

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Thursday January 6th, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

Virtual Attendance: Councilors: Mary Ann Wold, Debbie Nelson, Barbara Gibson, John Rimmer

Attendance: Donny Nichols

Staff: CAO Craig Curtis, Municipal Clerk Sandy Buckberry

1. Call to Order

Mayor Nelson called the meeting to order at 5:35 pm

2. Adoption of Agenda

Item's added to agenda 7.12 Office opening, 7.13 Council Meetings and 7.14 Business Cards

Motion 240.01.06

Moved by Councillor Rimmer to adopt agenda as amended.

CARRIED

3. Adoption of Minutes

3.1 Adoption of Council Meeting Minutes Dec 9th,2021

Motion 241.01.06

Moved by Councillor Gibson to adopt December 9th ,2021 Council minutes as presented.

CARRIED

3.2 Adoption of Revised Council Meeting Minutes November 22nd ,2021

Motion 242.01.06

Moved by Councillor Wold to adopt Revised November 22nd,2021 Minutes as presented

CARRIED

4. Delegation(s):

4.1 None

5. Staff Reports

5.1. CAO Report (verbal)

Motion 243.01.06

Moved by Councillor Rimmer that the CAO verbal report be received as information

CARRIED

6. Committee & Board Reports

6.1 Mayor Report

- Meeting with RCMP Traffic Division

6.2 Council Reports

Councilor Gibson

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- Nothing to report

Councillor Wold

- Nothing to Report

Councillor Nichols

- Reported on AG Society

Councillor Rimmer

- Nothing to report

Motion 244.01.06

Moved by Councillor Rimmer to accept Councilor reports as presented.

CARRIED

7. Business

7.1. Amendment to Council Meeting Schedule

Motion 245.01.06

Moved by Councillor Nichols that the Council of the Village of Caroline approve the amended Council meeting schedule.

CARRIED

7.2. Village of Caroline Senior's Housing Project

Motion 246.01.06

Moved by Councillor Nichols that the Council of the Village of Caroline receive the update on the Senior's Housing Project.

CARRIED

7.3. Weather Monitoring Station

Motion 247.01.06

Moved by Councillor Nichols that the council of the Village of Caroline support the installation of the weather monitoring unit either on the roof or an adjacent pole and authorize administration to negotiate as appropriate licensing agreement, subject to the CAO confirming a relationship between the Institute of Catastrophic Loss Reduction and Western University.

CARRIED

7.4. Waste Management Contract

Motion 248.01.06

Moved by Councilor Wold that the Council of the Village of Caroline Authorize administration to conclude a new two-year contract with Environmental 360 Solutions based on the terms and conditions outlined in the report from the CAO dated December 16th, 2021

CARRIED

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7.5. Upgrading the Village Street Lights

Motion 249.01.06

Moved by Councillor Nichols that the Council of the Village of Caroline approve the proposal submitted by Fortis, dated June 16th, 2021, to transfer the Village streetlights from Rate 33 to Rate 31.

CARRIED

7.6. Wastewater Approval Update

Motion 250.01.06

Moved by Councillor Nichols that the Council of the Village of Caroline receive the additional report from the CAO on the Village's wastewater approval dated December 21st, 2021 for information at this time.

CARRIED

7.7. Regional Governance Restructuring Study: Follow up

Motion 251.01.06

Moved by Councillor Rimmer that the Council adopt the following resolutions:

- That the Council of the Village of Caroline give a high priority to pursuing amalgamation with the County of Clearwater using the Regional Governance Restructuring Study as a foundation.
- That the Caroline-Clearwater intermunicipal Collaboration Committee (ICC) Commence the formal process of amalgamation prior to the provincial committee being established by Alberta Municipal Affairs.
- That the Council of the Village of Caroline support the Rock-Caroline-Clearwater ICC creating a draft shared version for regional collaboration opportunities.
- That the Council of the Village of Caroline reaffirms its commitment to the "Stronger Together Agreement" and support giving mandate to the Rocky-Caroline-Clearwater ICC to modernize the agreement.

CARRIED

7.8. 2022 Interim Operating Budget

Motion 252.01.06

Moved by Councillor Rimmer that the Council of the Village of Caroline approve the 2022 Interim Operating Budget as outlined in the report from administration dated December 9th, subject to an adjustment in the school requisition for 2022.

CARRIED

Motion 253.01.06

Moved by Councillor Wold that the Council of the Village of Caroline approve the Four-year Operating Plan subject to adjusting the Fire budget beyond 2022 to reflect the Fire agreement with the County.

CARRIED

7.9. 2022 Interim Capital Budget

Information not presented

7.10 Financial Update

Presented for information

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7.11 Westview Lodge Requisition for 2021

Motion 254.01.06

Moved by Councillor Nichols that Westview Lodge Requisition for 2021 be received as information.

CARRIED

7.12 Office Opening

Motion 255.01.06

Moved by Councillor Gibson that the Village Office remain open to the public during regular office hours with a limitation of one person at a time and that the meetings with the CAO and CFO be subject to appointment.

CARRIED

7.13 Council Meetings

Motion 256.01.06

Moved by Mayor Nelson that the CAO be directed to work towards convening village Council meetings in Person in March as per Alberta Health Services regulations

CARRIED

7.14 Business Cards

The CAO requested that Councillors provide their contact information to Sandy Buckberry within the next week.

8. Discussion, Correspondence, and Information Items

8.1 Fire Services Report September 2021

8.2 Fire Services Report October 2021

8.3 Fire Services Report November 2021

Councillor Rimmer requested that the CAO confirm the number of Callouts at the Caroline Station

Motion 257.01.06

Moved By Councillor Nichols that Items 8.1 to 8.3 be received for information.

8.4 Rocky Seniors Housing Meeting Minutes Nov 30th,2021

8.5 Municipal Affairs 2020-2021 Annual Report

8.6 Letter from Town of Sundre re: Code of Conduct

8.7 Covid Restrictions Council Meeting Minutes April 15th,2021

Motion 258.01.06

Moved by Councillor Rimmer that items 8.4 to 8.7 be received as information

CARRIED

9. Closed Session

Motion 259.01.06

Moved by Councillor Wold that Council move into closed session in accordance with the Municipal Government Act, Section 197(2) and the Freedom of Information and Protection of Privacy Act, Section 27(1) (a) legal.

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Motion 260.01.6

Moved by Councillor Nichols that Council move out of Closed Session.

10.0 Adjournment

Motion 261.01.06

Moved by Councillor Rimmer that the meeting be adjourned

CARRIED

The meeting adjourned at 6:50pm

MAYOR

CAO

To: Village Council
From: Craig Curtis, CAO
Re: Municipal Accountability Plan:
Procedural Bylaw Amendment
Bylaw Enforcement Officer Bylaw

Date: January 14th, 2021

All municipalities with a population under 5,000 are required to undergo a Municipal Accountability Review. The Village was identified for review in early 2020 and the review was completed in early 2021.

The review identified 18 areas where the Village operations were not in compliance with Provincial legislation. When I was appointed Interim CAO, and later as CAO, I found this a useful guide to bring Village operations into compliance.

The majority of the changes were made by the deadline of October 2021. However some minor areas still remained. The Province congratulated the Village on the progress made and granted an extension to June 2022.

Two important items to be approved include a number of minor amendments to the Procedural Bylaw and a new Bylaw Enforcement Officer Bylaw. Copies of these bylaw are attached for approval.

It should be noted that although the bylaw Enforcement Bylaw must be in place it does not commit the village to making appointments at this time.

Recommendations:

That Council give three readings to the following Bylaws:

- Procedural Bylaw
- Bylaw Enforcement Officer Bylaw

PROVINCE OF ALBERTA
MUNICIPAL ACCOUNTABILITY PROGRAM (MAP)
VLLAGE RESPONSE

Our responses on the follow up to the MAP Report are as follows.

- **Closed Meetings**
The Village now refers to "Closed Meetings" rather than "In Camera". We also cite the exception to disclosure, and the disclosure applicable under the FOIPP Act.
- **Special Meetings**
The correct [procedure is now being followed and a revised Procedure Bylaw has been adopted (copy attached).
- **Regular Meeting Change Notice**
When the regular meeting schedule was amended we ensured all members of Council were present.
- **Voting**
Please read my earlier response. This is an issue the Province must clarify as the larger cities identify how everyone votes.
- **Pecuniary Interest**
This was an issue in the past. I clarified the meaning of the Act for Council and there have been no issues of "pecuniary interest" since that time.
- **Property Tax Bylaw**
The most recent Property Tax Bylaw for 2021 has deleted the "vacant land surcharge" (copy attached)
- **Bylaw Enforcement Officers**
The Village does not have a Bylaw Officer and has not adopted a Bylaw Enforcement Officer Bylaw. Animal Control is contracted through Alberta Animal Services under the Village's Animal Control Bylaw. This will be a priority issue to discuss with the new Council.
- **Procedural Bylaw**
A revised Procedural Bylaw has been adopted which addresses all the issues outlined in the MAP Report
- **Passing Bylaws**
I have ensured the correct procedure is followed with three distinct and separate readings.
- **Bylaw Revisions and Amendments**
A new Consolidation Bylaw was adopted (copy attached)
- **Auditor, Audited Financial Statements, Auditor Report**
The 2020 Auditors Report was formally received by Council
- **Salary and Benefits disclosure**
The 2020 Financial Statements include the assessor as a "Designated Officer". (copy attached)
- **Three Year Operating Plans**
The 2021 Budget includes a Three -year Operating Plan
- **Assessment Roll**
The Village has adopted a new Assessment Bylaw. (copy attached)
- **Content of Assessment Notices**
The 2021 combined property assessment and tax notice includes the "Notice of Assessment Date"
- **Content of Tax Notices**

The 2021 combined property assessment and tax notice does not include a note on how to request a receipt for taxes paid. This has never been an issue. However we will ensure information on this will be included in the 2022 notice.

- **Substitute Returning Officer.**

A Substitute Returning Officer has been appointed for the 2021 General Election

Craig Curtis
CAO

*COUNCIL PROCEDURAL BYLAW
VILLAGE OF CAROLINE
PROVINCE OF ALBERTA*

BEING A BYLAW OF THE VILLAGE OF CAROLINE IN THE PROVINCE OF ALBERTA, TO DEAL WITH PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF CAROLINE.

WHEREAS, the Municipal Government Act, being Chapter M-26 (2000), RSA and subsequent amendments thereto, provides for the regulations of the proceedings of Council and Committees thereof, to provide for dealing with petitions, remonstrance's and submissions of Council.

NOW THEREFORE, the Council of the Village of Caroline duly assembled, enacts as follows:

1.0 ~~1.0~~ TITLE:

1.1 ~~1.1~~ This Bylaw may be cited as the Council Procedural Bylaw.

