
BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass Bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of council and committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 - TITLE

1. That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.

PART 2 - DEFINITIONS

2. In this Bylaw:
 - a) "**Act**" means the Municipal Government Act (MGA or the Act), as amended.
 - b) "**Administrative Inquiry**" is a request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report.
 - c) "**Administrative Representative**" refers to the senior Administration resource person appointed to a Committee by the CAO.
 - d) "**Agenda**" means the list and order of business items for any meeting of Council, or Committees.
 - e) "**New Business**" shall mean any matter appearing before Council for the first time on an Agenda that requires a decision of Council.
 - f) "**Bylaw**" means a Municipal Bylaw of the Town.
 - g) "**CAO**" means the Chief Administrative Officer.
 - h) "**Chairperson**" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee.
 - i) "**Committee**" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw.
 - j) "**Council**" means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
 - k) "**Council Committee Meeting**" means a meeting of Council of the Whole and referred specifically as the Standing Committee of Council.
 - l) "**Council Meetings**" are regularly scheduled or Special Meetings that require the attendance of Council.
 - m) "**Delegation**" shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
 - n) "**Deputy Mayor**" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.

- o) **“Ex-officio”** means membership by virtue of one’s office and/or where appointed by Council.
- p) **“FOIP”** means the *Freedom of Information and Protection of Privacy Act* of Alberta.
- q) **“In-Camera”** means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to recommend to Council or revert to a meeting held in public.
- r) **“Live Streaming”** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- s) **“Majority of Council”** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- t) **“Mayor”** means the Chief Elected Official of the Town of Blackfalds duly elected.
- u) **“Media Representatives”** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- v) **“Member”** means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council.
- w) **“Motion”** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- x) **“Municipal Government Act”** means the law under which all Alberta municipalities are empowered to shape their communities.
- y) **“Notice of Motion”** is the means by which a member of Council brings business before Council.
- z) **“Organizational Meeting”** shall mean the meeting held for the purpose of scheduling Council Meetings and to make Council appointments to Committees of Council, to be held annually no later than the 2nd Regular Council meeting in October.
- aa) **“Officer”** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure and Property Services, or their delegates, all of whom shall be recorded in official minutes if their attendance is required.
- bb) **“Point of Information”** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- cc) **“Point of Order”** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.
- dd) **“Point of Privilege”** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following.
 - i. the organization or existence of Council
 - ii. the comfort of Members
 - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole
- ee) **“Point of Procedure”** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
 - i. make an appropriate motion
 - ii. raise a Point of Order
 - iii. understand the procedure, or

- iv. understand the effect of a motion
- ff) **“Presiding Officer”** shall mean the Mayor or the Deputy Mayor; or in the absence of the two, any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- gg) **“Public Hearing”** means a meeting of the Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with Section 230 of the Municipal Government Act.
- hh) **“Question of Privilege”** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- ii) **“Quorum”** means the majority of Members, fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- jj) **“Resolution”** means a Motion passed by a majority of Council.
- kk) **“Special Meeting”** means a meeting called by the Mayor or by vote of 2/3 of Council pursuant to the Act;
- ll) **“Standing Committee of Council”** is a procedural device that permits Council greater freedom of debate.
- mm) **“Terms of Reference”** means those terms pertinent to the establishment and mandate of a Committee and which are:
 - i. in addition to or beyond the parameters of this Bylaw; and
- nn) **“Town”** means the Corporation or the Town of Blackfalds.
- oo) **“Video”** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

3. This Bylaw applies to:
 - (a) all Regular Council meetings, and
 - (b) all Standing Committee meetings, and
 - (c) all Special Council meetings, and
 - (d) all Council Committee meetings, except for:
 - i. when Council has granted permission to a Committee to establish its own procedures, and
4. The precedence of the rules governing the procedure of Council is:
 - (a) the MGA – the Act;
 - (b) other Provincial legislation;
 - (c) this Bylaw, and;
 - (d) a Council Code of Conduct Bylaw, and;
 - (e) the current edition of Robert’s Rules of Order and Parliamentary Procedure.
5. To the extent that a matter is not dealt within the Act or this Bylaw, Council shall have regard to Robert’s Rules of Order and Parliamentary Procedure.
6. Subject to the appeal process set out in Section 78 of this Bylaw, the Presiding Officer or Chairperson shall interpret procedure.
7. In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.

