



**VILLAGE OF ACME
IN THE
PROVINCE OF ALBERTA
BYLAW 2025-04
COUNCIL PROCEDURAL BYLAW**

Being a bylaw of the Village of Acme in the Province of Alberta, Canada **TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS** in the Village of Acme.

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

AND WHEREAS, Section 145(1) of the Municipal Government Act allows a Council to pass bylaws for the establishment of the procedures to be followed by Council;

AND WHEREAS, Section 145(2) of the Municipal Government Act allows a Council to pass bylaws for the establishment of Council Committees and other bodies;

AND WHEREAS, Section 145(3) of the Municipal Government Act allows a Council to pass bylaws for the establishment of the functions of the Committee or body and the procedures to be followed by it;

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF ACME, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

SECTION 1 – SHORT TITLE

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

SECTION 2 – DEFINITIONS

2.1 In this Bylaw and any schedules to this Bylaw the following terms when capitalized shall have the following meanings:

- a. **"Agenda"** means the statement of the order of business to be brought before Council.
- b. **"CAO"** means the person appointed by Council to the role of Chief Administrative Officer pursuant to the Municipal Government Act.
- c. **"Committee"** means a Standing Committee, Special Committee, or Ad Hoc Committee established in accordance with the appropriate Section of the Municipal Government Act.
- d. **"Council"** means the elected Council for the Village of Acme in the Province of Alberta.
- e. **"Delegation"** means a person or group of persons wishing to appear before the Council to address a specific matter.
- f. **"Deputy Mayor"** means the councillor appointed by Council to act as Mayor when the Mayor is unable to perform the duties of Mayor or when the office of Mayor is vacant.
- g. **"In-Camera"** means a Council or Committee meeting where the public is excluded.

- h. **"Mayor"** means the Village of Acme's Chief Elected Official.
- i. **"Municipal Government Act"** (MGA) means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- j. **"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 and members at-large, and the regular Council meeting schedule for the following twelve months is established.
- k. **"Presiding Officer"** means Mayor, Deputy Mayor, or Chairperson
- l. **"Recording Secretary"** means an officer responsible for documenting and maintaining the official records, including minutes, of meetings and other organizational proceedings.
- m. **"Special Meeting"** means a public meeting of all Council members scheduled outside of the Regular Council Meeting Schedule.
- n. **"Village"** is the municipality of 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 Chief Administrative Officer (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 person wishing to have an item of business placed on the Agenda, shall make the submissions to the CAO not later than 4:00 pm four (4) 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 pm four (4) 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:
 - a. name, address, and telephone number of the person wishing to make the presentation;
 - b. clearly identify the topic to be discussed;
 - c. clearly identify the request being made to Council, if applicable;
 - d. any background information to support the request, if applicable; and
 - e. such a request shall not be confirmed as being on a meeting Agenda until the Agenda has been reviewed by the CAO.
- 3.4 Once the Council Agenda has been published, requests to add an item to the Agenda must be approved by Council.
 - a. The addition or deletion of Agenda items after the Agenda has been adopted requires a unanimous vote of Council.
- 3.5 Other presentations, which will also appear under the Delegations portion of the meeting

and shall be scheduled by the Mayor, Council, and/or the CAO shall include but not be restricted to such items as:

- a. Auditor's Annual Report;
- b. Village Engineer's Reports;
- c. Assessor's Reports;
- d. Emergency Services Reports; and/or
- e. Special Committee Reports.

These presentations shall be limited to fifteen (15) minutes but may be extended by the Presiding Officer.

3.6 The order of business on the Agenda shall be as follows:

- a. Call to Order and Declaration of Conflict
- b. Adoption of the Agenda
- c. Delegations and Public Hearings
- d. Adoption of Previous Minutes
- e. Business
- f. Disposition of Delegation and Public Hearing Business
- g. Bylaw and Policy
- h. Information Items
- i. Financial
- j. Council Reports
- k. Correspondence
- l. Courses and Meetings
- m. In-Camera
- n. Adjournment

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 or as per Section 193(3) of the MGA.
- 4.2 Following a general election or by-election, each elected councillor at their first Council meeting shall:
 - a. take the Oath of Office of Councillor; and
 - b. acknowledge, sign, and commit to adhering to the Village of Acme's Council Code of Conduct as established by bylaw;