2.0 ~~2.0~~ DEFINITION & INTERPRETATION

2.1 ~~2.1~~ In this Bylaw:

- (a) ACT means the Municipal Government Act, ~~R.S.A.~~ RSA 2000, c M-26, as amended from time to time.
- (b) ACTING MAYOR means the member selected by Council to preside at a ~~regular meeting~~ Regular Meeting thereof in the absence or incapacity of both the Mayor and Deputy Mayor.
- (c) AGENDA means the list and order of business items for any meeting of Council or Committees.
- (d) BYLAW means a bylaw of the Village.
- (e) C.A.O. means the Chief Administrative Officer.
- (f) CHAIRPERSON means the member elected from among the members of a ~~committee~~ Committee to preside at all meetings of the ~~committee~~ Committee.
- (g) CLOSED MEETING is any meeting of Council where:
 - i. ~~Members~~ members of the public are not permitted to attend the entire meeting or part of the meeting;
 - ii. ~~The council~~ the Council, ~~committee~~ Committee, or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct; or

- iii. ~~The council~~the Council, ~~committee~~Committee, or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- (h) COMMITTEE means a ~~committee~~Committee, board, commission, authority, task force or any other public body established by Council pursuant to this ~~bylaw~~Bylaw.
- (i) COUNCIL means ~~the Councillors~~, collectively, the members of the Council of the Village of Caroline being elected pursuant to the provisions of the Local Authorities Election Act of Alberta, RSA 2000, c L-21, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Municipal Government Act and the Local Authorities Election Act, RSA 2000, c L-21, and a COUNCILLOR means an individual member of Council.
- (j) ~~(j)~~DEPUTY MAYOR means the member appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- (k) ~~(j)~~MAYOR means the member of Council, duly elected and continuing to hold office that is duly appointed by council from among the councillors.
- (l) ~~(k)~~MEMBER means a member of Council, duly elected and continuing to hold office, ~~or a Member of~~ member of a Committee duly appointed by Council, as applicable.
- ~~(l) — MGA means the Municipal Government Act, Chapter M-26, 2000, Revised Statutes of Alberta, with amendments in force.~~
- (m) NEW BUSINESS means business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- (n) PRESIDING OFFICER means the Mayor, Deputy Mayor, Acting Mayor or other such person selected by Council to chair the meeting as constituted by this Bylaw.
- (o) PRIVILEGES mean the right and immunities of Council, collectively or the position and conduct of members of Council in their official character as elected representatives and a "Matter of Privilege" means any matter affecting privilege.
- (p) PUBLIC HEARING means a meeting of Council convened to hear matters pursuant to the Act.
- (q) QUORUM means the majority:
 - i. ~~1. Of~~ of the valid, subsisting members of Council, ~~or~~; or
 - ii. ~~2. In~~ in the case of ~~the a~~ Committee, Board or other organized and recognized group, unless the ~~bylaw~~ Bylaw or resolution establishing such a body specifies a different quorum, of ~~majority of~~ all members, unless Council provides otherwise in this Bylaw.

- (r) REGULAR MEETING means a regularly scheduled meeting of Council.
- (s) ~~(r)~~ ~~SPECIAL MEETINGS mean~~ MEETING means a meeting called by the Mayor pursuant to the Act.
- (t) VILLAGE means the corporation of the Village of Caroline and where the context so requires, means the area included within the boundaries of the Village.
- (u) WRITTEN CONSENT means a document giving permission for something to happen or proposed by another must either be on paper or email.

2.2 ~~2.2~~ Wherever this ~~bylaw~~ Bylaw requires that a motion be made, a ~~bylaw~~ Bylaw be passed or any other action be taken by a vote of:

- (a) ~~A~~ a simple majority of Council, ~~or~~; or
- (b) ~~All~~ all members of Council; ~~;~~

the requirements shall be interpreted as meaning such majority, fraction or total of the members of Council who are present and voting on the matter.

3.0 ~~3.0~~ APPLICATION OF BYLAW

3.1 ~~3.1~~ This ~~bylaw~~ Bylaw applies to:

- (a) ~~All regular and special meetings~~ all Regular Meetings and Special Meetings of Council, ~~and~~; and
- (b) ~~Subject~~ subject to the provisions of Section 3.2, ~~;~~ conduct of the meetings of all ~~committees~~ Committees of Council.

3.2 ~~3.2~~ Notwithstanding Section 3.1:

- (a) ~~No~~ no motion need be seconded, ~~;~~ and;
- (b) ~~Members~~ members of Council or a Committee, as applicable, may speak more than once to any motion or question.

4.0 ~~4.0~~ ORGANIZATION MEETING OF COUNCIL

4.1 ~~4.1~~ The C.A.O. shall set the time and place for the first organizational meeting of ~~council~~ Council following the general election, scheduled in accordance with the ~~MGA~~ Act.

4.2 ~~4.2~~ At the commencement of the annual organizational meeting following an election, the C.A.O. shall call the meeting to order and shall preside over the meeting until the Councillors take the Official Oath of Office has been administered to the ~~council~~ and Council.

4.3 ~~4.3~~ After the Mayor has been appointed by council from among the councillors, then he/she shall preside over the meeting.

4.4 ~~4.4~~The Council shall elect members of Council to the standing ~~committees~~Committees.

4.5 ~~4.5~~The Mayor shall be an ex-officio member of all standing ~~committees~~Committees without so being named, but without voting privileges.

4.6 ~~4.6~~All Committees and other bodies that Council is entitled to appoint shall be reviewed annually in the manner provided in this section at the time of the organizational meeting as set by the ~~Statutes~~statutes then in effect.

4.7 ~~4.7~~The business of Council at the organization meeting following the elections shall be limited to the calling of the meeting, administration of the Oath, introduction of new members, development of a Deputy mayor's schedule, and the election of members to act on ~~committees~~Committees, commissions, boards and other bodies on which Council is entitled to representation, and such other business as is required by the ~~MGA~~Act.

4.8 ~~4.8~~The business of Council will be to appoint Signing Authority that shall be the Mayor or Deputy Mayor along with the C.A.O and/or designate.

4.9 ~~4.9~~Unless Council shall by a:

- (a) ~~By a~~ majority vote taken at a previous ~~regular meeting or~~Regular Meeting; or
- (b) ~~By a~~ unanimous vote taken at a previous ~~special meeting to~~Special Meeting.
- (c) determine that a subsequent meeting of Council shall be held at a different place, all meetings of Council subsequent to the annual Organizational Meeting of Council shall be held in the Council Chambers of the Village of Caroline Administration Building located at 5004-50 Ave.

~~(e)~~If it is decided to hold any meeting of Council at any place other than the Council Chambers of the Village of Caroline Administration Building, the C.A.O. shall post a notice of such a change of location to the Village website and Village Office Memo Board for the meeting to be held elsewhere than the Council Chambers when the same is delivered to the members of Council pursuant to Section 16.0.

5.0 ~~5.0~~PLACES, DATES & TIMES OF MEETINGS

5.1 ~~5.1~~Subject to Sections 4.1, 4.8 and 5.2, Regular ~~Council~~ Meetings shall be held in the Council Chambers located at ~~5004-50 Avenue, Caroline, the~~ Municipal Administration Office located at 5004-50 Avenue, Caroline, once or twice a month for all business of Council in accordance with the schedule of the meetings approved at the organizational meeting annually.

- (a) The following exceptions shall apply, unless Council approves otherwise:
 - i. Council may meet on the second Friday of July only~~;~~
 - ii. Council may meet on the second Friday of August only.

- iii. Council may meet on the second Friday of December only.
- iv. If a Regular ~~Council~~ Meeting falls on a statutory holiday, the meeting will take place on the next business day.
- v. Special Council Meetings may be called and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.
- vi. A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of a 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 by the Act.

5.2 ~~5.2~~ Notwithstanding anything contained in Section 5.1, Council may by majority vote of the members present at any ~~regular meeting~~ Regular Meeting of Council direct that:

- (a) ~~The the~~ next Council meeting will be held on a day other than the date on which it would fall due; and
- (b) ~~Any any~~ meeting of Council may commence at any other time than that set for such meeting in this Section.

5.3 ~~5.3~~ Unless otherwise determined, Council meetings shall commence at 1:00 pm and shall continue not later than 4:00 pm of the same day.

5.4 ~~5.4~~ Notwithstanding the provisions of Section 5.3, Council may upon an affirmation vote of a majority of the members present and voting which vote shall be subject to the ~~provisions of Subsection 4~~ process under this Bylaw must be taken not later than 3:30 pm extending the meeting beyond 4:00 pm in the case of ~~Section 5~~ Sections 5.1 and 5.3.

5.5 ~~5.5~~ Unless there has been a motion passed by the required majority within the prescribed time extending the Council meeting beyond 4:00 pm, all matters of business which appear on the Council agenda for a meeting and which have not been dealt with by that time shall be deemed to be tabled until the next ~~regular meeting~~ Regular Meeting of Council.

5.6 ~~5.6~~ Notwithstanding the other provisions of this Section, if no motion is passed before 3:30 pm by the required majority for extension of the meeting and if a member has risen and is addressing Council at 4:00 pm, the Mayor or other Chairperson shall, as soon as the member resumes his/her seat, call the attention of the Council to the time and if Council thereupon considers and votes on a motion to extend the meeting, such motion shall be deemed validly put and passed or defeated, as the case may be, notwithstanding that it is later than 4:00 pm.

5.7 ~~5.7~~ If it appears to the Mayor that any matters included in the agenda for a Council meeting which were not disposed of by the meeting prior to the adjournment thereof are of an urgent nature which requires action before the next ~~regular meeting~~ Regular Meeting, he/ she shall call pursuant to the provisions of the ~~MGA Act~~ as a special meeting Special Meeting of Council to deal with such matters.

5.8 ~~5.8~~ When a ~~regular or special meeting~~ Regular Meeting or Special Meeting of Council is adjourned:

- (a) ~~In~~ in order to terminate the debate on a certain subject, ~~or~~; or
- (b) ~~The~~ upon the business on the agenda ~~has been completed~~; being deemed complete.

it shall be deemed to be the end of that meeting and a subsequent meeting shall be considered to be a new meeting.

5.9 ~~5.9~~ Council may by majority vote of the members present at any ~~regular or special meeting~~ Regular Meeting or Special Meeting decided to hold a ~~special meeting~~ Special Meeting at any time and place as it deems fit.

5.10 ~~5.10~~ The Mayor may on his/her own initiative and shall, when requested by a majority of Council in writing, summon a ~~special meeting~~ Special Meeting at such time as the request of Council shall indicate.

5.11 ~~5.11~~ The Mayor may on his/her own initiative may summon a ~~special meeting~~ Special Meeting at such time as he/ she deems fit by a notice in writing given at least 24 hours prior to the meeting and indicating in general terms the business to be transacted thereat.

5.12 ~~5.12~~ When requested by a majority of Council in writing, the Mayor shall summon a ~~special meeting~~ Special Meeting at such time as the request of Council shall indicate, and shall notify all members of Council at least 24 hours prior to the meeting, by a notice which shall indicate:

- (a) ~~That~~ that the meeting has been called at the request of members, ~~and~~; and;
- (b) ~~The~~ the business to be transacted thereat.

5.13 ~~5.13~~ Notwithstanding the provisions of Sections 5.1 and 5.2, ~~the~~ the Mayor may call a ~~special meeting~~ Special Meeting of the Council upon such shorter notice, either verbal or written, as he/she deems sufficient if at least majority of the members present of Council give their consent in writing to such notice before the commencement of the meeting.

