

1. **Call to Order**
2. **Land Acknowledgement**
 - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 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. **Adoption of Agenda**
 - 3.1 Agenda for October 16, 2023
4. **Delegation**
 - 4.1 Municipal Service Level Inventory, *Trina McCarroll – Hello Courage*
5. **Public Hearing**

None
6. **Business Arising from Minutes**

None
7. **Business**
 - 7.1 Request for Direction, Council Procedural Bylaw
 - 7.2 Request for Direction, Council Meeting Schedule - Summer Break
8. **Action Correspondence**

None
9. **Information**

None
10. **Round Table Discussion**

None
11. **Adoption of Minutes**

None
12. **Notices of Motion**

None
13. **Business for the Good of Council**

None
14. **Confidential**
 - 14.1 Committee Appointments – FOIP 19 (1) Confidential Evaluations
 - 14.2 Trust Agreement – FOIP 25 (1) Disclosure Harmful to Economic and Other Interests of a Public Body.
15. **Adjournment**

Future Meetings/Events:

- Regular Council Meeting – October 24, 2023
- Organizational Meeting – October 24, 2023

MEETING DATE: October 16, 2023
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Trina McCarroll – Hello Courage
SUBJECT: Municipal Service Level Inventory

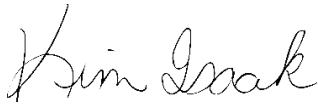
BACKGROUND

Trina McCarroll from Hello Courage will be presenting to provide a brief overview to Council of what the Municipal Service Level Inventory process will entail.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

MEETING DATE: October 16, 2023
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Council Procedural Bylaw**

BACKGROUND

The *Municipal Government Act* (MGA), Section 145, provides that a municipality may pass a Bylaw in relation to the procedure and conduct of Council, Council Committees, and other bodies established by Council.

The Council Procedural Bylaw establishes rules of procedure for governing processes related to Council and Committee Meetings, as well as to regulate the conduct of Councillors and members of Committees established by Council. Both the Bylaw and the Agenda are an integral part of efficient Council Meetings and are important to the integrity of a municipality's operations.

DISCUSSION

On January 25, 2022, Council gave third and final reading to Council Procedural Bylaw 1265.22, which included several amendments which were incorporated from the office consolidated Procedural Bylaw 1257.21. Upon adoption of Bylaw 1265.22, Bylaw 1257.21 was rescinded.

Amendments to the newly revised Council Procedural Bylaw 1289.23 include the addition of a Consent Agenda to the Regular Council Meeting and procedures relating to same, from the direction provided at Standing Committee of Council on June 19, 2023.

038/23 Councillor Sands moved That Standing Committee of Council recommends Administration bring forward a new Council Procedural Bylaw to include a Consent Agenda and procedure.

CARRIED UNANIMOUSLY

In addition to the Consent Agenda, a brief outline of further amendments to the Bylaw is as follows:

- Table of Contents as Appendix A and removing AUMA Ethical Guidelines.
- Removal of reference to Robert's Rules of Order and putting sole reliance back on the procedures outlined in the Bylaw.
- Combining Inaugural and Organizational Meetings under one Part (7).
- Revised standard order of business on Agendas for both Council and Committees.
- "Types" of Motions and how they are applied and utilized during meetings have been expanded upon in Parts 21 – 29 and were included to provide clarity to Council on the use of Motions during meetings. Including Motions for information.
- Expansion on Special Meetings and notice required.
- Expansion on Council communications and decisions in Part 13.
- Timelines on Delegations (Section 14.3) and subject matters set out in Section 30.12.
- Expansion on Public Hearings in accordance with the MGA.

- Separating out conduct of public during meetings into its own Part (20) subject to the MGA.
- Re-organization of the Bylaw's Parts and Sections to be more consistent.
- Establishment of the Standing Committee of Council and procedures for the Committee.
- Standing Committee of Council Agenda item submission timelines.

Due to the significant changes to the newly revised Council Procedural Bylaw 1289.23, a tracked changed version is not included. However, for Council's reference, Council Procedural Bylaw 1265.22 is included as an attachment to this report.

At the September 18, 2023, Standing Committee of Council Meeting, the Committee referred the Request for Direction, Council Procedural Bylaw to this Standing Committee of Council Meeting. Prior to the meeting being held, the Committee requested to take part in a workshop with a mock Agenda. The workshop was held just prior to this meeting, and a condensed cheat sheet of the procedural rules was provided to Council as a guide.

