

AGENDA

1. WELCOME AND CALL TO ORDER

- 1.1 Welcome
- 1.2 Call to Order
- 1.3 Review of Agenda

2. LAND ACKNOWLEDGEMENT

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

3. PRESENTATIONS

- 3.1 Roof Rainwater /Snowmelt Capture Facility, *Kala Pandit*

4. BUSINESS

- 4.1 Request for Direction, Animal Control Bylaw
- 4.2 Request for Direction, Recreation, Culture and Parks Board Terms of Reference
- 4.3 Request for Direction, Council Procedural Bylaw
- 4.4 Request for Direction, CAO Amendment Bylaw
- 4.5 Request for Direction, Signing Authority Policy

5. CONFIDENTIAL

- 5.1 Transfer Site Hours – FOIP Sec. 24(1) Advice from Officials
- 5.2 Personnel Negotiations – FOIP Sec. 24(1) Advice from Officials

6. ADJOURNMENT

Future Meetings/Events:

- Regular Council Meeting – April 22, 2025
- Standing Committee Meeting – Tuesday, May 20, 2025

MEETING DATE: April 14, 2025
PRESENTED BY: Kala Pandit
SUBJECT: Roof Rainwater Snowmelt Capture Facility

BACKGROUND

Kala Pandit will present a Roof Rainwater /Snowmelt Capture Facility (Cistern or Tank) around the Abbey Centre: A Concept Plan to the Standing Committee of Council.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommends Administration meet with Kala Pandit to discuss the Roof Rainwater Snowmelt Capture Facility initiative.

ATTACHMENTS

- *Roof Rainwater /Snowmelt Capture Facility Presentation*
- *Drought and Flood Protection Program grant approvals Alberta Fact Sheet*

APPROVALS



Kim Isaak,
Chief Administrative Officer

TOWN OF BLACKFALDS-ABBNEY CENTRE ROOF RAINWATER/SNOWMELT CAPTURE—A CONCEPT PLAN

**A PRESENTATION PREPARED FOR THE
STANDING COMMITTEE OF THE TOWN
COUNCIL MEETING, APRIL 14, 2025**

**BY
KALA PANDIT, BLACKFLADS RESIDENT**

PRESENTATION OUTLINE

- **CONTEXT AND MOTIVATION FROM The Town of Blackfalds Environmental Stewardship Strategy, 2021**
- **REUSE of roof-top captured water in Town's Outdoor Parks, Trees/Flower Pots Watering Tanks, Street Sweeping, Community Gardening, AND MANY OTHER NON-POTABLE USAGES**
- **Monthly Precipitation Data (2010-2023) Analysis Results to estimate Monthly Totals**
- **Economic, Environmental, and Social Benefits**
- **Government of Alberta's Drought and Flood Protection Program Grant to cover Major Costs**

CONTEXT AND MOTIVATION

- TOWN OF BLACKFALDS ENVIRONMENTAL STEWARDSHIP STRATEGY (2021)=="WATER" & "STORMWATER" FOCUS AREAS
 - Vision statement-" The Town of Blackfalds is committed to undertaking sustainability measures to ensure a healthy environment for current and future generations".
 - KEY FOCUS AREA: WATER
 - It is anticipated that the Blackfalds area will experience warmer temperatures, resulting in an increase rate of evaporation from vegetation and soils. There is also an anticipated decrease in precipitation during the warm summer months, resulting in moisture stress (Page 18)
 - Goal #1, Reduce water consumption and demand for drinking water by implementing conservation strategies, operational practices, incentives, and policies
 - Strategies #5: Research options to re-use pool water, arena ice rink water, and other sources for use in outdoor rinks, parks watering, and water distributing vehicles (street sweepers, tree watering tanks) ==Re-use of water from Town operations will align with provincial guidelines and requirements, and based on best management practices with comparable municipalities. Reusing greywater reduces the amount of fresh potable water required to maintain Town operations (Page 20).

CONTEXT AND MOTIVATION (contd..)

- TOWN OF BLACKFALDS ENVIRONMENTAL STEWARDSHIP STRATEGY (2021)=“WATER” & “STORMWATER” FOCUS AREAS
 - KEY FOCUS AREA: STORMWATER
 - Goal #1, Strategies #6. Research and consider options to incorporate low-impact development (LID) within Town developments. This includes the development of a Rainwater Management Plan.
 - LID are systems and practices that mimic or use natural features or processes to protect the natural and urban environment. LID has been proven to increase stormwater quality and reduce quantities, resulting in cleaner water being discharged to the watershed (Page 26).
 - Goal #2, Strategies #1. Consider options to capture and use stormwater from Town facilities for use in Town operations (such as street sweepers, tree watering tanks, etc.)=Research and evaluate capture and use of stormwater from Town facilities for use in Town operations as it aligns with the key focus area identified in the MSP (Page 26).
 - Goal#3=Community Education & Awareness, Strategy #1. Seek community support and provide education to emphasize the importance of Low Impact Design (LID) landscaping practices.

EXISTING TOWN'S INFRASTRUCTURE, PRELIMINARY DATA ANALYSIS AND PROPOSED CONCEPT PLAN

- Preliminary Data Analysis Summary in support of the Proposed Concept Plan
 - Monthly Precipitation Analysis Summary with 14-years of data (2010-2023) from Government of Alberta
 - Rainwater Capture form Existing Roof Surface Area of the Abbey Centre Facility
 - Potential Location of proposed Rainwater/snowmelt capture Cistern/Tank subject to engineering feasibility
 - An action Project for the Town in alignment with the Town's 2021 Environmental Stewardship Strategy
 - An item of recognition and publicity among surrounding municipalities for Tourism
 - A piece of community awareness and education towards initiation for drought mitigation measures as recommended by the Government of Alberta
 - Falls within the Environmental Sustainability Initiatives of the Lacombe County's 2023 Environmental Action Plan "Rain capture Program"
 - Environmental stewardship – Funding opportunities from the GOA
<https://www.alberta.ca/environmental-stewardship-funding-opportunities>
 - Funding Priorities==Support watershed functions for healthy aquatic ecosystems, flood and drought mitigation, and water quality.

EXISTING TOWN'S INFRASTRUCTURE, PRELIMINARY DATA ANALYSIS AND PROPOSED CONCEPT PLAN

- Preliminary Data Analysis Summary in support of the Proposed Concept Plan
 - Monthly Precipitation Totals at Blackfalds from May to August ~450 to 550 mm (assume a mid value of approximately 500 mm or 0.5 m)
 - Approximate Abbey Centre Roof Surface Area = 4,000 sq m (43,000 sq ft)
 - Total potential rain/precipitation that can be collected from Abbey Centre (preliminary) roof-top of 4000 sq m = $4000 \times 0.5 = 2,000 \text{ m}^3/\text{year}$ (1.62 ac-ft)
 - Assuming 25% losses in evaporation/sublimation/ capture efficiency, total rainwater capture = $2000 \times 0.75 = 1,500 \text{ m}^3/\text{year} = 1,500,000 \text{ Litres/yr}$ (1.5ML/Y)
 - On-roads water trucks typically carry in 1 load with 2000-6000 US Gallons water
 - Assume a typical 4000 US gallons truck can carry $3.785 \times 4000 = 15,140 \text{ Litres}$ of load

PROPOSED Monthly Truckload Estimates/ Water Cost Savings

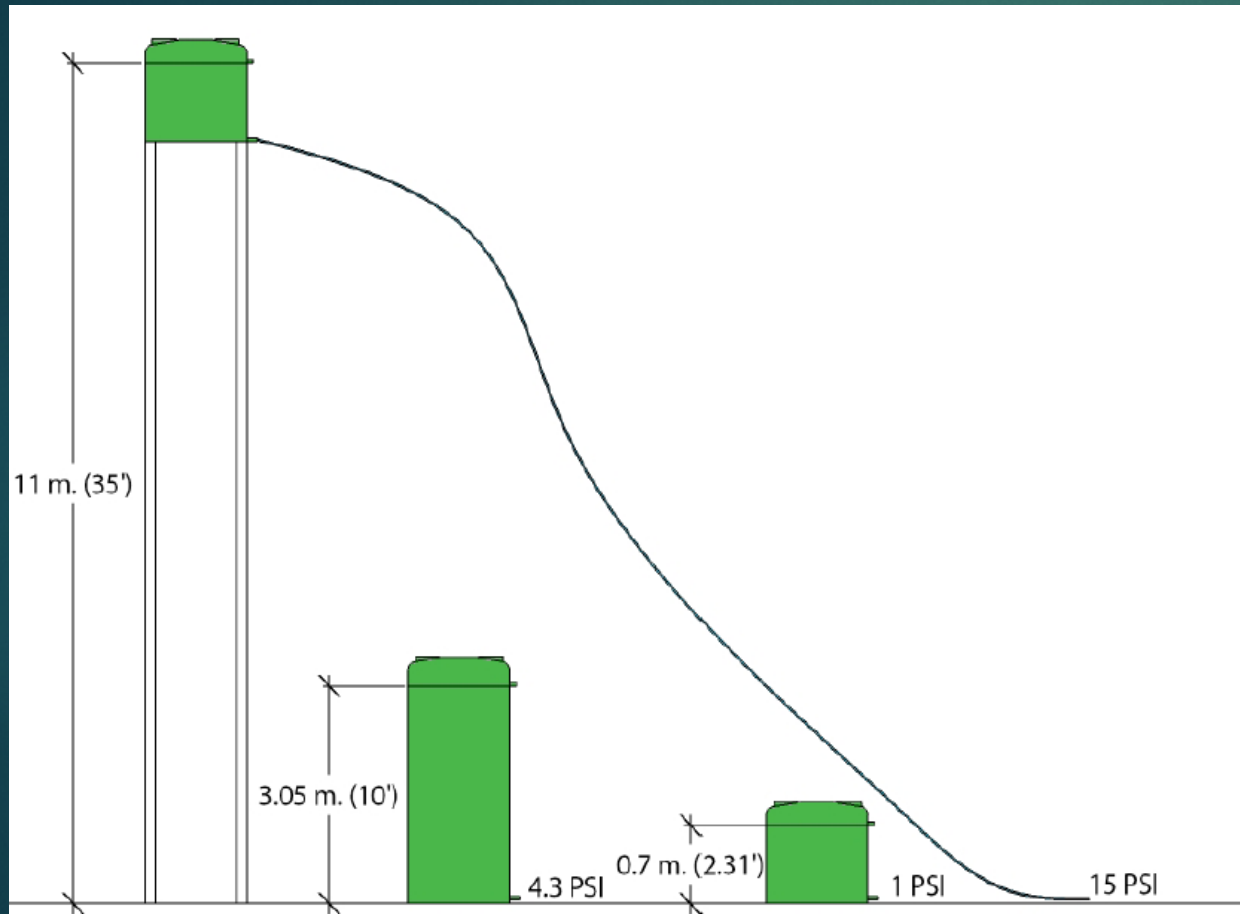
Months	May	Jun	Jul	Aug
Monthly	375,000 Litres	375,000 Litres	375,000 Litres	375,000 Litres
Number of Truck loads/Month	25	25	25	25

- As per 2025 March Water Bill (Water, Wastewater, Solid Waste) of Blackfalds, the potable water rate = \$3.20/m³
- Cost Savings ~ in the order of \$5,000 to \$10,000(May to August only, conservative estimate)==Has to be realized from the EcoMetrics Perspective (Economic+Environmental +Social Benefits)

PROPOSED LOCATION OF CISTERN/TANK SUBJECT TO SITE SELECTION FEASIBILITY STUDY



Typical Rainwater Harvesting Components-Residential



Head pressure created by gravity.



- 1 Rooftop surface – Sections RH-3 & RH-4.1
- 2 Collection & conveyance system – Section RH-4.6
- 3 Pretreatment – Section RH-4.7
- 4 Storage tank configuration – Sections RH-4.3 & RH-4.8
- 5 Distribution system – Section RH-4.1
- 6 Overflow and/or treatment in secondary runoff reduction practice – Sections RH-4.3 & RH-4.9

Examples-Irrigating Parks, Street Cleaning



REFERENCES and Useful Websites

- <https://acis.alberta.ca/acis/township-data-viewer.jsp> (Accessed on 24Feb2024)
- <https://www.blackfalds.ca/m/abbey-centre>
- <https://currysupply.com/products/water-trucks-tanks/on-road/>
- Water Conservation, Efficiency, and Productivity Plan , 2016-2035, the City of Red Deer.
- Master Drainage Plan for the Wolf Creek & Whelp Brook Watersheds, MPE Engineering, 2014
- <https://www.alberta.ca/drought-and-flood-protection-program>

Drought and Flood Protection Program grant approvals

Round two – March 2025-26

The following Drought and Flood Protection Program grants have been approved by the Minister of Environment and Protected Areas. All approved projects will be cost-shared, with the Government of Alberta covering up to 70% of total eligible costs and the grant recipient(s) covering the remaining 30%.

All funds will be provided in 2025-26.

Applicant and project name	Project description	Grant amount and disbursements
Swan River First Nation The Preliminary Design of Riverbank Works at Swan River	The project involves a preliminary bio-engineering design to restore Swan River's riverbank, protecting key areas and infrastructure for the Swan River First Nation's community. It will utilize existing data, flood modeling, and efficient planning for future regulatory processes.	\$129,850
Siksika Nation Tribal Administration Washington Berm Project	The Siksika Nation's Washington Berm Project will enhance flood resilience by constructing 1.6 km of elevated road as a berm along with associated riverbank protection, safeguarding the newly constructed Washington Sewage Lagoon and the Nation's critical infrastructure.	\$4,270,000
Town of Slave Lake Slave Lake Airport Shoreline Erosion Project	The project will install a revetment at Slave Lake Airport to protect critical infrastructure, including the runway and Helitack Base, ensuring continued operations for emergency services and minimizing low-water period impacts.	\$1,025,500
City of Lacombe Elizabeth Lake Stabilization Project	The Elizabeth Lake Stabilization project will control rising water levels, reduce erosion, and stabilize slopes by installing an outlet system, protecting infrastructure, riparian zones, residential properties, and enhancing the lake's ecological health.	\$1,908,127
City of Calgary Cooperative Stormwater Management Initiative (CSMI), Stage 3 South	Through the Cooperative Stormwater Management Initiative (CSMI), Stage 3 South will divert stormwater runoff, treat it with Best Management Practices, and release it into a natural watercourse. Replacing the Langdon Ditch with a more resilient stormwater management system addresses critical flood vulnerabilities, enhancing flood protection and efficiently managing stormwater to safeguard infrastructure and communities from future flood threats.	\$3,539,900
City of St. Albert Carrot Creek Erosion and Sediment Control	The Carrot Creek Erosion and Sediment Control project will protect infrastructure by addressing erosion, including regulatory approvals, engineering design, rip rap installation, bioengineering, and potential culvert upsizing at key locations along the creek.	\$2,821,000
Town of St. Paul St. Paul Stormwater Management Pond Construction	In partnership with the County of St. Paul, the project will create a naturalized stormwater management pond with bioretention features to mitigate flood and drought risks, improving water quality and ecological value of the project area.	\$1,436,789
City of Medicine Hat Wastewater Treatment Plant (WWTP) Flood Protection Project	The project aims to construct 430 meters of shoreline protection along the South Saskatchewan River to safeguard the City of Medicine Hat's Wastewater Treatment Plant and mitigate flooding and erosion risks for residents, businesses, and industry.	\$3,253,485

Brazeau County Hill Top Stormwater Improvement Project	The Hill Top Stormwater Improvement Project will divert stormwater to its natural drainage outlet, featuring enhanced culverts, an open flow channel, and a wet pond to reduce runoff impacts and provide additional storage.	\$748,230
Saddle Hills County Working Raw Water Storage Expansion	The project will involve the expanding of an existing dugout and raising of the berms so that the new raw water storage facility can hold additional water to be used during droughts to sustain the municipal water system.	\$140,000
Round Two Total		\$19,272,881

Eligible applicants

Municipalities, improvement districts, special areas, Métis settlements and First Nations will all be eligible to apply for Drought and Flood Protection Program funding.

Eligible projects

Projects eligible for funding under the Drought and Flood Protection Program include, but not limited to:

- Drought and flood proofing or relocation of critical infrastructure.
 - Critical infrastructure includes water, wastewater and stormwater works, as well as infrastructure used to access those services (including roads and transportation corridors, commercial and residential areas).
- Structural measures, such as berms, flood walls, bank protection and stabilization works, retention ponds and diversion structures intended to protect critical infrastructure and ensure public safety.
- Purchase of property for the purpose of relocation or for access to and/or construction of a project.
- Bio-retention infrastructure designed to increase flood attenuation and reduce the impacts of drought.

MEETING DATE: April 14, 2025
PREPARED BY: Ken Morrison, Director of Emergency Management & Protective Services
PRESENTED BY: Ken Morrison, Director of Emergency Management & Protective Services
SUBJECT: **Animal Control Bylaw**

BACKGROUND

The current Animal Control Bylaw was adopted in 2014 with a minor amendment in 2023. Since that time there have been changes in the licensing process, Land Use Bylaw, and associated acts. As such Administration felt that it was timely to bring forward an updated Animal Control Bylaw. Key changes to the bylaw include the following:

Definitions

- Aggressive Dog was changed to Dangerous Dog as per the Dangerous Dog Act
- Animal in Distress definition added
- Emotional Support Animal definition added
- Guard Dog definition was added
- Kennel was changed to Residential Kennel for alignment with the LUB Bylaw

Licensing Provisions

- Bylaw was changed to reflect the current practice of no longer giving a new tag annually

Guide and Service Dogs

- New section

Animal in Distress

- New section

Specified Penalties

- Animal bites, attacks or causes minor injury to animal – first and second offense changed to court
- Animal bites, attacks or causes minor injury to person– first offense changed to court
- Added in penalty for Animal in Distress

DISCUSSION

Administration is recommending that Standing Committee of Council recommend to Council that the Animal Control Bylaw be brought forward to a Regular Meeting of Council for consideration.

FINANCIAL IMPLICATIONS

Some minor costs will be associated with the posting of the “no pets” signage at the entrance of facilities as they will need to be updated with the new Bylaw number.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the Animal Control Bylaw be brought forward to a Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Animal Control Bylaw.

ATTACHMENTS

- *Draft Updated Animal Control Bylaw*
- *Bylaw 1181/14 Animal Control Bylaw*
- *Bylaw 1287/23 Animal Control Amendment Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS AND LIVESTOCK.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of providing for the licensing, regulation and control of animals and livestock.

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, provides that a Council may pass Bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property, wild and domestic animals and activities in relation to them, and the regulation, probation and licensing thereof;

AND WHEREAS, the Council of the Town of Blackfalds deems it advisable to pass a Bylaw for the licensing, regulation and control of animals and livestock within the Town of Blackfalds;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “Animal Control Bylaw”.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule “A” - Annual Licence Fees
 - 1.2.2 Schedule “B” - Guard Dog Signage
 - 1.2.3 Schedule “C” - Dangerous Dog Signage
 - 1.2.4 Schedule “D” - Specified Penalties
 - 1.2.5 Schedule “E” - Conditions And Procedures To Rent Cat/Skunk Traps

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) **“Altered”** means an Animal that is spayed or neutered.
 - (b) **“Animal”** means any Cat or Dog.
 - (c) **“Animal Control Officer”** means a person employed under the contract between the Town and its Contractor to enforce the provisions of this Bylaw.
 - (d) **“Cat”** means either male or female of the feline family.
 - (e) **“Contractor”** means a person employed or under contract by the Town to enforce the provisions of this Bylaw and maintain and administer an impound facility for Animals.
 - (f) **“Dangerous Dog”** means a Dog of any age, including a Guard Dog that has:
 - (a) Without provocation, chase, attacked or bitten any person or other domestic animal or
 - (b) Shown a propensity, disposition or potential to attack or injure, with provocation, other animals or humans,
 - (c) Been made the subject of an Order under the *Dangerous Dog Act*, or
 - (d) Threatened or created the reasonable apprehension of a threat to any person or other domestic animal.
 - (g) **“Disabled Person”** means a person who has any degree of disability except blindness or visual impairment and is dependent on a Service Dog.
 - (h) **“Distress”** for the purpose of this Bylaw, an animal is in distress if it is:
 - (a) Deprived of adequate shelter, ventilation, space, food, water or veterinary care or reasonable protection from injurious heat or cold;

- (b) Injured, sick in pain or suffering; or
 - (c) Abused or subjected to undue hardship, privation or neglect.
- (i) **“Dog”** means any male or female of the canine family.
- (j) **“Emotional Support Animal”** means an Animal that provides comfort to a Non-Disabled Person. As they are not trained to perform a specific job or task, they do not qualify as Guide or Service Animals and do not receive the same rights or exceptions.
- (k) **“Exotic Animals”** means an animal not indigenous to Canada and not commonly kept as a household pet in Canada, whether or not such animal is a “Wild Animal”.
- (l) **“Former Owner”** means the person at the time of impoundment who was the “Owner” of an Animal which has been subsequently sold or destroyed.
- (m) **“Guard Dog”** means a Dog that is trained and used for the prevention of unlawful entry of a business premise in any commercial or industrial area by unauthorized persons.
- (n) **“Guide Dog”** means a Dog trained as a guide Dog for a blind person and having the qualifications prescribed by the Service Dogs regulations.
- (o) **“Justice”** has the meaning defined in the *Provincial Offences and Procedure Act*, RSA, 2000, c. P-34 and amendments thereto.
- (p) **“Residential Kennel”** means the owning or harbouring of more than three (3) dogs over the age of three (3) months or 3 cats over the age of 3 months by the Owner or Occupier of a Dwelling in a residential Land Use District.
- (q) **“Leash”** means a restraint that is less than two meters in length and made of material capable of restraining the Animal or Dangerous Dog on which it is being used.
- (r) **“Licence”** means a Licence issued by the Town to an Owner upon payment of the required fee for each Animal, Guard Dog Dangerous Dog they own, and which is assigned a number recorded by the Town.
- (s) **“Livestock”** includes but is not limited to:
- (a) A horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat.
 - (b) Domestically reared or kept deer, reindeer, moose, elk or bison.
 - (c) Fur bearing animals including fox, coyote, wolf, weasels, or mink.
 - (d) Animals of the bovine species.
 - (e) Animals of the avian species including non-licensed chickens, ducks, turkeys, geese, or pheasants.
 - (f) Bees.
 - (g) All other animals normally kept for agriculture purposes.
- (t) **“Minor Injury”** means any physical injury to a domestic animal or a person caused by an Animal or Dangerous Dog, that results in minor bruising, small puncture, scratch or tearing of the skin, bleeding, or any other injury that is not life threatening, disfiguring or debilitating.
- (u) **“Municipal Ticket”** means a municipal ticket issued on behalf of the Town for a violation under this Bylaw.
- (v) **“Muzzle”** means a device of sufficient strength placed over an Animal’s or Dangerous Dog’s mouth to prevent it from biting.
- (w) **“Officer”** includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a member of the Royal Canadian Mounted Police.
- (x) **“Off Leash Area”** shall mean an area designated by the Town where an Animal is not required to be controlled by a Leash.