5.14 ~~5.14~~ Except in the case of a ~~special meeting~~ Special Meeting determined at another ~~special meeting or at a regular meeting of Council~~ Special Meeting or at a Regular Meeting, the C.A.O. shall mail, or electronically mail, or deliver to each member, a notice of the ~~special meeting~~ Special Meeting indicating the time at which such meeting will be held and indicating the business or matter which shall be discussed thereat, so that he/she receives it at least 24 hours before the time of the ~~special meeting~~ Special Meeting.

6.0 ~~6.0~~ REMOTE ATTENDANCE AT COUNCIL MEETINGS

6.1 ~~6.1~~ Council members are permitted to participate in a Council Meeting by means of remote communication in instances when a Council member is unable to attend in person; as follows:

- (a) including electronic means of two-way communication methods such as speakerphone, Skype, or other media that provide full audio or audio and visual capability;

- (b) for purposes of voting by a member(s) of Council, such attendance from remote location(s) shall be considered the equal of being physically present in Council Chambers, (with the exception of a Closed Meeting). When a vote is called on a motion, the member of Council who is participating by means of remote communication, shall vote verbally only after all other Councillors present have voted by a show of hands.
- (c) if the Mayor attends by remote means, he/she may participate in discussion, but the Deputy Mayor or alternate if physically present in Council Chambers shall be the presiding officer to best facilitate an orderly and efficient meeting process.
- (d) in all meetings involving remote attendance, the Mayor or presiding officer shall inform all present of the intent to initiate a remote communication.
- (e) the Mayor or presiding officer shall confirm and announce to all present that they can clearly hear and as appropriately, clearly see visual contact with the Council member. The CAO shall record such confirmation in the minutes.
- (f) Council may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof.
- (g) no portion of a "Closed Meeting" session may be conducted through the use of remote communication.
- (h) if the Council, by a majority, approves use of remote communication for only a specified portion of any meeting, the Mayor or presiding officer shall announce same and, at the end of the specified section, shall clearly announce to all the close of the remote communication and shall order that the communication be stopped. The CAO shall record the beginning and ending times of such remote communication in the minutes.
- (i) in the event the remote communication link is broken or significantly degraded such that it does not meet the requirements, the Mayor or presiding officer shall confirm the loss of service and announce the close of the remote attendance. The CAO shall record such time of closure in the minutes.
- (j) any member who wishes to utilize remote communication to attend a portion or all of a Council meeting, must notify in writing or email the CAO that he or she intends to participate by means of a remote communication; and the Council member must give two (2) business days' notice in order to allow necessary arrangements can be made to facilitate the remote attendance; and
- (k) any Council member participating in a Council meeting by means of a remote communication facility, must ensure that they post a written notice in a prominent location near to their position, advising any members of the public present in that area that a public meeting is in progress.

7.0 ~~7.0~~ RESCHEDULING OF MEETINGS:

7.1 ~~7.1~~A Regular ~~Council~~ Meeting may be rescheduled: by a resolution of Council that is adopted at a duly convened Regular Meeting or Special Meeting that:

(a) is open to the public; and

~~(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 majority of the whole Council if twenty-four (24) hours' notice is not provided to the public.~~

(b) ~~The date, time, or location of a Council Meeting, may be changed by Council through resolution passed at a duly convened meeting~~has a quorum present.

For greater clarity, any meeting to discuss changes to the date, time, or location of a Council Meeting may be held virtually.

7.2 If Council changes the date, time or place of a Regular Meeting pursuant to Section 7.1, the Village shall give at least 24 hours' notice of the change:

(a) to any Councillors not present at the meeting at which the change was made; and

(b) to the public.

7.3 ~~7.2~~A Special Meeting, either 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 majority of the whole Council.~~

~~7.3A Special Meeting, or~~ requested in writing by the majority of the Members, may be cancelled by resolution of Council that is adopted at a duly convened Regular Meeting or Special Meeting.

~~(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 majority of the whole Council.~~

8.0 ~~8.0~~ DEPUTY MAYOR & ACTING MAYOR

8.1 ~~8.1~~ The Council, at its organizational meeting, after election, shall determine a yearly schedule for Deputy Mayor, whereby each Councillor will cast a vote by secret ballot to determine the Deputy Mayor until the next Organizational meeting.

8.2 ~~8.2~~ Council may at any time appoint one of its members to be an Acting Mayor in the absence of, or inability of, the Mayor and the Deputy Mayor to act.

8.3 ~~8.3~~ Any member of Council appointed to act as the Presiding Officer, Chair, or acting Mayor of a meeting are also the signing authority for those minutes of that meeting that is chaired.

9.0 ~~9.0~~ AGENDA FOR COUNCIL MEETINGS

9.1 ~~9.1~~ The C.A.O., shall prepare an agenda which may include, but not be limited to the following categories in an order approved by the Council and C.A.O.:

- (a) Public Hearing
 - Call to Order
 - Additions to/Adoption of the Agenda Adoption of the Minutes
 - Delegation
 - Staff Reports
 - Committee and Board Reports
 - Business
 - Discussion, Correspondence, Information Items
 - Closed Meeting
 - Adjournment
- (b) Refer to the minutes of any previous meeting or meetings which have not already been delivered to the members of Council.
- (c) List or contain any other matter which Council may from time to time direct.

9.2 ~~9.2~~ The C.A.O. shall cause the agenda to be copied and be made available to each member of Council ~~and to~~ the office of the C.A.O., and to all Village personnel who are entitled to receive copies thereof, so that it will be available not less than two full days before the time for commencement of the meeting for which it is prepared ~~and;~~

~~(a) To all Village personnel who are entitled to receive copies thereof.~~

9.3 ~~9.3~~ Unless Council directs otherwise, no material will be accepted which has not been included in the Agenda provided.

10.0 ~~10.0~~ COMMENCEMENT OF COUNCIL MEETINGS

10.1 ~~10.1~~ If there are not sufficient members assembled at the meeting to constitute a ~~quorum~~ Quorum within half of an hour from the time of commencement of the meeting, the C.A.O. shall cause the record to include the names of all the members present at that time and unless a ~~special meeting~~ Special Meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next ~~regular meeting~~ Regular Meeting.

10.2 ~~10.2~~ When Council is unable to meet for want of a ~~quorum~~ Quorum, the agenda delivered for the proposed meeting shall be considered at the next ~~regular meeting~~ Regular Meeting prior to the consideration of the agenda for the subsequent meeting or at a ~~special meeting~~ Special Meeting called for that purpose.

10.3 ~~10.3~~ If there is a ~~quorum~~ Quorum present at the time the meeting should be called to order and the Mayor and Deputy Mayor are absent, the C.A.O. shall call the meeting to order and shall call for an Acting Mayor to be chosen by a resolution.

11.0 ~~11.0~~ PRIVILEGE

11.1 ~~11.1~~ When a member desires to address the Council on a matter of privilege he/ she shall be permitted to raise such question of privilege and when he/she does so, shall explain succinctly in what way the personal privilege of the member or the privilege of Council are affected.

11.2 ~~11.2~~ After the member has stated the point of privilege, the Mayor or the member presiding at the meeting shall rule whether or not the matter raised is deemed to be a point of privilege.

11.3 ~~11.3~~ A matter which is ruled to be a matter of privilege shall take precedence over all other matters before Council.

11.4 ~~11.4~~ Where the Mayor or other presiding member has ruled that a matter raised is a matter of privilege, the member raising the same may speak on it but there shall be no debate on the matter unless a motion thereon is put to Council.

11.5 ~~11.5~~ If the question of privilege concerns a situation, circumstance or event which arose between meetings of Council, the member(s) bringing the matter before Council shall do so immediately after the adoption of the minutes of the previous meeting.

12.0 ~~12.0~~ CONTROL & CONDUCT OF COUNCIL MEETINGS

12.1 ~~12.1~~ Subject to being overruled by a majority vote of members of Council which vote shall be taken without debate, the Mayor or other presiding officer shall:

- (a) ~~Maintain~~ maintain order and preserve decorum of the meeting;
- (b) ~~Decide~~ decide points of order without debate or comment other than to state the rule governing;

- (c) ~~Determine~~determine which member has a right to speak;
- (d) ~~Ensure~~ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote;
- (e) ~~Rule~~rule when a motion is out of order~~;~~ and;
- (f) ~~May~~may call a member to order.

12.2 ~~12.2~~In the event that a member refuses to come to order as required by Section 12.1 when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, a member of Council, to move a resolution to remove the unruly member~~either for;~~

- (a) ~~The~~for the balance of the meeting~~or until;~~
- (b) ~~i.A~~for a time which shall be stated in the motion~~or;~~ or
- (c) ~~ii.The~~until the member makes an apology acceptable to Council for his/her unruly behaviour~~;~~ whichever shall be the shortest time.
- (d) whichever shall be the shortest time.

12.3 ~~12.3~~If a majority of Council votes in favour of the resolution, the Mayor or Deputy Mayor shall direct the unruly member to leave the Council Chambers and if the member refuses to leave, direct that he/ she be removed by any police constable present in the Council Chambers.

12.4 ~~12.4~~If after Council has directed an unruly member to leave the Council Chambers, the member so directed ~~make~~makes an explanation and apology adequate and satisfactory to the Council, it may by majority vote of the remaining members present allow the offending member to remain in his/ her place if he/ she has not left or been removed, or to retake it if he/she has.

12.5 ~~12.5~~When a member wishes to speak at a Council meeting he/she shall address the Chair.

12.6 ~~12.6~~When a member is addressing the Chair, every other member shall:

- (a) ~~Remain~~remain quiet~~and;~~
- (b) ~~Not~~not interrupt the speaker except on a point of order~~and;~~
- (c) ~~Not~~not carry on a private conversation~~;~~ and;
- (d) ~~Not~~not cross between the speaker and the ~~chair~~Chair.

12.7 ~~12.7~~When a member is addressing the Council he/ she shall:

- (a) ~~Not~~not speak disrespectfully of Her Majesty the Queen or her official representatives of government;

- (b) ~~Not~~not use offensive words in referring to any member of the Council, any official or any employee of the Village;
- (c) ~~Not~~not reflect on any vote of council except when moving to rescind it and when so doing shall not reflect on the motives for the members who voted for the motion~~;~~;
- (d) ~~(e)~~~~Not~~not shout or immoderately raise his/ her voice or use profane, vulgar or offensive language~~;~~; and~~;~~;
- (e) ~~(f)~~~~Assume~~assume personal responsibility for any statement he/ she quoted to Council or ; upon request of Council, shall give the source of the information.
- 12.8 ~~12.8~~ When the Mayor calls a member to order the member shall resume his/ her seat but may afterwards explain his/ her position in making the remark for which he/ she was called to order.
- 12.9 ~~12.9~~ Where a member wishes to leave the Council Chambers while a meeting is in progress, he/ she shall address the Chair, excuse him/ herself and await acknowledgment before leaving his/ her place.
- 12.10 ~~12.10~~ No member shall leave the Council Chambers after a question is put to vote until the vote is taken.
- 12.11 ~~12.11~~ Members of the public who constitute the audience in the Council Chambers during a Council meeting:
- (a) ~~May~~may not address Council without permission of the Council~~;~~; and~~;~~;
- (b) ~~Shall~~shall maintain order and quiet~~;~~; and~~;~~;
- (c) ~~Shall~~shall not applaud or otherwise interrupt any speech or action of the member, or any other person addressing Council.
- 12.12 ~~12.12~~ The Mayor may direct that a constable removes any person in the audience who creates a disturbance during a meeting.
- 13.0 ~~13.0~~ PROCEEDINGS AT MEETINGS
- 13.1 ~~13.1~~ Subject to the other provisions of this ~~section~~Section, the order of business for a meeting shall be contained in the agenda for the meeting.
- 13.2 ~~13.2~~ The order of business for a ~~regular meeting~~Regular Meeting of Council shall be determined with the adoption of the agenda.
- 13.3 ~~13.3~~ If an alteration of the order of business is desired for the convenience of the meeting, Council may by a majority vote, may make any such alteration of the order of the business.
- 13.4 ~~13.4~~ Notwithstanding the order of business set out in Section 13.2 hereof, where the same subject matter appears in more than one place in the same agenda unless Council by resolution otherwise

determines, Council shall deal with all items on the agenda related to said subject matter at the time of the first appearance of the subject matter on the agenda.