Now that Council has had the opportunity to participate in the Council Procedural Bylaw Workshop, Administration welcomes feedback from the Committee on the proposed bylaw, specifically on whether the bylaw as proposed provides enough clarity to the rules and conduct for Council Meetings.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Standing Committee of Council recommends bringing forth the newly revised Council Procedural Bylaw 1289.23 for first reading at the October 24, 2023, Regular Council Meeting.


ALTERNATIVES

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

ATTACHMENTS

- *Council Procedural Bylaw 1265.22*
- *Council Procedural Bylaw 1289.23 (newly revised)*
- *Council Procedural Bylaw Quick Reference*

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 Councillors and members of committees established by Council;

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

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

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

PART 1 - TITLE

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

PART 2 - DEFINITIONS

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

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

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

PART 3 – APPLICATION

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

PART 4 - GENERAL

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

PART 5 - ORGANIZATIONAL MEETING

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

PART 6 - INAUGURAL MEETING

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

PART 7 - MEETINGS OF COUNCIL

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

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

PART 8 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

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

PART 9 - NOTICE OF MEETINGS

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

PART 10 - CANCELLATION OF MEETINGS

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

PART 11 - AGENDA

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

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

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

PART 12 - COMMUNICATIONS

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

PART 13 - QUORUM

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

PART 14 - ADJOURNMENT

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

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

PART 15 – RECESS

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

PART 16 – MINUTES OF COUNCIL MEETINGS

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

PART 17 – CONDUCT OF BUSINESS

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

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

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

PART 18 – MOTIONS

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

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

PART 19 - VOTING ON MOTIONS

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

PART 20 – BYLAWS & POLICIES

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

presented at a Regular Council Meeting.

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

PART 21 – STANDING COMMITTEE OF COUNCIL

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

PART 22 - COMMITTEES

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

PART 23 - REPEAL

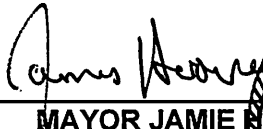
159. That Bylaw 1183.14 and 1233.19 are hereby repealed upon this Bylaw coming into effect.

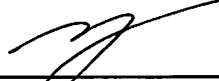
PART 24 - DATE OF FORCE

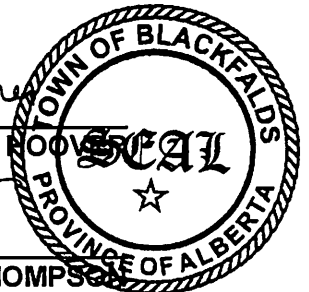
160. That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this 11th day January, A.D. 2022.

(RES. 007/22)

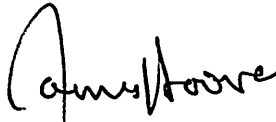

MAYOR JAMIE HOOPER

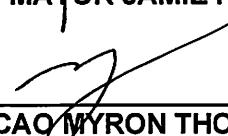

CAO MYRON THOMPSON

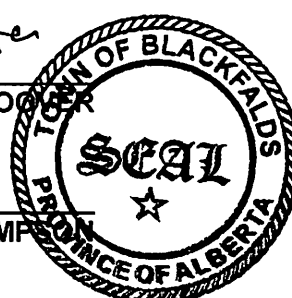


READ for the second time this 25th day of January, A.D. 2022.

(RES. 019/22)

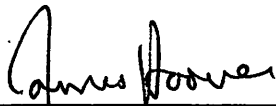

MAYOR JAMIE HOOPER


CAO MYRON THOMPSON




READ for the third and final time this 25th day of January, A.D. 2022.


(RES. 020/22)



MAYOR JAMIE HOOVER



CAO MYRON THOMPSON



List of Appendices:

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

Legislative References:

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

APPENDIX A - AUMA Ethical Guidelines



Alberta Urban Municipalities Association

POLICY NO. AP004

ETHICAL GUIDELINES

The Board encourages member municipalities of the Association to adopt the following "Ethical Guidelines of Conduct for Elected Local Government Officials."