- (y) **“Owner”** includes any person, partnership, association, or corporation:
- (a) Owning, possessing, having charge of, or control over, any Animal;
 - (b) Harboursing any Animal;
 - (c) Suffering or permitting any Animal to remain about their house or premises; and
 - (d) Any person to whom a Licence has been used under this Bylaw.

For the purposes of this Bylaw, an Animal can have more than one Owner at the same time, any, or all, who may be charged with offences under this Bylaw.

- (z) **“Park” or “Parkland”** means a use where public land is specifically designed or reserved for the public for active or passive recreation, or for educational, cultural, or aesthetic purposes, and includes Natural Areas and Landscaped Areas.
- (aa) **“Police Service Dog”** means any Dog that is employed by a Police Service for law enforcement purposes.
- (bb) **“Running at Large”** shall mean any Animal off the premises of the Owner and not on a Leash held by a person able to control the Animal.
- (cc) **“Service Dog”** means a Dog trained as a guide for an individual with visible or non-visible disabilities and having the qualifications prescribed by the Service Dogs regulations.
- (dd) **“Severe injury”** means any physical injury to a domestic animal or a person caused by an Animal or Dangerous Dog that results in severe bruising, multiple punctures or lacerations, any laceration requiring sutures or cosmetic surgery, broken bones or other injury severe in nature.
- (ee) **“Tag”** means a current metal, or other, tag issued by the Town to an Owner for each Animal, Guard Dog, or Dangerous Dog they own and a number recorded for the Owner’s name.
- (ff) **“Threatening Behaviour”** means behaviour that creates a reasonable apprehension of threat of harm and may include growling, lunging, snarling, charging or chasing.
- (gg) **“Town”** means the Town of Blackfalds.
- (hh) **“Unaltered”** means not spayed or neutered.
- (ii) **“Wild animal”** means an animal of wild nature or disposition.

PART 3 – LICENSING PROVISIONS AND OFFENCES

- 3.1 Every person who owns, keeps or harbours an Animal, Guard Dog or Dangerous Dog, which is three (3) months of age, within 30 days of becoming the Owner, must obtain a Licence for each Animal.
- 3.2 Upon the payment of the initial licensing for each Animal, Guard Dog or Dangerous Dog the Owner will be provided with a Licence and a Tag.
- 3.3 The Licence will be valid until the end of the calendar year in which the Licence was purchased at which time the Owner will be responsible to renew the Licence.
- 3.4 Where a Licence is required and has been paid for by the tender of an uncertified cheque, the Licence is automatically revised if the cheque is not accepted and cashed by the bank on which it was issued.
- 3.5 The Tag shall be securely attached to a collar, which shall be worn by the Animal, Guard Dog, or Dangerous Dog for which it is issued at all times.
- 3.6 If a Tag is lost or destroyed, the Owner shall apply for a replacement which shall be issued upon payment of the specified fee.
- 3.7 A Tag is not transferable from one Animal to another, one Guard Dog to another or one Dangerous Dog to another, and no refund will be made for any issued Tag.

- 3.8 Every person who fails to renew or purchase a Licence, for any Animal, Guard Dog, Dangerous Dog they own, on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties as provided for in this Bylaw.
- 3.9 A Licence shall be issued free of charge to any Owner of a Guide Dog or Service Dog pursuant to the *Blind Persons' Rights Act* or the *Service Dogs Act* and to any Police Service Dog.

PART 4 - LICENSING REQUIREMENTS FOR DANGEROUS DOGS

- 4.1 The Owner of a Dog that has been designated as a Dangerous Dog shall apply for a Dangerous Dog Licence and Tag immediately upon becoming the Owner of a Dangerous Dog or within seven (7) days after the Dog has been designated as dangerous, whichever occurs first, and renew it prior to January 31 of each subsequent year as set out in Schedule "A".
- 4.2 A Dangerous Dog Licence and Tag shall be issued to the Owner of a Dangerous Dog provided that the Owner has:
- (a) Completed a Licence application in the form specified by the Town;
 - (b) Paid the specified annual fee;
 - (c) Supplied proof satisfactory to the Town that the Owner has a locked pen or enclosure capable of preventing the entry of any person except the Owner.

PART 5 - ANIMAL CONTROL PROVISIONS

- 5.1 The Owner of an Animal is guilty of an offence if the Animal:
- (a) is Running at Large;
 - (b) is on Park or Parkland where Animals are prohibited or where the Park or Parkland area contains playground apparatus and/or sand rubber or other materials utilized as a play area unless that Dog is a Service or Guide Dog.
 - (c) destroys or damages any public or private property.
- 5.2 The Owner of a Cat is guilty of an offence if the Cat defecates or sprays on property other than the Owner's or the Cat stalks birds on property other than the Owner's.
- 5.3 The Owner of a female Animal is guilty of an offence if he or she does not keep such Animal housed and confined during the whole period it is in heat.
- 5.4 The Owner of a Dog or Dangerous Dog is guilty of an offence if such Dog barks or howls so as to disturb a person.
- 5.5 The Owner of a Dog or Dangerous Dog is guilty of an offence if the Dog defecates on any public or private property not owned or occupied by the Owner and the Owner fails to immediately remove the defecation.
- 5.6 Any person who owns or occupies a dwelling (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than three (3) Dogs on any land which contains or is permitted under the Current Land Use Bylaw to contain a dwelling unit.
- 5.7 Any person who owns or occupies a dwelling (as defined in the Land Use Bylaw), is guilty of an offence if they have more than three (3) Cats on any land which contains or is permitted to under the Current Land Use Bylaw to contain, a dwelling unit.
- 5.8 Sections 5.6 and 5.7 does not apply to a premises lawfully used for the care and treatment of animals operated by a licensed veterinarian or a person in possession of a development permit to operate a Kennel or cattery as authorized by the Town's current Land Use Bylaw.
- 5.9 The Owner of an Animal or Dangerous Dog is guilty of an offence if they allow the defecation of an Animal or Dangerous Dog to accumulate on private property to such an extent that it is likely to annoy people or constitute a nuisance due to odour or unsightliness.

- 5.10 A person is guilty of an offence if such person springs or otherwise tampers with or damages a live trap in which Animals or skunks are to be trapped, or have been trapped, to allow any Animal or skunk to escape from the trap.
- 5.11 Any Owner of an Animal in the Town for a period longer than 30 days in a calendar year is required to have a current Licence for the Town unless the Owner is visiting and the Animal is licensed in another municipality.
- 5.12 A person is guilty of an offence if they exercise an Animal or Dangerous Dog while driving in a motor vehicle.
- 5.13 The Owner of an Animal is guilty of an offence if he or she fails to carry a Leash while with an Animal in a designated Off Leash Area.
- 5.14 The Owner of an Animal or Dangerous Dog is guilty of an offence if they fail to ensure the Animal or Dangerous Dog wears a collar and Tag when the Animal or Dangerous Dog is off the Owner's premises.
- 5.15 The Owner of an Animal is guilty of an offence if the Animal is in an Off Leash Area and exhibits threatening behaviour towards any other domestic animal or a person and the Owner fails to remove the Animal immediately from the Off Leash Area.
- 5.16 No person shall keep or cause to be kept:
- (a) Any Exotic Animal, venomous snake, reptile, insect or spider.
 - (b) Any Wild Animal
 - (c) Any Livestock on any property unless the property is designated as an Agriculture District as provided under the Town's current Land Use Bylaw and has been approved for such by the Development Officer and/or Municipal Planning Commission.

PART 6 - GUIDE AND SERVICE DOGS

- 6.1 Guide and Service Dogs shall be able to accompany a visually impaired or Disabled Person in all places where the public is normally allowed to go if:
- (a) the Owner maintains control over the Dog through voice, signal, physical restraint, or other effective controls;
 - (b) the Dog is being treated as a working Dog, not a pet.

PART 7 - OFFENCES APPLICABLE ONLY TO GUARD DOGS

- 7.1 The Owner of a Guard Dog is guilty of an offence if:
- (a) Is not on the Owner's property and is not indoors, or if outdoors is confined in a securely enclosed fenced area, constructed to prevent the escape of the Guard Dog and capable of preventing the entry of young children. The fence shall have a minimum height of six (6) feet.
 - (b) Fails to display signs as specified in Schedule "B" of this Bylaw on the perimeter of the fence, warning of the presence of Guard Dogs.
 - (c) in a pen or enclosure capable of preventing the entry of any person except the Owner of the Guard Dog.
 - (d) Harbors the presence of a Guard Dog in any area outside of Commercial and Industrial Districts as identified in the Town's current Land Use Bylaw.
 - (e) Fails to obtain a Licence and Tag for the Guard Dog.

PART 8 - OFFENCES APPLICABLE ONLY TO DANGEROUS DOGS

- 8.1 The Owner of a Dangerous Dog is guilty of an offence if:
- (a) the Dangerous Dog is not wearing a muzzle, under control and on a Leash held by a person who is capable of controlling the Dangerous Dog at all times when the Dangerous Dog is off the Owner's property;
 - (b) the Dangerous Dog is on the Owner's property and is not indoors, or if outdoors, is not with and supervised by an adult or is not in a locked pen or enclosure capable of preventing the entry of any person except the Owner of a Dangerous Dog;

- (c) within seven (7) days after the Dog has been designated as a Dangerous Dog, the Owner fails to display at each entrance to the Owner's property and on the locked pen or structure in which the Dangerous Dog is confined, clear and visible signs, as specified in Schedule "C" of this Bylaw, a warning of the presence of a Dangerous Dog on the Owner's property;
- (d) the Dangerous Dog is in a designated Off Leash Area;
- (e) the Dangerous Dog is Running at Large;
- (f) the Owner fails to immediately notify the Town and an Animal Control Officer if the Dangerous Dog is Running at Large;
- (g) the Owner fails to obtain a Dangerous Dog Licence and Tag.

PART 9 - RESIDENTIAL KENNEL

- 9.1 Any person who owns, keeps or harbours more than three (3) Dogs and or more than three (3) Cats, over the age of three (3) months, without obtaining the required development permit for a Kennel in accordance with the Town's current Land Use Bylaw, is guilty of an offence.

PART 10 - THREATEN, ATTACK OR BITE ANIMAL PROVISIONS

- 10.1 The Owner of an Animal is guilty of an offence if the Animal:
- (a) exhibits Threatening Behaviour towards a person or other domestic animal;
 - (b) bites, attacks or causes Minor Injury to a domestic animal;
 - (c) bites, attacks or causes Minor Injury to a person;
 - (d) bites, attacks or causes Severe Injury to a domestic animal;
 - (e) causes death to a domestic animal;
 - (f) bites, attacks or causes Severe Injury or death to a person.
- 10.2 The Owner of a Dangerous Dog is guilty of an offence if such Dangerous Dog:
- (a) exhibits Threatening Behaviour towards a person or other domestic animal;
 - (b) bites, attacks or causes Minor Injury to a domestic animal;
 - (c) bites, attacks or causes Minor Injury to a person;
 - (d) bites, attacks or causes Severe Injury to a domestic animal;
 - (e) causes death to a domestic animal;
 - (f) bites, attacks or causes Severe Injury or death to a person.

PART 11 - ADDITIONAL PENALTIES

- 11.1 A Justice, after convicting an Owner of a Dog of an offence under this Bylaw, may in addition to the fine specified under this Bylaw, order one or more of the following:
- (a) the Dog be designated as a Dangerous Dog;
 - (b) the Dog be euthanized;
 - (c) the Owner be prohibited from owning any Dog for a specified period of time.

PART 12 - INTERFERENCE WITH AN OFFICER

- 12.1 Any person, whether or not they are the Owner of an Animal or Dangerous Dog which is being or has been pursued and or captured, is guilty of an offence if they:
- (a) interferes with, or attempts to obstruct, an Officer who is attempting to capture, or who has captured, any animal;
 - (b) unlocks or unlatches or otherwise opens the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any Animal to escape there from;
 - (c) removes, or attempts to remove, any animal from the possession of an Officer;
 - (d) refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request.
 - (e) Provides false or misleading information to an Officer.

PART 13 - IMPOUNDING ANIMALS

- 13.1 Any Officer or any designated Contractor with the Town may seize and impound:
- (a) any Animal or Dangerous Dog Running at Large;
 - (b) any Animal or Dangerous Dog not wearing a collar or Tag while off the premises of the Owner;

- (c) any Animal found on Park or Parkland and not under the direct control of the Owner;
 - (d) any female Animal or Dangerous Dog in heat not confined or housed.
- 13.2 Upon receiving an Animal or Dangerous Dog for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the Owner of the Animal or Dangerous Dog.
- 13.3 Subject to the entry notice provisions of the *Municipal Government Act*. R.S.A. 2000, c.M-26, an Officer may enter upon privately owned property at all times, other than a dwelling house, for the purposes of enforcing provisions of this Bylaw.
- 13.4 An Officer, including an Animal Control Officer, is hereby authorized to use live traps, nets or any other similar means to effect capture of Animals or Dangerous Dogs. The Town or its Contractor shall not be held liable for the death or injury of any Animal or Dangerous Dog.
- 13.5 The Contractor shall not sell euthanize or otherwise dispose of any impounded Animal or Dangerous Dog until the Animal or Dangerous Dog is retained by the Contractor's impound facility for 72 hours, not including the day of impounding, Sundays or Statutory Holidays. After the expiration of 72 hours, if the Owner has not claimed the impounded Animal, the Animal becomes the property of the Contractor.
- 13.6 The Contractor may retain an Animal for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the Animal is a continued danger to persons, animals, or property.
- 13.7 Any healthy Animal may be returned to the Owner during the 72-hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified in the contract between the Town and the Contractor). The Contractor may also collect the appropriate Animal Licence fee on behalf of the Town if the Animal is not licensed at the time of impoundment.
- 13.8 Any person claiming an impounded Animal shall present government issued identification to the Contractor or its staff.
- 13.9 Where an impounded Animal or Dangerous Dog has not been claimed by an Owner within seventy-two (72) hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded Animal or Dangerous Dog.

PART 14 - FULL RIGHT AND TITLE

- 14.1 The purchaser of an Animal from the Contractor pursuant to the provisions of this Bylaw shall obtain full right and title to it, and the right and title of the Former Owner of the Animal shall cease upon the purchase.

PART 15 - ANIMAL IN DISTRESS

- 15.1 No person shall in any way permit an Animal to be in distress by:
- (a) causing any unnecessary physical pain to the Animal; or
 - (b) neglecting to provide food, potable water, care or shelter as is necessary to maintain the good health of the Animal, or
 - (c) neglecting to provide the necessary treatment for an Animal suffering from disease or injury, or
 - (d) harassing or tormenting such Animal.
- 15.2 If an Animal is in distress and:
- (a) The Owner does not forthwith take steps that will relieve its distress, or
 - (b) The Owner cannot be found immediately and informed of the Animal's distress, an Officer may take any action they consider necessary to locate the Animal and relieve its distress, including taking the Animal into custody, pursuant to the *Animal Protection Act*.

PART 16 - MUNICIPAL TICKETS AND VIOLATION TICKETS

- 16.1 Where an Officer has reasonable grounds to believe that a person has contravened any provisions of this Bylaw:
- (a) They may serve upon the persona Municipal Ticket allowing payment of the specified fine as set out in Schedule "C" of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service: or
 - (b) They may issue and serve a violation ticket in accordance with the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
- 16.2 An Officer may, but is not required to, issue a Municipal Ticket before issuing a violation ticket under the *Provincial Offences Procedure Act*.
- 16.3 A Municipal Ticket shall be deemed to be sufficiently served if:
- (a) Served personally on the Owner of the Animal or Dangerous Dog, or left at the Owner's residence; or
 - (b) Mailed to the address of the Owner of the Animal or Dangerous Dog.
- 16.4 Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first offence.

PART 17 - CONTINUING OFFENCES

- 17.1 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues, and any person guilty of such an offence is liable to a fine in the amount of not less than that established by this Bylaw for each such day.

PART 18 - SUMMARY CONVICTION

- 18.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to the specified penalty set out in Schedule "C" and in default of payment of any fine imposed, to imprisonment for not more than six (6) months. Any person who contravenes any provision of this Bylaw for which there is either "Court" or no penalty specified in Schedule "C", is guilty of an offence and is liable on summary conviction to a fine of not less than five hundred dollars (\$500.) and not more than ten thousand dollars (\$10,000) and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

PART 19 - EXEMPTION FOR POLICE SERVICE DOGS

- 19.1 This Bylaw does not apply to a Polic Service Dog while it is in Active Service.

PART 20 - PROOF OF LICENCE AND AGE OF ANIMAL

- 20.1 In any prosecution or proceedings for a contravention of this Bylaw, the onus of proving all of the following is on the person alleging that:
- (a) a person has a valid and subsisting Licence for an Animal or Dangerous Dog;
 - (b) an Animal or Dangerous Dog is under three (3) months of age;
 - (c) the length of time an Animal has been in the Town is less than 30 days in a calendar year.

PART 21 - CERTIFIED RECORDS OF TOWN

- 21.1 A copy of a record of the Town, certified by the Chief Administrative Officer or designate as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

PART 22 - SEVERABILITY

- 22.1 Each separate provision of this Bylaw shall be deemed independent of all provisions and if any provision of this Bylaw is declared invalid, all other provisions shall remain valid and enforceable.

PART 23 - ANNUAL LICENCE FEES

- 23.1 Refer to Schedule "A".

PART 24 - SPECIFIED PENALTIES

- 24.1 Refer to Schedule "D".

PART 25 - CAT AND SKUNK TRAPS

- 25.1 Refer to Schedule "E".

PART 26 - REPEAL

- 26.1 That Bylaw 1181/14, 1287.23 and amendments thereto are hereby repealed upon this Bylaw coming into effect.

PART 27 - DATE OF FORCE

- 27.1 This Bylaw shall come into effect on the date of final passing thereof.

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

**SCHEDULE "A"
ANNUAL LICENCE FEES**

	AMOUNT
1. Unaltered Animal – Male or Female	\$ 60.00
2. Altered Animal – Neutered Male or Spayed Female	\$ 45.00
3. If the Licence fee is paid prior to January 31 st of the year, the Licence fee will be reduced to: (a) Unaltered Animal – Male or Female (b) Altered Animal – Neutered Male or Spayed Female (c) Dangerous Dogs	\$ 30.00 \$ 15.00 No fee reduction
4. Unaltered Dangerous Dog – Male or Female	\$ 150.00
5. Altered Dangerous Don – Neutered Male or Spayed Female	\$ 125.00
6. The Owner of any Animal or Dangerous Dog must provide confirmation from a Veterinarian that the Dangerous Dog has been spayed or neutered to obtain a Licence for an Altered Animal or Dangerous Dog.	
7. Replacement Tag or lost Tag	\$ 6.00
8. If an Owner is a new resident to the Town or is a first time Animal Owner, the Licence fee will be as set out as in item 3 of this schedule.	
9. There shall be no pro-rating on Licence fees.	

