

**TOWN OF PEACE RIVER
BYLAW NO. 1962**

**A BYLAW OF THE COUNCIL OF THE TOWN OF PEACE RIVER, IN THE
PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS
AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL COMMITTEES**

WHEREAS Section 145(b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS the *Municipal Government Act* provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees;

NOW THEREFORE, the Council of the Town of Peace River enacts as follows:

SHORT TITLE

1.0 This bylaw is called "The Procedural Bylaw".

DEFINITIONS

2.0 In this bylaw:

- 2.1 "Administration" means the employees of the municipality.
- 2.2 "Business Day" means a day on which the municipal offices are open for business.
- 2.3 "CAO" means the Chief Administrative Officer for the municipality or his/her designate.
- 2.4 "CEO" (Chief Executive Officer) means the Mayor.
- 2.5 "Chair" means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.
- 2.6 "Committee" means committees, boards, and commissions of Council.
- 2.7 "Council" means the duly elected Council of the Town of Peace River.
- 2.8 "Council Standing Committee" means a committee appointed by Council under section 145 of the *Municipal Government Act* to provide advice and make recommendations to Council (and excepting the Library Board).
- 2.9 "Delegation" means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.

- 2.10 "Electronic Meeting" is a meeting held in two or more places with the participants using electronic means of communication.
- 2.11 "Emergent Items" shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention. When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a unanimous vote of Council.
- 2.12 "Freedom of Information and Protection of Privacy Act" or "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended or legislation substituted therefore.
- 2.13 "In Camera" means, at the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting closed to the public or municipal employees, as deemed appropriate.
- 2.14 "Meeting" means duly constituted regular or special meetings of Council where bylaws and resolutions are formally ratified.
- 2.15 "Member" means a member of Council, duly elected and continuing to hold office.
- 2.16 "Motion" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.
- 2.17 "Municipal Government Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26.1 of the Statutes of Alberta as amended or legislation substituted therefore.
- 2.18 "Municipality" means the corporation of the Town of Peace River.
- 2.19 "Notice of Motion" is the means by which a member of Council brings business before Council.
- 2.20 "Person" means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- 2.21 "Point of Order" means a demand that the Chair enforce the rules of procedure.
- 2.22 "Point of Privilege" means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual councillors and includes the:
- (1) Organization and existence of Council;
 - (2) Comfort of members;
 - (3) Conduct of employees or members of the public in attendance at the meeting.
- 2.23 "Postpone" means to delay the consideration of any matter to a definite time when further information is to be available.
- 2.24 "Public Hearing" is a meeting:
- (1) To hear matters pursuant to the *Municipal Government Act*; or
 - (2) Other matters which Council directs be considered at a public hearing.

- 2.25 "Quorum" is the majority of all members, fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw or in the Terms of Reference with respect to a Committee.
- 2.26 "Special Resolution" means a resolution passed by two-thirds majority of all members.
- 2.27 "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not a specific time to resume consideration of the matter.
- 2.28 "Town" means the Town of Peace River, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Town.

APPLICATION

- 3.0 The following rules shall be observed and shall be the rules and regulation for the order and conduct of business in all regular and special meetings of Council and its committees, all In Camera meetings, and all Governance and Priorities Committee meetings.
- 3.1 Where this bylaw is applicable to Council committees it shall apply with all necessary modifications, and any reference to the Mayor shall be treated as a reference to the Chair of the Council committee.

SEVERABILITY

- 4.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

MEETINGS AND PROCEEDINGS

- 5.0 This bylaw covers the following areas:
 - 5.1 Rules of Order
 - 5.2 Conduct
 - 5.3 Pecuniary Interest
 - 5.4 Agendas
 - 5.5 Notice of Meeting
 - 5.6 Meeting Etiquette
 - 5.7 Regular, Special, Organizational, and Governance and Priorities Committee Meetings
 - 5.8 Order Of Business
 - 5.9 Presentations
 - 5.10 Non-Statutory Public Hearing Procedures
 - 5.11 Statutory Public Hearing Procedures
 - 5.12 Comments from the Public
 - 5.13 Key Communication Items
 - 5.14 In Camera

