include proposed bylaws or briefing notes that have been prepared for Public Hearings.
- 16.4. The Manager of Legislative Services shall distribute the Agenda for Council Meetings to all Councillors and post the Agenda on the Town's website at least three (3) days prior to the meeting date. Failure to meet the deadline does not invalidate the Agenda.
- 16.5. Submissions for inclusion in the Council Meeting Agendas must be submitted to the Manager of Legislative Services in accordance with the Council Agenda Deadlines calendar that is approved by the Chief Administrative Officer. Submissions from Councillors for inclusion in the Council Meeting Agendas must be submitted by Thursday at noon prior to the Meeting.
- 16.6. Only material received by the Manager of Legislative Services in the time set

out in section 16.5 shall be considered at the Council Meeting for which the Agenda is prepared.

- 16.7. Notwithstanding section 16.6, in exceptional circumstances brought forward by Councillors or the Chief Administrative Officer, items may be added to the Agenda and distributed to Council as soon as they are available.
- 16.8. Council must vote to adopt the Agenda prior to transacting other business and may:
 - a) Add new items to the Agenda or change the order of the Agenda by a Majority Vote of Council present at the meeting; and
 - b) Remove any matter from the Agenda by Unanimous Vote.
- 16.9. The adoption of the Consent Agenda shall be done by Omnibus Motion. A Councillor may select one or more reports from a Consent Agenda for debate, but such requests must be made before the Mayor calls the Omnibus Motion.
- 16.10. Reports in a Consent Agenda which have been selected for debate will be excluded from the Omnibus Motion and will be moved to the respective portion of the Agenda.

17. MINUTES

- 17.1. The Manager of Legislative Services shall prepare all Council Minutes which will include:
 - a) The names of the Councillors present and absent from the Council Meeting;
 - b) All resolutions, direction and recommendations; and
 - c) Any declarations of Pecuniary Interest made under the *Municipal Government Act* by any Councillor or any abstentions from voting.
- 17.2. The Manager of Legislative Services will distribute draft Minutes of prior meetings as part of the Agenda of a subsequent meeting.
- 17.3. If the Minutes of prior Council Meetings are included on an Agenda, Council must consider the Minutes, regardless of whether the same Councillors were in attendance, and:
 - a) If there are no errors or omissions, pass a resolution approving the Minutes; or
 - b) If there are errors or omissions, pass a motion to amend and approve the amended Minutes.
- 17.4. Any Councillor may make a motion requesting that the Minutes be amended

to correct any inaccuracy or omission, but no change shall be allowed which would alter or affect in a material way the actual decision made.

- 17.5. Clerical, typographical, and grammatical errors in Minutes may be corrected by the Manager of Legislative Services and does not require a Motion from Council.
- 17.6. If a Councillor wishes to challenge the accuracy of the Minutes of a previous Council Meeting, the Councillor must make the challenge known to the Chief Administrative Officer before the Minutes have been adopted.
- 17.7. Once approved at a subsequent Council Meeting, Minutes must be signed by the Mayor and Chief Administrative Officer.
- 17.8. The Minutes of a Public Hearing shall record the names of Administration who presented. The Minutes shall also include the names of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality along with the municipal address provided by the member of the public.
- 17.9. Motions shall be recorded in the Minutes as "Unanimously Carried", "Carried", or "Defeated."

18. GENERAL RULES

- 18.1. Council meetings shall adjourn at 10:00 p.m. (if in session at that hour). If a meeting is still in session at 10:00 p.m., the meeting will be adjourned and the remaining items will be added to the next Regular Council Meeting agenda. Council may make a motion to extend the meeting past 10:00 p.m.
- 18.2. A motion to recess may be made at any time and must include a time to reconvene. A motion to recess has precedence and is neither debatable nor amendable except as to the time to reconvene.
- 18.3. There is no requirement for a motion to call the question or adjourn a Council Meeting.