SCHEDULE "B"
GUARD DOG SIGNAGE

WARNING



GUARD DOG ON PREMISES

SCHEDULE "C"
DANGEROUS DOG SIGNAGE

WARNING



DANGEROUS DOG ON PREMISES

**SCHEDULE “D”
SPECIFIED PENALTIES**

Fines					
Part	Section	Offence	First	Second	Third and Subsequent
3	3.1	Fail to Licence Animal	\$100.00	\$200.00	\$300.00
5	5.1(a)	Animal Running at Large	\$100.00	\$200.00	\$300.00
5	5.1(b)	Animal on Park or Parkland where prohibited	\$100.00	\$200.00	\$300.00
5	5.1(c)	Animal destroys/damages property	\$100.00	\$200.00	\$300.00
5	5.2	Cat sprays/defecates/stalks birds	\$100.00	\$200.00	\$300.00
5	5.3	Fail to confine animal in heat	\$100.00	\$200.00	\$300.00
5	5.4	Dog/Dangerous Dog barks or howls so as to disturb a person	\$100.00	\$200.00	\$300.00
5	5.5	Failure to remove defecation	\$100.00	\$200.00	\$300.00
5	5.6	Have more than 3 Dogs	\$100.00	\$200.00	\$300.00
5	5.7	Have more than 3 Cats	\$100.00	\$200.00	\$300.00
5	5.9	Allowing defecation to accumulate on property	\$100.00	\$200.00	\$300.00
5	5.10	Tamper/spring/damage trap	\$100.00	\$200.00	\$300.00
5	5.12	Exercise Animal/Dangerous Dog while in a motor vehicle	\$100.00	\$200.00	\$300.00
5	5.13	Fail to carry leash in off leash area	\$50.00	\$200.00	\$300.00
5	5.14	Fail to ensure collar and Tag worn by Animal	\$100.00	\$200.00	\$300.00
5	5.15	Failing to remove Animal exhibiting Threatening Behavior from an Off Leash Area	\$100.00	\$200.00	\$300.00
5	5.16(a)	Keeping or harboring Exotic Animals	\$100.00	\$200.00	\$300.00
5	5.16(b)	Keeping or harboring wild animals	\$100.00	\$200.00	\$300.00
5	5.16(c)	Keeping or harboring Livestock	\$100.00	\$200.00	\$300.00
8	8.1(a)	Dangerous Dog not muzzled, under control and on leash	\$200.00	\$400.00	Court
8	8.1(b)	Dangerous Dog not indoors, not supervised or in locked pen outdoors	\$200.00	\$400.00	Court
8	8.1(c)	Failure to display Dangerous Dog signage	\$200.00	\$400.00	\$600.00
8	8.1(d)	Dangerous Dog in Off Leash Area	\$200.00	\$400.00	\$600.00
8	8.1(e)	Dangerous Dog Running At Large	\$200.00	\$400.00	\$600.00
8	8.1(f)	Fail to notify of Dangerous Dog Running at Large	\$200.00	\$400.00	\$600.00
8	8.1(g)	Fail to obtain Dangerous Dog Licence and Tag	\$200.00	\$400.00	\$600.00
9	9.1	Harbor more than 3 Dogs and or Cats without required permit	\$100.00	\$200.00	\$300.00
10	10.1(a)	Animal exhibits Threatening Behavior to person/animal	\$200.00	\$400.00	Court
10	10.1(b)	Animal bites, attacks or causes Minor Injury to animal	Court	Court	Court
10	10.1(c)	Animal bites, attacks or causes Minor Injury to person	Court	Court	Court

Specified Penalties					
Fines					
Part	Section	Offence	First	Second	Third and Subsequent
10	10.1(d)	Animal bites, attacks or causes Severe Injury to animal	Court	Court	Court
10	10.1(e)	Animal causes death to animal	Court	Court	Court
10	10.1(f)	Animal bites, attacks or causes Severe Injury or death to a person	Court	Court	Court
10	10.2(a)	Dangerous Dog exhibits Threatening Behavior towards a person or animal	\$500	Court	Court
10	10.2(b)	Dangerous Dog bites, attacks or causes Minor Injury to animal	\$500	Court	Court
10	10.2(c)	Dangerous Dog bites, attacks or causes Minor Injury to person	Court	Court	Court
10	10.2(d)	Dangerous Dog bites, attacks or causes Severe Injury to animal	Court	Court	Court
10	10.2(e)	Dangerous Dog causes death to animal	Court	Court	Court
10	10.2(f)	Dangerous Dog bites, attacks or causes Severe Injury or death to a person	Court	Court	Court
12	12.1(a)	Interfere with Officer	\$500.00	\$500.00	\$500.00
12	12.1(b)	Unlock/unlatch vehicle where animal is confined	\$500.00	\$500.00	\$500.00
12	12.1(c)	Remove/attempt to remove animal from Officer	\$500.00	\$500.00	\$500.00
12	12.1(d)	Refuse to provide identification to Officer	\$500.00	\$500.00	\$500.00
12	12.1(e)	Provide false or misleading information to Officer	\$500.00	\$500.00	\$500.00
15	15.1	Animal in Distress	Court	Court	Court

SCHEDULE "E"
CONDITIONS AND PROCEDURES TO RENT CAT/SKUNK TRAPS

1. A resident of the Town of Blackfalds who finds a cat or skunk on its property may report a complaint to the Contractor and request a cat/skunk trap from the Contractor.
2. The person with the complaint (Complainant) can attend at the office of the Contractor during normal business hours and request a cat/skunk trap. In order to obtain a cat/skunk trap the Complainant must sign the form and agreement provided by the Contractor, and the Contractor will then provide a cat/skunk trap to the Complainant. The Contractor is responsible to have the Complainant sign a cat/skunk trap agreement stating they will treat the cat/skunk humanely.
3. The Complainant will be required to pay a \$20.00 deposit to the Contractor. This deposit will be returned to the Complainant at such time as the trap is returned and is found to be in the same condition it was at the time it was obtained from the Contractor. The Complainant will also be responsible for a \$10.00 trap rental fee. If the trap is damaged or stolen the deposit is forfeited to the Contractor and it shall be the responsibility of the Complainant to pay the balance of the cost for the trap to be replaced.
4. It will be the responsibility of the Complainant to check the trap hourly, or as approved by the Contractor and, if an animal is caught, the Complainant must make arrangements to have the animal picked up or delivered to the Contractor within 24 hours following the trapping. During the week the Contractor will arrange the scheduling of their Officers patrols in such a manner to reduce the length of time a cat/skunk is kept in a trap to a minimum. Traps are not to be set on weekends or when outside temperatures are consistently below zero (0) degrees. Traps shall be set in a shaded area of the property, away from the sun.
5. The Contractor may enter the property of the Complainant but not a dwelling house to ascertain if a cat/skunk trap has been properly placed or set and if a cat/skunk has been trapped.
6. The Complainant shall not leave a trap set on their property unattended when absent from the property for any period of time of more than three (3) hours, except as approved by the Contractor.
7. When the Contractor takes possession of a trapped Cat, the Contractor will try to locate an identifying Tag or tattoo on the Cat and if found, will make reasonable efforts to contact the owner of the Cat in order to report that it has been impounded by the Contractor.
8. If the Cat Owner attends at the Contractor's offices to claim their Cat that was trapped on another person's property, an offence ticket for the Cat Running at Large may be issued in accordance with the Bylaw.
9. If a Complainant is disabled and therefore unable to pick up the cat/skunk trap, the Contractor will deliver the trap to the Complainant's property and pick up the trap 72 hours later. No fee shall be charged to the Complainant.
10. Any person renting a cat/skunk trap or the Animal Control Officer shall be responsible for trapping any animal caught as humanely as possible.
11. Any person who abuses, teases, or pokes an animal in a cat/skunk trap or is causing pain, suffering, or injury to any animal may be charged with an offence under Section 446 of the Criminal Code of Canada.
12. Any person seeing a cat/skunk in a trap being abused is encouraged to telephone and report the abuse to the Contractor, at which time the Contractor will, if warranted after investigation, attend at the premises where the abuse has taken place and remove the cat/skunk and the trap forthwith.



TOWN OF BLACKFALDS BYLAW 1181/14

A BYLAW WITHIN THE CORPORATE LIMITS OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS AND LIVESTOCK.

WHEREAS Council of the Town of Blackfalds has the authority to enact bylaws under the *Municipal Government Act*, RSA c. M-26, respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Council of the Town of Blackfalds deems it desirable to pass such a Bylaw.

NOW THEREFORE, Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts the following:

PART 1 - TITLE

1. The Bylaw may be cited as the "Animal Control Bylaw".

PART 2 - DEFINITIONS

2. In this Bylaw, unless the context otherwise requires, the word, term or expressions:
 - a) "Altered" means neutered or spayed;
 - b) "Animal" shall mean any Dog or Cat;
 - c) "Animal Control Officer" means a person employed under the contract between the Town and its Contractor to enforce the provisions of this Bylaw;
 - d) "Aggressive Dog" means any Dog that:
 - i. has been designated an Aggressive Dog by a Justice;
 - ii. has been made the subject of an Order under the Dangerous Dog Act;
 - e) "Assistance Dog" means any professionally trained Dog, including a guide, hearing or service dog, that works in partnership with a disabled person to increase his or her independence, safety and mobility;
 - f) "Cat" means either male or female of the feline family;
 - g) "Contractor" means a person employed or under contract by the Town to enforce the provisions of this Bylaw and maintain and administer an impound facility for Animals;
 - h) "Dog" means any male or female of the canine family;
 - i) "Exotic Animals" means an animal not indigenous to Canada and not commonly kept as a household pet in Canada, whether or not such animal is a "wild animal" as defined herein;
 - j) "Former Owner" means the person at the time of impoundment who was the Owner of an Animal which has been subsequently sold or destroyed;
 - k) "Justice" has the meaning as defined in the Provincial Offences and Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto;
 - l) "Kennel" includes a house, shelter, room or place located in a properly zoned area (according to the Town's Land Use Bylaw) where more than 2 Dogs and/or 3 Cats of whatever age or sex are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;
 - m) "Leash" means a restraint that is less than two meters in length and made of material capable of restraining the Animal or Aggressive Dog on which it is being used;
 - n) "License" means a license issued by the Town to an Owner upon payment of the required fee for each Animal or Aggressive Dog they own, indicating the year for which the fee has been paid, and which is assigned a number recorded by the Town;
 - o) "Livestock" includes but is not limited to:
 - i. A horse, mule, ass, swine, emu, ostrich, camel, llama, alpaca, sheep, or goat.
 - ii. Domestically reared or kept deer, reindeer, moose, elk or bison.
 - iii. Fur bearing animals including fox, coyote, wolf, weasels, or mink.
 - iv. Animals of the bovine species.
 - v. Animals of the avian species including chickens, ducks, turkeys, geese, or pheasants.
 - vi. Bees.
 - vii. All other animals normally kept for agriculture purposes.



TOWN OF BLACKFALDS BYLAW 1181/14

- p) "Minor Injury" means any physical injury to a domestic animal or a person, caused by an Animal or Aggressive Dog, that results in minor bruising, small puncture, scratch or tearing of the skin, bleeding, or any other injury that is not life threatening, disfiguring or debilitating;
- q) "Municipal Ticket" means a municipal ticket issued on behalf of the Town for a violation under this Bylaw;
- r) "Muzzle" means a device of sufficient strength placed over an Animal's or Aggressive Dog's mouth to prevent it from biting;
- s) "Officer" includes an Animal Control Officer, a Bylaw Enforcement Officer, a Peace Officer, a Special Constable and a Member of the Royal Canadian Mounted Police;
- t) "Off Leash Area" shall mean an area designated by the Town where an Animal is not required to be controlled by a Leash;
- u) "Owner" includes any person, partnership, association, or corporation:
 - i. owning, possessing, having charge of, or control over, any Animal;
 - ii. harboring any Animal;
 - iii. suffering or permitting any Animal to remain about his or her house or premises; and
 - iv. any person to whom a License has been issued under this Bylaw.For the purposes of this Bylaw, an Animal can have more than one Owner at the same time, any, or all, who may be charged with offences under this Bylaw.
- v) "Park" or "Parkland" means any recreational land owned or controlled by the Town lying within Town limits, and includes all lands used for picnic grounds, campgrounds, playing fields, natural areas, neighborhood beautification areas, or any other public open space, or publicly maintained area administered by the Town Parks Department, and school grounds and playgrounds whether or not the management or control of such areas or facilities has been delegated to another body and includes all buildings or other improvements situated on these areas;
- w) "Running at Large" shall mean any Animal off the premises of the Owner and not on a Leash held by a person able to control the Animal;
- x) "Severe Injury" means any physical injury to a domestic animal or a person caused by an Animal or Aggressive Dog that results in severe bruising, multiple punctures or lacerations, any laceration requiring sutures or cosmetic surgery, broken bones or other injury severe in nature;
- y) "Tag" means a current metal, or other, tag issued by the Town to an Owner for each Animal or Aggressive Dog they own, indicating the year for which the fee has been paid and a number recorded to the Owner's name;
- z) "Threatening behavior" means behavior that creates a reasonable apprehension of a threat of harm and may include growling, lunging, snarling, charging or chasing;
- aa) "Unaltered" means not neutered or spayed;
- bb) "Wild animal" means an animal of a wild nature or disposition.

PART 3 - LICENSING PROVISIONS AND OFFENCES

3. Every person, who owns, keeps or harbors an Animal or Aggressive Dog, which is three (3) months of age, or older shall pay to the Town of Blackfalds a yearly license fee as set out in Schedule "A" attached hereto.
4. Upon payment of the current yearly License fee, the Town or its designate shall issue a License and a Tag with a number and year on it to the Owner.
5. Where a License is required, and has been paid for by the tender of an uncertified cheque, the License is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
6. The Tag shall be securely attached to a collar, which shall be worn by the Animal or Aggressive Dog for which it is issued at all times.
7. If a Tag is lost or destroyed, the Owner shall apply for a replacement, which shall be issued upon payment of the specified fee.
8. A Tag is not transferable from one Animal to another or one Aggressive Dog to another, and no refund will be made for any issued Tag.
9. Every person who fails to purchase a License, for any Animal or Aggressive Dog they own, on or before the 31st day of January in any year, shall be guilty of an offence and subject to the penalties provided for in this Bylaw.



TOWN OF BLACKFALDS BYLAW 1181/14

10. The Owner of an Assistance Dog will be issued a License and Tag free of charge.

PART 4 - LICENSING REQUIREMENTS FOR AGGRESSIVE DOGS

11. The Owner of a Dog that has been designated as an Aggressive Dog shall apply for an Aggressive Dog License and Tag immediately upon becoming the Owner of an Aggressive Dog or within seven (7) days after the Dog has been designated as aggressive, whichever occurs first, and prior to January 31 of each subsequent year as set out in Schedule "A".
12. An Aggressive Dog License and Tag shall be issued to the Owner of an Aggressive Dog provided that the Owner has:
- completed a License application in the form specified by the Town; and
 - paid the specified annual fee; and
 - supplied proof satisfactory to the Town that the Owner has a locked pen or enclosure capable of preventing the entry of any person except the Owner.

PART 5 – ANIMAL CONTROL PROVISIONS

13. The Owner of an Animal is guilty of an offence if the Animal:
- is Running at Large;
 - is on Park or Parkland where Animals are prohibited or where the Park or Parkland area contains playground apparatus and/or a sand rubber or other materials utilized as a play area;
 - destroys or damages any public or private property;
14. The Owner of a Cat is guilty of an offence if the Cat defecates or sprays on property other than the Owner's or the Cat stalks birds on property other than the Owner's.
15. The Owner of a female Animal is guilty of an offence if he or she does not keep such Animal housed and confined during the whole period it is in heat.
16. The Owner of a Dog or Aggressive Dog is guilty of an offence if such Dog barks or howls so as to disturb a person;
17. The Owner of a Dog or Aggressive Dog is guilty of an offence if the Dog defecates on any public or private property not owned or occupied by the Owner and the Owner fails to immediately remove the defecation.
18. Any person who owns or occupies a dwelling unit (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than two (2) Dogs on any land which contains, or is permitted under the Land Use Bylaw to contain, a dwelling unit.
19. Any person who owns or occupies a dwelling unit (as defined by the Land Use Bylaw), is guilty of an offence if he or she has more than three (3) Cats on any land which contains, or is permitted under the Land Use Bylaw to contain, a dwelling unit.
20. Sections 18 and 19 does not apply to premises lawfully used for the care and treatment of animals operated by a licensed veterinarian or a person in possession of a development permit to operate a kennel or cattery as authorized by the Town's current Land Use Bylaw.
21. The Owner of an Animal or Aggressive Dog is guilty of an offence if he or she allows the defecation of an Animal or Aggressive Dog to accumulate on private property to such an extent that it is likely to annoy people or constitute a nuisance due to odor or unsightliness.
22. A person is guilty of an offence if such person springs or otherwise tampers with or damages a live trap in which Animals or skunks are to be trapped, or have been trapped, so as to allow any Animal or skunk to escape from the trap.
23. Any Owner of an Animal in the Town for a period longer than 30 days in a calendar year is required to have a current license for the Town unless the Owner is visiting and the Animal is licensed in another municipality.



TOWN OF BLACKFALDS BYLAW 1181/14

24. A person is guilty of an offence if he or she exercises an Animal or Aggressive Dog while he or she is driving in a motor vehicle.
25. The Owner of an Animal is guilty of an offence if he or she fails to carry a Leash while with an Animal in a designated Off Leash Area.
26. The Owner of an Animal or Aggressive Dog is guilty of an offence if he or she fails to ensure the Animal or Aggressive Dog wears a collar and Tag when the Animal or Aggressive Dog is off the Owner's premises.
27. The Owner of an Animal is guilty of an offence if the Animal is in an Off Leash Area and exhibits threatening behavior towards any other domestic animal or a person and the Owner fails to remove the Animal immediately from the Off Leash Area.
28. The owner of a dog is guilty of an offence if such dog is in an area where signs prohibit the presence of dogs.
29. No person shall keep or cause to be kept:
 - a) Any exotic animal, venomous snake, reptile, insect or spider.
 - b) Any wild animal.
 - c) Any livestock on any property unless the property is designated as an Agriculture District as provided under the Town Land Use Bylaw and has been approved for such by the Development Officer and/or Municipal Planning Commission.

PART 6 – OFFENCES APPLICABLE ONLY TO AGGRESSIVE DOGS

30. The Owner of an Aggressive Dog is guilty of an offence if:
 - a) the Aggressive Dog is not wearing a muzzle, under control and on a Leash held by a person who is capable of controlling the Aggressive Dog at all times when the Aggressive Dog is off the Owner's property;
 - b) the Aggressive Dog is on the Owner's property and is not indoors, or if outdoors, is not with and supervised by an adult or is not in a locked pen or enclosure capable of preventing the entry of any person except the Owner of the Aggressive Dog;
 - c) within seven (7) days after the Dog has been designated as an Aggressive Dog, the Owner fails to display at each entrance to the Owner's property and on the locked pen or structure in which the Aggressive Dog is confined, clear and visible signs, as specified in the Schedule " B" of this Bylaw, a warning of the presence of an Aggressive Dog on the Owner's property;
 - d) the Aggressive Dog is in a designated Off Leash Area;
 - e) the Aggressive Dog is Running at Large;
 - f) the Owner fails to immediately notify the Town and an Animal Control Officer if the Aggressive Dog is Running at Large;
 - g) the Owner fails to obtain an Aggressive Dog Licence and Tag.

PART 7 – KENNELS

31. Any person who owns, keeps or harbors more than two (2) Dogs or more than three (3) Cats, over the age of three (3) months, without obtaining the required development permit for a kennel in accordance with the Land Use Bylaw, is guilty of an offence.

PART 8 – THREATEN, ATTACK OR BIT ANIMAL PROVISIONS

32. The Owner of an Animal is guilty of an offence if the Animal:
 - a) exhibits Threatening behavior towards a person or other domestic animal;
 - b) bites, attacks or causes Minor Injury to a domestic animal;
 - c) bites, attacks or causes Minor Injury to a person;
 - d) bites, attacks or causes Severe Injury to a domestic animal;
 - e) causes death to a domestic animal;
 - f) bites, attacks or causes Severe Injury or death to a person.
33. The Owner of an Aggressive Dog is guilty of an offence if such Aggressive Dog:
 - a) exhibits Threatening behavior towards a person or a domestic animal;
 - b) bites, attacks or causes Minor Injury to a domestic animal;
 - c) bites, attacks or causes Minor Injury to person;
 - d) bites, attacks or causes Severe Injury to a domestic animal;



TOWN OF BLACKFALDS BYLAW 1181/14

- e) causes death to a domestic animal;
 - f) bites, attacks or causes Severe Injury or death to a person.
34. Sections 32 and 33 apply to the conduct of an Animal whether on or off the property of the Owner.

PART 9 – ADDITIONAL PENALTIES

35. A Justice, after convicting an Owner of Dog of an offence under this Bylaw, may, in addition to the fine specified under this Bylaw, order one or more of the following:
- a) the Dog be designated as an Aggressive Dog;
 - b) the Dog be euthanized;
 - c) the Owner be prohibited from owning any Dog for a specified period of time.