5.15 Rights in Debate

5.16 Motions

5.17 Voting

5.18 Bylaws, Resolutions, and Policies

5.19 Minutes

5.20 Spokespersons

5.1 Rules of Order

- (1) In all regular and special Council meetings, In Camera meetings, and committee meetings, this procedural bylaw will be followed.
- (2) The conduct of all Town business is controlled by the general will of the Council and committee members – the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.
- (3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
- (4) The first person to raise a hand and address the Chair, “Your Worship”, when the person speaking has finished, and to be recognized by the Chair, has the floor. Speaking while another is still speaking is out of order, except to make a point of order or to make a point of privilege.
- (5) Debate begins when the Chair states the motion or resolution and asks for discussion on the motion. If no one initiates discussion, the Chair calls for the vote.
- (6) No member can speak twice to the same issue until everyone who wishes to, has spoken to it once.
- (7) All remarks must be directed to the Chair, and be courteous.
- (8) A quorum for meetings shall be a simple majority of the whole Council, committee, or board.
- (9) If a quorum is not present within 30 minutes of the start time set for a regular or special Council meeting, the CAO or designate shall record the names of the Council members present and Council shall stand adjourned until the next regular meeting.
- (10) If a quorum is not present within 15 minutes of the start time set for a committee or board meeting, the meeting shall be re-scheduled.
- (11) Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.
- (12) If an individual needs to temporarily leave the meeting, the meeting will be recessed.

5.2 Conduct

- (1) Councillors and committee members shall carry out required duties to the best of their ability, be accountable for their decisions and actions, and strive to create a courteous, respectful atmosphere.
- (2) The presiding Chair shall maintain order and decorum at all meetings, and rule on points of order, citing the applicable governing rule or authority, without debate or comment.
- (3) The presiding Chair shall recognize who has the right to speak, rule on motions, and call members to order, as required.
- (4) The presiding Chair shall encourage questions, treating them impartially, with sound judgment.
- (5) The Chair will not make motions.
- (6) Each individual wishing to address a meeting shall first be recognized by the Chair.
- (7) No speaker shall be interrupted by private conversations or comments, except on a point of order or point of privilege.
- (8) No individual may give specific direction to any staff member at any Council or committee meeting; such direction shall come from the full Council at a duly assembled meeting, as delegated to the CAO or designate.
- (9) Any individual addressing a meeting shall not shout, use profane, vulgar or offensive language, or speak on a matter not before the meeting.
- (10) Speakers shall not make personal comments about any staff or Council member, or any other person, or indulge in personalities, use language personally offensive, motives of members, charge deliberate misrepresentation, or use language tending to hold another member up to contempt.
- (11) Speakers shall obey the approved rules of order, and shall be called to order by the Chair if they do not, at which they must immediately stop speaking unless permitted to explain.
- (12) The Council or committee shall, if appealed to, decide the case without debate. The speaker may proceed only if the decision is in his/her favour.
- (13) Individuals who flout the rules twice in one meeting shall be asked to leave that meeting (only), and the matter may be discussed In Camera if necessary. When the open meeting reconvenes, the excluded member may, upon an adequate apology and majority vote of the members, be permitted to rejoin the meeting.
- (14) The decision of the presiding Chair is final, unless the person called to order appeals to the meeting members; this shall be decided without debate.

- (15) No exclusion shall be for more than the meeting in progress.
- (16) In the absence of the Mayor and Deputy Mayor and provided quorum is maintained, the members shall select an acting chair for the meeting.

5.3 Pecuniary Interest

- (1) Anyone with a pecuniary interest as defined in section 169 of the *Municipal Government Act* shall declare that interest, and shall not participate in any debate or decision concerning the matter.
- (2) Such pecuniary interest shall be recorded in the minutes.

