

**BYLAW #2022-08**  
**VILLAGE OF ACME**  
IN THE  
PROVINCE OF ALBERTA  
PROCEDURAL BYLAW

**A BYLAW** of the Village of Acme in the Province of Alberta **TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS**

Pursuant to the provisions of the Municipal Government Act, Chapter M-26, of the Revised Statutes of Alberta 2000, and amendments thereto:

**WHEREAS** Section 145(a) of the Municipal Government Act allows a Council to pass bylaws for the establishment and functions of Council committees and other bodies.

**AND WHEREAS** Section 145(b) of the Municipal Government Act allows a Council to pass bylaws for the procedure and conduct of Council, Council committees and other bodies established by Council.

**NOW THEREFORE** the Council of the Village of Acme, duly assembled, **HEREBY ENACTS** the following rules for the order and conduct of all Council meetings.

**SECTION 1 – SHORT TITLE**

1.1 This bylaw shall be known as the "**Procedural Bylaw**".

**SECTION 2 – DEFINITIONS**

- 2.1 **Act** means the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M- 26 and all amendments thereto.
- 2.2 **Agenda** means the statement of the order of business to be brought before Council.
- 2.3 **CAO** means the person appointed by Council to the role of Chief Administrative Officer pursuant to the Municipal Government Act.
- 2.4 **Committee** is a Standing Committee, Special Committee or Ad Hoc Committee established in accordance with the appropriate section of the Municipal Government Act.
- 2.5 **Council** means the elected Council for the Village of Acme in the Province of Alberta.
- 2.6 **Delegation** means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.7 **In Camera** means a Council or committee meeting where the public is excluded.



- 2.8 **Mayor** means the Village of Acme's Chief Elected Official.
- 2.9 **Organizational Meeting** means the annual meeting in which any necessary Oaths of Office are taken, appointments are made to municipal public positions (e.g., Mayor and Deputy Mayor) or municipal public bodies, remunerations are established for Council members, members at-large, and employees, and the regular Council meeting schedule for the following twelve months is established.
- 2.10 **Presiding Officer** means Mayor, Deputy Mayor or Chairperson
- 2.11 **Special Meeting** means a public meeting of all Council members scheduled outside of the Regular Council Meeting Schedule.
- 2.12 **Village** is the Village of Acme in the Province of Alberta.

### SECTION 3 – COUNCIL MEETING AGENDA

- 3.1 The agenda for each regular and special meeting shall be prepared by the CAO in consultation with Council and is submitted with copies of all pertinent correspondence, statements, and reports to each member of Council, at least one full business day prior to each regular meeting, and as instructed for special meetings.
- 3.2 Any member of Council or other person wishing to have an item of business placed on the agenda, shall make the submissions to the CAO not later than 4:00 p.m. four business days prior to the meeting.
- 3.3 When a person wishes to appear before Council under the Delegations portion of the meeting, a written request must be submitted to the CAO no later than 4:00 p.m. four business days prior to the Council meeting. A written request to appear at a Council meeting shall be legible and contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. Adequate information includes, but is not limited to, the following:
- 3.3.1 name, address, and telephone number of the person wishing to make the presentation
  - 3.3.2 clearly identify the topic to be discussed
  - 3.3.3 clearly identify the request being made to Council, if applicable
  - 3.3.4 any background information to support the request, if applicable.
- Such a request shall not be confirmed as being on a meeting agenda until the agenda has been reviewed by the CAO.
- 3.4 Other presentations, which will also appear under the agenda item Delegations and shall be scheduled by the Mayor, Council and/or the CAO and shall include but not be restricted to such items as Auditors Annual Report, village Engineers

Reports, Assessor's Reports, or Special Committee Reports. These presentations shall be limited to 15 minutes but may be extended by the Presiding Officer.