- 4.3 The Council of the Village of Acme shall hold an Organizational Meeting annually pursuant to the Municipal Government Act and shall include:
- a. appointment of a Mayor from among the Councillors, who must take an additional Oath of Office of Mayor with the appointment effective immediately, and expiring immediately as follows:
 - i. prior to the annual organization Meeting; or
 - ii. by resolution of Council;
 - b. appointment of a Deputy Mayor from among the Councillors, who must take an additional Oath of Office of Deputy Mayor with the appointment effective immediately, and expiring immediately as follows:
 - i. prior to the annual organization Meeting; or
 - ii. by resolution of Council;
 - c. in the event that more than one councillor is nominated for the position of Mayor and/or Deputy Mayor, then selection is to be done by secret ballot with all councillors in attendance voting.
 - i. all ballots are to be destroyed following the appointment of the Mayor and/or Deputy Mayor;
 - d. appointment of Council members to Committees;
 - e. adoption, by resolution, of Council's regular meeting schedule for the full period until and including the next annual Organizational Meeting; and
 - f. any other business required by the Municipal Government Act.
- 4.4 Regular meetings of Council shall adjourn not later than 11:00 pm, unless members of Council in attendance agree to an extension of time, by a two-thirds majority vote.
- 4.5 A quorum is a majority of Council members.
- 4.6 Council members available via teleconference or videoconference shall be considered part of the quorum. Council members participating via teleconference or videoconference shall not participate in any In-Camera meeting of Council.
- 4.7 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.
- 4.8 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.
- 4.9 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.
- 4.10 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.

- 4.11 Every member wishing to speak to a question or motion shall address the Mayor or Presiding Officer.
- 4.12 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.
- 4.13 A motion submitted to Council does not require a seconder.
- 4.14 When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - a. a motion to refer the main question to another person or group for consideration;
 - b. a motion to amend the main question;
 - c. a motion to table the main question;
 - d. a motion to postpone the main question to a future time; or
 - e. 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.
- 4.15 A councillor attending a council meeting must vote on a matter put to a vote at the meeting unless the councillor is required or permitted to abstain from voting under this or any other enactment as per section 183 of the MGA.
 - a. The council must ensure that each abstention and the reason for the abstention are recorded in the minutes of the council meeting in accordance with section 183 of the MGA.
- 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, as per Section 187(4) of the MGA.
- 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, as per Section 185 of the MGA.
 - a. When a vote is recorded, the minutes of the Council meeting must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.
- 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 or conflict of interest as per Section 170 of the MGA.

- 4.24 Voting on all matters shall be done by raising of the hand in such a clear manner that the Mayor or 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.
- a. Delegations on behalf of an individual shall be allowed five (5) minutes for their presentations.
 - b. Delegations on behalf of a group shall be allowed ten (10) minutes. Council may, by majority vote, extend the time for an additional five (5) minutes.
 - c. Delegations as outlined in Section 3.5 are exempt from these time limits.
- 4.26 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.
- 4.27 The presentation by a Delegation may only be:
- a. received as information without debate;
 - b. referred without debate to a Standing Committee or the CAO for a report; or
 - c. debated if a resolution is passed by a 2/3 majority vote, to allow a motion to be made without notice.
- 4.28 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.
- 4.29 Recording devices and cameras of all kinds are prohibited in Council Chambers during all Council meetings unless permitted by Council resolution or as required by Section 199(2.1) of the MGA regarding Public Hearings.
- 4.30 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:
- a. its purpose and mandate;
 - b. the source of its authority and the nature of its responsibilities;
 - c. its membership, which shall include a minimum of one member of Council; and
 - d. 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 #2022-08 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 10th day of MARCH, 2025.


Bruce McLeod, Mayor

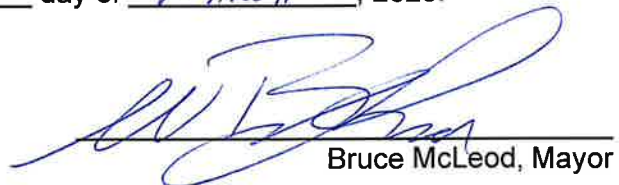

Gary Sawatzky, CAO

READ a second time this 10th day of MARCH, 2025.


Bruce McLeod, Mayor


Gary Sawatzky, CAO

READ a Third time and finally passed this 24th day of MARCH, 2025.


Bruce McLeod, Mayor


Gary Sawatzky, CAO