PART 10 – INTERFERENCE WITH AN OFFICER

36. Any person, whether or not he is the Owner of an Animal or Aggressive Dog which is being or has been pursued and or captured, is guilty of an offence if he or she:
- a) interferes with, or attempts to obstruct, an Officer who is attempting to capture, or who has captured, any animal;
 - b) unlocks or unlatches or otherwise opens the vehicle in which animals captured for impoundment have been placed, so as to allow or attempt to allow any animal to escape there from;
 - c) removes, or attempts to remove, any animal from the possession of an Officer;
 - d) refuses to provide identification (name, address, and date of birth) and proof thereof to an Officer upon request;
 - e) provides false or misleading information to an Officer.

PART 11 – IMPOUNDING ANIMALS

37. Any Officer or any designated Contractor with the Town may seize and impound:
- a) any Animal or Aggressive Dog Running at Large;
 - b) any Animal or Aggressive Dog not wearing a collar or Tag while off the premises of the Owner;
 - c) any Animal found on Park or Parkland and not under the direct control of the Owner;
 - d) any female Animal or Aggressive Dog in heat not confined or housed.
38. Upon receiving an Animal or Aggressive Dog for impound, an Animal Control Officer, Contractor, or its staff, shall make reasonable efforts to identify and contact the Owner of the Animal or Aggressive Dog.
39. Subject to the entry notice provisions of the Municipal Government Act, R.S.A. 2000 c.M-26, an Officer may enter upon privately owned property at all times, other than a dwelling house, for the purposes of enforcing the provisions of this Bylaw.
40. An Officer, including an Animal Control Officer is hereby authorized to use live traps, nets or any other similar means to effect capture of Animals or Aggressive Dogs. The Town or its Contractor shall not be held liable for the death or injury of any Animal or Aggressive Dog.
41. The Contractor shall not sell, euthanize, or otherwise dispose of any impounded Animal or Aggressive Dog until the Animal or Aggressive Dog is retained in the Contractor's impound facility for seventy-two (72) hours, not including the day of impounding, Sundays or Statutory Holidays. After the expiration of seventy-two (72) hours, if the Owner has not claimed the impounded Animal, the Animal becomes the property of the Contractor.
42. The Contractor may retain an Animal for a longer period if in the opinion of the Contractor the circumstances warrant the expense or they have reasonable grounds to believe that the Animal is a continued danger to persons, animals or property.
43. Any healthy Animal may be returned to the Owner during the seventy-two (72) hour period of impoundment upon payment to the Contractor the costs of impoundment and boarding (as specified in the contract between the Town and the Contractor). The



TOWN OF BLACKFALDS BYLAW 1181/14

Contractor may also collect the appropriate Animal License fee on behalf of the Town if the Animal is not licensed at the time of impound.

44. Any person claiming an impounded Animal shall present government issued identification to the Contractor or its staff.
45. Where an impounded Animal or Aggressive Dog has not been claimed by an Owner within 72 hours of impoundment, the Contractor is authorized to sell, euthanize, or otherwise dispose of any impounded Animal or Aggressive Dog.

PART 12 – FULL RIGHT AND TITLE

46. The purchaser of an Animal from the Contractor pursuant to the provisions of this Bylaw shall obtain full right and title to it and the right and title of the Former Owner of the Animal shall cease upon the purchase.

PART 13 – MUNICIPAL TICKETS AND VIOLATION TICKETS

47. Where an Officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw:
 - a) he or she may serve upon the person a Municipal Ticket allowing payment of the specified fine as set out in Schedule "C" of this Bylaw, which payment will be accepted by the Town or the Contractor on behalf of the Town in lieu of prosecution for the offence if paid within 21 days of the date of service; or
 - b) he or she may issue and serve a violation ticket in accordance with the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34 and amendments thereto, allowing a voluntary payment or requiring a person to appear in court, without the alternative of making a voluntary payment.
48. An Officer may, but is not required to, issue a Municipal Ticket before issuing a violation ticket under the Provincial Offences Procedure Act.
49. A Municipal Ticket shall be deemed to be sufficiently served if:
 - a) served personally on the Owner of the Animal or Aggressive Dog, or left at the Owner's residence; or
 - b) mailed to the address of the Owner of the Animal or Aggressive Dog.
50. Penalties for a second, third and subsequent offences will be applicable, where those offences occur within one (1) year of the first offence.

PART 14 – CONTINUING OFFENCES

51. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in the amount not less than that established by this Bylaw for each such day.

PART 15 – SUMMARY CONVICTION

52. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to the specified penalty set out in Schedule "C" and in default of payment of any fine imposed, to imprisonment for not more than six (6) months. Any person who contravenes any provision of this Bylaw for which there is either "Court" or no penalty specified in Schedule "C", is guilty of an offence and is liable on summary conviction to a fine of not less than five hundred dollars (\$500.00) and not more than ten thousand dollars (\$10,000.00) and in default of payment of any fine imposed, to imprisonment for not more than six (6) months.

PART 16 – EXEMPTION FOR POLICE SERVICE DOGS

53. This Bylaw does not apply to an RCMP Service Dog while it is in Active Service.

PART 17 – PROOF OF LICENSE AND AGE OF ANIMAL

54. In any prosecution or proceedings for a contravention of this Bylaw, the onus of proving all of the following is on the person alleging that:
 - a) a person has a valid and subsisting License for an Animal or Aggressive Dog;



TOWN OF BLACKFALDS BYLAW 1181/14

- b) an Animal or Aggressive Dog is under 3 months of age; and
- c) the length of time an Animal has been in the Town is less than 30 days in a calendar year.

PART 18 – CERTIFIED RECORDS OF TOWN

55. A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

PART 19 - SEVERABILITY

56. Each separate provision of this Bylaw shall be deemed independent of all provisions, and if any provision of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

PART 20 – ANNUAL LICENSE FEES

Refer to Schedule "A"

PART 21 – SPECIFIED PENALTIES

Refer to Schedule "C"

PART 22 – CAT AND SKUNK TRAPS

Refer to Schedule "D"

PART 23 - RESINDED

That Bylaw 1148/12 is hereby rescinded.

PART 24 - EFFECTIVE DATE

That this Bylaw comes into effect on the date of final passing thereof.

READ for the first time this 8th day of July, A.D. 2014.

(RES. 203/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the second time this 22nd day of July, A.D. 2014.

(RES. 213/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON

READ for the third and final time this 22nd day of July, A.D. 2014.

(RES. 214/14)


MAYOR MELODIE STOL


CAO MYRON THOMPSON



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE "A"

ANNUAL LICENSE FEES	Amount
1. Unaltered Animal - Male or Female	\$ 60.00
2. Altered Animal - Neutered Male or Spayed Female	\$ 45.00
3. If the License fee is paid prior to January 31 st of the year, it shall be reduced to: a) Unaltered Animal - Male or Female b) Altered Animal - Neutered Male or Spayed Female c) Aggressive Dogs	 \$ 30.00 \$ 15.00 No fee reduction
4. Unaltered Aggressive Dog - Male or Female	\$150.00
5. Altered Aggressive Dog - Neutered Male or Spayed Female	\$125.00
6. The Owner of any Animal or Aggressive Dog must provide confirmation from a Veterinarian that the Animal or Aggressive Dog has been spayed or neutered to obtain a License for an Altered Animal or Aggressive Dog.	
7. The replacement cost for a lost Tag is six (\$6.00) dollars.	\$6.00
8. If an Owner is a new resident to the Town or is a first time Animal Owner, the License fee will be as set out as in Schedule A - 3.	
9. There shall be no pro-rating on License fees.	



**TOWN OF BLACKFALDS
BYLAW 1181/14**

SCHEDULE "B"

AGGRESSIVE DOG SIGNAGE

WARNING



AGGRESSIVE DOG ON PREMISES



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE C					
Specified Penalties					
-----Fines-----					
Part	Section	Offence	First	Second	Third and Subsequent
3	3	Fail to license animal	\$100.00	\$200.00	\$300.00
5	13(a)	Animal running at large	\$100.00	\$200.00	\$300.00
5	13(b)	Animal on park or parkland where prohibited	\$100.00	\$200.00	\$300.00
5	13(c)	Animal destroys/damages property	\$100.00	\$200.00	\$300.00
5	14	Cat sprays/defecates/stalks birds	\$100.00	\$200.00	\$300.00
5	15	Fail to confine animal in heat	\$100.00	\$200.00	\$300.00
5	16	Dog/Aggressive dog barks or howls so as to disturb a person	\$100.00	\$200.00	\$300.00
5	17	Fail to remove defecation	\$100.00	\$200.00	\$300.00
5	18	Have more than 2 dogs	\$100.00	\$200.00	\$300.00
5	19	Have more than 3 cats	\$100.00	\$200.00	\$300.00
5	21	Allowing defecation to accumulate on property	\$100.00	\$200.00	\$300.00
5	22	Tamper/spring/damage trap	\$100.00	\$200.00	\$300.00
5	24	Exercise animal/aggressive dog while in motor vehicle	\$100.00	\$200.00	\$300.00
5	25	Fail to carry leash in off lease area	\$50.00	\$200.00	\$150.00
5	26	Fail to ensure collar and tag worn by animal	\$100.00	\$200.00	\$300.00
5	27	Failing to remove animal exhibiting threatening behavior from an off leash area	\$100.00	\$200.00	\$300.00
5	29(a)	Keeping or harboring exotic animals	\$100.00	\$200.00	\$300.00
5	29(b)	Keeping or harboring wild animals	\$100.00	\$200.00	\$300.00
5	29(c)	Keeping or harboring livestock	\$100.00	\$200.00	\$300.00
6	30(a)	Aggressive dog not muzzled, under control and on leash	\$200.00	\$400.00	Court
6	30(b)	Aggressive dog not indoors, not supervised or in locked pen outdoors	\$200.00	\$400.00	Court
6	30(c)	Fail to display aggressive dog signage	\$200.00	\$400.00	\$600.00
6	30(d)	Aggressive dog in off leash area	\$200.00	\$400.00	\$600.00
6	30(e)	Aggressive dog running at large	\$200.00	\$400.00	\$600.00
6	30(f)	Fail to notify of aggressive dog running at large	\$200.00	\$400.00	\$600.00
6	30(g)	Fail to obtain aggressive dog license and tag	\$200.00	\$400.00	\$600.00
7	31	Harbor more than 2 dogs/3 cats without required permit	\$100.00	\$200.00	\$300.00
8	32(a)	Animal exhibits threatening behavior to person/animal	\$200.00	\$400.00	Court
8	32(b)	Animal bites, attacks or causes minor injury to animal	\$200.00	\$400.00	Court
8	32(c)	Animal bites, attacks or causes minor injury to person	\$250.00	Court	Court
8	32(d)	Animal bites, attacks or causes severe injury to animal	Court	Court	Court
8	32(e)	Animal causes death to animal	Court	Court	Court
8	32(f)	Animal bites, attacks or causes severe injury or death to person	Court	Court	Court
8	33(a)	Aggressive dog exhibits threatening behavior towards a person or animal	\$500.00	Court	Court
8	33(b)	Aggressive dog bites, attacks or causes minor injury to animal	\$500.00	Court	Court
8	33(c)	Aggressive dog bites, attacks or causes minor injury to person	Court	Court	Court
8	33(d)	Aggressive dog bites, attacks or causes severe injury to animal	Court	Court	Court



**TOWN OF BLACKFALDS
BYLAW 1181/14**

SCHEDULE C					
Specified Penalties					
			-----Fines-----		
Part	Section	Offence	First	Second	Third and Subsequent
8	33(e)	Aggressive dog causes death to animal	Court	Court	Court
8	33(f)	Aggressive dog bites, attacks or causes severe injury or death to person	Court	Court	Court
10	36(a)	Interfere with Officer	\$500.00	\$500.00	\$500.00
10	36(b)	Unlock/unlatch vehicle where animal is confined	\$500.00	\$500.00	\$500.00
10	36(c)	Remove/attempt to remove animal from officer	\$500.00	\$500.00	\$500.00
10	36(d)	Refuse to provide identification to officer	\$500.00	\$500.00	\$500.00
10	36(e)	Provide false or misleading information to officer	\$500.00	\$500.00	\$500.00



TOWN OF BLACKFALDS BYLAW 1181/14

SCHEDULE "D"

CONDITIONS AND PROCEDURES TO RENT CAT/SKUNK TRAPS

1. A resident of the Town of Blackfalds who finds a cat or skunk on its property may report a complaint to the Contractor and request a cat/skunk trap from the Contractor.
2. The person with the complaint (Complainant) can attend at the office of the Contractor during normal business hours and request a cat /skunk trap. In order to obtain a cat/skunk trap, the Complainant must sign the form and agreement provided by the Contractor, and the Contractor will then provide a cat/skunk trap to the Complainant. The contractor is responsible to have the Complainant sign a cat/skunk trap agreement stating that they will treat the cat/skunk humanely.
3. The Complainant will be required to pay a \$20.00 deposit to the Contractor. This deposit will be returned to the Complainant at such time as the trap is returned and is found to be in the same condition it was at the time it was obtained from the Contractor. The complainant will also be responsible for a \$10.00 trap rental fee. If the trap is damaged or stolen the deposit is forfeited to the Contractor and it shall be the responsibility of the Complainant to pay the balance of the cost for the trap to be replaced.
4. It will be the responsibility of the Complainant to check the trap hourly, or as approved by the Contractor and, if an animal is caught, the Complainant must make arrangements to have the animal picked up or delivered to the Contractor within 24 hours following the trapping. During the week the Contractor will arrange the scheduling of their officers patrols in such a manner to reduce the length of time a cat/skunk is kept in a trap to a minimum. Traps are not to be set on weekends or when outside temperatures are consistently below zero (0) degrees. Traps shall be set in a shaded area of the property, away from the sun.
5. The Contractor may enter the property of the Complainant (but not a dwelling house) to ascertain if a cat/skunk has been properly placed or set and if a cat/skunk has been trapped.
6. The Complainant shall not leave a trap set on his property unattended when absent from the property for any period of time of more than 3 hours, except as approved by the Contractor.
7. When the Contractor takes possession of a trapped cat, the Contractor will try to locate an identifying tag or tattoo on the cat and if found, will make reasonable efforts to contact the owner of the cat in order to report that it has been impounded by the Contractor.
8. If the cat owner attends at the Contractor's offices to claim his or her cat that was trapped on another person's property, an offence ticket for the cat running at large may be issued in accordance with the Bylaw.
9. If a Complainant is disabled and therefore unable to pick up the cat/skunk trap, the Contractor will deliver the trap to the Complainant's property, and pick up the trap 72 hours later. No fee shall be charged the Complainant.
10. Any person renting a cat/skunk trap or the Animal Control Officer shall be responsible for trapping any animal caught as humanely as possible.
11. Any person who abuses, teases, or pokes an animal in a cat/skunk trap or is causing pain, suffering, or injury to any animal may be charged with an offence under section 446 of the Criminal Code of Canada.
12. Any person seeing a cat/skunk in a trap being abused is encouraged to telephone and report the abuse to the Contractor, at which time the Contractor will, if warranted after investigation, attend at the premises where the abuse has taken place and remove the cat/skunk and the trap forthwith.

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND ANIMAL CONTROL BYLAW 1181/14**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending Animal Control Bylaw No. 1181/14 to update the definition of “Livestock” to exclude licensed chickens.

WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, authorizes Council of the Town of Blackfalds to enact bylaws respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, the Council of the Town of Blackfalds deems it desirable to amend such a bylaw to exclude the prohibition of licensed chickens from the municipality.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

PART 1 – TITLE

1.1 That this Bylaw shall be cited as the “**Animal Control Bylaw Amendments**”.

PART 2 – AMENDMENTS

2.1 That Part 2 – DEFINITIONS, Section 2 l) is amended by deleting the definition for “Kennel” and replacing it with:

“Kennel” includes a house, shelter, room or place located in a properly zoned area (according to the Town’s Land Use Bylaw) where more than 3 dogs over the age of 3 months and/or 3 cats over the age of 3 months, regardless of sex are kept or boarded, but does not include commercial premises used for the care and treatment of animals, operated by a duly qualified veterinarian;

2.2 That Part 2 – DEFINITIONS, Section 2 o) v. be amended by adding “(non-licensed)” after “chickens”.

2.3 That Part 5 – ANIMAL CONTROL PROVISIONS, Section 18 be amended by deleting “...two (2)...” and replace it with “three (3)...”

2.4 That Part 7 – KENNELS, Section 31 be amended by deleting “...two (2)...” and replacing it with “...three (3)...”

2.5 That Part 7 – KENNELS, Section 31 be amended by adding “...and/...”

2.6 That Schedule C Specified Penalties, Part 5, Section 18 be amended by deleting “2” and replacing it with “3”.

2.7 That Schedule C Specified, Part 7, Section 31 be amended by deleting “2” and replacing it with “3”.

PART 3 – DATE OF FORCE

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

READ for the first time this 27th day of June, A.D. 2023.

(RES. 208/23)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the second time this 11th day of July, A.D. 2023.

(RES. 232/23)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

**INTERIM CAO
JUSTIN DE BRESSER**

READ for the third and final time this 11th day of July, A.D. 2023.

(RES. 233/23)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

**INTERIM CAO
JUSTIN DE BRESSER**

UNCERTIFIED COPY

MEETING DATE: April 14, 2025

PREPARED BY: Rick Kreklewich, Director of Community Services

PRESENTED BY: Rick Kreklewich, Director of Community Services

SUBJECT: **Recreation, Culture and Parks Board Terms of Reference**

BACKGROUND

The Recreation, Culture and Parks Board is currently governed by the Blackfalds and District Recreation, Culture and Parks Board Bylaw. This Bylaw was last revised in 2011. Administration is working on drafting a Council Committee Bylaw that would replace all the individual Committee Bylaws. As part of the ongoing Council Committee Audit, Administration requested that each Committee review their draft Terms of Reference to include as a reference document in the Council Committee Bylaw. The reason for the review is to ensure that the purpose, mandate and guidelines remain relevant and effective for the Recreation, Culture and Parks Board.

DISCUSSION

Administration met with the Recreation, Culture and Parks Board on April 2, 2025 to review the Draft Terms of Reference for the RCP Board. The Draft Terms of Reference is relatively short as the bulk of the procedures are within the Council Committee Bylaw that will be presented at a future Council Meeting. The RCP Board suggested an amendment to the Draft Terms of Reference to include a clause specifying that the Board shall hold at least four meetings annually.

RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend the Terms of Reference for the Recreation, Culture and Parks Board as reviewed and amended by the Board be included in the Master Committee Bylaw that will be brought forward.

ALTERNATIVES

- a) That Standing Committee of Council refer the Draft Terms of Reference for the Recreation, Culture and Parks Board back to Administration for further review.

ATTACHMENTS

- *Blackfalds and District Recreation, Culture and Parks Board Bylaw*
- *Draft Terms of Reference for the RCP Board*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



TOWN OF BLACKFALDS BY-LAW 1120/11

A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BLACKFALDS AND DISTRICT RECREATION, CULTURE & PARKS BOARD.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being Chapter m-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, enacts as follows:

PART 1 – TITLE

- 1.1 This By-law may be cited as “Blackfalds and District Recreation, Culture and Parks Board By-Law” of the Town of Blackfalds.

PART 2 – DEFINITIONS

- 2.1 **BOARD** shall mean and include all members of the Blackfalds and District Recreation, Culture and Parks Board.
- 2.2 **COUNCIL** shall mean the Council of the Town of Blackfalds.
- 2.3 **DIRECTOR** shall mean the Director of Community Services or his/her designate.
- 2.4 **MEMBER** shall mean a member of the Blackfalds and District Recreation, Culture Parks Board.
- 2.5 **TOWN** shall mean the Town of Blackfalds.
- 2.6 **COUNTY** shall mean Lacombe County.
- 2.7 **DISTRICT** shall mean the Regional Recreation District established by the Regional Recreation Agreement with the Lacombe County as outlined in Schedule “A” attached hereto.
- 2.8 **COMMUNITY ORGANIZATION** shall mean a local society, organization or club which provides services to residents within the district.

PART 3 – ESTABLISHMENT

- 3.1 There is hereby established and constituted an advisory board to be known as the “Blackfalds and District Recreation, Culture and Parks Board” to exercise the duties and powers and to perform the functions as prescribed in this By-Law.
- 3.2 The Board shall consist of eight (8) members: five (5) members shall be appointed by Council from the public-at-large, two (2) shall be appointed from the Council of the Town of Blackfalds and one (1) shall be appointed by Lacombe County. Appointments to the Board shall be made or reviewed annually at the Organizational Meeting of Council.
- 3.3 The five (5) public-at-large members of the Board shall be a resident of the Regional Recreation District (Schedule A). Whenever possible and practical, these members

of the Board shall be appointed so as to represent the different age groups and interests of the Regional Recreation District.

3.4 The one (1) Lacombe County member shall be a Councillor or resident of the Regional Recreation District (Schedule A).