- 3.5 The order of business on the agenda shall be as follows:
- 3.5.1 Call to Order and Declaration of Conflict
  - 3.5.2 Adoption of the agenda
  - 3.5.3 Delegations – Public Hearings
  - 3.5.4 Adoption of previous minutes
  - 3.5.5 Business
  - 3.5.6 Bylaw and Policy
  - 3.5.7 Information Items
  - 3.5.8 Financial
  - 3.5.9 Council Reports
  - 3.5.10 Correspondence
  - 3.5.11 Courses and Meetings
  - 3.5.12 In Camera
  - 3.5.13 Adjournment
- 3.6 This order of business shall apply for all regular Council meetings unless members of Council in attendance agree to any change, by a majority vote.

#### **SECTION 4 – MEETING PROCEEDINGS**

- 4.1 In accordance with the Municipal Government Act and the Council Procedural Bylaw, Village of Acme Council Members meet in an official capacity in Regular Council Meetings. Dates, times, and location of meetings are set by Council resolution at the Annual Organizational Meeting. Meeting dates, times and locations cannot change unless the change is made through a resolution of Council.
- 4.2 The Council of the Village of Acme shall hold an Organizational Meeting annually pursuant to the Municipal Government Act.
- 4.3 The first meeting following a general municipal election shall be an Organizational Meeting and shall include:
- 4.3.1 every member of Council taking the Oath of Office of Councillor.
  - 4.3.2 appointment of a Mayor from among the Councillors, with the appointment effective immediately, and expiring immediately prior to the following

Organization Meeting or otherwise by resolution of Council, who must take an additional Oath of Office of Mayor;

- 4.3.3 election of a Deputy Mayor who must take an additional Oath of Office of Deputy Mayor.
- 4.3.4 appointment of Council members to Committees
- 4.3.5 adoption by resolution of Council's regular meeting schedule for the full period until and including the next annual organizational meeting
- 4.3.6 any other business required by the Municipal Government Act.
- 4.4 All appointments made at the initial Organizational Meeting shall be reviewed and modified as required at an organizational meeting in the fall of each year, or by Resolution of Council at a duly constituted Council Meeting.
- 4.5 Regular meetings of Council shall adjourn not later than 11:00 p.m., unless members of Council in attendance agree to an extension of time, by a two-thirds majority vote.
- 4.6 A quorum is a majority of Council members.
- 4.7 Council members available via teleconference or video conference shall be considered part of the quorum. Council members participating via teleconference or video conference shall not participate in any In Camera meeting of Council.
- 4.8 As soon as there is a quorum of Councilors after the hour fixed for the meeting, the Mayor shall take the Chair and call the meeting to order.
- 4.9 If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO shall record the names of the members of Council who are present, and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment should be posted on the outside door of access to the building or room in which Council holds its regular meetings.
- 4.10 The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
- 4.11 When the Mayor or presiding, officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.
- 4.12 Every member wishing to speak to a question or motion shall address the Mayor or presiding officer.



- 4.13 The Mayor or presiding officer shall have the authority to set a time limit and number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.
- 4.14 A motion submitted to Council does not require a seconder.
- 4.15 When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
  - 4.15.1 a motion to refer the main question to another person or group for consideration.
  - 4.15.2 a motion to amend the main question.
  - 4.15.3 a motion to table the main question.
  - 4.15.4 a motion to postpone the main question to a future time.
  - 4.15.5 a motion to adjourn the meeting, provided that a motion tabled shall not be debated except as to the time the matter shall again be considered.
- 4.16 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.
- 4.17 A bylaw shall not be given more than two readings at one meeting unless Council members in attendance agree unanimously that the bylaw may be presented for third reading at the same meeting at which it received the first two readings.
- 4.18 Any request for a recorded vote shall be brought to the Mayor or presiding officer's attention prior to the actual call for the vote.
- 4.19 After any question is finally put by the Mayor or other presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or presiding officer as to whether the question has been finally put shall be conclusive.
- 4.20 All meetings are recorded with minutes; without note or comment.
- 4.21 The CAO may delegate any duties to a recording secretary but shall accept all responsibility for these duties.
- 4.22 If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
- 4.23 The CAO shall record in the minutes each time a member of Council excuses himself by reason of pecuniary interest.
- 4.24 Voting on all matters shall be done by raising of the hand in such a clear manner

that the presiding officer may easily count them.