5.4 Agendas

- (1) The CAO or designate shall be responsible for preparing meeting agendas, including input from participants, Town staff, and previous meetings.
- (2) Meeting agendas shall be made available at least two business days prior to the time of the meeting.
- (3) Only business listed in the agenda shall be undertaken at a meeting, unless a resolution to change it is unanimously passed.
- (4) Agenda items and applications from delegations shall be accepted up to Wednesday noon, prior to the meeting and approved at the discretion of the Mayor or designate.
- (5) Additions to the agenda will not be allowed unless emergent.

5.5 Notice of Meeting

- (1) Regular Council meetings: Notice to participants and the public is not required unless there is a change, in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least one business day prior to the day of the Council meeting.
- (2) Special Council meetings shall be called in accordance with section 194 of the *Municipal Government Act*.
- (3) Notice of committee meetings shall be given to participants and the public at least 24 hours in advance.

5.6 Meeting Etiquette

- (1) Accepted conventions of meeting protocol shall be used to facilitate respect, orderly progression, and attentiveness.
- (2) The designated Chair shall start the meeting on time; explanation of a late start shall be included in the minutes.
- (3) Speakers shall raise their hands to be recognized by the Chair, and shall then have the floor.
- (4) Respect for all participants and guests shall be shown at all times, so there shall be no side comments or private conversations.
- (5) When addressing any participants in a meeting, the use of official titles is required (e.g. Councillor Miller, Mrs. Whalen or Mr. Brown).
- (6) Active participation is expected, with the intent of arriving at the best solutions for the Town.
- (7) The next meeting must be scheduled (date, time, and location).
- (8) The meeting must be formally adjourned.

5.7 Regular, Special, Organizational, and Governance and Priorities Committee Meetings

- (1) All meetings shall be open to the public, except for any In Camera portions.
- (2) All Council and committee meetings shall be held in accordance with the provisions of the *Municipal Government Act*.
- (3) The CAO or designate shall record the minutes of all Council and committee meetings, and provide the required written reports of committee activities to Council.
- (4) Council shall hold its regular meetings on the second and fourth Monday of each month at 5:00 p.m. in Town Office Council Chambers.
 - (a) Council, by resolution, may change the frequency, time, date or location of any meeting
 - (b) Notification of a change in time, date, location or cancellation of any meeting of Council will be provided to the public by:
 - (i) posting a notice on the Town Office entrances, and posting a notice on the Town of Peace River's website; or
 - (ii) advertising in the newspaper.
- (5) When a regular Council or committee meeting falls on a legal holiday, the meeting shall be rescheduled.
- (6) Any regular meeting may be cancelled or postponed by resolution of Council.
- (7) Special Council meetings shall be called in accordance with the *Municipal Government Act*.

- (8) Council may establish Council committees and other bodies as necessary under the *Municipal Government Act* and shall determine Terms of Reference for each.
- (9) The Library Board, while appointed by Council, is not advisory, but self-governing, established by Council bylaw under the *Alberta Libraries Act* and responsible to Council under that Act.
- (10) Committee members shall be appointed annually by the Council no later than two weeks following the third Monday in October, unless otherwise specified in the applicable committee's bylaw.
- (11) Each committee is responsible for reviewing and making recommendations to Council on all bylaws and policies dealing with subject matters germane to that committee.
- (12) Committee meetings shall set date, time, and location.
- (13) Committees may pass no resolutions other than a motion to report to or make recommendations to Council, unless otherwise specified in the applicable committee's bylaw.
- (14) Written reports or minutes of committee activities shall be submitted to the next regular Council meeting.
- (15) No committee has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- (16) Evening meetings shall be adjourned by 10:30 p.m., unless a resolution to continue is passed by simple majority.
- (17) The annual Organizational Meeting must be held at a designated time in accordance with the *Municipal Government Act*.
- (18) When two (2) or more elected officials participate in Council or committee meetings through an electronic device or other communication facilities, that meeting will be deemed to be a meeting through electronic communication or as per the *Municipal Government Act*.

5.8 Order of Business

Council and Council committees shall use the following order of business unless changed by unanimous consent.