3.5 Wherever possible, the Board shall ensure new members are aware of:

- a) Local, regional, provincial, and federal government legislation which effect municipal recreation.
- b) Local policy and procedures regarding municipal recreation services.
- c) Local community clubs and organizations which are involved, in some way, with municipal recreation service.
- d) Current and proposed projects, programs, and services of the Board, and;
- e) The local Recreation Master Plan and General Municipal Plan.

3.6 There shall be appointed by the Town, a Director of Community Services, or a designate from the Community Services Department staff, who shall assist and advise the Board. The Director, or designate, shall undertake the administrative duties of the Board including, but not limited to, the notifying of members of meetings, preparing of agendas, preparing of minutes, maintaining records and facilitating the actions of the Board.

3.7 In addition to the Director, the Board may solicit information and advice from representatives from the following agencies or organizations, and/or associations that the Board feels assistance can be obtained from:

- a) Alberta Tourism, Parks and Recreation
- b) Alberta Culture and Community Spirit
- c) Alberta Recreation and Parks Association (A.R.P.A.)
- d) Alberta Sport, Recreation, Parks and Wildlife Foundation (A.S.R.P.W.)
- e) Alberta Association of Recreation Facility Personnel (A.A.R.F.P.)
- f) Any other agency or organization that the Board feels assistance can be obtained from.

3.8 Neither the Director, designate or any Advisor shall have voting privileges.

PART IV – TERM

4.1 Council shall appoint two (2) members of Council the Board. Council appointments shall be made at the Organizational Meetings.

4.2 The Council of the Town of Blackfalds shall designate members to the Board who shall hold office for a three (3) year period.

4.3 The term of any member so appointed shall not exceed two (2) consecutive terms, or six (6) consecutive years.

4.4 Any member may resign from the Board at any time upon sending written notice to the Board and to Council to that effect.

4.5 An appointed member ceases to be a member of the Board when:

- a) He or she fails to attend three (3) consecutive regular meetings of the Board or one third (1/3) or more of the regular meetings of the Board scheduled in a year between Council Organizational Meetings unless otherwise excused by resolution of the Board.

- b) His or her term expires,
 - c) He or she is removed from office by resolution of Council,
 - d) He or she ceases to be a resident of the Regional Recreation District,
 - e) He or she provides written notice of resignation from the Board, and in the case of a member appointed from Council, he or she resigns his or her position on Council.
- 4.6 If a member ceases to be a member of the Board before the expiration of his or her term, Council shall appoint another eligible person as follows:
- a) If the term being vacated is less than one (1) year, the appointment of an eligible person shall hold office.
 - i) Until the annual Organization Meeting of the second year following the date of appointment;
 - ii) Until the annual Organizational Meeting of the third year following the date of appointment;
 - b) If the term being vacated is more than one (1) year, the appointment of an eligible person shall hold office for the remainder of the term.
 - c) To allow for Council's and Administration's discretion to ensure that there are not more than three members of the Board leaving at one time.

PART V – MEETINGS

- 5.1 At the first meeting of the Board following the annual Organization Meeting of Council in each year, the Board shall appoint a Chairperson. Immediately thereafter, the Board shall appoint a Vice-Chairperson who shall act in the absence of the Chairperson.
- 5.2 The Board shall hold at least eight (8) regular meetings annually at a time and place so designated by the Board.
- 5.3 A special meeting may be called by the Chairperson at any time or by special request of any four (4) members of the Board.
- 5.4 A majority of the members of the Board constitutes a quorum.
- 5.5 Each member present at a meeting of the Board shall vote when the vote is taken unless a pecuniary interest in a matter is declared.
- 5.6 In the event of a tie when a vote is taken, the motion shall be lost.
- 5.7 Meetings of the Board shall be open to the public. Individuals and groups may make a presentation to the Board at a meeting if the presentation is related to the Board and its mandate.
 - a) One week prior to the next scheduled meeting, notice (in writing) must be received by the Chairperson or the Director of Community Services from any delegation wishing to address the Board.
 - b) Delegations will be given a maximum of fifteen (15) minutes to address the Board.

- 5.8 The Board shall ensure meetings are conducted using Roberts Rules of Order.

PART VI – ROLE OF THE BOARD

- 6.1 The Board shall advise and make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, board members appointments, parks and green spaces in the Regional Recreational Districts.
- 6.2 The Board shall advise and make recommendations to Council on the allocation of grants and funds to community organizations.
- 6.3 The Board shall promote a co-operative spirit throughout the district to encourage the sharing of all available resources towards the provision of recreation opportunities for everyone in the district.
- 6.4 Each member of the Board is responsible for representing the broad recreation, culture, and parks interests of the Regional Recreation District, as well as contributing to the responsible and prudent direction regarding these interests to the elected officials of the municipality.
- 6.5 The Board shall function as a Liaison by:
- a) Maintaining effective lines of communication with all agencies and organizations by delivering recreation and cultural services in the Regional Recreation District.
 - b) Acting on behalf of all residents of the Regional Recreation District by bringing forth their concerns to Council.
 - c) Reporting to Council, via Council Representatives monthly regarding the status of municipal recreation, cultural, and parks services which may be of concern to Council.
- 6.6 The Board shall advise and make recommendations regarding the preparation of a Recreation Master Plan at least every five (5) years outlining, in order of priority, the basic development of recreation, cultural and parks resources.
- 6.7 The Board shall monitor and review operating policies and procedures and make recommendations to Council regarding the creation and implementation of by-laws, policies, and procedures relating to recreation, culture and parks matters in accordance with the Recreation Master Plan.

PART VII – PROCEEDINGS

- 7.1 In fulfilling its mandate, the Board is empowered to:
- a) appoint sub-committees of the Board to deal with specific components of its duties as determined by the Board; and
 - b) appoint special committees of its members and/or citizens at large to deal with any special study of assignment within its jurisdiction; a committee so appointed shall deal only with the matter of question referred to it for consideration and shall be disbanded upon completion of the assignment.

- 7.2 Annually, at a date established from time to time by Council, the Board shall submit to Council a written budget showing in reasonable form and detail, expenditures proposed to be made by the Board during the next following year with respect to all matters over which the Board has jurisdiction. If Council does not establish such a date, December 1 shall be considered the date by default.
- 7.3 Donated recreation funds remaining at the end of any budget year may be held in Municipal Reserves for Council Approved Municipal Recreation Projects providing these funds are reported and shown in the annual Audit Report.
- 7.4 Members of the Board shall serve without remuneration.

PART VIII – LIMITATIONS

- 8.1 By Law 705/91 and 828/98 are rescinded.
- 8.2 This By-Law shall take full force and effect upon the date of its passage.

Read for a first time this 26th day of April A.D. 20 11
(RES NO. 40/11)


MAYOR MELODIE STOL


CORINNE NEWMAN
CHIEF ADMINISTRATIVE OFFICER

Read for a second time this 26th day of April A.D. 20 11
(RES NO. 41/11)


MAYOR MELODIE STOL


CORINNE NEWMAN
CHIEF ADMINISTRATIVE OFFICER

READ FOR A THIRD TIME THIS 26th DAY OF April A.D. 20 11
(RES NO. 43/11)


MAYOR MELODIE STOL


CORINNE NEWMAN
CHIEF ADMINISTRATIVE OFFICER

**TERMS OF REFERENCE
RECREATION, CULTURE & PARKS BOARD****1. Purpose/Mandate**

- 1.1 The purpose of the Recreation, Culture & Parks ("**RCP**") Board is to act as Advisory Board which provides recommendations to Council on the planning, development, and policy of municipal recreation services and amenities. The RCP Board provides recommendations, with support and advice from Administration, regarding direct service provision; including, but not limited to, programming, policy development, annual budgeting, partnering opportunities, and funding for other providers. The decisions and recommendations that come from the Board for Council's consideration are influenced by the current Recreation Master Plan and Community Services Framework Policy.

2. Membership

- 2.1 The RCP Board is comprised of a maximum of eight (8) members, who are appointed by Council. Council will appoint RCP Board members who are dedicated to enhancing the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs, parks and green spaces. Membership includes:
- 2.1.1 A maximum of two (2) Council members (voting members);
 - 2.1.2 A minimum of five (5) - maximum of six (6) members at large who are residents of Blackfalds (voting members);
 - 2.1.3 A maximum of one (1) Lacombe County resident may be appointed (voting member); and
 - 2.1.4 Director and any other Administrative Staff that the Chief Administrative Officer deems necessary (non-voting members).
- 2.2 The majority of members must maintain a residence within the Town of Blackfalds.
- 2.3 The term of the Committee appointments will be for up to three (3) years.

3. Meetings

- 3.1 Meetings will be held starting at 6:30 p.m. on the first Wednesday of the month, with no meetings regularly scheduled in July and August.
- 3.2 The RCP Board shall hold a minimum of four (4) regular meetings annually at a time and so designated by the RCP Board.
- 3.3 The Chair may call additional meetings as required.

4. Committee Roles and Responsibilities

- 4.1 At the Organizational meeting, the RCP Board elects a Chair and Vice Chair for the Committee by a majority vote to serve a one (1) year term.

**TERMS OF REFERENCE
RECREATION, CULTURE & PARKS BOARD**

- 4.2 The Committee will make recommendations to Council on the development, provision, and quality of a broad range of recreational and cultural services, facilities, programs and parks and green spaces.
- 4.3 The RCP Board will recommend the allocation of Community Initiatives Grant funding to community organizations.
- 4.4 The RCP Board shall provide advice and recommendations on the development of a Recreation Master Plan, including prioritizing initiatives and guiding the growth of recreation, culture, and park resources in alignment with the Recreation Master Plan and Community Services Framework Policy.
- 4.5 Decisions of the RCP Board are not binding on the Town of Blackfalds until it is approved by Council. Where Administration recommendation varies from that of the Committee, both recommendations will be brought forward.
- 4.6 The RCP Board may establish sub-committees as needed. A sub-committee may include non-RCP Board members. The designated Chair of the sub-committee will report back to the RCP Board.
- 4.7 The Board shall promote regional collaboration to encourage the sharing of available resources towards the provision of recreation opportunities within the district.

MEETING DATE: April 14, 2025

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator

SUBJECT: **Council Procedural Bylaw**

BACKGROUND

The purpose of the Council Procedural Bylaw is to regulate the proceedings and conduct of Council and Council Committee Meetings. Council Procedural Bylaw 1289.23 was adopted in 2023 with minor amendments in 2024. At the time the amendments were brought forward, it was identified in the report that the Bylaw would be brought back with additional amendments in response to Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*, which introduces several changes to municipal governance, including updates to the *Municipal Government Act* (MGA) and the *Local Authorities Elections Act* (LAEA). These changes necessitate amendments to the Council Procedural Bylaw to ensure compliance and enhance practices.

DISCUSSION

Key Amendments:

1. Virtual Attendance at Public Hearings:

- **Overview:** The amendments will allow for electronic participation in Public Hearings to be conducted virtually, providing greater flexibility and accessibility for residents and stakeholders. Municipalities have until April 30th to adopt a Bylaw allowing for electronic participation in accordance with Section 199(3.1) of the MGA.
- **Details:** Procedures for electronic participation attendance at Public Hearings are listed in Schedule “D” of the Bylaw, and amendments have been made to Part 14 to support this change.

2. Conflict of Interest Provisions:

- **Overview:** Updates to Section 172.1(1) of the MGA include conflict of interest provisions and the new requirements under Bill 20, ensuring Councillors abstain from voting when conflicts arise.
- **Details:** Councillors must disclose conflicts of interest and abstain from related discussions and votes. A Conflict of Interest Checklist is provided in Schedule “B” as an infographic and is intended to be a starting point for thinking about conflicts of interest. However, Council should consult the Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

In addition, Administration has taken this opportunity to clean up the Bylaw with clarifying and obsolete language and processes. The additional amendments to the Council Procedural Bylaw are listed below:

3. Removal of FOIP References:

- **Overview:** The amendments will remove the references to the *Freedom of Information and Protection of Privacy Act*, as this Act will be repealed upon the new *Access to Information Act* and *Protection of Privacy Act* being proclaimed.
- **Details:** The removal of FOIP provisions does not change the way in which Council will go in-camera for confidential items, only simply removes reference to FOIP and replaces the language with access to information legislation.

4. Definitions

- Conflict of Interest has been defined.
- Council Reports have been changed from Round Table Reports
- Other minor edits for clarity or accuracy.

5. Part 7 – Organizational Meeting

- Section 7.6 was added to include clarity around the establishment of Regular Council and Standing Committee of Council Meetings.

6. Part 12 – Minutes

- Minor amendments will be made when the Minutes are posted on the website.
- Section 12.7 was added to provide clarity around who signs the Council Minutes once they are approved.

7. Part 14 – Public Hearings

- New section setting out Public Hearing Procedures in Schedule “C” to be more procedural based than script.

8. Part 33 – Standing Committee of Council

- Removal of “Presenter” and “Presentations” and replaced with Delegations to be consistent with all Council Meetings.

Administration is recommending that Standing Committee of Council recommend to Council that the newly amended Council Procedural Bylaw be brought forward to a Regular Meeting of Council for consideration to ensure compliance with the changes from Bill 20.

FINANCIAL IMPLICATIONS

There are no financial implications to recommending this Bylaw be brought forward to a Regular Council Meeting for consideration.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the newly revised Council Procedural Bylaw be brought forward to a Regular Meeting of Council for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Council Procedural Bylaw.

ATTACHMENTS

- *Draft amended Council Procedural Bylaw – Clean*
- *Bylaw 1289.23 – Council Procedural Bylaw – Tracked Changes*
- *Municipal Affairs Statutes Amendment Act, 2024 Fact Sheet*

APPROVALS

Kim Isaak,
Chief Administrative Officer



Department Director/Author

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 Council 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

- 1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule "A" - Table of Contents
 - 1.2.2 Schedule "B" - Conflict of Interest Checklist
 - 1.2.3 Schedule "C" - Public Hearing Procedures
 - 1.2.4 Schedule "D" - Public Hearings Electronic Participation on Virtual Platform
 - 1.2.5 Schedule "E" - Council Procedural Bylaw Quick Reference

PART 2 - DEFINITIONS

- 2.1 In this Bylaw:
 - a) "**Act**" means the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended.
 - b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
 - c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
 - d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
 - e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
 - f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
 - g) "**Bylaw**" means a Municipal Bylaw of the Town.
 - h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
 - i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
 - j) "**Chair**" means the member elected from among the members of a Committee to preside at all meetings of the Committee.
 - k) "**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 established in accordance with the Act.
 - l) "**Conflict of Interest**" means any matter that could affect a private interest of a Council Member or an employer of the Council Member, or the Council Members knows or should know that the matter could affect a private interest of the Council Member's family in accordance with Section 170(1)(b) of the Act.

- m) **"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.
- n) **"Council"** means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
- o) **"Council Committee Meeting"** means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
- p) **"Council Meeting(s)"** are regularly scheduled or Special Meetings that require the attendance of Council.
- q) **"Council Reports"** means a Council Member summary report of meetings, events and activities using the template provided, and will be included on the second Regular Council Meeting agenda each month.
- r) **"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.
- s) **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- t) **"Extenuating Circumstances"** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- u) **"Municipal General 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.
- v) **"In-Camera"** means a part of the meeting closed to the public at which no Motion or Bylaw may be passed, except a Motion to recommend to Council or revert to a meeting held in public.
- w) **"Live Streaming"** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- x) **"Majority of Council"** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw.
- y) **"Mayor"** means the Chief Elected Official of the Town of Blackfalds duly elected.
- z) **"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.
- aa) **"Member(s)"** means a member of Council duly elected and continuing to hold office.
- bb) **"Minutes"** means the record of decisions of a Council or Committee Meeting.
- cc) **"Motion"** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- dd) **"Notice of Motion"** is the means by which a Member of Council brings business before Council.
- ee) **"Omnibus Motion"** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ff) **"Organizational Meeting"** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- gg) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure & Planning Services, Director of Emergency Management & Protective Services or their delegates.
- hh) **"Pecuniary Interest"** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member's family in accordance with Section 170(1)(a) of the Act.

- ii) **"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.
- jj) **"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.
- kk) **"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.
- ll) **"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.
- mm) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- nn) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- oo) **"Public Hearing"** means a meeting of Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with the Act.
- pp) **"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.
- qq) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw.
- rr) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- ss) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- tt) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- uu) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- vv) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- ww) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
- xx) **"Resolution"** means a Motion passed by a Majority of Council.
- yy) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;

- zz) **“Standing Committee of Council”** is a meeting of Council as a whole.
- aaa) **“State of Emergency”** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.
- bbb) **“Suspension of the Rules”** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.
- ccc) **“Table”** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.
- ddd) **“Terms of Reference”** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.
- eee) **“Town”** means the municipal corporation of The Town of Blackfalds.
- fff) **“Video”** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

- 3.1 This Bylaw applies to:
- a) Organizational Meetings;
 - b) Regular Council Meetings
 - c) Special Council Meetings; and
 - d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.
- 3.2 The precedence of the rules governing the procedure of Council is:
- a) The Act;
 - b) Other Provincial legislation;
 - c) This Bylaw; and
 - d) Council Code of Conduct Bylaw.
- 3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or Chair shall interpret the procedure of meetings.
- 3.4 Suspension of the Rules:
- a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

- 4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.
- 4.2. The Table of Contents is attached hereto as Schedule “A”.
- 4.3. 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.
- 4.4. A Council Member who has a Pecuniary or Conflict of Interest in a matter before Council shall disclose the general nature of the Pecuniary or Conflict of Interest before the meeting has begun 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. A Conflict of Interest Checklist is attached hereto as Schedule “B”.
- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
- a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - b) In writing and specify the time, date, location and purpose of 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.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or Chair shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or Chair are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chair to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee 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:
 - i) The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a Municipal General Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a Municipal General Election, the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a Municipal General Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October, should all of Council be in attendance;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
- 7.6 Establishment of Regular Council and Standing Committee of Council Meetings can only occur if all Members of Council are in attendance in accordance with Section 193(1) of the Act.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meetings shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the community.
- 8.2. Regular Council Meetings shall typically be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
 - a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole of Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting, and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole of Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The Notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole of Council agrees to this, in writing, before the beginning of the meeting. 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 of Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows, unless Council otherwise determined by a majority vote a change in order:
 - a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing
 - e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment

- 10.3 Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council Meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 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.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 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.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) Council Reports;
 - d) Administrative Reports;
 - e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information (includes items of interest to Council Members);
 - g) Correspondence that is addressed to the Mayor and/or Council, and all content shall be subject to access to information legislation.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 Council Reports will be included only on the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided for inclusion in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second Regular Council Meeting of the month.
- 10.12 Public Hearings shall be conducted in accordance with Part 14.
- 10.13 Delegations shall be registered and heard in accordance with Section 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) 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.
- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of the access to information legislation and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes.

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any Councillors have a Pecuniary or Conflict of Interest or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary or Conflict of Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a Member declares a Conflict or Pecuniary Interest or other interest on an item that is included in the Consent Agenda.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town's website, within the same week as when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business for amendments.
- 12.4 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 or the Committee without the amendment being considered by Council.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.
- 12.7 Minutes of meetings of Council shall be signed by the Presiding Officer or Chair of the meeting and the CAO or designate at which those Minutes are approved.

PART 13 - COMMUNICATIONS

- 13.1 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 able to identify the writer and the writer's contact information;
 - c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
 - d) Properly placed within the Town's filing system.
- 13.2 Follow-up on the correspondence may include:
 - a) Discussion on the item under Business at a Council Meeting;
 - b) Directive to Administration to provide a response to the item of correspondence.

13.3 Responsibilities of the CAO:

- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - iii. 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.

13.4 Decisions on Communications:

- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - ii. Take any other appropriate action on the communication.
- b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
- c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
- d) Upon receipt of the communication to Council, the CAO will respond to the person or entity regarding the process to be followed, and any action taken on the subject of the communication.

PART 14 – PUBLIC HEARINGS

- 14.1 Council shall hold Public Hearings in accordance with the *Act* and this Bylaw as set out in the Public Hearing Procedures in Schedule "C".
- 14.2 Public Hearings, when required by the *Act* or requested by Council, will be held prior to the second reading of a Bylaw.
- 14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 14.4 Every effort shall be made to commence a Public Hearing as close as possible to the advertised time.
- 14.5 Any person who wishes to be heard at a Public Hearing may either:
 - a) Submit a written response in accordance with the advertisement.
 - b) Make a verbal presentation in-person at the Civic Cultural Centre during the Public Hearing.
 - c) Make a verbal presentation electronically through a virtual platform during the Public Hearing, as outlined in Schedule "D" of this Bylaw.
 - d) Provide both a written response and verbal presentations.
- 14.6 All written submissions from the public must be received by the deadline advertised in the Public Hearing Notice for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate, who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

- 15.1 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 Legislative Services no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting.
- 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 15.4 All written presentations will become a matter of public record unless the Delegation informs the office or it is deemed confidential.

PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

- 16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present.
- 16.2 A Member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.
- 16.3 A 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.
- 16.4 The Mayor, Deputy Mayor, Presiding Officer or Chair shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.
- 16.5 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.
- 16.6 When a Council Member attends a Closed Session via electronic participation, they will be required to confirm that they are attending the Closed Session alone.
- 16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 16.8 Members must make a reasonable effort to notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.
- 16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

PART 17 – CLOSED SESSIONS

- 17.1 Confidential items are those items that are discussed as per Section 197(2) of the *Act* "In Camera" or "Closed Sessions" 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.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. 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 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.

- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 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 19 – CONDUCT DURING MEETINGS

- 19.1 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.
- 19.2 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.
- 19.3 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.
- 19.4 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.
 - c) 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 refers to when a Council Member debates a Motion.
- 19.5 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.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 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.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 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 their decision on the point, cite the rule or authority applicable to the same.
- 19.10 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.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
- 19.12 When the Presiding Officer wishes to debate or make a Motion, they 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.
- 19.13 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.

- 19.14 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.
- 19.15 When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
 - b) Not shout, raise their 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.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. 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.
- 20.3. The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 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.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When 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 having the opportunity.
- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 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.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.

21.11 The following Motions are not debatable by Members:

- a) To take a Recess;
- b) Question of Privilege;
- c) Point of Order;
- d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
- e) To limit debate on a matter before Members;
- f) To Table the matter; and
- g) Adjournment.

21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.

21.13 A Motion of Suspension of the Rules is not amendable.

PART 22 – RECESS

22.1 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.

22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.

22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

23.1 Motion to Amend 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 with the Member originating the Motion.

23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.

23.3 Amendments shall be voted on in 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.

PART 24 – MOTION TO RESCIND

24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

26.1 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.

26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.

26.3 A Motion to Postpone a matter is Amendable and debatable.

26.4 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.

PART 27 – MOTION TO TABLE

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

PART 28 – MOTIONS FOR INFORMATION

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 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. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) 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.
 - c) 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.
- 29.2 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 (7) 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.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 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.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 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 pursuant to Section 185 of the *Act*.
- 30.4 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.
- 30.5 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.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
 - b) Receives an equal division of votes.
- 30.8 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.
- 30.9 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 access to information legislation.
- 30.10 A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and may be reviewed at a meeting of the Standing Committee of Council before being presented at a Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the Act.
- 31.5 Only the Bylaw's title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 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.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
- 31.12 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.
- 31.13 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.

31.14 In conformance with the Act:

- a) If a Bylaw does not receive a third reading within two (2) years from the date of the 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.

31.15 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 or designate and then shall have the Town's corporate seal applied.

31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.

31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) 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.

31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

31.19 Subject to Section 31.1, policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

31.20 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 or designate.

PART 32 - COMMITTEES

32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.

33.2 Standing Committee of Council typically takes place on the third Monday of every month.

33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.

33.4 Standing Committee of Council shall commence at 7:00 p.m.

33.5 Quorum of the Standing Committee of Council is a majority of Council Members.

33.6 The Standing Committee of Council may:

- a) Receive delegations and submissions;
- b) Receive updates on major capital projects and initiatives;
- c) Meet with other municipalities and other levels of government; and
- d) Receive updates from Council Committees.

33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:

- a) Call to Order
- b) Land Acknowledgement
- c) Delegation
- d) Business
- e) Confidential
- f) Adjournment

33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.

- 33.9 Only material which has been received in accordance with Section 33.8 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 the Committee 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 the Committee.
- 33.10 If a Delegation wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Applications can be accessed on the Town's website.
- 33.11 Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.
- 33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.
- 33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
- 33.14 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 direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
 - ii) To receive items for information;
 - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
 - iv) To Recess
- 33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

- 34.1 That Bylaw 1289.23 and 1317.24 are hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

- 35.1 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.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISSAK

DRAFT

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SCHEDULE “B”
CONFLICT OF INTEREST CHECKLIST

Conflict of Interest Checklist

The 6 Ps

Public duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my fiduciary duty to the organization?
Potentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
Perception	How will my involvement in the decision/action be viewed by others?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

Disclaimer: This infographic is intended to be a starting point for thinking about conflicts of interest, and that Council should consult the Municipal Government Act and Council Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

SCHEDULE "C"
PUBLIC HEARING PROCEDURES**1. Definitions**

- 1.1 "Chair" refers to the Presiding Officer officiating the Council Meeting.
- 1.2 "Secretary" refers to the CAO or their designate.

2. Advertising

- 2.1 Advertising for all Public Hearings must meet the requirements of Section 606 of the *Municipal Government Act*, Town of Blackfalds' Public Notification Bylaw and Public Participation Policy and will include:
 - a) Inclusion in a local newspaper once a week for two (2) consecutive weeks ahead of the Public Hearing date.
 - b) Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
 - c) Posted on the Town's website for the time period provided for print media notice.
 - d) Forwarded to parties determined to have a direct or significant impact by the matter.

3. Public Written Comments and Submissions

- 3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to legislative@blackfalds.ca.
- 3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0 c/o Legislative Services.
- 3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the scheduled Council Meeting where the Public Hearing has been scheduled.

4. Presenting at Public Hearing

- 4.1 When presenting at a Public Hearing, each presenter must provide:
 - a) their name and how they are affected by the subject of the Public Hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the Public Hearing;
 - b) the names, if any, of any additional people that they are presenting on behalf of.

5. Public Hearing Procedure

- 5.1 All Public Hearings shall be conducted in the following manner:
 - a) The Chair shall outline the process to be followed and declare the time at which it has been opened.
 - b) The Secretary shall outline the purpose of the Public Hearing, confirm the dates on which the Public Hearing was advertised, and read into the record any late written submissions that have been received.
 - c) The Chair shall invite verbal presentations from those in-person at the Town Office or electronically through a virtual platform who wish to speak.
 - d) The Chair may allow questions from members of Council after each presentation, either to Administration or to the presenter.
 - e) After all presentations have been made and questions asked, the Chair shall declare the Public Hearing closed.

SCHEDULE “D”
PUBLIC HEARING ELECTRONIC PARTICIPATION ON VIRTUAL PLATFORM

1. Anyone who wishes to present electronically at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the Public Hearing prior to the advertised submission deadline by:
 - 1.1 Submitting a request in the prescribed electronic form on the Town of Blackfalds’ public official website; or
 - 1.2 Emailing Legislative Services at legislative@blackfalds.ca.
2. When electronically presenting at a Public Hearing, presenters must:
 - 2.1 identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
 - 2.2 keep their cameras and microphones deactivated before and after their presentation; and
 - 2.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
3. The Secretary is authorized to deactivate cameras and microphones during Public Hearings to avoid disruptions to the proceedings.
4. The Chair has the authority to end a presenter’s electronic participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

**SCHEDULE “E”
COUNCIL PROCEDURAL BYLAW QUICK REFERENCE**

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn (Part 18)	means the conclusion of a Council or Committee Meeting.	“Seeing as there is no other business, I Adjourn this meeting at [time]” “I move That Council Adjourn.”	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	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.
Amend (Part 23)	means a Motion by which 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	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote.
Call the Question (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	“I call the question.” “All in favour?” All opposed?”	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
Information Motions (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town’s record for reference. Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	“I move That Council accept [subject] for information.” “I move That Council receive the [subject] for information.”	Yes	Yes	When Council accepts the information, it is placed in the Town’s record for reference. When Council or Committee receives the information, it is acknowledged with no further action taken.
Point of Information (Part 19)	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.	“Point of Information [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
Point of Order (Part 19)	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.	“Point of Order [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
Point of Privilege (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	“Point of Privilege [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. 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



COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
Postpone (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	"I move That Council Postpone the [subject] voting until...." "I move That Council Postpone the [subject] indefinitely."	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
Question of Privilege (Part 19)	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.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
Recess (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	"I move That Council move for a [^^] min Recess." Presiding Officer: "I call for a [^^] min Recess."	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
Rescind (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
Reconsider (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject or Motion No.]".	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
Refer (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
Suspension of the Rules (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of"	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
Table (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.



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~~bylaws in relation to the procedure and conduct of Council, and Committees established by Council, and may regulate the conduct of Council 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

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

~~1.2 That Appendix A, B, C, and D, attached to this Bylaw,~~The following Schedules shall form part of this Bylaw.:

1.2.1 Schedule "A" - Table of Contents

1.2.2 Schedule "B" - Conflict of Interest Checklist

1.2.3 Schedule "C" - Public Hearing Procedures

1.2.4 Schedule "D" - Public Hearings Electronic Participation on Virtual Platform

~~4.21.2.5~~Schedule "E" - Council Procedural Bylaw Quick Reference

PART 2 - DEFINITIONS

2.1 In this Bylaw:

- a) "**Act**" means the *Municipal Government Act* ~~(MGA or the Act)~~, S.A. 2000, Chapter M-26, as amended.
- b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
- c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
- d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
- e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
- f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
- g) "**Bylaw**" means a Municipal Bylaw of the Town.
- h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
- i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
- j) "**Chairperson**~~Chair~~" means the ~~Member~~member elected from among the ~~Members~~members of a Committee to preside at all meetings of the Committee.
- k) "**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 established in accordance with the Act.
- l) "**Conflict of Interest**" means any matter that could affect a private interest of a Council Member or an employer of the Council Member, or the Council Members knows or should know that the matter could affect a private interest of the Council Member's family in accordance with Section 170(1)(b) of the Act.

- ~~h)m)~~ **"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~~(omnibus) Motion.
- ~~m)n)~~ **"Council"** means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
- ~~n)o)~~ **"Council Committee Meeting"** means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
- ~~o)p)~~ **"Council Meeting(s)"** are regularly scheduled or Special Meetings that require the attendance of Council.
- ~~q)~~ **"Council Reports"** means a Council Member summary report of meetings, events and activities using the template provided, and will be included on the second Regular Council Meeting agenda each month.
- ~~p)r)~~ **"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.
- ~~q)s)~~ **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- ~~r)t)~~ **"Extenuating Circumstances"** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- ~~s)~~ **"FOIP"** means the ~~Freedom of Information and Protection of Privacy Act of Alberta.~~
- ~~t)~~ **"General Municipal"****Municipal General 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.
- u) **"In-Camera"** means a part of the meeting closed to the public at which no ~~Resolution~~Motion or Bylaw may be passed, except a ~~Resolution~~Motion to recommend to Council or revert to a meeting held in public.
- v) **"Live Streaming"** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- w) **"Majority of Council"** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw~~;~~.
- x) **"Mayor"** means the Chief Elected Official of the Town of Blackfalds duly elected.
- y) **"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.
- z) **"Member(s)"** means a member of Council duly elected and continuing to hold office~~.~~.
- aa) **"Minutes"** means the record of decisions of a Council or Committee Meeting.
- bb) **"Motion"** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- cc) **"Notice of Motion"** is the means by which a Member of Council brings business before Council.
- dd) **"Omnibus Motion"** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ee) **"Organizational Meeting"** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- ff) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure ~~and~~ Property & Planning Services, Director of Emergency Management & Protective Services or their delegates, ~~all of whom shall be recorded in official Minutes if their attendance is required.~~

- gg) **"Pecuniary Interest"** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member's family in accordance with Section 170-(1)(a) of the ~~MGA Act~~.
- hh) **"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;
- ii) **"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.
- jj) **"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.
- kk) **"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.
- ll) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- mm) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- nn) **"Public Hearing"** means a meeting of ~~the~~ Council, or that portion of a meeting of Council during which ~~Members~~members of the public make representations to Council in accordance with the Act.
- oo) **"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.
- pp) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw.
- qq) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- rr) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- ss) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- tt) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- uu) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- vv) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

ww) **"Resolution"** means a Motion passed by a Majority of Council.

~~xx) **"Round Table Reports"** means a Council Member summary report of meetings, events and activities using the template provided, will take place only at the second Regular Council Meeting each month,~~

yy) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;

~~zz) **"Standing Committee of Council"** is a meeting of Council as a whole.~~

aaa) **"State of Emergency"** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.

bbb) **"Suspension of the Rules"** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.

ccc) **"Table"** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.

ddd) **"Terms of Reference"** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.

eee) **"Town"** means the municipal corporation of The Town of Blackfalds.

fff) **"Video"** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

3.1 This Bylaw applies to:

- a) Organizational Meetings;
- b) Regular Council Meetings
- c) Special Council Meetings; and
- d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.

3.2 The precedence of the rules governing the procedure of Council is:

- a) The Act;
- b) Other Provincial legislation;
- c) This Bylaw; and
- d) Council Code of Conduct Bylaw.

3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or ~~Chairperson~~Chair shall interpret the procedure of meetings.

3.4 Suspension of the Rules:

- a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.

4.2. The ~~table~~Table of ~~contents~~Contents is attached hereto as ~~Appendix-Schedule~~ "A-".

4.3. 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.

4.4. A Council Member who has a Pecuniary ~~or Conflict of~~ Interest in a matter before Council shall disclose the general nature of the Pecuniary ~~or Conflict of~~ Interest before the meeting has begun 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. A Conflict of Interest Checklist is attached hereto as Schedule "B".

- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
- a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - b) In writing and specify the time, date, location and purpose of 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.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or ~~Chairperson~~Chair shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or ~~Chairperson~~Chair are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or ~~Chairperson~~Chair to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) ~~Minutes~~minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee 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:
- ~~i)~~ The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a ~~General~~-Municipal General Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a ~~General~~-Municipal General Election, the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a ~~General~~-Municipal General Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October, should all of Council be in attendance;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.

7.6 Establishment of Regular Council and Standing Committee of Council Meetings can only occur if all Members of Council are in attendance in accordance with Section 193(1) of the Act.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meetings shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the Community.
- 8.2. Regular Council Meetings shall typically be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
 - a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole of Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting, and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole of Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole of Council agrees to this, in writing, before the beginning of the meeting. 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 of Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows, unless Council otherwise determined by a majority vote a change in order:
 - a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing

- e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment
- 10.3 Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council ~~M~~meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 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.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 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.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) ~~Round Table~~Council Reports;
 - d) Administrative Reports;
 - e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information, ~~-(includes items of interest to Council Members;-);~~
 - g) Correspondence that is addressed to the Mayor and/or Council, and all content shall be subject to ~~the Freedom of Information and Privacy Act~~access to information legislation.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 ~~Round Table~~Council Reports will ~~take place~~be included only ~~at~~on the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided ~~and included~~for inclusion in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second ~~monthly~~ Regular Council Meeting ~~-~~of the month.
- 10.12 Public Hearings shall be conducted in accordance with Part 14.
- 10.13 Delegations shall be registered and heard in accordance with Section 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) 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.

- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of ~~FOIP~~the access to information legislation and a description 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”.~~

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any ~~Council Member has~~Councillors have a Pecuniary or Conflict of Interest ~~or other interest and/~~or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary or Conflict of Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a ~~Council Member declares a~~ conflict of interest ~~Conflict~~ or Pecuniary Interest or other interest on an item that is included in the Consent Agenda.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town’s website, ~~on~~within the same week as ~~to~~ when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business for amendments.
- 12.4 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 or the Committee ~~without the amendment being considered by Council~~.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.
- 12.7 Minutes of meetings of Council shall be signed by the Presiding Officer or Chair of the meeting and the CAO or designate at which those Minutes are approved.

PART 13 - COMMUNICATIONS

- 13.1 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 able to identify the writer and the writer’s contact information;

- c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
- d) Properly placed within the Town's filing system.

13.2 Follow-up on the correspondence may include:

- a) Discussion on the item under Business at a Council Meeting;
- b) Directive to Administration to provide a response to the item of correspondence.

13.3 Responsibilities of the CAO:

- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - iii. In situations where the CAO considers correspondence to be libellous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.

13.4 Decisions on Communications:

- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - ii. Take any other appropriate action on the communication.
- b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
- c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
- d) Upon receipt of the communication to Council, the CAO will respond to the person or entity regarding the process to be followed, and any action taken on the subject of the communication.

PART 14 – PUBLIC HEARINGS

~~15.1~~14.1 Council shall hold Public Hearings in accordance with the Act ~~– and this Bylaw as set out in the Public Hearing Procedures in Schedule “C”.~~

~~15.2~~14.2 Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.

~~15.3~~14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.

14.4 ~~Public Hearings~~Every effort shall be made to commence a Public Hearing as close as possible to the advertised time.

14.5 ~~Any conducted~~person who wishes to be heard at a Public Hearing may either:

a) Submit a written response in accordance with the ~~procedures set out~~advertisement.

~~15.4~~b) Make a verbal presentation in ~~Appendix C~~person at the Civic Cultural Centre during the Public Hearing.

c) Make a verbal presentation electronically through a virtual platform during the Public Hearing, as outlined in Schedule “D” of this Bylaw.

d) Provide both a written response and verbal presentations.

~~15.5~~14.6 All written submissions from the public must be received by the deadline advertised ~~to~~in the Public Hearing Notice for inclusion in the Council Agenda. Any

written submissions from the public that are received after this date must be provided to the CAO or designate, who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

~~14.1~~15.1 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~~ Legislative ~~Coordinator~~Services no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. ~~The Delegation Application is provided as Appendix B.~~

~~14.2~~15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.

~~14.3~~15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.

~~14.4~~15.4 All written presentations will become a matter of public record unless the Delegation informs the office ~~of the CAO~~ or it is deemed confidential ~~in accordance with the FOIP Act.~~

PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required ~~occur~~, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present ~~and may participate electronically in a meeting.~~

16.2 A ~~Members~~Member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.

16.3 A 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.

16.4 The Mayor, Deputy Mayor, Presiding Officer or ~~Chairperson~~Chair shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.

16.5 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.

16.6 When a Council Member attends a Closed Session via electronic participation, they will be required to confirm that they are attending the Closed Session alone.

16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.

16.8 Members must make a reasonable effort to notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.

16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

PART 17 – CLOSED SESSIONS

17.1 Confidential items are those items that are discussed as per Section 197(2) of the Act "In Camera" or "Closed Sessions" 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.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. 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 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.
- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 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 19 – CONDUCT DURING MEETINGS

- 19.1 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.
- 19.2 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.
- 19.3 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.
- 19.4 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.
 - c) 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 refers to when a Council Member debates a Motion.
- 19.5 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.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 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.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 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 their decision on the point, cite the rule or authority applicable to the same.
- 19.10 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.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.

- 19.12 When the Presiding Officer wishes to debate or make a Motion, they 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.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as ~~chair~~Chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.
- 19.14 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.
- 19.15 When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
 - b) Not shout, raise their 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.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. 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.
- 20.3. The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 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.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When 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 having the opportunity.

- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 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.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.
- 21.11 The following Motions are not debatable by Members:
- a) To take a Recess;
 - b) Question of Privilege;
 - c) Point of Order;
 - d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
 - e) To limit debate on a matter before Members;
 - f) To Table the matter; and
 - g) Adjournment.
- 21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.
- 21.13 A Motion of Suspension of the Rules is not amendable.

PART 22 – RECESS

- 22.1 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.
- 22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.
- 22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

- 23.1 Motion to Amend 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 with the Member originating the Motion.
- 23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.
- 23.3 Amendments shall be voted on in 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.

PART 24 – MOTION TO RESCIND

- 24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

- 25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

- 26.1 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.

- 26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.
- 26.3 A Motion to Postpone a matter is Amendable and debatable.
- 26.4 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.

PART 27 – MOTION TO TABLE

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

PART 28 – MOTIONS FOR INFORMATION

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 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. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) 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.
 - c) 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.~~
- 29.2 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 (7) 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.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 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.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 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 pursuant to Section 185 of the Act.
- 30.4 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.

- 30.5 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.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
 - b) Receives an equal division of votes.
- 30.8 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.
- 30.9 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*~~[access to information legislation](#).
- 30.10 A Member shall not vote on a matter if they are absent from the meeting when the matter has been heard, and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and ~~shall~~[may](#) be reviewed at a meeting of the Standing Committee of Council before being presented at a ~~Regular~~ Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the *Act*.
- 31.5 Only the ~~Bylaw's~~ title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 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.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.

31.12 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;

~~31.13~~ 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.

~~31.13~~31.14 In conformance with the Act:

- a) If a Bylaw does not receive a third reading within two (2) years from the date of the 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.

~~31.14~~31.15 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 or designate and then shall have the Town's corporate seal applied.

~~31.15~~31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.

~~31.16~~31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) 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.

~~31.17~~31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

~~31.18~~31.19 Subject to Section 31.1 Council policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.

~~31.19~~31.20 Upon being passed, a Council policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate.

PART 32 - COMMITTEES

32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.

33.2 Standing Committee of Council typically takes place on the third Monday of every month.

33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.

33.4 Standing Committee of Council shall commence at 7:00 p.m.

33.5 Quorum of the Standing Committee of Council is a majority of Council Members.

33.6 The Standing Committee of Council may:

- a) Receive delegations and submissions;
- b) Receive updates on major capital projects and initiatives;
- c) Meet with other municipalities and other levels of government; ~~and~~
- ~~d) Recommend appointments of members of the public to Council Committees and other external committees, and other bodies on which the Town is entitled to have representation; and~~
- e)d) Receive updates from Council Committees.