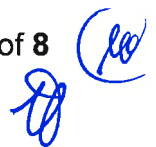
- 4.25 Council shall hear all delegations who have been added to the agenda in accordance with this bylaw in the order in which they are placed on the agenda, or the order may be changed by a majority vote of Council members present. All rules of Council in this bylaw shall apply to each member of the delegation. Delegations shall be allowed five (5) minutes for their presentations. Council may, by majority vote, extend the time for an additional five (5) minutes.

All Councillors shall encourage residents and/or delegations to appear before Council as a whole. Councillors shall not appeal on a resident's or delegation's behalf.

- 4.26 The presentation by a delegation may only be:
- 4.26.1 received as information without debate
  - 4.26.2 referred without debate to a Standing Committee or the CAO for a report
  - 4.26.3 debated if a resolution is passed by a 2/3 majority vote, to allow a motion to be made without notice.
- 4.27 Council may adjourn from time to time to a fixed future date any regular or special meetings of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.
- 4.28 Recording devices and cameras of all kinds are prohibited in Council Chambers during all Council meetings unless permitted by Council by resolution.
- 4.29 Any matter of meeting conduct which is not provided for herein, shall be determined in accordance with Robert's Rules of Order.

## **SECTION 5 – COMMITTEES OF COUNCIL**

- 5.1 Council may establish any other Committee, Board or other body by bylaw, as deemed necessary. Council must establish Terms of reference for these bodies. These terms shall include:
- 5.1.1 its purpose and mandate
  - 5.1.2 the source of its authority and the nature of its responsibilities
  - 5.1.3 its membership, which shall include a minimum of one member of Council
  - 5.1.4 members' term of office
- 5.2 All Committees, Boards or other bodies established pursuant to this bylaw must comply with this bylaw's procedures and the Municipal Government Act, as



applicable.

- 5.3 Members of Council who are appointed to any Committees, Boards or other bodies have the responsibility of keeping Council informed of any activities of the Committees, Boards or other bodies they are appointed to.

**SECTION 6 – TITLE OF CHIEF ELECTED OFFICIAL**

- 6.1 In accordance with the Municipal Government Act, Section 155, the Chief Elected Official shall hold the title of Mayor.

**SECTION 7 – GENERAL**

- 7.1 Bylaw #2018-06 and all amendments thereto are hereby repealed.
- 7.2 This bylaw shall come into full force and effect on the day that it is given its third and final reading, passed by Council and signed in accordance with the Municipal Government Act.

**READ** a First time this 27 day of June 2022.



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Mayor, Bruce McLeod



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CAO, Gary Sawatzky

**READ** a Second time this 27 day of June 2022.



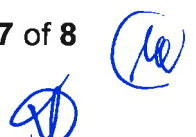
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Mayor, Bruce McLeod



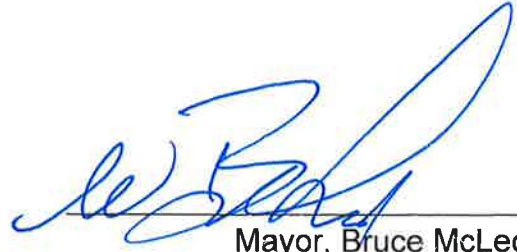
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CAO, Gary Sawatzky



**MOTION TO PROCEED TO THIRD READING CARRIED UNANIMOUSLY**

**READ** a Third time and finally passed this 27 day of June 2022.



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Mayor, Bruce McLeod



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CAO, Gary Sawatzky