**(Municipality)
Ethical Guidelines of Conduct for Members of Council**

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Local government decisions and policy be made through the proper channels of government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for elected municipal government officials in Alberta so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of council members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of members of council in Alberta in order that they shall maintain the highest standards in public office and faithfully discharge the duties, powers and functions of office.

Members of Council shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favors, or advantages for themselves or any other person.
5. Preserve the integrity and impartiality of Council.



Alberta Urban Municipalities Association

6. After leaving office, Members of Council shall continue to keep confidential, confidential information acquired as a member of Council.

Members of Council generally shall at all times ensure that their course of conduct in carrying out their duties and responsibility as elected officials at all times conform to the highest ethical standards.

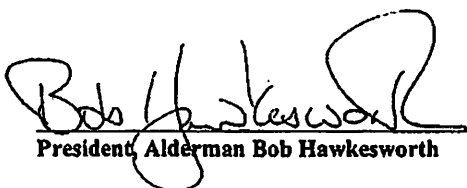
Members of this Council agree to uphold these guidelines and to govern actions accordingly.


Adopted by resolution this _____ day of _____, AD _____

Mayor

Municipal Secretary or City Clerk

	Date	Minute Page Number
Approved	24/02/05	3
Amended		
Amended		


President, Alderman Bob Hawkesworth


Chief Executive Officer, John McGowan

APPENDIX B - Delegation Application



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:

1. Town of Blackfalds Public Hearing Process

1.1 Definitions

- 1.1.1 "Chairman" refers to the Presiding Officer officiating the Public Meeting.
- 1.1.2 "Secretary" refers to the CAO or his/her designate.

1.2 Advertising

- 1.2.1 Advertising for all public hearings must meet the requirements of Section 606 of the MGA and will include:
 - a. Inclusion in a local newspaper once a week for two 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.

1.3 Public Comments

- 1.3.1. 1.3.1 Public comments as outlined in the Public Hearing notice are to be forwarded electronically to info@blackfalds.ca.
- 1.3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0 The Office of the CAO, c/o Executive & Legislative Coordinator,
- 1.3.3. 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)

DATE
TIME
BYLAW

INTRODUCTION & PROCEDURES

- 1 (Chairman) *"The following Public Hearing is held pursuant to the Municipal Government Act"*
- 2 (Chairman) *"The following rules of conduct will be followed during the Public Hearing:*
- *Presentation should be brief and to the point*
 - *The order of presentation shall be:*
 - *Entry of written submission*
 - *Comments from the Planning Dept*
 - *Those supporting the By-law*
 - *Those opposing the By-law*
 - *Any other person deemed to be affected by the Bylaw*
 - *The Public Hearing purpose is " (-----)*
- I hereby declare the Public Hearing relating to Bylaw # (-----) open".*
- 3 (Secretary) *"The purpose of Bylaw (-----) is (-----)- as shown on the attached Schedule A*
- First Reading was given to Bylaw (-----) on (-----)*
- Notice of this Public Hearing was advertised (-----)*
- The following written comments have been received to date (-----)*
- 4 (Chairman) *"Are there any late written submissions relating to the Bylaw?" (-----)*
- (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"*
- 7 (Chairman) *"If nothing further then, I hereby declare this Public Hearing relating to Bylaw (-----) be closed and will accept a motion to adjourn this Public Hearing.*

Motion to adjourn: _____

CARRIED UNANIMOUSLY

APPENDIX D - Guidelines to Matters Which can be Discussed in Camera Meetings

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.

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)

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.

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.

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)

**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.

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 That Appendix A, B, C, and D, attached to this Bylaw, shall form part of this Bylaw.

PART 2 - DEFINITIONS

- 2.1 In this Bylaw:
 - a) "**Act**" means the *Municipal Government Act* (MGA or the Act), 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**" 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) "**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.
 - m) "**Council**" means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
 - n) "**Council Committee Meeting**" means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
 - o) "**Council Meeting(s)**" are regularly scheduled or Special Meetings that require the attendance of Council.