PART 4 - GENERAL

8. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
9. Members of Council shall subscribe to the Alberta Municipalities Association Ethical Guidelines of Conduct for Members of Council (*Appendix A*) and adhere to the Town of Blackfalds Council Code of Conduct Bylaw (and any amendments hereto).
10. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
11. Public Hearings, when required or requested by Council, will be held prior to second reading.
12. Motions of Council and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw and the current edition of Robert's Rules of Order and Parliamentary Procedures.

PART 5 - ORGANIZATIONAL MEETING

13. Council shall hold an Annual Organizational Meeting each year no later than the 2nd Regular Council Meeting in October.
14. The CAO shall set the time and place for the Organizational Meeting, with the business of the meeting being limited to:
 - (a) the appointments of Members to Committees which Council is entitled to make; and
 - (b) the roster of Deputy Mayors for the Council term; and
 - (c) any other business required by the Act, or which Council or the CAO may direct.
15. Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

PART 6 - INAUGURAL MEETING

16. The Organizational Meeting immediately following a general municipal election shall be called the 'Inaugural Meeting'.
17. The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting.
18. Until the Mayor has taken the Oath of Office, the CAO shall chair the Inaugural Meeting.

PART 7 - MEETINGS OF COUNCIL

19. Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere in the Community.
20. Regular Meetings of Council shall be held on the second and fourth Tuesday of every month.
21. If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
22. Regular Meetings of Council shall commence at 7:00 p.m.
23. Standing Committee of Council is considered to be a Committee of the Whole meeting and typically takes place the third Monday of every month.
24. Standing Committee of Council meetings that fall on a statutory holiday may be cancelled for that respective month as chosen by Council at the Organizational Meeting.
25. Standing Committee of Council shall commence at 7:00 p.m.

26. Special Meetings may be called and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.
27. Councillors shall each serve an eight-month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
28. A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
29. Council meetings will be recorded and broadcasted through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Policies, Bylaws and in accordance with legislation.

PART 8 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

30. Should a state of emergency or extenuating circumstances where restrictive measures are required occur, electronic participation may be allowed by a member of Council, of a board or committee. Members participating electronically will be counted in determining whether a quorum of members is present and may participate electronically in a meeting.
31. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
32. A Council member 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.
33. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
34. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the Rules of Procedure to ensure Members can effectively participate in the meeting.
35. When a Council member attends a Closed Session, they will be required to confirm that they are attending the Closed Session alone.
36. The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
37. Members must notify the CAO a minimum of twenty-four hours prior to the meeting of their intention to participate electronically.
38. The CAO may provide for the electronic participation of staff, including that of the CAO.

PART 9 - NOTICE OF MEETINGS

39. For all meetings requiring notice, the notice must be:
 - (a) issued a minimum of 24-hours prior to the meeting date;
 - (b) in writing and specify the time, date, location and purpose the meeting;
 - (c) electronically distributed via email to each Council or Committee Member;
 - (d) posted at the Town Office – at the Civic Cultural Centre; and
 - (e) given any other notification as requested by Council or the Committee.
 - (f) Despite Section 27, the Mayor may call a Special Meeting of Council, on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.

PART 10 - CANCELLATION OF MEETINGS

40. A Regular Meeting may be cancelled:
- a) by a majority of Members at a previously held meeting; or
 - b) with the written consent of a majority, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) with the written consent of two-thirds (2/3) of the whole Council if twenty-four (24) hours' notice is not provided to the public.
41. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
- a) by the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
42. A Special Meeting, requested in writing by a majority of the Members, may be cancelled:
- a) with the written consent of the requesting Members, if twenty-four (24) hours' notice is provided to the Members and the public; or
 - b) if less than twenty-four (24) hours' notice is provided, with the written consent of two-thirds (2/3) of the whole Council.