33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:

- a) ~~Welcome and~~ Call to Order
- b) Land Acknowledgement
- ~~e) —~~ Delegation ~~Presentations~~
- ~~c) —~~
- d) Business
- e) Confidential
- f) Adjournment

33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.

33.9 Only material which has been received in accordance with Section 33.8 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 the Committee 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 the Committee.

33.10 If a ~~presenter~~ Delegation wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to ~~the~~ Legislative Coordinator Services no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation ~~Application is provided as Appendix B~~ Applications can be accessed on the Town's website.

33.11 ~~Presentations~~ Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.

33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.

33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.

33.14 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 direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
 - ii) To receive items for information;
 - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
 - iv) To Recess

33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

34.1 That Bylaw ~~1265.22 is~~ 1289.23 and 1317.24 are hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

35.1 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. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

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

(RES. _____)

MAYOR JAMIE HOOVER

CAO KIM ISSAK

APPENDIX

SCHEDULE “A” - TABLE OF CONTENTS

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PART 5 - NOTICE OF MEETINGS

PART 6 - QUORUM

PART 7 - ORGANIZATIONAL MEETINGS MEETING

PART 8 - REGULAR MEETINGS OF COUNCIL PART 8 - REGULAR MEETINGS OF COUNCIL

PART 9 - SPECIAL MEETINGS OF COUNCIL

PART 10 - REGULAR COUNCIL MEETING AGENDA

PART 11 - CONSENT AGENDA

PART 12 - MINUTES

PART 13 - COMMUNICATIONS

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PART 14 - PUBLIC HEARINGS

PART 15 - DELEGATIONS

PART 16 - ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

PART 17 - CLOSED SESSIONS

PART 18 - ADJOURNMENT

PART 19 - CONDUCT DURING MEETINGS

PART 20 - CONDUCT OF PUBLIC DURING MEETINGS

PART 21 - MOTIONS

PART 22 - RECESS

PART 22 - RECESS

PART 23 - MOTION TO AMEND

PART 24 - MOTION TO RESCIND

PART 25 - MOTION TO REFER

PART 26 - MOTION TO POSTPONE

PART 27 - MOTION TO TABLE

PART 28 - MOTIONS FOR INFORMATION

PART 29 - NOTICE OF MOTIONS

PART 30 - VOTING ON MOTIONS

PART 31 - BYLAWS & POLICIES

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PART 33 - STANDING COMMITTEE OF COUNCIL

PART 34 - REPEAL

PART 35 - DATE OF FORCE

APPENDIX B – DELEGATION FORM



DELEGATION APPLICATION
Box 220 | 5018 Waghorn Street
Blackfalds, AB | T0M 0J0
www.blackfalds.ca | 403.886.4677

APPLICANT INFORMATION	
Name:	Date:
Address	
Phone:	Email:
ORGANIZATION INFORMATION (IF APPLICABLE)	
Name:	
Phone:	Email:
MEETING INFORMATION	
Date Requested:	Number Attending:
Name(s) of Presenter(s):	
Do you need to use your own presentation equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBJECT YOU WANT TO PRESENT	
DETAILS OF THE SUBJECT - Include specific requests you have of Council	

Please note if a Delegation wishes to make a presentation to Council, the Delegation must submit this request form and all pertinent background information to the Office of the CAO **no later than noon on the Wednesday prior to the Council meeting.**

Delegations are limited to 15 minutes at a Regular Council Meeting, unless at Council's discretion, longer time is required.
All written presentations will become a matter of public record, unless you inform this office otherwise, or it is deemed confidential.

I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that this meeting may be audio/video recorded, published online, and broadcast on television.	
Applicant Signature:	Date:

APPENDIX SCHEDULE “B”
CONFLICT OF INTEREST CHECKLIST

Conflict of Interest Checklist

The 6 Ps

Public duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my fiduciary duty to the organization?
Potentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
Perception	How will my involvement in the decision/action be viewed by others?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

Disclaimer: This infographic is intended to be a starting point for thinking about conflicts of interest, and that Council should consult the Municipal Government Act and Council Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

SCHEDULE "C"
PUBLIC HEARING PROCESS AND TEMPLATE PROCEDURES

1. Town of Blackfalds Public Hearing Process

1.1. Definitions

~~"Chairman~~

1.1.1.1 **"Chair"** refers to the Presiding Officer officiating the ~~Public Council~~ Meeting.

1.1.2.2 **"Secretary"** refers to the CAO or ~~his/her~~their designate.

1.2. Advertising

~~1.2.12.1~~ Advertising for all ~~public hearings~~Public Hearings must meet the requirements of Section 606 of the MGAMunicipal Government Act, Town of Blackfalds' Public Notification Bylaw and Public Participation Policy and will include:

~~a.~~ Inclusion in a local newspaper once a week for two (2) consecutive weeks

a) ahead of the Public Hearing date.

~~b.b)~~ Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).

~~c.c)~~ Posted on the Town's website for the time period provided for print media notice.

~~d.d)~~ Forwarded to parties determined to have a direct or significant impact by the matter.

1.3. Public Written Comments and Submissions

1.3.1.3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to info@blackfalds.ca, legislative@blackfalds.ca.

~~1.3.2.3.2.~~ Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, TOM 0J0 ~~The Office of the CAO, c/o Executive & Legislative Coordinator, Services.~~

1.3.3.3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the ~~following~~ scheduled ~~Regular~~ Council Meeting where the Public Hearing has been scheduled.

1.4. Public Hearing Procedure Template (attached)

INTRODUCTION & PROCEDURES

4. (Chairman) ~~“The following~~**Presenting at Public Hearing**
- 4.1 When presenting at a Public Hearing ~~is held pursuant to the Municipal,~~
each presenter must provide:
~~Government Act”~~
- 2 (Chairman) ~~“The following rules of conduct will be followed during the~~
~~Public Hearing:~~
- ~~Presentation should be brief~~
- ~~• their name and to the point how they are~~
 - ~~• The order of presentation shall be:~~
 - ~~▪ Entry of written submission~~
 - ~~▪ Comments from the Planning Dept~~
 - ~~▪ Those supporting the Bylaw~~
 - ~~▪ Those opposing the Bylaw~~
 - ~~▪ Any other person deemed to be affected by the~~
~~Bylaw~~
- ~~subject of the Public Hearing, preferably with a statement of whether they are in support, in~~
~~opposition, or have concerns with the subject of the~~
- ~~• a) The Public Hearing purpose is “ () ;~~

~~I hereby declare the Public Hearing relating to Bylaw # () open”.~~
- 3 (Secretary) ~~“The purpose~~names, if any, of Bylaw () is () ~~as shown~~
additional people that they are presenting on the
~~attached Schedule A~~
- ~~First Reading was given to Bylaw () on ()~~
- ~~b) Notice~~behalf of.
5. **Public Hearing Procedure** ~~this~~
- 5.1 All Public Hearings shall be conducted in the following manner:
- ~~a) The Chair shall outline the process to be followed and declare the~~
~~time at which it has been opened.~~
- ~~The Secretary shall outline the purpose of the Public Hearing, confirm the~~
~~dates on which the Public Hearing was advertised ()~~
- ~~The following written comments have been received to date~~
~~()~~
- ~~b) 4 (Chairman) “Are there, and read into the record any late written~~
~~submissions relating to the Bylaw?” () that have been received.~~
 - ~~c) The Chair shall invite verbal presentations from those in-person at~~
~~the Town Office or electronically through a virtual platform who wish~~
~~to speak.~~
- The ~~(Note: If there are any, the secretary to read letter into record)~~
- ~~“Comments from the Planning Department”~~
- ~~“Is there anyone who supports the Bylaw and wishes to speak?”~~
- ~~“Is there anyone who opposes the Bylaw and wishes to speak?”~~
- ~~“Is there anyone deemed to be affected by the Bylaw and wishes to~~
~~speak?”~~
- 5 (Chairman) ~~“Are there any further comments from the Planning Dept.”~~
- 6 (Chairman) ~~“Do the Councilors have any further questions?”~~

- d) ~~7 (Chairman)~~ — ~~“If nothing further then, I hereby~~Chair may allow questions from members of Council after each presentation, either to Administration or to the presenter.

After all presentations have been made and questions asked, the Chair shall declare ~~this~~the Public Hearing ~~relating~~
e) ~~to Bylaw (-----)~~ be closed.

SCHEDULE “D”
PUBLIC HEARING ELECTRONIC PARTICIPATION ON VIRTUAL PLATFORM

1. Anyone who wishes to present electronically at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the Public Hearing prior to the advertised submission deadline by:
 - 1.1 Submitting a request in the prescribed electronic form on the Town of Blackfalds’ public official website; or
 - 1.2 Emailing Legislative Services at legislative@blackfalds.ca.
2. When electronically presenting at a Public Hearing, presenters must:
 - 2.1 identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
 - 2.2 keep their cameras and microphones deactivated before and after their presentation; and
 - 2.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.

The

APPENDIX D – GUIDELINES FOR IN-CAMERA

**GUIDELINE TO MATTERS WHICH CAN BE
DISCUSSED IN CAMERA MEETINGS**

Section 197 of the *Municipal Government Act* provides that Councils and council committees must conduct their meetings in public, however, they may close all or part of their meetings 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*. These exceptions are:

1. Information such as trade secrets or commercial, financial, labour relations, scientific or technical information of a third party, supplied in confidence, the disclosure of which would be harmful to the business interests of a third party must be discussed *in camera* (unless there is an overriding public interest). (Section 16)

Examples:

Information regarding the monetary resources of a third party, such as the third party's financial capabilities and assets and liabilities, including financial forecasts, investment strategies, budgets, profit and loss statements.

Third party insurance policies, pricing structures, market research, business plans and customer records.

Operating manuals containing scientific and technical information.

2. Information the disclosure of which would be an unreasonable invasion of personal privacy must be discussed *in camera* except in those circumstances where disclosure is considered not to be an unreasonable invasion of privacy. (Section 17)

"Personal information" means recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour or religious or political beliefs or associations, the individual's age, sex, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics, information about the individual's health and health care history, including information about a physical or mental disability, information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.

A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if any of the conditions listed under section 17(2) of the FOIP Act are met; items of this nature can be discussed in open session.



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Examples:

The person has consented to it being discussed in open session;

The information relates to financial and other details of a contract to supply goods and services to the municipality;

The information is about a permit relating to real property, ie. a development permit, which was granted to an individual by the municipality and the disclosure is limited to the name of the party and the nature of the permit.

3. Information the disclosure of which would be harmful to individual or public safety may be discussed *in camera* if the disclosure of that information could reasonably be expected to threaten anyone else's safety or physical or mental health or interfere with public safety. (Section 18)

Examples:

Information relating to individuals fleeing from a violent spouse, a victim of sexual harassment or an employee who has been threatened in the course of a work dispute.

Information which could reasonably be expected to hamper or block the functioning of an organization or structure that ensures the safety and well-being of the public.

If the information cannot be reasonably expected to threaten anyone's safety, physical or mental health or interfere with public safety, it should be discussed in open session.

4. Information relating to confidential evaluations or opinions, such as employments references, may be discussed *in camera*. (Section 19)

The personal information must be contained in a confidential evaluation or opinion provided to the municipality, and compiled about an individual in order to assess his or her suitability for employment, the awarding of contracts or other benefits. This may involve information on his or her personal strengths or weaknesses, eligibility or qualifications.

Examples:

A verbatim transcript of a reference check of an employment candidate, supplied in confidence

A summary of a mix of telephone and written reference checks compiled by an official

5. Information, the disclosure of which may be harmful to law enforcement, may be discussed *in camera*. In order for the exception to apply, it is necessary to ensure that specific authority to investigate exists and that the investigation can lead to a penalty or sanction being imposed. Three types of investigations are included: police, security and administrative investigations. (Section 20)

3.

- 3 -

Examples:

Information about a police investigation, including a special constable, or by a person responsible for investigating offences under the Criminal Code or Traffic Safety Act.

Information about a security investigation relating to the security of the organization and its clients, staff, resources or the public.

Information about an administrative investigation to enforce compliance or remedy non-compliance with standards, duties and responsibilities defined under an Act, regulation or bylaw.

6. Information, the disclosure of which may be harmful to intergovernmental relations, may be discussed *in camera*. This exception has two parts; one deals with harm to relations and the other deals with information given in confidence. (Section 21)

(a) In order to apply the harm to intergovernmental relations exception, the municipality must demonstrate that the conduct of intergovernmental relations of the Government of Alberta, or other municipality, or Federal Gov't, and not just those of the municipality, would be harmed by disclosure.

Example:

Notes of a private discussion between municipal officials, officials of a 'twinning' municipality in a developing country, the province and the country concerned, where no agreement has been reached between the parties to make their discussions public.

(b) In order to apply the information exception, the information must have been supplied in circumstances that clearly place an obligation on the municipality to maintain confidentiality.

Example:

Negotiating strategies relating to a federal, provincial and municipal infrastructure program.

7. Local public body confidences may be discussed *in camera*. This includes information the disclosure of which could reasonably be expected to reveal a draft of a resolution, bylaw or other legal instrument by which the municipality acts. (Section 23)

Drafts of resolutions, bylaws or other legal or formal written documents which relate to the internal governance of the municipality or the regulation of the activities over which it has jurisdiction are covered by this exception, however, final versions of a bylaw, resolution or other legal instrument are not. Similarly, if a draft of a resolution, bylaw or other legal instrument has already been considered in a meeting open to the public, this exception cannot be applied.

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8. Advice from officials may be discussed *in camera*. This exception is intended to protect the deliberative process involving senior officials and heads of public bodies, and their staff, as well as among officials themselves. This exception also protects the deliberative process involving senior officials, heads of public bodies and the governing authorities of local public bodies. (Section 24)

A rule permitting public access to all records relating to policy formulation and decision-making processes in public bodies would impair the ability of those bodies to discharge their responsibilities in a manner consistent with the public interest. This exception is intended to provide a 'deliberative space' for those involved in providing advice, carrying on consultations and making recommendations, so that records may be written with candour and cover all options. This 'deliberative space' is especially important for those involved in the policy-making process. Senior officials and heads of local public bodies may accept or reject the advice and recommendations of those advising them.

Examples:

Information, including proposed plans, policies or projects, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision

The contents of a formal research or audit report

~~*Plans relating to the management of personnel*~~

9. Information, the disclosure of which could reasonably be expected to be harmful to the economic and other interests of a public body, may be discussed *in camera*. (Section 25)

This exception applies to information the disclosure of which could reasonably be expected to harm the economic interest of a public body or the Government of Alberta, or the ability of the government to manage the economy. It recognizes that a public body may hold significant amounts of financial and economic information that is critical to the financial management of the public sector and the provincial economy.

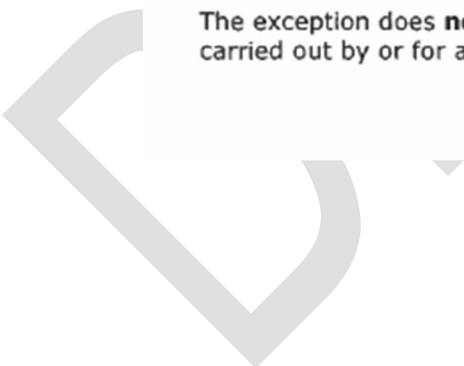
Examples:

Trade secrets, such as software developed by a public body or special testing equipment which has been kept secret or confidential.

A proprietary interest in geographical information systems mapping data or statistical data.

Financial forecasts, investment strategies, budgets and profit and loss statements.

The exception does **not** cover the results of product or environmental testing carried out by or for a public body.



- 5 -

10. Information relating to testing procedures, tests and audits may be discussed *in camera*. This exception provides protection for the procedures and techniques involved in testing and auditing as well as details relating to specific tests to be given or audits to be conducted where disclosure would invalidate the results. (Section 26)

Examples:

Environmental testing, staffing examinations, personnel audits, financial audits and program audits.

11. Information that is subject to a legal privilege, or relates to the provision of legal services or the provision of advice or other services by a lawyer may be discussed *in camera*. (Section 27)

Examples:

A letter, fax, e-mail or other correspondence from the municipality's lawyers, including any record attached to correspondence from a lawyer.

~~*A note documenting legal advice given by a lawyer or a statement of account from a lawyer detailing the services provided.*~~

Information relating to an existing or contemplated lawsuit.

12. Information, the disclosure of which may be expected to result in damage to or interfere with the conservation of any historic resource or any rare, endangered, threatened or vulnerable form of life, may be discussed *in camera*. (Section 28)

Examples:

Information regarding designated municipal historic resources.

Information regarding any species of flora or fauna that is of concern because it is naturally scarce or likely to become threatened as a result of disclosure of specific information about it.

13. Information that is or will be available to the public may be discussed *in camera*. This exception covers information that is available for purchase by the public or that is to be published or released to the public within 60 days, but does not cover information that is already available to the public. (Section 29)

OK

GUIDELINE TO MATTERS WHICH CAN BE DISCUSSED IN CAMERA MEETINGS UNDER FOIP ACT		
SEC. #	DESCRIPTION OF INFORMATION:	EXAMPLES:
16	Trade secrets of a third party	Monetary resources, investment strategies, market research, manuals containing scientific, technical information.
17	Harmful to personal privacy	Recorded information about an identifiable individual – name, address, phone number, race, health, education. See s. 17(2) for exceptions.
18	Harmful to individual or public safety	Information relating to individuals threatened with violence, abuse or harassment, interfere with public safety.
19	Confidential evaluations	Reference checks.
20	Harmful to law enforcement	Police, security and administrative investigations.
21	Harmful to intergovernmental relations	Private discussions between municipal officials and officials of another municipal, provincial or federal government.
23	Local public body confidences	Drafts of resolutions or bylaws, legal or formal written documents.
24	Advice from officials	Proposed plans, policies, projects, budgetary decisions, research or audit reports, personnel management plans.
25	Economic interests of the municipality	Trade secrets, in-house developed software, proprietary interest in GIS mapping or statistical data, financial forecasts, investment strategies.
26	Testing procedures, tests and audits	Environmental testing, staffing exams, personnel, financial or program audits.
27	Legal privilege	Correspondence from municipality's lawyers, legal opinions
28	Historic sites or vulnerable life forms	Municipal historic resources, rare flora or fauna likely to be threatened by disclosure of information about it.
29	Information available or to be available to the public	Information that is available for purchase or that will be published within 60 days.

Secretary is authorized to deactivate cameras and microphones during Public Hearings to avoid disruptions to the proceedings.

- The Chair has the authority to end a presenter's electronic participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

SCHEDULE “E”
COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn (Part 18)	means the conclusion of a Council or Committee Meeting.	“Seeing as there is no other business, I Adjourn this meeting at [time]” “I move That Council Adjourn.”	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	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.
Amend (Part 23)	means a Motion by which 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	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote.
Call the Question (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	“I call the question.” “All in favour?” All opposed?”	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
Information Motions (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town’s record for reference. Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	“I move That Council accept [subject] for information.” “I move That Council receive the [subject] for information.”	Yes	Yes	When Council accepts the information, it is placed in the Town’s record for reference. When Council or Committee receives the information, it is acknowledged with no further action taken.
Point of Information (Part 19)	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.	“Point of Information [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
Point of Order (Part 19)	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.	“Point of Order [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
Point of Privilege (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	“Point of Privilege [subject].”	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. 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

COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
Postpone (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	"I move That Council Postpone the [subject] voting until...." "I move That Council Postpone the [subject] indefinitely."	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
Question of Privilege (Part 19)	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.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
Recess (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	"I move That Council move for a [^^] min Recess." Presiding Officer: "I call for a [^^] min Recess."	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
Rescind (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
Reconsider (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject or Motion No.]".	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
Refer (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
Suspension of the Rules (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of"	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
Table (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Allows donations outside the local election year and requires annual reporting of donations.	
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the <i>MGA</i> .
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the <i>MGA</i> .
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)

MEETING DATE: April 14, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **CAO Amendment Bylaw**

BACKGROUND

Through discussions around the Signing Authority Policy, it was identified that at times, due to scheduling, the Mayor or Deputy Mayor may not be available to sign cheques. In order to ensure that the accounts payable process is not impacted, it was determined that the CAO Bylaw should authorize the Chief Administrative Officer to sign cheques on behalf of the municipality.

Section 4.4.13 of the CAO Bylaw has been amended granting authority to the CAO to sign cheques provided that the expenditure has been authorized by Council in the operating or capital budget.

DISCUSSION

Administration is recommending that Standing Committee of Council recommend that the CAO Amendment Bylaw to be brought forward to a Regular Meeting for consideration.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the CAO Amendment Bylaw be directed to a Regular Meeting for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the CAO Amendment Bylaw.
- b) That Standing Committee of Council recommends referring CAO Amendment Bylaw back to Administration for more information.

ATTACHMENTS

- *CAO Amendment Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
AMEND THE CAO BYLAW 1311.24**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of amending the CAO Bylaw 1311.24.

WHEREAS, the Council of the Town of Blackfalds deems it desirable to amend section 4.4.13 of Bylaw 1311.24.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled, hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**CAO Bylaw Amendment**”.