The order of business established in this section shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

Councillor reports shall be in a written format on the prescribed form to the Executive Assistant no later than noon on the Wednesday preceding the meeting day.

- (1) Call to Order
- (2) Adoption of Agenda
- (3) Adoption of Minutes
- (4) Public Hearings
- (5) Presentations
- (6) Bylaws
- (7) Unfinished Business
- (8) New Business
- (9) Reports
- (10) Councillor Reports
- (11) Information
- (12) Notices of Motion
- (13) Comments from the Public
- (14) Key Communications Items
- (15) In-Camera
- (16) Adjournment

5.9 Presentations

- (1) Any registered presentation wishing to appear before Council or to address an agenda item not designated as a public hearing shall give written notice to the Executive Assistant no later than noon on the Wednesday proceeding the meeting day.
- (2) An instructional sheet setting out meeting procedures and protocol shall be supplied to anyone wishing to address a Council or committee meeting.
- (3) Any person or delegation addressing Council shall state name(s), address(es), and the purpose of the presentation.
- (4) Presentations shall speak only on the matters which they have submitted to Council and which have been included on the agenda.
- (5) Presentations may be limited in the time they are permitted, but shall generally be allowed 15 minutes for presentation and discussion, which can be extended or decreased at the discretion of Council.
- (6) Approval of a presentation is subject to the Mayor's or designee's discretion.
- (7) Presentations shall not address Council on the same subject matter more than once every six (6) months.

5.10 Non-Statutory Public Hearing Procedures

- (1) Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.
- (2) The Chair states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
- (3) The order for the non-statutory public hearing presentation will be:
 - (a) Administrative staff;
 - (b) Those speaking in favour;
 - (c) Those speaking in opposition;
 - (d) Any person deemed to be affected who wishes to be heard.
- (4) The Chair may allow questions from members of Council after each presentation.
- (5) The Chair may allow a concluding statement from those who have made a presentation.
- (6) After all presentations are made, the Chair will declare the public hearing closed.

5.11 Statutory Public Hearing Procedures

- (1) The Chair declares the statutory public hearing open and states that the hearing is held pursuant to sections 7, 8, 230, 606 and 692 of the *Municipal Government Act*.
- (2) The Chair requests the Executive Assistant to confirm:
 - (a) what the purpose of the public hearing is;
 - (b) when the public hearing notice was advertised in the local newspaper; and
 - (c) that any written submissions received and not included in the public hearing agenda package are read into the record.
- (3) The Chair states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
- (4) The order for the statutory public hearing presentation will be:
 - (a) Development Officer or designate;
 - (b) Those in favour of the bylaw;
 - (c) Those opposed to the bylaw;
 - (d) Any person deemed to be affected who wishes to be heard.
- (5) The Chair may allow questions from members of Council after each presentation.
- (6) The Chair may allow a concluding statement from those who have made a presentation.
- (7) After all presentations are made, the Chair will declare the public hearing closed.

5.12 Comments from the Public

- (1) The Chair will allow members from the public to comment on any item from the meeting agenda.
- (2) The Chair will ask the person providing the comments to state their name for the record.
- (3) Members of the public will have up to two (2) minutes to comment on the items from the agenda.

5.13 Key Communications Items

- (1) The Mayor will review with staff the key communication items that should be promoted to the public from the meeting.
- (2) The Mayor will review with any members of the media the key communications items from the meeting.

5.14 In Camera

- (1) The items on the In Camera agenda are approved by the Mayor and CAO in accordance with the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- (2) If necessary, a regular meeting of Council will go In Camera by motion.
- (3) The In Camera portion of the agenda for other meetings may be distributed to members and other essential persons with the agenda package.
- (4) In accordance with section 153 of the *Municipal Government Act*, and the *Freedom of Information and Protection of Privacy Act*, all members are required to keep in confidence matters discussed In Camera until the item is discussed at a meeting held in public.
- (5) At the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting may be closed to the general public or municipal employees, as deemed appropriate, called In Camera.
- (6) Under the *Freedom of Information and Protection of Privacy Act*, committees may close all or part of their meetings in accordance with the *Municipal Government Act*.
- (7) A motion is required to go In Camera, and the times the meeting goes In Camera and comes out are recorded in the minutes.
- (8) No record is necessary during the In Camera portion of the meeting, but if a record is kept, it is subject to the *Freedom of Information and Protection of Privacy Act*.
- (9) Council shall not pass resolutions or bylaws during In Camera meetings. Any decisions reached by consensus

during the In Camera session must be passed as motions when the regular meeting resumes.