PART 11 - AGENDA

43. The Agenda shall list the items and order of business for the meeting.
44. The CAO shall ensure copies of the Agenda are:
- a) available online to the public no later than 4:00 pm on the Friday prior to the day on which the Regular Council meeting is held and by 4:00 pm on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
 - b) Electronically distributed and available to all members of Council and Officers who are entitled to receive copies.
45. The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public.
46. All agenda submissions shall be received by the CAO no later than 4:30pm on the Wednesday prior to agenda posting.
47. Only material which has been received in accordance with Section 38 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time sensitive matter needs to be brought before Council at any meeting the item shall:
 - i. be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and
 - ii. be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of Council.
48. The standard order of business on the Agenda shall be as follows unless Council otherwise determines by a majority of vote a change in order:
- (a) Call to Order
 - (b) Land Acknowledgement
 - (c) Adoption of Agenda
 - (d) Delegation
 - (e) Public Hearing
 - (f) Business Arising from Minutes
 - (g) Business
 - (h) Action Correspondence
 - (i) Information
 - (j) Round Table
 - (k) Approval of Minutes
 - (l) Notices of Motion

- (m) Business for the Good of Council
 - (n) Confidential
 - (o) Adjournment
49. The Presiding Officer shall call the meeting to order at the time appointed at the prescribed meeting time in accordance with Section 22.
50. Council must vote to adopt or amend the agenda prior to carrying out any business.
51. If a delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the office of the CAO, no later than noon on the Wednesday prior to a Regular Council meeting. The Delegation Application is provided as *Appendix B*.
52. Public Hearings shall be conducted in accordance with the procedures set out in *Appendix C*.
53. Business Arising from Minutes will include business which was on the agenda of a previous meeting and was not completed and will include all information relative to the issue including the expected motion.
54. Business items include templated reports from Administration for items requesting direction from Standing Committee or a decision from Council, or information items on a Committee or Council report.
- a) Items included as information require no motion of acceptance or approval.
 - b) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
 - i. Vote on the recommended motion; or
 - ii. Refer back to Administration for further consideration; or
 - iii. Vote on an amended motion as determined through debate and presented by a member of Council.
55. Action Correspondence includes items that require follow up action which in turn requires a motion of Council.
56. Information includes items of correspondence addressed to Mayor and/or Council and all content shall be subject to the *Freedom of Information and Privacy Act*.
57. Round Table will take place only on the second Regular Council meeting each month and Council will provide Administration, by the 16th of each month, a summary report of meetings, events and activities using the template provided.
- a) The CAO Report will include monthly administrative activities and will be provided as a verbal report at the second monthly Regular Council Meeting.
58. Approval of Minutes will include the minutes from a prior Council meeting and will be circulated within the agenda package.
- a) Upon determination that minutes are accurate and contain no major errors or omissions, Council shall adopt the minutes as circulated.
 - b) Minutes that require major amendments must be amended and brought forward to the next meeting for adoption.
 - c) Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a motion of Council.
59. Where a Confidential matter is included on the agenda, the section of FOIP that allows information to be protected from disclosure will be cited on the agenda and reflected in the minutes, as set out in *Appendix D – Guideline to Matters Which can be Discussed In Camera Meetings*. Confidential items are those items that are discussed as per Section 197(2) of the *Municipal Government Act* "In Camera" and are confidential items of discussion between Council, Administration and invited persons. No minutes, notes, or recordings of the discussions will take place and any reports provided to Council will be returned to the CAO.
60. A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined, must state the date of the meeting at which the Motion will be made, and must meet the following requirements:

- a) Any member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven days before the meeting at which time the motion will be debated or Council passes a Motion by majority vote dispensing of the period of notice.
- b) A Council member who submits a written Notice of Motion to the CAO, to be read at a meeting, need not be present during the reading of the notice.
- c) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
- d) If the Council Member is not present for the indicated date, the Motion will be deferred to the next regular Council meeting. If the Council Member is not present at the next regular Council meeting the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.

PART 12 - COMMUNICATIONS

61. When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
 - a) be on paper or in a printable form;
 - b) be placed on an agenda as either an Information item or Action Correspondence;
 - c) and properly placed within the Town's filing system.
62. Follow up on the correspondence may include:
 - a) Discussion on the item under information during the Regular Council Meeting;
 - b) Directive to Administration to provide response to the item of correspondence.
63. In situations where the CAO considers correspondence to be libelous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

PART 13 - QUORUM

64. When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.
65. If there is a quorum present at the time set for commencement of a meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
66. If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.
67. If a Council meeting is adjourned for:
 - a) failure to constitute a quorum; or
 - b) due to loss of quorum as a result of a Member leaving the meeting;
68. The Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

PART 14 - ADJOURNMENT

69. Regular Council Meetings shall adjourn no later than 10:00 pm unless: if in session at that time, except to conclude the matter under discussion, and Council shall recess and reconvene at 6:00 pm on the next business day unless:
 - a) A matter under discussion has not concluded;
 - b) otherwise directed by Council; or
 - c) Council, by resolution of a majority vote, taken as soon before 10:00 pm as the business permits, agree to an extension of the meeting beyond 10:00 pm.