13.5 ~~13.5~~The ~~When the~~ C.A.O. is causing the production of the agenda, ~~they~~ may insert immediately following the first appearance of an item, a copy of any document dealing with the same subject matter although the said item may appear in any subsequent portion of the agenda.

13.6 ~~13.6~~When the C.A.O. is causing the preparation of the minutes of the Council meeting, ~~they~~ shall note in the proper place as provided in Section 13.2 hereof, that the item listed as having been dealt with under a previous order of business was dealt with in accordance with Section 13.4.

13.7 ~~13.7~~A member wishing to make an inquiry for answer at a subsequent meeting shall put the inquiry in writing and shall, prior to or during the meeting, hand it to the C.A.O. who shall cause it to be read aloud to the Council.

13.8 ~~13.8~~The Mayor and Council by majority vote may cause the meeting of Council to be recessed for an appropriate amount of time as required.

14.0 ~~14.0~~RECESS

14.1 ~~14.1~~Any member may move that Council recess 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.

14.2 ~~14.2~~A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

15.0 ~~15.0~~PREVIOUS MINUTES

15.1 ~~15.1~~Unless requested by a majority of the members, the minutes of the previous meeting shall not be read aloud.

15.2 ~~15.2~~The Mayor shall present the minutes to the Council with a request for a motion adopting them.

15.3 ~~15.3~~If there are any corrections or if a majority of the members of Council deem any correction(s) be necessary for the accuracy of the minutes, it or they shall be incorporated therein.

15.4 ~~15.4~~In the event a member of Council is absent from the meeting in which minutes are passed which he/ she considers require corrections, he/ she may address the correction.

15.5 ~~15.5~~The C.A.O. shall cause the minutes of each Council meeting to be prepared, copied and distributed to the members of Council for the next ~~regular meeting~~Regular Meeting.

16.0 ~~16.0~~ COMMUNICATIONS & PETITIONS

16.1 ~~16.1~~ Where a person wishes to bring any matter to the attention of Council or to have any matter considered by Council, he/ she shall address a letter or other communication to the Council which shall:

- (a) ~~Be~~be printed, typewritten or fairly written;
- (b) ~~Clearly~~clearly set out the matter at issue and the request made of Council respect thereof;
- (c) ~~In~~in the case of a petition, indicate in the petition if a representative wish to address Council on the subject matter of the petition;
- (d) ~~Be~~be signed by the proper authorities as required by the ~~MGA~~Act; and
- (e) ~~In~~in the case of a petition, set out the municipal address and legal description of property owned by each petitioner in accordance with the ~~MGA~~Act.

16.2 ~~16.2~~ Where a matter has been presented to Council by a person or group pursuant to Section 16.1 and/ or Section 16.1 has been dealt with by Council in any final manner and a person or group directs a letter or communication to Council on the same or substantially the same matter again within six months after the time Council so dealt with the matter, Council, subject to Section 16.4, shall not hear, discuss or consider the matter again until six months has elapsed after the time when Council previously disposed of the matter.

16.3 ~~16.3~~ Notwithstanding Section 16.2, Council by a majority vote of Council may again consider the matter at an earlier time than the time set by Section 16.2.

16.4 ~~16.4~~ Where pursuant to the provisions of Section 16.1, a communication intended for Council is received, the C.A.O. shall then:

- (a) ~~include~~include it as an item on the agenda for the next ~~regular meeting, or~~ Regular Meeting; or
- (b) ~~Refer~~refer it to the appropriate standing Committee of Council together with any necessary reports from the applicable departments.

17.0 ~~17.0~~ PERSONS WISHING TO ADDRESS COUNCIL

17.1 ~~17.1~~ If a representative of any group of persons wishes to address Council on a matter which is not on the agenda, Council may on a majority affirmative vote allow the representative or any other person to address it. The Mayor shall determine the amount of time required by a person/ delegation when addressing Council unless:

- (a) ~~An~~an applicable statute or other overriding law in force in the Province of Alberta requires a time longer than allowed, ~~or;~~ or
- (b) ~~The~~the time is extended by a majority vote of Council.

17.2 ~~17.2~~ Subject to the provisions of the ~~MGA~~Act, a person who wishes to make representations concerning the manner in which any matter is brought before a public hearing which may affect him/ her or any owner of land whom he/ she represents or the public at large of any local group of residents or property owner, may address Council subject to any limitations as to time and any requirements as to notice in writing which may be required by the Council pursuant to the provisions of the ~~MGA~~Act.

18.0 ~~18.0~~ COUNCILLOR REPORTS

18.1 ~~18.1~~ Each Councillor will be provided a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation has been approved by Council.

18.2 ~~18.2~~ Any action required as a result of a Councillor Report shall be brought forward as a separate business item or ~~Notice of Motion~~notice of motion.

19.0 ~~19.0~~ NOTICE OF MOTION

19.1 ~~19.1~~ A notice of motion and the substance thereof may be in writing and shall be presented at a ~~regular meeting~~Regular Meeting of Council.

19.2 ~~19.2~~ Notwithstanding the provisions of Section 20, a member wishing to make a notice of motion instead of introducing it as provided in Section 20, may produce the motion in writing and forward it to the C.A.O. with the request it be discussed with the Mayor.

19.3 ~~19.3~~ Upon receipt of such a notice of motion and request, the C.A.O. shall discuss the notice of motion with the Mayor who shall refer the notice of motion directly to the next ~~regular meeting~~Regular Meeting of Council.

20.0 ~~20.0~~ MOTIONS

20.1 ~~20.1~~ A Member who wishes to submit a motion in excess of 25 words shall do so in writing.

20.2 ~~20.2~~ After a motion has been put forward and voted on, Council may give permission to withdraw the motion.

20.3 ~~20.3~~ After a motion has been moved, it is the property of Council and may not be withdrawn without the consent of the majority of Council.

20.4 ~~20.4~~ Except as elsewhere specifically provided in this ~~bylaw~~Bylaw, the following motions are debatable by Council:

- (a) ~~A~~a motion arising out of any matter of discussion item included in the agenda for the Council meeting at which it is debated;
- (b) ~~A~~a motion concerning any question, matter, subject or discussion item tabled from a previous meeting of Council or tabled for a meeting at which it is discussed;

- (c) ~~A~~a motion for concurrence in, rejection of, or further consideration of a report to Council or a motion arising out of any matter dealing within a report to Council;
 - (d) ~~A~~a motion for the second reading of a ~~bylaw~~Bylaw;
 - (e) ~~A~~a motion for the third reading of a ~~bylaw~~Bylaw;
 - (f) ~~A~~a motion for appointment of a ~~committee~~Committee, dismissal of a ~~committee~~Committee;
 - (g) ~~A~~a motion for the Council to go into a Closed Meeting session;
 - (h) ~~A~~a motion for amendment to any ~~bylaw~~Bylaw properly before Council or any matter arising directly out of any ~~bylaw~~Bylaw properly before Council; and
 - (i) ~~Such~~such other motion made upon routine proceedings as may be required for the observance of the:
 - i. ~~Properties~~properties of the Council;
 - ii. ~~Maintenance~~maintenance of its authority;
 - iii. ~~Appointment~~appointment or conduct of its officers;
 - iv. ~~Management~~management of its business;
 - v. ~~Arrangements~~arrangements of its proceedings;
 - vi. ~~Correctness~~correctness of its records;
 - vii. ~~Fixing~~fixing of its sitting;
 - viii. ~~Days~~days and times of its sittings;
 - ix. ~~Time~~time of the meeting; and
 - x. adjournment.
- ~~x. ——— Adjournment.~~

20.5 ~~20.5~~ When a motion has been made and is being considered by Council, no member may make another motion except a motion to:

- (a) ~~Refer~~refer the main question to some other person or group for consideration;
- (b) ~~Amend~~amend the main question or an amendment to it;
- (c) ~~Table~~table the main question;

- (d) ~~Postpone~~postpone the main question until some future time; and
- (e) ~~Adjourn~~adjourn the meeting.

21.0 ~~21.0~~ TABLING MOTIONS

21.1 ~~21.1~~ A member moving a motion to table any matter, whether the matter is contained in a petition, enquiry, motion or other matter before the Council, shall include in the tabling motion:

- (a) ~~The~~the time at the present meeting or the date of a future ~~regular or special meeting~~
Regular Meeting or Special Meeting to which the motion is to be tabled ~~or~~; or
- (b) ~~A~~a provision that the matter is to be tabled.

21.2 ~~21.2~~ A motion to table a matter shall not be debated except as to the time when Council will again consider the motion.

21.3 ~~21.3~~ A matter which has been tabled to a particular date shall not be again considered by Council before the date set except on a vote of majority of the members of Council present and voting on it.

22.0 ~~22.0~~ REFERRAL MOTIONS

22.1 ~~22.1~~ A motion to refer a matter shall be put forthwith without amendment or debate.

22.2 ~~22.2~~ A member of Council who is moving a reference motion shall be required to include the motion:

- (a) ~~The~~the terms of which the motion is being referred;
- (b) ~~The~~the time when the reference is returnable ~~and~~; and
- (c) ~~Whatever~~whatever explanation is necessary as to the purpose of the motion.

22.3 ~~22.3~~ Notwithstanding Section 19.2 when pursuant to the provisions of Section 19.1, when a motion to refer a matter is made, a member may ask the Mayor or other presiding officer at the Council meeting, a question relative to any of those matters which as provided in Section 19.3 may be included in a reference motion.

22.4 ~~22.4~~ After a motion has been made notwithstanding Section 18.0 or anything elsewhere contained in this ~~bylaw~~Bylaw, a member may ~~with~~with the consent of Council:

- (a) ~~On~~on his/ her own initiative while he/ she is speaking on the same ~~or~~; or
- (b) ~~When~~when requested by another member speaking on the motion ~~and~~; and
- (c) change the wording on the motion or agree to change proposed by another member if the alteration does not change the intention of the motion.