- p) **"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) **"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) **"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 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) **"Inaugural Meeting"** means the Organizational Meeting immediately following a General Municipal Election.
- v) **"In-Camera"** means a part of the meeting closed to the public at which no Resolution or Bylaw may be passed, except a Resolution to recommend to Council or revert to a meeting held in public.
- 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, or a member of a Committee duly appointed by Council.
- 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 the meeting held for the purpose of scheduling Council Meetings and to make Council appointments to Committees of Council, to be held annually no later than the 2nd Regular Council Meeting in October.
- gg) **"Officer"** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure and Property Services, or their delegates, all of whom shall be recorded in official Minutes if their attendance is required.
- 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) of the MGA.
- 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 the 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) **"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,
- zz) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;
- aaa) **"Standing Committee of Council"** is a meeting of Council as a whole.

- bbb) **"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.
- ccc) **"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.
- ddd) **"Table"** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.
- eee) **"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.
- fff) **"Town"** means the municipal corporation of The Town of Blackfalds.
- ggg) **"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) Inaugural Meetings;
 - b) Organizational Meetings;
 - c) Regular Council Meetings
 - d) Special Council Meetings; and
 - e) 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 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 *Appendix 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 Interest in a matter before Council shall disclose the general nature of the Pecuniary 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.
- 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 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 are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chairperson 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 - INAUGURAL AND ORGANIZATIONAL MEETINGS

- 7.1 The Organizational Meeting immediately following a General Municipal Election shall be called the **"Inaugural Meeting"** and shall be held no later than two (2) weeks after each General Municipal Election.
- 7.2 The Mayor and each Council Member shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting as prescribed by the *Oaths of Office Act*.
- 7.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Inaugural Meeting.
- 7.4 Council shall hold an annual Organizational Meeting each year no later than the 2nd Regular Council Meeting in October in accordance with the Act.
- 7.5 Subject to Section 7.2, the order of business for Inaugural and Organizational Meetings shall be at the discretion of the CAO.
- 7.6 The CAO shall set the time and place for the Organizational Meeting, with the business of the meeting being limited to:
- a) Appointments of Members to Committees which Council is entitled to make, both internal and external;
 - b) Roster of Deputy Mayors for the Council term;
 - c) Council and Committee Meeting dates for Council from October to October; and
 - d) any other business required by the Act or which Council or the CAO may direct.
- 7.7 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.8 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meeting 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 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 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 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 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 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) Delegation
 - e) Public Hearing
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment

- 10.3 Council Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Council 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) Round Table 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 Mayor and/or Council, and all content shall be subject to the *Freedom of Information and Privacy Act*.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 Round Table Reports will take place only at 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 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.
- 10.12 Delegations shall be registered in accordance with Section 14.1.
- 10.13 Public Hearings shall be conducted in accordance with Part 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 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 Councillors have a Pecuniary 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 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 of interest or Pecuniary Interest.
- 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 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.
- 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.
- 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.

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 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;
 - 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 communication.

PART 14 – DELEGATIONS

- 14.1 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 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 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 14.3 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 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 15 – PUBLIC HEARINGS

- 15.1 Council shall hold Public Hearings in accordance with the Act.
- 15.2 Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.
- 15.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 15.4 Public Hearings shall be conducted in accordance with the procedures set out in *Appendix C*.
- 15.5 All written submissions from the public must be received by the deadline advertised to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the 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 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 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 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, 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 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 lost 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*.

- 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 shall 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 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 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 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.
- 31.20 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.

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;
 - 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) 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) Presentations
 - 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 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 no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Application is provided as *Appendix B*.
- 33.11 Presentations 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 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

DRAFT

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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 C - PUBLIC HEARING PROCESS AND TEMPLATE**1. Town of Blackfalds Public Hearing Process****1.1 Definitions**

- 1.1.1 "Chairman" refers to the Presiding Officer officiating the Public Meeting.
- 1.1.2 "Secretary" refers to the CAO or his/her designate.

1.2 Advertising

- 1.2.1 Advertising for all public hearings must meet the requirements of Section 606 of the MGA and will include:
 - a. Inclusion in a local newspaper once a week for two 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.

1.3 Public Comments

- 1.3.1. 1.3.1 Public comments as outlined in the Public Hearing notice are to be forwarded electronically to info@blackfalds.ca.
- 1.3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0 The Office of the CAO, c/o Executive & Legislative Coordinator,
- 1.3.3. 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

(Chairman) *"The following Public Hearing is held pursuant to the Municipal Government Act"*

2 (Chairman) *"The following rules of conduct will be followed during the Public Hearing:*

- *Presentation should be brief and to the point*
- *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*
- *The Public Hearing purpose is " (-----)*

I hereby declare the Public Hearing relating to Bylaw # (-----) open".