19. ROLES AND RESPONSIBILITIES OF THE MAYOR

- 19.1. The Mayor shall:
 - a) Preside over and preserve order and decorum for all Council Meetings and Committee of the Whole Meetings;
 - b) Decide Points of Order and Points of Privilege without debate or comment;
 - c) Determine the order in which Councillors may speak;
 - d) Ensure that all Councillors who wish to speak to a Motion have spoken,

confirm that the Councillors are ready to vote, and subsequently call the question;

- e) Authorize, at Council Meetings, the distribution of additional material for the record; and
- f) Rule when a motion is out of order.

19.2. The Mayor may ask questions or speak to an item on the Agenda for a Council Meeting.

20. ROLES AND RESPONSIBILITIES OF COUNCILLORS

20.1. A Councillor wishing to speak shall obtain the approval of the Mayor before speaking.

20.2. When a Councillor is speaking, every other Councillor shall:

- a) Remain quiet and seated;
- b) Not interrupt the speaker, except on a Point of Order or Point of Privilege; and
- c) Not carry on a private conversation.

20.3. A Councillor shall:

- a) Not speak disrespectfully of His Majesty the King or official representatives of his government;
- b) Not use offensive words in referring to another Councillor, Administration, or member of the public;
- c) Not reflect on the motives of the Councillor who moved or voted on a Motion;
- d) Not shout, use an immoderate tone of voice, profane, vulgar, or offensive language, violate this Bylaw or disturb the proceedings;
- e) Not leave their seat while a vote is being taken;
- f) Not engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved bylaw or policy; and
- g) Not reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered.

21. CHALLENGING THE MAYOR

21.1. Councillors wishing to challenge the ruling of the Mayor shall make the motion, "THAT the decision of the Mayor be overruled." The question shall be immediately put to a vote without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

21.2. The Mayor shall be governed by the vote of the majority of Councillors present.

- a) If the Mayor refuses to put the motion to a vote, the Deputy Mayor or Chair shall proceed with putting the motion to a vote.
- b) A resolution carried under 21.2(a) of this Bylaw, is effectual and binding as if carried with the Mayor.

22. PUBLIC ATTENDANCE

22.1. Members of the public are welcome and encouraged to attend Council Meetings and Committee of the Whole Meetings.

22.2. Members of the public shall not:

- a) Address Council during a Council Meeting unless invited to do so by the Mayor;
- b) Applaud or otherwise interrupt any speech or action of the Councillors, or any other person addressing Council; and
- c) Use offensive words in the Council Meeting and shall refrain from abusive conduct, attacks upon the character or motives of Councillors, Council Committees, Administration or the public.

22.3. The Mayor may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled. The Mayor may request law enforcement to remove persons if they do not leave voluntarily.

22.4. No person shall use any form of audio or visual recording device during a Council Meeting unless authorized to do so by this Bylaw or by a Unanimous Vote of Councillors present.

22.5. Electronic and cellular devices shall be set on silent and no person shall talk on a cellular phone while in attendance at a Council Meeting.

23. RULES OF DEBATE

23.1. An item on a Council Meeting Agenda will be discussed as follows:

- a) The Mayor may request that the Chief Administrative Officer provide introductory remarks;
- b) The Approved Speaker(s) may present;
- c) Councillors may ask relevant questions of the Approved Speaker(s);
- d) Councillors may ask the Chief Administrative Officer questions;
- e) Councillors may make any motion necessary to provide direction on the item; and

- f) Councillors may speak to the motion or ask questions about the Motion made.
- 23.2. Councillors may only speak to the question in debate.
- 23.3. Unless otherwise directed by the Mayor, speakers will be heard in a panel and Councillors may ask questions of any speaker on the panel.
- 23.4. A Councillor who wishes to speak at a Council Meeting must be recognized by the Mayor before speaking.
- 23.5. Councillors may ask questions in the order determined by the Mayor. Councillors will be limited to three consecutive questions and may ask further questions once all Members have had the opportunity to ask questions.
- 23.6. Councillors shall not speak for longer than five (5) consecutive minutes; however, the Councillor's speaking time may be extended at the discretion of the Mayor.
- 23.7. A Councillor who wishes to leave the Council Meeting prior to Adjournment shall so advise the Mayor and the time of departure shall be noted in the Minutes.
- 23.8. The Mayor may participate in debate on any matter before Council without relinquishing the Chair.
- 23.9. The Mayor may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
- 23.10. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this time frame the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.