22.5 ~~22.5~~ When there is a ~~committee~~Committee appointed for a purpose, a Village department normally dealing with the subject matter of the motion, or a C.A.O. who would normally deal with such matters, Council may refer the question before it to the C.A.O. who shall have the appropriate ~~committee~~Committee, department or designate deal with the matter.

23.0 ~~23.0~~ MOTION CONTAINING DISTINCT PROPOSITIONS

23.1 ~~23.1~~ A motion containing several distinct propositions is not out of order for that reason alone.

23.2 ~~23.2~~ Where a motion contains two or more propositions if:

- (a) ~~If~~ a majority of Council so requires, ~~or~~; or
- (b) ~~If~~ the Mayor or other officer presiding so ~~order~~; orders,
- (c) Council shall vote on each proposition separately.

24.0 ~~24.0~~ AMENDMENTS

24.1 ~~24.1~~ Notwithstanding ~~anything elsewhere herein contained~~ any other provision in this Bylaw, no amendment to a motion to:

- (a) ~~Refer~~ refer a question to some other person or body for consideration;
- (b) ~~Table~~ table a question;
- (c) ~~Postpone~~ postpone discussion on a matter to a stated time;
- (d) ~~Adjourn~~ adjourn a meeting, ~~or~~; or
- (e) ~~For~~ undertake the first reading of a ~~bylaw~~; ~~shall be made~~; Bylaw,
- (f) shall be made.

24.2 ~~24.2~~ While a motion is under discussion by Council, a member may not move an amendment:

- (a) ~~Which~~ which does not relate to the subject matter of the principal motion, ~~or~~; or
- (b) ~~Is~~ is directly contrary to the principal motion.

24.3 ~~24.3~~ Where an amendment has been moved to a motion which is under discussion, an amendment to the amendment may be moved but no further amendment may be moved to the amendment or to the principal question until after the amendment to the amendment is voted upon.

24.4 ~~24.4~~ A member who moved a motion may not move an amendment to it.

24.5 ~~24.5~~ The Mayor or other presiding officer shall not put the principal motion under debate until all amendments to it have been put and voted upon.

- 24.6 ~~24.6~~ When all amendments are voted upon the Mayor or other presiding officer shall put the principal motion incorporating therein any amendments already adopted.
- 25.0 ~~25.0~~ MOTION OUT OF ORDER
- 25.1 ~~25.1~~ When a motion is out of order the Mayor or other presiding officer shall so advise the Council and shall cite the rule or authority applicable thereto.
- 25.2 ~~25.2~~ Any member of Council may raise the question of whether or not a motion is in order.
- 26.0 ~~26.0~~ DEBATE ON MOTION
- 26.1 ~~26.1~~ Except as otherwise provided in this Section, no member may speak more than twice on any motion.
- 26.2 ~~26.2~~ Notwithstanding Section 24.1, ~~a member~~, after receiving permission from the Mayor or other person presiding at the meeting, may ~~speak in~~ provide an explanation of a material part of his/her speech which has been misquoted or misunderstood, but he/ she may not introduce any new matter and there shall be no debate on the explanation.
- 26.3 ~~26.3~~ Notwithstanding Section 24.1, a member who has moved a substantive motion, other than a motion:
- (a) ~~To to~~ approve or accept a recommendation in another report made to Council, ~~or~~;
 - (b) ~~To to~~ appoint or instruct a ~~committee, or~~ Committee; or
 - (c) ~~That that~~ the main question before the Council be immediately put to a vote, ~~;~~
 - (d) may speak in reply to close the debate after all other members of Council have been given an opportunity to speak.
- 26.4 ~~26.4~~ Notwithstanding Section 24.1, before the debate has been closed and the question called on a motion and when another member does not have the floor, a member may during the debate:
- (a) ~~Ask ask~~ a question which relates directly to the debate, contains no argument and introduces no new material on the motion, ~~or~~; or
 - (b) ~~Request request~~ that the motion or a part thereof be read aloud.
- 26.5 ~~26.5~~ Unless Council by a majority vote shall extend the time, no member thereof shall speak longer than:
- (a) ~~Five five~~ (5) minutes on any original motion before Council, ~~or~~; or
 - (b) ~~Three three~~ (3) minutes on any amendment to an original motion before Council.

26.6 ~~26.6~~ If the Mayor wishes to join in the debate on a question or motion properly before Council, he/she shall vacate the ~~Chair~~ position of Chairperson and request the Deputy Mayor or some other member of Council take the ~~Chair~~ position of Chairperson.

27.0 ~~27.0~~ VOTING ON MOTIONS

27.1 ~~27.1~~ When a member who has moved a motion closed the debate, the Mayor shall put the motion to a vote.

27.2 ~~27.2~~ 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:
 - i. ~~vote~~ by a show of hands~~, or~~ or
 - ii. ~~vote~~ verbally if unable to show hands.
- (c) The Presiding Officer must state the names of those voting against the motion and declare the result of the vote.
- (d) The names of those Members who voted against the motion shall be recorded as opposed within the minutes.

27.3 ~~27.3~~ When a motion has been declared put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.

27.4 ~~27.4~~ When the Mayor or presiding officer is of the opinion that a motion is unacceptable or contrary to the rules of procedure and privilege, he/she shall appraise the members present immediately.

27.5 ~~27.5~~ Should a member(s) present disagree with the Chairperson's ruling on a prepared motion, the Chairperson will immediately call for a show of hands of the member(s) who support the opinion of the ~~Chair~~ Chairperson and who are opposed and the majority result will determine if the proposed motion is put to a vote.

27.6 ~~27.6~~ Unless excused from voting by resolution of a majority of Council, or unless he/ she is disqualified from voting by reason of a direct or indirect pecuniary interest, the Mayor when present, and each Councillor present, shall vote on every division on every motion before Council.

27.7 ~~27.7~~ No member who is absent from the Council Chambers when the vote is put and either the:

- (a) ~~The~~ C.A.O. has begun to poll the members if a voice vote is being taken~~, or~~ or
- (b) ~~The~~ decision is made to take a recorded vote~~;~~.
- (c) shall enter the Council Chambers or attempt to vote and therefore he/ she cannot vote on the matter.

- 27.8 ~~27.8~~ Whenever a statute of the Province of Alberta, regulation made thereunder, or this or another ~~bylaw~~ Bylaw of the Village requires a designated majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required by the statute, regulation or bylaw.
- 27.9 ~~27.9~~ If any member of the Council should call for a poll of the members for a recorded vote prior to the vote being taken on a motion, the names of those who voted for and those who voted against the motion shall be entered in the minutes.
- 28.0 ~~28.0~~ **RECONSIDERING & RESCINDING A MOTION**
- 28.1 ~~28.1~~ When a Councillor wishes to reconsider, alter or rescind any motion already passed or action taken at a previous meeting and when such matter does not appear on the agenda, he/ she shall bring the matter before Council.
- 28.2 ~~28.2~~ Where a matter on which Council has made a previous motion or taken a previous action is properly before Council as provided in this Section, Council may by a simple majority pass a motion which alters, rescinds or conflicts with any previous action taken or motion made without specifying that the previous motion or action is being altered or rescinded and the provisions of such motion shall override the provisions of any previous motion with which they conflict.
- 28.3 ~~28.3~~ Notwithstanding anything provided in this Section where pursuant to any motion duly passed by Council, the Village has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the liability or obligation.
- 29.0 ~~29.0~~ **MOTION TO ADJOURN**
- 29.1 ~~29.1~~ A member may move a motion to adjourn the meeting at any time except when:
- (a) ~~Another~~ another member is in possession of the floor;
 - (b) ~~The~~ the members are voting;
 - (c) Council is in a Closed Meeting session, ~~or~~; or
 - (d) ~~A~~ a previous motion to adjourn has been defeated and no other intermediate proceedings have taken place.
- 29.2 ~~29.2~~ A motion to adjourn shall be put without comment or debate.
- 30.0 ~~30.0~~ **CLOSED MEETING SESSION**
- 30.1 ~~30.1~~ Subject to the provision of Section 20.4 and unless otherwise determined by Council, upon the passing of a motion that the Council enter into a Closed Meeting session, the Mayor shall be the Chairperson thereof and shall maintain order in the Closed Meeting session.
- 30.2 ~~30.2~~ Subject to the provisions of Section 11.0, the rules of order for the conduct of a meeting of Council shall apply to the proceedings held in a Closed Meeting.

- 30.3 ~~30.3~~ Council has no power in a Closed Meeting session to pass any ~~bylaw~~ Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.
- 30.4 ~~30.4~~ Should a member of Council wish to raise a discussion item that falls within ~~sections 16-~~ Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25 and relates to a matter that is being discussed in public session, a member shall call for a motion to go into a Closed Meeting to discuss the element related to ~~sections 16-~~ Sections 16 to 29 of ~~FOIPP~~ the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25. Members of the public will be asked to exit Council Chambers.
- 31.0 ~~31.0~~ COMMITTEES
- 31.1 ~~31.1~~ Council may pass a Bylaw to establish Council ~~committees~~ Committees and other bodies as necessary under the Act and ~~shall to~~ determine the Terms of Reference for said Committees.
- 31.2 ~~31.2~~ The Terms of Reference for Committees may be amended by ~~resolution of a bylaw passed by~~ Council from time to time, as required.
- 31.3 ~~31.3~~ When establishing a Committee, ~~Council the Bylaw~~ must adopt ~~a~~ Terms of Reference for the Committee that:
- (a) names the Committee;
 - ~~(a) — Names it;~~
 - (b) ~~Establishes~~ establishes membership, purpose and authority;
 - (c) ~~Sets~~ sets the term or directs that the ~~committee~~ Committee exists on an on-going basis at the pleasure of Council; and
 - (d) ~~Allocates~~ allocates any necessary budget or other resources.
- 31.4 ~~31.4~~ The ~~size of a quorum~~ Quorum required for a meeting of a special or standing ~~committee~~ Committee shall be determined on the number of members specifically named to the ~~committee~~ Committee only.
- 31.5 ~~31.5~~ Unless Council designated the Chairperson of a ~~committee~~ Committee, designates who shall select the Chairperson or the manner in which ~~he/ she they~~ shall be selected, each standing or special ~~committee~~ Committee shall select its own Chairperson.
- 31.6 ~~31.6~~ The Legislative Coordinator will facilitate an annual review by Council of all Committees' Terms of Reference prior to the annual Organizational Meeting and ~~committee~~ Committee appointments.
- 31.7 ~~31.7~~ Council may appoint, by resolution, Councillors, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference.
- 31.8 ~~31.8~~ The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members, unless otherwise prohibited by statute or bylaw, and, as such member of the

Committee, shall be counted to determine ~~quorum~~ Quorum and has all the rights and privileges of the other Committee members including the right to make motions and vote.

31.9 ~~31.9~~ At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year term from among the Members unless Council designates the:

- (a) ~~the~~ Chairperson of a Committee; or
- (b) ~~the~~ manner in which the Chairperson shall be selected.

31.10 ~~31.10A Member~~ A member of a Committee can remain in the position of Chairperson for a maximum of three (3) terms of office.