- (10) What is discussed In Camera must remain confidential and may not be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.

5.15 Rights in Debate

- (1) Debate is the discussion regarding a motion that occurs after the Chair has restated the motion and before it is put to a vote.
- (2) When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak.
- (3) When two or more members wish to speak, the Chair shall name the member who is to speak first.
- (4) No member shall normally speak more than three minutes on any question or amendment to a question, but may request permission to exceed this limit; the privilege shall be accorded without objection upon motion supported by two-thirds of the members present.

5.16 Motions

- (1) A **Main Motion** brings new business (the next item on the agenda) before the members present. A motion (resolution) does not require a seconder.
- (2) Council or committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.
- (3) After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the Council or committee, and may only be withdrawn by majority consent of the members present and will not be recorded in the minutes.
- (4) Every motion or resolution shall be stated or read by the mover.
- (5) When duly moved, a motion shall be open for discussion and debate. A member may speak to a motion a maximum of two times only unless there is agreement to provide another opportunity to address the issue.
- (6) Any member may ask to have the motion under discussion to be read again at any time during the debate, but may not interrupt a speaker to do so.
- (7) The mover of a motion may speak and vote for or against the motion.
- (8) When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.

- (9) No motion other than an amending motion or motion to table or refer shall be considered until any motion already before the meeting has been disposed of.
- (10) A **Notice of Motion** may be given (and shall be given verbally and in writing to all members present) at any regular meeting, specifying the entire content of the motion to be considered, but may not be dealt with at that meeting.
- (11) The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall put it on the agenda under New or Unfinished Business for the next regular meeting unless otherwise instructed.
- (12) 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.
- (13) A written **Notice of Motion to Reconsider or Rescind**, given from one meeting to the next with a minimum of five (5) members voting in favour, is the only way a motion once decided may be reversed, reconsidered, or rescinded within one year after the decision.
- (14) Where the Town has a contractual liability or obligation, Council shall not reconsider, vary, revoke, rescind, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
- (15) The following motions are not debatable by members:
 - (a) to take a recess
 - (b) question of privilege
 - (c) point of order
 - (d) to limit debate on a matter before members
 - (e) to table the matter
- (16) A **Point of Privilege** pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable.
- (17) A **Parliamentary Inquiry** is a query as to the correct motion, to accomplish a desired result, or to raise a point of order.
- (18) A **Point of Information** generally applies to a question asked of the speaker.
- (19) A **Point of Order** refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.
- (20) To **Amend** is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member. There will be no more than two (2) amending motions on the table at any one time.
- (21) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be

decided on or withdrawn before the original motion is put to a vote.

- (22) To **Withdraw or Modify a Motion** can be done only after a motion is stated; mover can accept an amendment without obtaining the floor.
- (23) To **Refer** is to state which committee or administration sector is to receive the motion for research/further information, and shall include terms, timelines, and necessary explanations.
- (24) To **Limit Debate** is to close debate at a set time, or limit it to a set period.
- (25) To **Postpone** is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the agenda for the meeting date specified as an item of unfinished business.
- (26) To **Table** is to temporarily set aside an issue and bring it back without debate.
- (27) To **Take from the Table** is to state a motion previously laid on the table to resume consideration of it without debate.
- (28) To **Reconsider** can be made only by an individual on the prevailing side who has changed position or view.
- (29) To **Appeal the Decision of the Chair** is an appeal which the members present must decide, and must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules, or order of business.
- (30) To **Suspend the Rules** allows a violation of the meeting's own rules; the object of the suspension must be specified.
- (31) A **Motion to Adjourn** is not subject to debate and will be voted on immediately.