24. PECUNIARY INTEREST

- 24.1. If a Councillor is in a conflict of interest under the Act, by reason of a pecuniary interest, the Councillor shall, prior to the discussion or vote upon the matter which creates the conflict, state that he or she has a pecuniary interest (the conflict of interest), and the nature of the pecuniary interest and shall leave the meeting.
- 24.2. Where the Councillor has left the meeting under section 24.1:
 - a) The reason for and time of the Councillor's departure, and return, if any, shall be recorded in the minutes;
 - b) If Council amends the motion before it, Council shall recess to allow

the Chief Administrative Officer to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether he/she remains in a conflict of interest; and

- c) Council shall not consider any other agenda item until the Chief Administrative Officer has advised the Councillor who left the meeting because of a conflict of interest that there is a new agenda item before the meeting.

25. BYLAWS

25.1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall cause the number, short title and brief description of the bylaw to appear on the agenda.

25.2. The following shall apply to the passage of all bylaws:

- a) every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
- b) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
- c) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i. Council may debate the substance of the bylaw;
 - ii. Council may propose and consider amendments to the bylaw; and
 - iii. Council may, by motion, refer the bylaw to Administration for further information or a Committee for further review prior to second reading.
- d) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
- e) a bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same Meeting at which it received two readings; and
- f) a bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

25.3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Town and is effective

immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

- 25.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) Does not receive third reading within one (1) year of the first reading; or
 - b) Is defeated on second or third reading.
- 25.5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Chief Administrative Officer, and shall be impressed with the corporate seal of the Town.
- 25.6. Clerical, typographical and grammatical errors in bylaws may be corrected by the Manager of Legislative Services.
- 25.7. The Manager of Legislative Services is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.
- 25.8. A copy of any bylaw, resolution or record certified by the Manager of Legislative Services as a true copy of the original is prima facie proof of the bylaw, resolution, or record.

26. PUBLIC COMMENTS

- 26.1. Members of the public shall be offered the opportunity to make comments during the Public Comments section on the Regular Council Agenda in accordance with the following:
- a) The person must be acknowledged by the Mayor;
 - b) The person shall not speak for longer than five (5) minutes exclusive of the time required to answer questions from Council;
 - c) Comments must address items contained within the current Agenda but may not be made in relation to an item that has been heard or will be heard in a Public Hearing; and
 - d) Responses may be provided by any Councillor or Administration or referred to Administration for further review and direction.

27. DELEGATIONS

- 27.1. A person may submit a Delegation Request Form to the Manager of Legislative Services to appear as a Delegation at a Regular Council Meeting or a Committee of the Whole Meeting if the person has not addressed

Council on the same matter within the previous six (6) months and the matter does not pertain to any undecided matter that has been the subject of a Public Hearing.

- 27.2. If the request is approved, the person must provide a description of the matter they wish to address along with any supporting documentation at least two (2) weeks prior to the Council Meeting that they wish to attend.
- 27.3. No more than two (2) Delegations shall be included on any single Agenda unless approved by the Mayor.
- 27.4. No Delegation shall address Council for longer than ten (10) minutes, exclusive of the time required to answer questions from Council, unless granted a time extension by a majority vote of Councillors present.
- 27.5. Following the conclusion of the presentation, Council may refer the request to Administration or a Council Committee for further research, review, and recommendation.

28. MOTIONS

- 28.1. During the discussion of any item on an Agenda, a Councillor may make any motion related to the item.
- 28.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.
- 28.3. All motions must be moved by a Councillor.
- 28.4. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.
- 28.5. The Mayor may speak to a motion at any time after it has been moved.
- 28.6. When a matter is under debate, no motion shall be received other than a motion to:
 - a) Amend;
 - b) Defer;
 - c) Postpone Indefinitely;
 - d) Recess;
 - e) Refer;
 - f) Suspend the Rules;
 - g) Table; or
 - h) Withdraw.