70. If adjournment takes place and unfinished business remains, these items will be carried over to the next regular meeting of Council.
71. A Member may move a motion to adjourn a Meeting at any time, except when:
 - a) another Member has the floor;
 - b) a call for a vote has been made;
 - c) the Members are voting Council is In-Camera; or
 - d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
72. A motion to adjourn shall be put without comment or debate.
73. When all items of an approved agenda have been dealt with, the Presiding Officer may adjourn the meeting without requiring a motion or vote by Council.

PART 15 – RECESS

74. Any Member may move that Council recess or break for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.
75. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.
76. If no speaker is addressing Council, the Presiding Officer may call a recess for a specific period.

PART 16 – MINUTES OF COUNCIL MEETINGS

77. The CAO shall ensure minutes of a Council meeting are prepared and included in the agenda package distributed to each Member of Council for the next meeting.
78. Minutes shall be available to the public including on the Town's website on the same week as to when they were approved by Council.
79. The Presiding Officer shall present the minutes to Council with a request for a motion to formally accept the Minutes.
80. Any Member of Council may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
81. Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
82. If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the minutes.

PART 17 – CONDUCT OF BUSINESS

83. Council meetings will be held in public and no person may be excluded except for:
 - a) improper conduct; or
 - b) Council may, by resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
84. The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the members present, without debate.
85. A member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Presiding Officer shall be final.

86. No Member of Council shall:
- a) speak without first being recognized by the Presiding Officer; and being granted the floor.
 - b) speak twice to the same item after a motion on any agenda item,, without the leave of Council, until every member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued; and no Member of Council having first received their opportunity to speak.
 - i. Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking is referring to when a Council Member debates a motion.
87. The Presiding Officer shall give each Member of Council, who wishes to speak on a matter on the Council Agenda, an opportunity to do so before calling the question.
88. When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
89. Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
90. When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
91. When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege the point shall be stated, succinctly and the Presiding Officer shall when giving his/her decision on the point cite the rule or authority applicable to the same.
92. When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
93. When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and, if the Presiding Officer rules favorably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
94. When the Presiding Officer wishes to debate or make a motion, he / she shall vacate the Chair and request another Member to take the Chair, in the following order:
- a) Deputy Mayor
 - b) Any other Member of Council.
95. If no other Member of Council is willing to accept the Chair, the Presiding Officer will continue as Chair, however, will be allowed to make a motion and/or debate under the same rights and restrictions as other Members.
96. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
97. Members of the public gallery during a Council meeting:
- a) Shall not address Council without permission;
 - b) Shall maintain order and quiet; and
 - c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
98. The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.
99. When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- a) Remain quiet and seated;
 - b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
 - c) Not carry on a private conversation.

100. When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
 - b) Not shout, raise his / her voice or use offensive language;
 - c) Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;
 - d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
101. When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, he/she must indicate his /her intention and await the Presiding Officer's permission prior to leaving.

PART 18 – MOTIONS

102. A member who wishes to submit a motion in excess of 25 words shall do so in writing to the Presiding Officer and Recording Secretary.
103. After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
104. Every motion or resolution shall be stated or read by the mover.
105. Any motion made in the negative shall be ruled out of order.
106. A request may be made to have the Recording Secretary read back the motion, as made, for clarity prior to being put to vote.
107. Council or committees may act on a motion pertaining to a subject which is not on the agenda with unanimous consent only.
108. When duly moved, a motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and officers have the opportunity.
109. The mover of a motion may speak and vote for or against the motion.
110. No motion other than an amending motion or motion to table or refer shall be considered until the motion already before Council has been disposed of.
111. Notices of Motion shall be in accordance with Section 57 of this Bylaw.
112. When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.
113. Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
114. The following motions are not debatable by Members:
- a) Adjournment
 - b) To take a recess
 - c) Question of Privilege
 - d) Point of Order
 - e) To limit debate on a matter before Members
 - f) To table the matter
115. There shall be a maximum of three motions on the floor at a time, the main motion, and up to two amending motions.
116. Amending Motions are those motions where word(s) or paragraphs are inserted or struck out of the original motion and can be made by any Member and must be in agreement to the Member originating the motion.
117. Amendments shall be voted on in a reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.