31.11 ~~31.11~~ A Chairperson of a Committee may be removed from office by a vote of a majority of the members of the Committee. No motion to remove the Chairperson shall be in order unless ~~Notice of Motion~~ notice of motion has been given in writing at a ~~regular meeting~~ Regular Meeting of the Committee held at least seven days prior to the meeting at which the motion is considered.

31.12 ~~31.12~~ The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.

31.13 ~~31.13~~ In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.

31.14 ~~31.14~~ In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a ~~quorum~~ Quorum, shall elect one of the members present to preside for that meeting.

31.15 ~~31.15~~ A Committee shall conduct its meetings in public in accordance with the provisions of the Act.

31.16 ~~31.16~~ Committees shall adhere to the following minimum meeting requirements:

- (a) Committees shall establish, on an annual basis, a schedule of ~~regular meetings~~ Regular Meetings;
- (b) ~~a regular meeting~~ a Regular Meeting schedule established under this section must be filed with the Legislative Coordinator for a minimum of three (3) clear days prior to the first meeting in the schedule;
- (c) the Chairperson may call a meeting of the Committee at any time and must do so if a majority of Committee members so request in writing, including a statement of purpose of the meeting. A Special Meeting requested by Committee members must be held within 14 days after the request is received; and
- (d) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public

Notice as set out in this ~~bylaw~~ Bylaw and be filed with the Legislative Coordinator, a minimum of 48 hours prior to the meeting.

31.17 ~~31.17~~ Minutes must be prepared for all Committee meetings and must:

- (a) include all decisions and other proceedings;
- (b) include the names of Committee members present at and absent from the meeting;
- (c) include any abstentions made under the Municipal Government Act by any member and the reason for abstention;
- (d) include the signatures of the ~~Chair~~ Chairperson and the Recording Secretary; and
- (e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Legislative Coordinator within a minimum of three working days after being confirmed by the Committee.

31.18 ~~31.18~~ When a Committee is of the opinion that a meeting should be held in a Closed Meeting, the motion passed to authorize the Closed Meeting shall include the reason for holding the Closed Meeting, and the Closed Meeting shall be conducted in accordance with the Act.

31.19 ~~31.19~~ Committee meetings shall be open to all Members of Council, but only those Members specifically appointed to that Committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the Committee.

31.20 ~~31.20~~ A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the 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.

31.21 ~~31.21~~ Any member absent from three (3) consecutive ~~regular meetings~~ Regular Meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent from. Any member forfeiting his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited.

31.22 ~~31.22~~ No Committee ~~or~~ nor any member of a Committee has:

- (a) power to pledge the credit or course of action of the Village or enter into any agreement on behalf of the Committee or the Village;
- (b) power to authorize any expenditure to be charged against the Village without prior approval by Council; or
- (c) authority to act except as established in the Terms of Reference for the Committee.

31.23 ~~31.23~~ Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

31.24 ~~31.24~~A Committee shall report to Council, as required.

31.25 ~~31.25~~The C.A.O. shall appoint an ~~Administrative Representative~~ administrative representative to each Committee who shall:

- (a) ensure required notice is given, and accurate minutes are kept, for all Regular Meetings and Special Meetings of the Committee;
- (b) provide advice, research, information and additional support staff as required by the Committee; and
- (c) not be a member of the Committee and may not vote on any matter.

31.26 ~~31.26~~All Committees are accountable to Council.

32.0 ~~32.0~~BYLAWS

32.1 ~~32.1~~Where a ~~committee~~ Committee of Council approves the principles of the subject matter of a proposed ~~bylaw~~ Bylaw, it shall refer the matter to the C.A.O. with instructions for the preparation of the ~~bylaw~~ Bylaw.

32.2 ~~32.2~~Unless and until the ~~bylaw~~ Bylaw is approved by the C.A.O. as to form, phraseology and legal validity, a ~~committee~~ Committee to which a ~~bylaw~~ Bylaw is referred to for preparation shall not submit the ~~bylaw~~ Bylaw to Council in final form for enactment.

32.3 ~~32.3~~—Where a ~~bylaw~~ Bylaw is presented to Council for enactment, the C.A.O. shall cause the number and the short title of the ~~bylaw~~ Bylaw to appear in the agenda in the appropriate place.

32.4 ~~32.4~~Every ~~bylaw~~ Bylaw shall have three readings.

32.5 ~~32.5~~A ~~bylaw~~ Bylaw shall be introduced for its first reading by the motion that the ~~bylaw~~ Bylaw, specifying its number and short title be read a first time.

32.6 ~~32.6~~Council shall vote on the motion for the first reading of the ~~bylaw~~ Bylaw without amendment or debate.

32.7 ~~32.7~~If a member does not elaborate on the subject matter of the ~~bylaw~~ Bylaw or phrase his/ her question so as to set out his/ her opinion for or against the ~~bylaw~~ Bylaw, notwithstanding the provisions of Section 30.2, he/ she may ask a question(s) concerning the ~~bylaw~~ Bylaw.

32.8 ~~32.8~~A ~~bylaw~~ Bylaw shall be introduced for its second reading by the motion that it be read a second time, specifying the number of the ~~bylaw~~ Bylaw.

32.9 ~~32.9~~After a member has made the motion for the second reading of the ~~bylaw~~ Bylaw, Council may:

- (a) ~~Debate~~ debate the substance of the ~~bylaw~~ Bylaw; and;
- (b) ~~Propose~~ propose and consider amendments to the ~~bylaw~~ Bylaw.

- 32.10 ~~32.10~~ A proposed amendment shall be put to a vote and if carried, shall be considered as having been read a first time and incorporated in the ~~bylaw~~Bylaw.
- 32.11 ~~32.11~~ Where a ~~bylaw~~Bylaw deals in whole or in part on a matter of confidentiality, Council may, after the first reading thereof, go into a Closed Meeting session to debate the confidential matters of the ~~bylaw~~Bylaw.
- 32.12 ~~32.12~~ After a motion has been made for the second reading of a ~~bylaw~~Bylaw or after the Council has gone into a Closed Meeting session to debate the second or third reading of the ~~bylaw~~Bylaw, a member may require all or any portion of the ~~bylaw~~Bylaw to be read at length.
- 32.13 ~~32.13~~ The C.A.O. shall be responsible for and cause a keeping of a record of any amendments to the ~~bylaw~~Bylaw passed by Council.
- 32.14 ~~32.14~~ When all amendments have been accepted or rejected, the motion for the second reading of the ~~bylaw~~Bylaw as amended shall be put.
- 32.15 ~~32.15~~ A motion for the third reading of a ~~bylaw~~Bylaw shall give the number and the short title of the ~~bylaw~~Bylaw.
- 32.16 ~~32.16~~ It shall not be necessary to read the ~~bylaw~~Bylaw aloud for the third reading.
- 32.17 ~~32.17~~ Unless the members present at the meeting unanimously agree that a ~~bylaw~~Bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the ~~bylaw~~Bylaw shall not be given more than two readings at one meeting.
- 32.18 ~~32.18~~ If Council unanimously agrees that a ~~bylaw~~Bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the ~~bylaw~~Bylaw than if it has received a third reading at a subsequent meeting.
- 32.19 ~~32.19~~ After ~~council~~Council votes ~~affirmatively~~affirmatively for a third reading of a ~~bylaw~~Bylaw it:
- (a) ~~Becomes~~becomes a municipal enactment of the Village~~;~~ and;
 - (b) ~~is~~is effective immediately unless the ~~bylaw~~Bylaw provides otherwise.
- 32.20 ~~32.20~~ After passage, a ~~bylaw~~Bylaw shall be signed by the Mayor or by a member presiding at the meeting at which it was passed and by the C.A.O. and shall be impressed with the corporate seal of the Village.
- 32.21 ~~32.21~~ Where prescribed by provincial statute requiring a ~~bylaw~~Bylaw to be submitted to the electorate for voting, Council shall follow the requirements as set out in the relevant statutes.
- 32.22 ~~32.22~~ After a ~~bylaw~~Bylaw requiring a vote of the electorate has received its first reading by Council, it shall not again be debated in Council before the electorate has voted on it.
- 32.23 ~~32.23~~ Where a member inquiry involves a written answer to be given at a future meeting and it appears to the C.A.O. that the cost to the Village which will be incurred by reason of:

- (a) ~~Time-time~~ of Village employees which must be taken from performance of their regular duties or overtime which must be worked, ~~or~~;
- (b) ~~The-the~~ need to hire additional employees, ~~or~~; or
- (c) ~~The-the~~ necessity of obtaining and paying for the information from other than Village employees;
- (d) and it is likely to be more than five hundred dollars and no appropriation has been made for such expenditure in the budget of any department, then the C.A.O. shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the inquiry, unless and until Council directs that the inquiry shall be made and provides in a supplementary budget or otherwise for the payment of the cost.

32.24 ~~32.24~~ Notwithstanding anything else contained in this Section or elsewhere in this ~~bylaw~~ Bylaw, the subject matter of an inquiry is not debatable until the reply thereto has been made or presented to Council.

32.25 ~~32.25~~ Notwithstanding the other provisions of this Section, a member of Council wishing to obtain information or to make an inquiry may instead of following the procedure set out in Section 19.2, produce the inquiry in writing and forward the same to the C.A.O. with the request that it be discussed with the Mayor.

32.26 ~~32.26~~ Upon receipt of the inquiry and the request, the C.A.O. shall discuss the inquiry with the Mayor who may refer the inquiry;

- (a) ~~To-to~~ the next meeting of Council, ~~or~~; or
- (b) ~~Directly-directly~~ to the Councillor who made the inquiry.

33.0 ~~33.0~~ **STANDING POLICY COMMITTEES & SUB-COMMITTEES THEREOF**

33.1 ~~33.1~~ In accordance with the ~~MGA~~ Act, the Mayor is an ex-officio member of each of the ~~committees~~ Committees of Council.

33.2 ~~33.2~~ The C.A.O. is a non-voting ex-officio member of all ~~committees~~ Committees.

33.3 ~~33.3~~ If directed by Council, any member attending a meeting on behalf of Council must vote in accordance with ~~Councils~~ Council's direction.

33.4 ~~33.4~~ When any matter relating to proceedings in Council or in the ~~committees~~ Committees thereof arises which is not covered by a provision of this ~~bylaw~~ Bylaw, the matter shall be decided by a reference to the rules of the House of Commons of Canada as set out in the current edition of Beauchesne's Parliamentary Rules and Forms.

34.0 ~~34.0~~ **RESCIND**

34.1 ~~34.1~~ This ~~bylaw~~ Bylaw rescinds Bylaw 2017-001 and any amendments thereto and shall come into force when it receives THIRD and FINAL reading and is duly signed.

READ a FIRST time this 17 day of April, 2020.

Mayor

CAO

READ a SECOND time this ____ day of May, 2020.

Mayor

CAO

~~READ a THIRD and FINAL time this ____ day of May, 2020.~~

_____ Mayor

~~CAO~~

READ a FIRST time this ____ day of _____,
202____

Mayor CAO

READ a SECOND time this ____ day of _____,
_____, 202____

Mayor CAO

READ a THIRD and FINAL this ____ day of _____,
_____, 202____

Mayor CAO

COUNCIL PROCEDURAL BYLAW
VILLAGE OF CAROLINE
PROVINCE OF ALBERTA

BEING A BYLAW OF THE VILLAGE OF CAROLINE IN THE PROVINCE OF ALBERTA, TO DEAL WITH PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF CAROLINE.