- 28.7. The individual who moved the motion may withdraw the motion without permission of Council prior to the beginning of debate.
- 28.8. All motions to amend that have been moved shall be voted on in accordance with this Bylaw.
- 28.9. A motion may not:
 - a) Have the effect of contravening any applicable legislation; or
 - b) Exceed the mandate of Council.
- 28.10. Council may not reconsider an item at the same Council Meeting that it was previously heard to allow additional time for reflection and consideration of the topic before debating it again.
- 28.11. Council shall not pass motions to receive reports for information unless required by a bylaw or enactment.

29. VOTING

- 29.1. A vote on any motion will be conducted as follows:
 - a) The Mayor will call the question;
 - b) All Councillors present must be silent and remain in their seats from the moment the vote is called until the results of the vote are declared;
 - c) All Councillors present must vote by the raising of hands, or through the use of an electronic or computerized voting system; and
 - d) The Mayor must declare the result of the vote.
- 29.2. Before a vote is taken by Council, a Councillor may request that the vote be recorded.
- 29.3. When a vote is recorded, the Minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 29.4. Each Councillor present must vote on every motion as outlined in the *Municipal Government Act*, unless it or any other enactment requires or permits the Councillor to abstain, in which case the Councillor must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the Minutes.
- 29.5. Councillors who have a reasonable belief that they have a Pecuniary Interest (as defined in the *Municipal Government Act*) in any matter before Council, or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the Pecuniary Interest prior to any discussion

of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.

- 29.6. After the Mayor declares the result of a vote, no Councillor may change their vote for any reason. Notwithstanding this section, if immediately after a vote the Mayor determines that either the voting procedures prescribed in this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Mayor may recall the vote and immediately call for another vote.

30. NOTICE OF MOTION

- 30.1. A Councillor may submit a Notice of Motion at a Council Meeting by submitting the Motion in writing to the Chief Administrative Officer no later than the Thursday prior to the meeting. A Notice of Motion must stand on its own but supporting documentation may be submitted with the Notice of Motion.
- 30.2. When required, Council may waive the requirement for notice under section 30.1 by a majority vote and add the matter to the Agenda as urgent business.

31. COUNCILLOR INFORMATION AND INQUIRIES

- 31.1. Councillors may submit requests for information at any time to the Office of the CAO. Requests may be made via email, phone, in person, or at a Council Meeting during the Question and Answer Period or Administrative Inquiry sections on the Agenda.
- 31.2. During the Question and Answer Period of a Regular Council Meeting or Committee of the Whole Meeting, Councillors may make an inquiry to obtain information from the Chief Administrative Officer about the operation or administration of the Town. An inquiry during the Question and Answer Period must:
- a) Be limited to the gathering of readily available information about the operation or administration of the Town;
 - b) Not require any requests for budgetary estimates, analysis, or significant interpretation on a matter; and
 - c) Not require the expenditure of funds or use of significant administrative resources to gather the requested information.
 - d) Answers during the Question and Answer Period will be included in the Meeting Minutes. However, answers to a Councillor's Question may be given to all of Council via email after the meeting or at a subsequent

meeting.

31.3. A Councillor making an Administrative Inquiry for an answer at a subsequent Meeting shall put the Administrative Inquiry in writing and, prior to or during the Meeting, hand it to the Manager of Legislative Services. The Councillor will read their inquiry out loud during the Administrative Inquiry section on the Agenda.

- a) Unless an Administrative Inquiry specifies that the Councillor wishes the answer to appear on a subsequent Council Agenda, the Administration may answer the question at the same meeting in which it was asked.
- b) Where Administration provides information relevant to the operation or administration of the Town directly to a Councillor, including in response to an Administrative Inquiry, Administration must also provide the information in question to all other Councillors as soon as is practicable.
- c) When the Administrative Inquiry involves a written answer for a future Regular Council Meeting and the cost to the Town, which would be incurred by reason of:
 - i. time of Town employees which must be taken from performance of their regular duties or overtime which must be worked;
 - ii. the need to hire additional employees; or
 - iii. the necessity of obtaining and paying for the information from other than Town employees.
- d) If an Inquiry is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the Administration shall report the anticipated cost to Council before undertaking the Administrative Inquiry. When the Administration has reported, Council may:
 - i. by resolution, direct that the Administration proceed with the investigation necessary to answer the Administrative Inquiry; and
 - ii. shall provide for the payment of the costs.
- e) Information in an Administrative Inquiry is not debatable.
- f) A Councillor who requested an Administrative Inquiry may, at a Regular Council Meeting where the Administrative Inquiry was made, instruct the Administration to abandon the Inquiry.
- g) A Councillor making an Administrative Inquiry may ask that the Answer

to their Administrative Inquiry be made public in a Council Meeting Agenda.