118. To refer a Motion is to state which Committee or Administrative department is to receive the motion for research/further information, and shall include terms, timelines and other relevant information.
119. A motion to postpone any matter shall include in the motion:
 - a) a specific time to which the matter is postponed; or
 - b) provision that the matter is to be postponed indefinitely.
120. A motion to postpone a matter is amendable and debatable.
121. Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
122. A tabling motion allows a matter without debate to be set aside and brought back at a later date.
123. A Motion to adjourn is not subject to debate and is voted on immediately.

PART 19 - VOTING ON MOTIONS

124. When debate on a motion is closed, the Presiding Officer shall put the motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
125. No member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
126. If any Member of Council wishes to have a Recorded vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting minutes. (Section 185 MGA).
127. Votes on all motions must be taken as follows:
 - a) the Presiding Officer must declare the motion and call for the vote;
 - b) Members must vote by a show of hands
 - c) the Presiding Officer must declare the result of the vote.
128. After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
129. A question or motion shall be declared lost when it:
 - a) does not receive the required majority of votes; or
 - b) receives an equal division of votes.
130. Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
131. Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the Freedom of Information and Privacy Act.
132. A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, the vote is called.
133. The outcome of every vote shall be incorporated into the official minutes.
134. Where a motion is not carried unanimously by those members present, then the names of those who voted for and against a motion shall be entered upon the minutes for motions that are carried or defeated.

PART 20 – BYLAWS & POLICIES

135. Draft bylaws and policies shall be prepared by the appropriate Administration member and shall be reviewed at a meeting of the Standing Committee of Council before being

presented at a Regular Council Meeting.

136. When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
137. The CAO shall provide a copy of the Bylaw in full and include it in the agenda package.
138. Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.
139. A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
140. Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
141. Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
142. A Bylaw shall be introduced for second reading by a motion that it be read a second time.
143. After a Member has made a motion for second reading of a Bylaw, Council may:
 - a) debate the substance of the Bylaw; and
 - b) propose and consider amendments to the Bylaw.
144. A Bylaw shall not be given more than two readings at one meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
145. When Council unanimously consents that a Bylaw may be presented for third reading:
 - a) motion for third reading of the Bylaw shall be made;
 - b) Council shall vote on the motion without amendment or debate;
146. A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
147. In conformance with the Act:
 - a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
 - b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.
148. Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO, and then shall have the Town's corporate seal applied.
149. Hard copies of all Bylaws and Policies will be maintained and will be provided as public information on the Town's official website.
150. Bylaws which require approval from the Province of Alberta shall receive two readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.
151. Bylaws and policies will come into effect as soon as they are passed unless they contain a deferred date for implementation.
152. Policies shall be presented for discussion and passed by a simple majority at one sitting and shall come into effect as soon as they are passed unless they contain a deferred date for implementation.
153. Upon being passed, a Policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO.

PART 21 – STANDING COMMITTEE OF COUNCIL

- 154. Standing Committee of Council is considered to be Committee of the Whole.
- 155. The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
- 156. Quorum of the Standing Committee of Council is a majority of Council Members.
- 157. Procedures in Standing Committee of Council only differ from Council's in that:
 - a) A member of Council may speak more than once, provided that all Council members who wish to speak to the matter have been permitted to speak;
 - b) a member of Council may speak even though there is no motion on the floor, but if there is a motion on the floor, a Council member shall only address that motion;
 - c) the only motions permitted are:
 - i. to make recommendations to Council to adopt reports and/or to recommend amendments;
 - ii. to amend its own recommendations;
 - iii. to move to meet In-Camera and subsequently to revert to a meeting held in public;
 - iv. to recess

PART 22 - COMMITTEES

- 158. Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through the Board/Committee Policy and established Terms of Reference for said Boards & Committees.

PART 23 - REPEAL

- 159. That Bylaw 1183.14 and 1233.19 are hereby repealed upon this Bylaw coming into effect.

PART 24 - DATE OF FORCE

- 160. That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed -

CAO MYRON THOMPSON

List of Appendices:

- Appendix A - AUMA Ethical Guidelines
- Appendix B - Delegation Application
- Appendix C - Public Hearing Process and Template
- Appendix D - Guideline to Matters which can be Discussed In Camera Meetings

Legislative References:

- Municipal Government Act of Alberta – and any amendments
- Town of Blackfalds Policy 136.19
- Town of Blackfalds Bylaw – Council Code of Conduct