PART 2 – AMENDMENTS

- 2.1 That Part 4 – POWERS AND DUTIES, Section 4.4.13 is amended by deleting it and replacing it with the following.

The CAO shall perform such other duties and functions and exercises such powers as may be required for the effective administration of the Town, including but not limited to signing all cheques, contracts, agreements, and transactions required for the effective operations of the Town, provided that the expenditure has been authorized by Council in the operating or capital budget.

PART 3 – DATE OF FORCE

- 3.1 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.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this ____ day of _____ A.D.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third time this ____ day of _____ A.D.

MAYOR JAMIE HOOVER

CAO KIM ISAAK

MEETING DATE: April 14, 2025
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: Signing Authority Council Policy

BACKGROUND

Council reviewed the amended Signing Authority Council Policy CP-184.24 at the March 17, 2025, Standing Committee of Council. Since that time, it has been identified that at times, due to scheduling, the Mayor or Deputy Mayor may not be available to sign cheques. In order to ensure that the accounts payable process is not impacted, that the Signing Authority Policy be changed to not require the Mayor or Deputy Mayor to sign cheques.

The Signing Authority Council Policy CP-184.24 was adopted in April of 2024. The purpose of the Policy was to assign signing authorities for municipal documents, which would expedite the Town's workflow processes.

DISCUSSION

Administration is recommending that Standing Committee of Council recommend that the amended Signing Authority Council Policy CP-184.24 be directed to a Regular Meeting for consideration.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend to Council that the amended Signing Authority Council Policy CP-184.24 be directed to a Regular Meeting for consideration.

ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Signing Authority Council Policy CP-184.24.
- b) That Standing Committee of Council recommends referring the Signing Authority Council Policy CP-184.24 back to Administration for more information.

ATTACHMENTS

- *Signing Authority Council Policy CP-184.24 – with tracked changes*
- *Signing Authority Council Policy CP-184.24 – Clean Version*
- *CAO Bylaw 1311.24*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act* (MGA), authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the MGA, and in other various bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds,
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).

4. SCOPE

- 4.1. This Policy applies to all Town Employees and Elected Officials.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:

- 5.1.1. Adopt and support this Policy by resolution.

- 5.2. Chief Administrative Officer to:

- 5.2.1. Advise Council on the development, implementation, and amendment of this Policy.

- 5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.

- 5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.

- 6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

- 6.3. A delegation of authority to an Employee also confers authority on that employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.

- 6.4. Only employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.

- 6.5. Employees who have been delegated signing authority are responsible for:

- 6.5.1. Ensuring documents are signed in accordance with this Policy; and

- 6.5.2. Ensuring the accuracy of the document being signed.

- 6.6. Employees who have been delegated authority in this Policy are responsible for:

- 6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;

- 6.6.2. Providing for sub-delegation in writing as required;

- 6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7 Minutes of Meetings**6.7.1 Council Meetings**

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.7.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.8 Bylaws

6.8.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.9 Banking Instruments, Agreements and Other Municipal Documents**6.9.1 Banking Instruments**

Authority for signing all papers, cheques and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAOMayor Deputy Mayor <u>Acting CAO</u> Members of Council <u>Director of</u> Corporate Services	CAO Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement – Purchasing	2 nd Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$2,500 	Supervisor or Manager <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$10,000 	Manager
Managers	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$75,000 	Director
Directors Police Chief	<ul style="list-style-type: none"> Any purchase agreement approved within the budget less than \$100,000 	CAO
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the up to \$500,000 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value. 	Council authorization

6.10 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none">Intergovernmental Agreements	Mayor or Deputy Mayor

6.10.1 Signing authority in this section:

- 6.10.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

- 9.1. Appendix "A" – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	131/24	April 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Signature of Person Authorizing

Date: _____

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Delegate Acknowledging Responsibility

Date: _____

Per: _____
CAO

Date: _____

SIGNING AUTHORITY

POLICY NO	CP184.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 3 Years or Upon Legislative Change

1. POLICY PURPOSE

- 1.1. In accordance with the *Municipal Government Act* (MGA), authority is delegated to sign cheques, agreements, and other municipal documents to those Elected Officials and employees in the positions indicated in this policy. Specific signing authorities may be designated in the MGA, and in other various bylaws and Council Policies.

2. POLICY STATEMENT

- 2.1. To clarify who in the organization may sign or authorize which municipal documents.
- 2.2. To support accountability for financial and non-financial transactions
- 2.3. Provide clarity of roles and responsibilities.

3. DEFINITIONS

- 3.1. “**Administrative Procedure**” means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- 3.2. “**Chief Administrative Officer**” (CAO) means the Chief Administrative Officer of the Town of Blackfalds, appointed by Council as per the *Municipal Government Act*.
- 3.3. “**Council**” means all Elected Officials of the Town of Blackfalds,
- 3.4. “**Elected Officials**” means the Council of the Town of Blackfalds.
- 3.5. “**Employee**” as defined in S. (d.1)(k) of the *Alberta Employment Standard Code* means an individual employed to do work who receives or is entitled to wages and includes a former employee but does not include an individual who is a member of a class of individuals excluded by regulations.
- 3.6. “**Municipal Government Act**” (MGA) means the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto.
- 3.7. “**Supervisor**” means an Employee who has been given the responsibility to manage a team of Employees. (i.e. CAO, Directors, Managers).

4. SCOPE

- 4.1. This Policy applies to all Town Employees and Elected Officials.

5. AUTHORITY AND RESPONSIBILITIES

- 5.1. Council to:

- 5.1.1. Adopt and support this Policy by resolution.

- 5.2. Chief Administrative Officer to:

- 5.2.1. Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2. Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2.3. Implement this Policy and the establishment of any Administrative Procedures required for carrying out this Policy.

6. POLICY

- 6.1. Unless specified elsewhere in this Policy, authority is delegated to a position rather than a person.
- 6.2. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.
- 6.3. A delegation of authority to an Employee also confers authority on that employee's supervisor, unless a particular qualification or certification, which must be held by the designated individual, is not held by the Supervisor.
- 6.4. Only employees who have been delegated signing authority through this Policy or through further delegation permitted by the Policy, may sign municipal documents referenced here.
- 6.5. Employees who have been delegated signing authority are responsible for:
- 6.5.1. Ensuring documents are signed in accordance with this Policy; and
- 6.5.2. Ensuring the accuracy of the document being signed.
- 6.6. Employees who have been delegated authority in this Policy are responsible for:
- 6.6.1. Being aware and complying with all relevant bylaws, policies, Administrative Policies and Procedures as well as external legislative requirements when exercising delegations;
- 6.6.2. Providing for sub-delegation in writing as required;
- 6.6.3. Ensuring that all sub-delegated individuals understand the powers, duties and functions that have been delegated to them.

6.7 Minutes of Meetings**6.7.1 Council Meetings**

Authority for signing council meeting minutes is as follows, in accordance with Section 213(1) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Councillor presiding at the Meeting	CAO or Acting CAO presiding at the Meeting

6.7.2 Council Committee Meetings

Authority for signing council committee meeting minutes is as follows in accordance with Section 213(2) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Person presiding at the Meeting	Recording Secretary or CAO

6.8 Bylaws

6.8.1 Authority for signing bylaws is as follows, in accordance with Section 213(3) of the MGA and the CAO Bylaw.

1st Signature	2nd Signature
Mayor or Deputy Mayor	CAO or Acting CAO

6.9 Banking Instruments, Agreements and Other Municipal Documents**6.9.1 Banking Instruments**

Authority for signing all papers, cheques and other documents that are required in the conduct of all bank accounts and other business relating to banking of the Town of Blackfalds funds are as follows, in accordance with 213(4) of the MGA and the CAO's Bylaw. This authority is extended to the printing or other reproduction of signatures as outlined in Section 213(5) of the MGA. This authority may not be further delegated, being that one (1) signature from Group 1 and one (1) signature from Group 2 are required for banking instruments.

Authority for signing or authorizing agreements for the acquisition of goods and services are as follows in accordance with the Town of Blackfalds Procurement Policy

<u>1st Signature – Group 1</u>	<u>2nd Signature – Group 2</u>
CAO Acting CAO Director of Corporate Services	Directors Financial Services Manager

6.9.2 Agreements for Budgeted Expenditures (Procurement)

Authority for signing or authorizing agreements for the acquisition of goods and services is as follows in accordance with the Town of Blackfalds Procurement Policy. And the Procurement Authorities and Limits Administrative Procedure. The position listed has the authority to sign all agreements appearing across from and above the position title.

1 st Signature	Agreement Purchasing –	2 nd Signature Required
Employee initiating agreement. <i>(with Designated Purchasing Authority or Purchasing approval in writing)</i>	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$2,500 	Supervisor or Manager <i>(A signed Designated Purchasing Authority Form may service as the second signature)</i>
Supervisor	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$10,000 	Manager
Managers	<ul style="list-style-type: none"> Any purchase agreement approved within the budget up to \$75,000 	Director
Directors Police Chief	<ul style="list-style-type: none"> Any purchase agreement approved within the budget less than \$100,000 	CAO
CAO	<ul style="list-style-type: none"> Any purchase agreement approved within the up to \$500,000 	Mayor
Council Resolution	<ul style="list-style-type: none"> Any purchase agreement greater than \$500,000 or renewal longer than three years and greater than \$500,00 in value. 	Council authorization

6.10 Intergovernmental Agreements

Authority is delegated as follows to sign Intergovernmental Agreements:

1 st Signature	Documents	2 nd Signature Required
CAO or Acting CAO	<ul style="list-style-type: none">Intergovernmental Agreements	Mayor or Deputy Mayor

6.10.1 Signing authority in this section:

- 6.10.1.1 May be further delegated to a Town Employee as long as the delegation has been confirmed in writing by the authority holder or the CAO.
- 6.10.1.2 Does not preclude the CAO from providing a signature on any agreement or document.
- 6.10.1.3 Does not preclude the Mayor from providing a signature on any agreement or document.

7 EXCLUSIONS

None

8 SPECIAL SITUATIONS

None

9 RELATED DOCUMENTS

- 9.1. Appendix "A" – Delegation of Signing Authority
- 9.2. CAO Bylaw
- 9.3. Procurement – Council Policy
- 9.4. Procurement Authorities and Limits – Administrative Procedure
- 9.5. Digital and Electronic Signature Policy – Council Policy
- 9.6. Digital and Electronic Signature – Administrative Procedure

10 END OF POLICY

Mayor

Chief Administrative Officer

Date

Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	131/24	April 23, 2024
Policy Reviewed		
Policy Revised		

ADMINISTRATIVE REVISIONS

Date	Description

Town of Blackfalds Delegation of Signing Authority

I _____ delegate to _____
(Person Authorizing) (Name of delegate)

The authority to approve and sign the following on my behalf as of _____
(Date)

Agreement or Document Type	Comments

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Signature of Person Authorizing

Date: _____

I have read the Town of Blackfalds Signing Authority Policy and understand the limits and responsibilities in delegating this authority.

Per: _____
Delegate Acknowledging Responsibility

Date: _____

Per: _____
CAO

Date: _____

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH AND DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER AND TO PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of establishing, and defining the duties, powers and functions of the Chief Administrative Officer and to provide for the appointment of the Chief Administrative Officer.

WHEREAS the *Municipal Government Act*, R.S.A., 2000, c. M-26, S.205 requires that every Council must establish, by Bylaw, the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position;

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “CAO Bylaw”.

PART 2 – PURPOSE

- 2.1 The purpose of this Bylaw is to establish the position of Chief Administrative Officer and to confirm the power of delegation of the Chief Administrative Officer granted pursuant to the *Municipal Government Act*. Council shall, by resolution, appoint a person to carry out the powers, duties, and functions of the position of Chief Administrative Officer.

PART 3 – DEFINITIONS

- 3.1 In this Bylaw:

- (a) “**Act**” means the *Municipal Government Act* R.S.A., 2000, c. M-26 as may be amended from time to time;
- (b) “**Administration**” means the Chief Administrative Officer, support staff to the Chief Administrative Officer, and those Employees appointed as department head’s of the Town of Blackfalds;
- (c) “**Chief Administrative Officer**” (CAO), means the individual appointed by Council to the positive of Chief Administrative Officer as per the *Municipal Government Act*;
- (d) “**Acting Chief Administrative Officer (Acting CAO)**”, means an Employee appointed by the CAO to act in the CAO’s place when required;
- (e) “**Council**” means the Municipal Council of the Town of Blackfalds;
- (f) “**Employee**” means as defined in s.1(e) of the *FOIP Act*, includes any person who performs a service for the public body as an appointee, volunteer or student or under contract or an agency relationship with the public body but does not the Town Auditor an employees of the Town Auditor;
- (g) “**Enactment**” means:
 - (i) An act of the Legislature of Alberta and a Regulation made under an Act of the Legislature of Alberta; and
 - (ii) An Act of Parliament of Canada and a statutory instrument made under an act of the Parliament of Canada.
- (h) “**Town**” means the municipal corporation known as the Town of Blackfalds.

PART 4 – POWERS AND DUTIES

- 4.1 The CAO is the administrative head of the Town and shall have all the powers, duties, responsibilities and functions that are given to, imposed upon, or described for the Chief Administrative Officer in the Act. Council, by way of policy direction, shall guide the affairs of the Town through the CAO, Council's sole employee.
- 4.2 The CAO may delegate any power, duty or function given to the CAO under the Act, any other Enactment or Bylaw, including any power, duty, or function delegated to the CAO under S.203 of the Act by Council.
 - 4.2.1 The CAO may temporarily delegate any or all powers, duties, and functions of the CAO to an Employee of the Town in the event of the temporary absence of the CAO. In the event that the CAO is unable to delegate such powers or duties, or in the event of an absence of the CAO, Council, by resolution, may appoint an Acting CAO in the event of long-term illness, unscheduled absence or other incapacity of the CAO.
 - 4.2.2 The matters delegated to the CAO by this Bylaw are in addition to any other delegations made by Council or a Committee of Council to the CAO, and the CAO shall exercise and carry out such other powers, duties and functions as may be required by Council or a Committee of Council, from time to time.
- 4.3 Unless otherwise specified in a Bylaw creating a position of designated officer, pursuant to the Act, the CAO shall be deemed to be appointed a designated officer under any statute or Bylaw which permits or requires the Town to appoint a designated officer.
- 4.4 Without limiting the administrative powers of the CAO, the CAO shall:
 - 4.4.1 Hire, appoint, manage, suspend, demote, or remove an Employee from any position in the Town;
 - 4.4.2 Establish human resources policies and procedures, including those governing the actions of Employees, determining salaries, benefits, hours of work, and other working conditions of Town Employees;
 - 4.4.3 Direct, supervise and review the performance of the administration of all Town departments and administrative Employees of the Town;
 - 4.4.4 Coordinate the organization's systems, manage organization resources, facilitate the Council/Administrative interface and establish the structure of the Administration of the Town, including establishing, merging, dividing and eliminating departments subject to Council approval;
 - 4.4.5 Subject to Council's direction and approval, negotiate all collective agreements;
 - 4.4.6 Develop and recommend for Council approval policies dealing with non-administrative matters as directed by Council, or at the initiation of the CAO;
 - 4.4.7 Establish and implement all administrative policies, procedures, standards and guidelines for all matters within the powers of the CAO while ensuring they are efficiently coordinated, delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
 - 4.4.8 Prepare and submit such reports and recommendations as may be required by Council or Council committees;
 - 4.4.9 Prepare and submit to Council budgets for capital and operating programs annually or more often as required or as Council may direct;
 - 4.4.10 In the event that Council does not adopt an annual operating or capital budget prior to December 31st for the upcoming year, the CAO is empowered to authorize operating and capital expenditures reasonably consistent with the previous year's budget or for previously approved expenditures.

- 4.4.11 Monitor and report on the operating and capital budgets approved by Council; authorize and approve the transfer of funds between departments or between budgeting programs to maintain the operations and affairs of the Town within approved budget limits and subject to the limitation that any funds to be transferred are to be used for a purpose similar to the purpose for which the funds were budgeted for in the budget approved by Council;
- 4.4.12 Advise and inform Council on the operation and affairs of the Town that are substantive in nature that affect the ability to provide services or significant budgetary impacts;
- 4.4.13 The CAO shall perform such other duties and functions and exercise such powers as may be required for the effective administration of the Town, including but not limited to entering into all contracts, agreements, and transactions required for the effective operations of the Town, provided that the expenditure has been authorized by Council in the operation or capital budget;
- 4.4.14 Except as otherwise instructed by Council, establish fees, charges, rates and tariffs;
- 4.4.15 Authorize the commencement by the Town, or the defence by the Town of any claim or action to enforce or protect the Town's interests or to enforce the Town's Bylaws or responsibilities under the Act and any other Enactment or Bylaw except in matters where the appeal lies with Council;
- 4.4.16 The CAO may take whatever legal actions or measures necessary in response to an emergency;
- 4.4.17 The Town will indemnify the CAO provided that the CAO acts within the scope of his or her employment and acts in good faith to comply with any applicable resolution, Bylaw, statute, regulation or Enactment;
- 4.4.18 The CAO or designate sign along with the Council member presiding at the meeting all minutes of Council and Council Committee meeting; as well as all bylaws and acting alone, all orders, contracts, agreements, documents and certificates that may be required;
- 4.4.19 The CAO or designate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend unless excused therefrom and attend meetings such as boards, committees, authorities, commissions, or other bodies as may be required by Council;
- 4.4.20 Ensure the Minister is sent a list of the Mayor and Councillors and any other information the Minister requires within five (5) days after the term of the Mayor or Councillor begins;
- 4.4.21 Ensure that the corporate seal is kept in the custody of the CAO;
- 4.4.22 Conduct a census when required by Council and submit population affidavits in accordance with requirements of the *Municipal Government Act*.
- 4.4.23 Ensure that in states of emergency, the Town of Blackfalds Emergency Management Agency can operate in accordance with the Town of Blackfalds Emergency Management Bylaw.
- 4.4.24 Waive at their discretion, on a one-time basis to a maximum of \$3,500 fees, and charges for customer service-related matters, excluding property taxes, property tax penalties, or building permit fees.
- 4.4.25 The CAO or designate is authorized to prepare revised bylaws for Council's consideration in accordance with S.63 of the Act.
- 4.4.26 The CAO or designate is authorized to consolidate one or more of the bylaw of the Town of Blackfalds in accordance with S.69 of the Act,

4.4.27 The CAO or designate is authorized to make changes, without materially affecting a Policy in principle or substance to correct clerical, technical, grammatical or typographical errors in a Policy.

PART 5 - EVALUATION AND COMPENSATION

- 5.1 The person appointed as CAO shall hold the position of CAO and shall not be dismissed except as outlined in S.206 of the Act, or in the case of the existence of an employment contract, in accordance with said contract.
- 5.2 Council shall fix the salary and determine the benefits to be paid or provided to the CAO, and the mayor, on behalf of the Town shall be authorized to sign and execute any employment contract or other agreement or amendments thereto with the CAO.
- 5.3 Council shall review the performance of the CAO and the annual salary and benefits provided to the CAO not less than once every twelve (12) months unless compensation is otherwise specified in an employment contract.

PART 6 - REPEAL

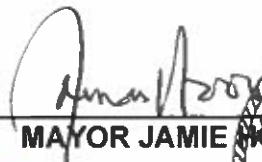
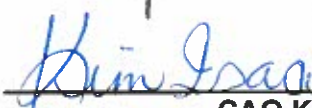
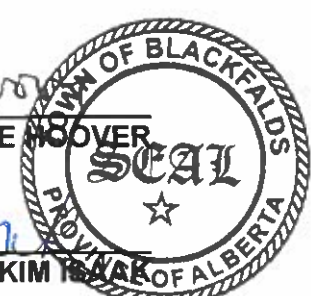
- 6.1 If any portion of this Bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this Bylaw or any documents which form part of the Bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.
- 6.2 That Bylaw 1170/14 is hereby repealed upon this Bylaw coming into effect.

PART 7 - DATE OF FORCE

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


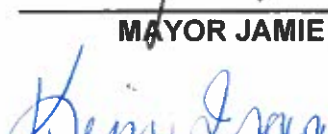
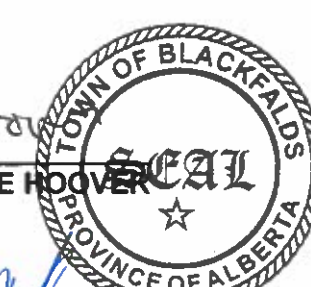
READ for the first time this 25th day of June, A.D. 2024.

(RES. 193/24)


MAYOR JAMIE HOOVER

CAO KIM ISAAC



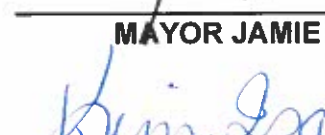
READ for the second time this 25th day of June, A.D. 2024.

(RES. 194/24)


MAYOR JAMIE HOOVER

CAO KIM ISAAC


READ for the third and final time this 25th day of June, A.D. 2024.

(RES. 196/24)


MAYOR JAMIE HOOVER

CAO KIM ISAAC