- 31.4. Councillors may make a motion to direct Administration to review a matter during the Councillor Information and Inquiries section of the Agenda.

32. COUNCIL CORRESPONDENCE

- 32.1. The Manager of Legislative Services may, on behalf of Council, receive correspondence addressed or directed to Council.
- 32.2. All correspondence shall be included in the Council Agenda provided that it is:
- a) In writing;
 - b) Legible;
 - c) Not libelous, irrelevant, offensive, or improper; and
 - d) Signed with the writer's name and address.

Personal information, other than the name of the individual who submitted the correspondence, shall be redacted.

33. CAMPAIGN PERIOD

- 33.1. No Regular Council Meeting or Committee of the Whole Meeting will be held between nomination day and the inaugural organizational meeting each year a general election is held.

34. DELEGATION OF AUTHORITY

- 34.1. The Chief Administrative Officer and Manager of Legislative Services may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

35. MISCELLANEOUS

- 35.1. Councillors shall follow the Town's Code of Conduct Bylaw.
- 35.2. Councillors will refrain from using electronic communications for communicating with external sources during Council meetings.

36. REVIEW OF BYLAW

- 36.1. This Bylaw shall be reviewed at least once per term of every Town Council.

37. SEVERABILITY

- 37.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be severable from all other sections of this bylaw.

38. REPEAL AND EFFECTIVE DATE

38.1. Bylaw No. 22-10 is hereby repealed.

38.2. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this 17th day of May, 2023.

READ A SECOND TIME this 17th day of May, 2023.

READ A THIRD AND FINAL TIME this 17th day of May, 2023.



MAYOR


DIRECTOR OF STRATEGIC, ADMINISTRATIVE,
AND FINANCIAL SERVICES

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

Procedure Bylaw Quick Reference Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn	Means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor/Chair.	Is there any objection to Adjourning the Council Meeting/Committee of the Whole Meeting? Seeing none, the Council Meeting/Committee of the Whole Meeting on <date> is Adjourned at <time>.	No	No	It is the role of the Mayor/Chair to Adjourn the meeting.
Amend	Means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.	I move that the wording of the Motion is amended to read...	Yes	Yes	
Call the Question	Means when the Mayor/Chair ends debate and Council or Committee of the Whole must vote on the Motion that has been made.	Are we ready for the question? All in favour? All opposed?	No	No	It is the role of the Mayor/Chair to Call the Question.
Defer	Means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter.	I move that we Defer <description of item> until <date/time>.	Yes	Yes	
Point of Order	Means a demand that the Mayor/Chair enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.	Point of Order	Mayor/Chair decides	No	
Point of Privilege	Means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members	Point of Privilege	Mayor/Chair decides	No	

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
	and includes, but is not limited to the: <ul style="list-style-type: none"> • Organization or existence of Council/Committee of the Whole; • Comfort of Councillors/Committee of the Whole Members; • Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; • Reputation of Councillors, Committee of the Whole Members or Council as a whole. 				
Postpone Indefinitely	Means to dispense of the pending Motion without a direct vote but such a Motion can be renewed at a subsequent Council Meeting or Committee of the Whole Meeting.	I move that we Postpone Indefinitely voting on....	Yes	Yes	
Recess	Means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.	I move that we Recess the Council Meeting/Committee of the Whole Meeting on <date> for <length of time of recess>.	Yes	Yes	Any member of Council or Committee of the Whole may request a Recess.
Reconsider	Means to review a matter previously decided upon by Council or Committee of the Whole.	I move that Council/Committee of the Whole. Reconsider our action relative to....	Yes	Only if the original Motion was debatable	
Refer	Means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.	I move that this matter be referred to...	Yes	Yes	

Schedule "B" Councillor Information and Inquiries Chart