3 (Secretary) *"The purpose of Bylaw (-----) is (-----)- as shown on the attached Schedule A*

First Reading was given to Bylaw (-----) on (-----)

Notice of this Public Hearing was advertised (-----)

The following written comments have been received to date (-----)

4 (Chairman) *"Are there any late written submissions relating to the Bylaw?" (-----)*

(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?"*

7 (Chairman) *"If nothing further then, I hereby declare this Public Hearing relating to Bylaw (-----) be closed and will accept a motion to Adjourn this Public Hearing.*

Motion to Adjourn: _____

CARRIED UNANIMOUSLY

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)



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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.



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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)

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.



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 moved 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.
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 members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.

COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
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.	<p>"I move That Council Postpone the [subject] voting until...."</p> <p>"I move That Council Postpone the [subject] indefinitely."</p>	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.	<p>"I move That Council move for a [^^] min Recess."</p> <p>Presiding Officer: "I call for a [^^] min Recess."</p>	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.

MEETING DATE: October 16, 2023

PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator

PRESENTED BY: Kim Isaak, Chief Administrative Officer

SUBJECT: **Council Meeting Schedule - Summer Break**

BACKGROUND

In accordance with Section 193 (1) of the *Municipal Government Act*, Council may decide to hold regularly scheduled Council Meetings on specified dates, times and places.

As per the Council Procedural Bylaw 1265.22, Regular Council Meetings are scheduled for the second and fourth Tuesday of each month, and Standing Committee of Council Meetings are typically scheduled for the third Monday of each month. Each year at the Organizational Meeting, Council will set the regularly scheduled Council Meetings from October to October of the following year.

DISCUSSION

At the June 13, 2023, Regular Council Meeting, there was a Request for Decision brought forward to Council to cancel the July and August Standing Committee of Council Meetings, and it was noted within the report that surrounding municipalities adjust their Council Meetings schedule to include a summer break. This is facilitated by having one Regular Council Meeting at the start of July and one at the end of August. During this time, staff and Council Members are often on holiday and away from the office, so we do not expect the summer break to cause a disruption in Town operations and will allow Administration more time to focus on summer initiatives. In the event that a matter arises that needs to be dealt with, a Special Meeting could be scheduled.

In previous years, the July and August Standing Committee of Council Meetings have been cancelled. If it is Council's desire to proceed with the summer break, Administration would propose that the July and August Standing Committee of Council Meetings still be held.

Administration is bringing forward this request to gauge the interest of Council to determine whether the change to permit a summer break to be implemented into the 2023-2024 Council Meeting Schedule to be brought forward to the Organizational Meeting.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

- | |
|---|
| <ol style="list-style-type: none">1. That Standing Committee of Council recommends implementing a summer break into the 2023-2024 Council Meeting Schedule and bringing it forth to the Organization Meeting on October 24, 2023, for Council approval. |
|---|

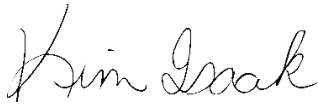
ALTERNATIVES

- a) That the Standing Committee of Council refer this item back to Administration for more information.

ATTACHMENTS

- *Proposed 2023-2024 Council Meeting Schedule*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

The public is invited to attend all Regular Council, Standing Committee Meetings and Public Hearings

Regular Council Meeting Schedule

Second and Fourth Tuesday
Regularly Commencing at 7:00 pm

2023	November	14, 28
	December	12, 26 (Cancelled)
2024	January	9, 23
	February	13, 27
	March	12, 26
	April	9, 23
	May	14, 28
	June	11, 25
	July	9, 23 (Cancelled)
	August	13 (Cancelled), 27
	September	10, 24
	October	8, 22*
*Organizational Meeting + Regular Council Meeting		

Standing Committee Meeting Schedule

Third Monday
Regularly Commencing at 7:00 pm

2023	November	20
	December	18
2024	January	15
	February	19 (Cancelled)
	March	18
	April	15
	May	20 (Cancelled)
	June	17
	July	15
	August	19
	September	16
	October	14 (Cancelled)

Meeting dates and times are subject to change. Public notification of any variance to the approved schedule will be conducted in accordance with the MGA and Town of Blackfalds Bylaws and Policies.