WHEREAS, the Municipal Government Act, being Chapter M-26 (2000), RSA and subsequent amendments thereto, provides for the regulations of the proceedings of Council and Committees thereof, to provide for dealing with petitions, remonstrance's and submissions of Council.

NOW THEREFORE, the Council of the Village of Caroline duly assembled, enacts as follows:

1.0 TITLE:

1.1 This Bylaw may be cited as the Council Procedural Bylaw.

2.0 DEFINITION & INTERPRETATION

2.1 In this Bylaw:

- (a) ACT means the Municipal Government Act, RSA 2000, c M-26, as amended from time to time.
- (b) ACTING MAYOR means the member selected by Council to preside at a Regular Meeting thereof in the absence or incapacity of both the Mayor and Deputy Mayor.
- (c) AGENDA means the list and order of business items for any meeting of Council or Committees.
- (d) BYLAW means a bylaw of the Village.
- (e) C.A.O. means the Chief Administrative Officer.
- (f) CHAIRPERSON means the member elected from among the members of a Committee to preside at all meetings of the Committee.
- (g) CLOSED MEETING is any meeting of Council where:
 - i. members of the public are not permitted to attend the entire meeting or part of the meeting;
 - ii. the Council, Committee, or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct; or
 - iii. the Council, Committee, or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

- (h) COMMITTEE means a Committee, board, commission, authority, task force or any other public body established by Council pursuant to this Bylaw.
- (i) COUNCIL means, collectively, the members of the Council of the Village being elected pursuant to the provisions of the Local Authorities Election Act, RSA 2000, c L-21, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act and the Local Authorities Election Act, RSA 2000, c L-21, and a COUNCILLOR means an individual member of Council.
- (j) DEPUTY MAYOR means the member appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- (k) MAYOR means the member of Council, duly elected and continuing to hold office that is duly appointed by council from among the councillors.
- (l) MEMBER means a member of Council, duly elected and continuing to hold office, or a member of a Committee duly appointed by Council, as applicable.
- (m) NEW BUSINESS means business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- (n) PRESIDING OFFICER means the Mayor, Deputy Mayor, Acting Mayor or other such person selected by Council to chair the meeting as constituted by this Bylaw.
- (o) PRIVILEGES mean the right and immunities of Council, collectively or the position and conduct of members of Council in their official character as elected representatives and a "Matter of Privilege" means any matter affecting privilege.
- (p) PUBLIC HEARING means a meeting of Council convened to hear matters pursuant to the Act.
- (q) QUORUM means the majority:
 - i. of the valid, subsisting members of Council; or
 - ii. in the case of a Committee, Board or other organized and recognized group, unless the Bylaw or resolution establishing such a body specifies a different quorum, of all members, unless Council provides otherwise in this Bylaw.
- (r) REGULAR MEETING means a regularly scheduled meeting of Council.
- (s) SPECIAL MEETING means a meeting called by the Mayor pursuant to the Act.
- (t) VILLAGE means the corporation of the Village of Caroline and where the context so requires, means the area included within the boundaries of the Village.
- (u) WRITTEN CONSENT means a document giving permission for something to happen or proposed by another must either be on paper or email.

- 2.2 Wherever this Bylaw requires that a motion be made, a Bylaw be passed or any other action be taken by a vote of:
- (a) a simple majority of Council; or
 - (b) all members of Council,
- the requirements shall be interpreted as meaning such majority, fraction or total of the members of Council who are present and voting on the matter.
- 3.0 **APPLICATION OF BYLAW**
- 3.1 This Bylaw applies to:
- (a) all Regular Meetings and Special Meetings of Council; and
 - (b) subject to the provisions of Section 3.2, conduct of the meetings of all Committees of Council.
- 3.2 Notwithstanding Section 3.1:
- (a) no motion need be seconded; and
 - (b) members of Council or a Committee, as applicable, may speak more than once to any motion or question.
- 4.0 **ORGANIZATION MEETING OF COUNCIL**
- 4.1 The C.A.O. shall set the time and place for the first organizational meeting of Council following the general election, scheduled in accordance with the Act.
- 4.2 At the commencement of the annual organizational meeting following an election, the C.A.O. shall call the meeting to order and shall preside over the meeting until the Councillors take the Official Oath of Office has been administered to the Council.
- 4.3 After the Mayor has been appointed by council from among the councillors, then he/she shall preside over the meeting.
- 4.4 The Council shall elect members of Council to the standing Committees.
- 4.5 The Mayor shall be an ex-officio member of all standing Committees without so being named, but without voting privileges.
- 4.6 All Committees and other bodies that Council is entitled to appoint shall be reviewed annually in the manner provided in this section at the time of the organizational meeting as set by the statutes then in effect.
- 4.7 The business of Council at the organization meeting following the elections shall be limited to the calling of the meeting, administration of the Oath, introduction of new members, development of a Deputy mayor's schedule, and the election of members to act on Committees, commissions,

boards and other bodies on which Council is entitled to representation, and such other business as is required by the Act.

- 4.8 The business of Council will be to appoint Signing Authority that shall be the Mayor or Deputy Mayor along with the C.A.O and/or designate.
- 4.9 Unless Council shall by a:
- (a) majority vote taken at a previous Regular Meeting; or
 - (b) unanimous vote taken at a previous Special Meeting,
 - (c) determine that a subsequent meeting of Council shall be held at a different place, all meetings of Council subsequent to the annual Organizational Meeting of Council shall be held in the Council Chambers of the Village of Caroline Administration Building located at 5004-50 Ave.

If it is decided to hold any meeting of Council at any place other than the Council Chambers of the Village of Caroline Administration Building, the C.A.O. shall post a notice of such a change of location to the Village website and Village Office Memo Board for the meeting to be held elsewhere than the Council Chambers when the same is delivered to the members of Council pursuant to Section 16.0.

5.0 PLACES, DATES & TIMES OF MEETINGS

- 5.1 Subject to Sections 4.1, 4.8 and 5.2, Regular Meetings shall be held in the Council Chambers located at the Municipal Administration Office located at 5004-50 Avenue, Caroline, once or twice a month for all business of Council in accordance with the schedule of the meetings approved at the organizational meeting annually.
- (a) The following exceptions shall apply, unless Council approves otherwise:
- i. Council may meet on the second Friday of July only.
 - ii. Council may meet on the second Friday of August only.
 - iii. Council may meet on the second Friday of December only.
 - iv. If a Regular Meeting falls on a statutory holiday, the meeting will take place on the next business day.
 - v. Special Council Meetings may be called and notice of such Special Meetings shall be given in accordance with the provisions of the Act and this Bylaw.
 - vi. A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of a 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 by the Act.

- 5.2 Notwithstanding anything contained in Section 5.1, Council may by majority vote of the members present at any Regular Meeting of Council direct that:
- (a) the next Council meeting will be held on a day other than the date on which it would fall due; and
 - (b) any meeting of Council may commence at any other time than that set for such meeting in this Section.
- 5.3 Unless otherwise determined, Council meetings shall commence at 1:00 pm and shall continue not later than 4:00 pm of the same day.
- 5.4 Notwithstanding the provisions of Section 5.3, Council may upon an affirmation vote of a majority of the members present and voting which vote shall be subject to the process under this Bylaw must be taken not later than 3:30 pm extending the meeting beyond 4:00 pm in the case of Sections 5.1 and 5.3.
- 5.5 Unless there has been a motion passed by the required majority within the prescribed time extending the Council meeting beyond 4:00 pm, all matters of business which appear on the Council agenda for a meeting and which have not been dealt with by that time shall be deemed to be tabled until the next Regular Meeting of Council.
- 5.6 Notwithstanding the other provisions of this Section, if no motion is passed before 3:30 pm by the required majority for extension of the meeting and if a member has risen and is addressing Council at 4:00 pm, the Mayor or other Chairperson shall, as soon as the member resumes his/ her seat, call the attention of the Council to the time and if Council thereupon considers and votes on a motion to extend the meeting, such motion shall be deemed validly put and passed or defeated, as the case may be, notwithstanding that it is later than 4:00 pm.
- 5.7 If it appears to the Mayor that any matters included in the agenda for a Council meeting which were not disposed of by the meeting prior to the adjournment thereof are of an urgent nature which requires action before the next Regular Meeting, he/ she shall call pursuant to the provisions of the Act as a Special Meeting of Council to deal with such matters.
- 5.8 When a Regular Meeting or Special Meeting of Council is adjourned:
- (a) in order to terminate the debate on a certain subject; or
 - (b) upon the business on the agenda being deemed complete,
- it shall be deemed to be the end of that meeting and a subsequent meeting shall be considered to be a new meeting.
- 5.9 Council may by majority vote of the members present at any Regular Meeting or Special Meeting decided to hold a Special Meeting at any time and place as it deems fit.
- 5.10 The Mayor may on his/her own initiative and shall, when requested by a majority of Council in writing, summon a Special Meeting at such time as the request of Council shall indicate.

- 5.11 The Mayor may on his/her own initiative may summon a Special Meeting at such time as he/ she deems fit by a notice in writing given at least 24 hours prior to the meeting and indicating in general terms the business to be transacted thereat.
- 5.12 When requested by a majority of Council in writing, the Mayor shall summon a Special Meeting at such time as the request of Council shall indicate, and shall notify all members of Council at least 24 hours prior to the meeting, by a notice which shall indicate:
- (a) that the meeting has been called at the request of members; and
 - (b) the business to be transacted thereat.
- 5.13 Notwithstanding the provisions of Sections 5.1 and 5.2, the Mayor may call a Special Meeting of the Council upon such shorter notice, either verbal or written, as he/she deems sufficient if at least majority of the members present of Council give their consent in writing to such notice before the commencement of the meeting.
- 5.14 Except in the case of a Special Meeting determined at another Special Meeting or at a Regular Meeting, the C.A.O. shall mail, or electronically mail, or deliver to each member, a notice of the Special Meeting indicating the time at which such meeting will be held and indicating the business or matter which shall be discussed thereat, so that he/she receives it at least 24 hours before the time of the Special Meeting.