5.17 Voting

- (1) When debate on a motion is closed, the Chair shall put the motion to a vote, and this decision is final unless overruled by a majority vote of the members present at the meeting.
- (2) Once the motion has been put to a vote, no member shall debate further on the motion or speak any words except to request that the motion be read aloud.
- (3) When a motion is put to vote, no member shall leave the room until the vote is taken.
- (4) Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
- (5) Pursuant to the *Municipal Government Act*, a Council member must vote on a matter at a Council meeting except where the person abstaining is prohibited from voting because of pecuniary interest in accordance with the *Municipal Government Act*.

- (6) The vote on any matter shall be recorded.

5.18 Bylaws, Resolutions, and Policies

- (1) Draft bylaws and policies shall be prepared at the request of Council or a committee by the appropriate committee or Town staff, and shall be reviewed by the appropriate committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to Town procedure.
- (2) Before a bylaw is passed, it shall, in accordance with the *Municipal Government Act*, have three distinct and separate readings before it is adopted, but no more than two readings may take place at any one meeting of Council, unless unanimous consent is taken before third (3rd) reading.
- (3) Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- (4) When all amendments (if any) have been accepted or rejected, the motion for second reading of the bylaw as presented or amended shall be considered.
- (5) When a bylaw has received third reading and been passed, the Chair shall declare the bylaw adopted, and it becomes a municipal enactment, effective immediately unless the bylaw itself provides otherwise.
- (6) Upon being passed, a bylaw shall be signed by the Chair of the meeting at which it was passed and by the CAO, and shall be embossed with the corporate seal of the Town.
- (7) A bylaw which requires approval from the Province of Alberta shall receive one reading prior to the submission of a certified copy to the provincial authorities. The second and third readings may proceed only after the signed approval of the provincial authority is received.
- (8) Resolutions or motions shall come into effect as soon as they are passed unless they contain a deferred implementation.
- (9) Policies shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.
- (10) Upon being passed, a policy shall be signed by the Chair of the meeting at which it was passed and by the CAO.

5.19 Minutes

- (1) Minutes of all proceedings of regular and special Council and committee meetings shall be recorded in accordance with the *Municipal Government Act*.
- (2) At every regular Council and committee meeting minutes of the previous regular meeting and any special meeting

held more than 48 hours prior to the current meeting shall be considered for adoption.

- (3) Minutes shall include resolutions to go In Camera and to adjourn the meeting.
- (4) The CAO (or designate) shall, as soon as possible after a meeting of the Council, prepare minutes of the meeting and circulate them to the members of Council or the committee.

5.20 Spokespersons

- (1) The Mayor speaks for the Town unless that power is designated to another person, on a case-by-case basis only.
- (2) Individual Councillors or committee members have no authority to act outside established bylaws and policy.
- (3) Bylaws and policies can only be initiated and must be approved by Council (with the exception of the Library Board).
- (4) Democratic process includes the right to debate, question, and discuss, but once a decision is made, that is the recognized decision of Council.
- (5) Councillors and committee members should remember that advocacy and information for ratepayers are part of their responsibilities, but always within parameters set by Council decisions.
- (6) No special interests shall be promoted over the common interest.
- (7) Councillors and committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to Council, and not attempt to resolve them; Council shall forward them to Administration or committee, as appropriate.

5.21 Repeal

- (1) Bylaw Nos. 1841, 1919, and 1940 are hereby repealed.

5.22 Effective Date

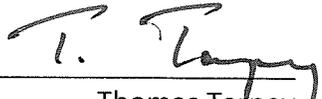
- (1) This bylaw shall come into full force and effect upon the final passing thereof.

READ a first time this 14 day of December, 2015.

READ a second time this 14 day of December, 2015.

READ a third and final time this 14 day of December, 2015.

SIGNED by the Mayor and Chief Administrative Officer this 5 day of January, 2015₆



Thomas Tarpey
Mayor



Christopher J. Parker
Chief Administrative Officer