6.0 REMOTE ATTENDANCE AT COUNCIL MEETINGS

- 6.1 Council members are permitted to participate in a Council Meeting by means of remote communication in instances when a Council member is unable to attend in person as follows:
- (a) including electronic means of two-way communication methods such as speakerphone, Skype, or other media that provide full audio or audio and visual capability;
 - (b) for purposes of voting by a member(s) of Council, such attendance from remote location(s) shall be considered the equal of being physically present in Council Chambers, (with the exception of a Closed Meeting). When a vote is called on a motion, the member of Council who is participating by means of remote communication, shall vote verbally only after all other Councillors present have voted by a show of hands;
 - (c) if the Mayor attends by remote means, he/she may participate in discussion, but the Deputy Mayor or alternate if physically present in Council Chambers shall be the presiding officer to best facilitate an orderly and efficient meeting process;
 - (d) in all meetings involving remote attendance, the Mayor or presiding officer shall inform all present of the intent to initiate a remote communication;
 - (e) the Mayor or presiding officer shall confirm and announce to all present that they can clearly hear and as appropriately, clearly see visual contact with the Council member. The CAO shall record such confirmation in the minutes;

- (f) Council may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof;
- (g) no portion of a “Closed Meeting” session may be conducted through the use of remote communication;
- (h) if the Council, by a majority, approves use of remote communication for only a specified portion of any meeting, the Mayor or presiding officer shall announce same and, at the end of the specified section, shall clearly announce to all the close of the remote communication and shall order that the communication be stopped. The CAO shall record the beginning and ending times of such remote communication in the minutes;
- (i) in the event the remote communication link is broken or significantly degraded such that it does not meet the requirements, the Mayor or presiding officer shall confirm the loss of service and announce the close of the remote attendance. The CAO shall record such time of closure in the minutes;
- (j) any member who wishes to utilize remote communication to attend a portion or all of a Council meeting, must notify in writing or email the CAO that he or she intends to participate by means of a remote communication; and the Council member must give two (2) business days’ notice in order to allow necessary arrangements can be made to facilitate the remote attendance; and
- (k) any Council member participating in a Council meeting by means of a remote communication facility, must ensure that they post a written notice in a prominent location near to their position, advising any members of the public present in that area that a public meeting is in progress.

7.0 RESCHEDULING OF MEETINGS:

7.1 A Regular Meeting may be rescheduled by a resolution of Council that is adopted at a duly convened Regular Meeting or Special Meeting that:

- (a) is open to the public; and
- (b) has a quorum present.

For greater clarity, any meeting to discuss changes to the date, time, or location of a Council Meeting may be held virtually.

7.2 If Council changes the date, time or place of a Regular Meeting pursuant to Section 7.1, the Village shall give at least 24 hours’ notice of the change:

- (a) to any Councillors not present at the meeting at which the change was made; and
- (b) to the public.

- 7.3 A Special Meeting, either called under the initiative of the Mayor or requested in writing by the majority of the Members, may be cancelled by resolution of Council that is adopted at a duly convened Regular Meeting or Special Meeting.
- 8.0 DEPUTY MAYOR & ACTING MAYOR**
- 8.1 The Council, at its organizational meeting, after election, shall determine a yearly schedule for Deputy Mayor, whereby each Councillor will cast a vote by secret ballot to determine the Deputy Mayor until the next Organizational meeting.
- 8.2 Council may at any time appoint one of its members to be an Acting Mayor in the absence of, or inability of, the Mayor and the Deputy Mayor to act.
- 8.3 Any member of Council appointed to act as the Presiding Officer, Chair, or acting Mayor of a meeting are also the signing authority for those minutes of that meeting that is chaired.
- 9.0 AGENDA FOR COUNCIL MEETINGS**
- 9.1 The C.A.O., shall prepare an agenda which may include, but not be limited to the following categories in an order approved by the Council and C.A.O.:
- (a) Public Hearing
 - Call to Order
 - Additions to/Adoption of the Agenda Adoption of the Minutes
 - Delegation
 - Staff Reports
 - Committee and Board Reports
 - Business
 - Discussion, Correspondence, Information Items
 - Closed Meeting
 - Adjournment
 - (b) Refer to the minutes of any previous meeting or meetings which have not already been delivered to the members of Council.
 - (c) List or contain any other matter which Council may from time to time direct.
- 9.2 The C.A.O. shall cause the agenda to be copied and be made available to each member of Council, the office of the C.A.O., and to all Village personnel who are entitled to receive copies thereof, so that it will be available not less than two full days before the time for commencement of the meeting for which it is prepared.

- 9.3 Unless Council directs otherwise, no material will be accepted which has not been included in the Agenda provided.
- 10.0 COMMENCEMENT OF COUNCIL MEETINGS
- 10.1 If there are not sufficient members assembled at the meeting to constitute a Quorum within half of an hour from the time of commencement of the meeting, the C.A.O. shall cause the record to include the names of all the members present at that time and unless a Special Meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next Regular Meeting.
- 10.2 When Council is unable to meet for want of a Quorum, the agenda delivered for the proposed meeting shall be considered at the next Regular Meeting prior to the consideration of the agenda for the subsequent meeting or at a Special Meeting called for that purpose.
- 10.3 If there is a Quorum present at the time the meeting should be called to order and the Mayor and Deputy Mayor are absent, the C.A.O. shall call the meeting to order and shall call for an Acting Mayor to be chosen by a resolution.
- 11.0 PRIVILEGE
- 11.1 When a member desires to address the Council on a matter of privilege he/ she shall be permitted to raise such question of privilege and when he/she does so, shall explain succinctly in what way the personal privilege of the member or the privilege of Council are affected.
- 11.2 After the member has stated the point of privilege, the Mayor or the member presiding at the meeting shall rule whether or not the matter raised is deemed to be a point of privilege.
- 11.3 A matter which is ruled to be a matter of privilege shall take precedence over all other matters before Council.
- 11.4 Where the Mayor or other presiding member has ruled that a matter raised is a matter of privilege, the member raising the same may speak on it but there shall be no debate on the matter unless a motion thereon is put to Council.
- 11.5 If the question of privilege concerns a situation, circumstance or event which arose between meetings of Council, the member(s) bringing the matter before Council shall do so immediately after the adoption of the minutes of the previous meeting.
- 12.0 CONTROL & CONDUCT OF COUNCIL MEETINGS
- 12.1 Subject to being overruled by a majority vote of members of Council which vote shall be taken without debate, the Mayor or other presiding officer shall:
- (a) maintain order and preserve decorum of the meeting;
 - (b) decide points of order without debate or comment other than to state the rule governing;
 - (c) determine which member has a right to speak;

- (d) ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote;
 - (e) rule when a motion is out of order; and
 - (f) may call a member to order.
- 12.2 In the event that a member refuses to come to order as required by Section 12.1 when called to order, the Mayor shall request the Deputy Mayor, or if the Deputy Mayor is absent or is the unruly member, a member of Council, to move a resolution to remove the unruly member:
- (a) for the balance of the meeting;
 - (b) for a time which shall be stated in the motion; or
 - (c) until the member makes an apology acceptable to Council for his/her unruly behaviour,
 - (d) whichever shall be the shortest time.
- 12.3 If a majority of Council votes in favour of the resolution, the Mayor or Deputy Mayor shall direct the unruly member to leave the Council Chambers and if the member refuses to leave, direct that he/ she be removed by any police constable present in the Council Chambers.
- 12.4 If after Council has directed an unruly member to leave the Council Chambers, the member so directed makes an explanation and apology adequate and satisfactory to the Council, it may by majority vote of the remaining members present allow the offending member to remain in his/ her place if he/ she has not left or been removed, or to retake it if he/she has.
- 12.5 When a member wishes to speak at a Council meeting he/she shall address the Chair.
- 12.6 When a member is addressing the Chair, every other member shall:
- (a) remain quiet;
 - (b) not interrupt the speaker except on a point of order;
 - (c) not carry on a private conversation; and
 - (d) not cross between the speaker and the Chair.
- 12.7 When a member is addressing the Council he/ she shall:
- (a) not speak disrespectfully of Her Majesty the Queen or her official representatives of government;
 - (b) not use offensive words in referring to any member of the Council, any official or any employee of the Village;
 - (c) not reflect on any vote of council except when moving to rescind it and when so doing shall not reflect on the motives for the members who voted for the motion;

- (d) not shout or immoderately raise his/ her voice or use profane, vulgar or offensive language; and
 - (e) assume personal responsibility for any statement he/ she quoted to Council or, upon request of Council, shall give the source of the information.
- 12.8 When the Mayor calls a member to order the member shall resume his/ her seat but may afterwards explain his/ her position in making the remark for which he/ she was called to order.
- 12.9 Where a member wishes to leave the Council Chambers while a meeting is in progress, he/ she shall address the Chair, excuse him/ herself and await acknowledgment before leaving his/ her place.
- 12.10 No member shall leave the Council Chambers after a question is put to vote until the vote is taken.
- 12.11 Members of the public who constitute the audience in the Council Chambers during a Council meeting:
 - (a) may not address Council without permission of the Council;
 - (b) shall maintain order and quiet; and
 - (c) shall not applaud or otherwise interrupt any speech or action of the member, or any other person addressing Council.
- 12.12 The Mayor may direct that a constable removes any person in the audience who creates a disturbance during a meeting.

13.0 PROCEEDINGS AT MEETINGS

- 13.1 Subject to the other provisions of this Section, the order of business for a meeting shall be contained in the agenda for the meeting.
- 13.2 The order of business for a Regular Meeting of Council shall be determined with the adoption of the agenda.
- 13.3 If an alteration of the order of business is desired for the convenience of the meeting, Council may by a majority vote, may make any such alteration of the order of the business.
- 13.4 Notwithstanding the order of business set out in Section 13.2 hereof, where the same subject matter appears in more than one place in the same agenda unless Council by resolution otherwise determines, Council shall deal with all items on the agenda related to said subject matter at the time of the first appearance of the subject matter on the agenda.
- 13.5 When the C.A.O. is causing the production of the agenda, they may insert immediately following the first appearance of an item, a copy of any document dealing with the same subject matter although the said item may appear in any subsequent portion of the agenda.

13.6 When the C.A.O. is causing the preparation of the minutes of the Council meeting, they shall note in the proper place as provided in Section 13.2 hereof, that the item listed as having been dealt with under a previous order of business was dealt with in accordance with Section 13.4.

13.7 A member wishing to make an inquiry for answer at a subsequent meeting shall put the inquiry in writing and shall, prior to or during the meeting, hand it to the C.A.O. who shall cause it to be read aloud to the Council.

13.8 The Mayor and Council by majority vote may cause the meeting of Council to be recessed for an appropriate amount of time as required.

14.0 RECESS

14.1 Any member may move that Council recess 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.

14.2 A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

15.0 PREVIOUS MINUTES

15.1 Unless requested by a majority of the members, the minutes of the previous meeting shall not be read aloud.

15.2 The Mayor shall present the minutes to the Council with a request for a motion adopting them.

15.3 If there are any corrections or if a majority of the members of Council deem any correction(s) be necessary for the accuracy of the minutes, it or they shall be incorporated therein.

15.4 In the event a member of Council is absent from the meeting in which minutes are passed which he/ she considers require corrections, he/ she may address the correction.

15.5 The C.A.O. shall cause the minutes of each Council meeting to be prepared, copied and distributed to the members of Council for the next Regular Meeting.

16.0 COMMUNICATIONS & PETITIONS

16.1 Where a person wishes to bring any matter to the attention of Council or to have any matter considered by Council, he/ she shall address a letter or other communication to the Council which shall:

- (a) be printed, typewritten or fairly written;
- (b) clearly set out the matter at issue and the request made of Council respect thereof;
- (c) in the case of a petition, indicate in the petition if a representative wish to address Council on the subject matter of the petition;
- (d) be signed by the proper authorities as required by the Act; and

- (e) in the case of a petition, set out the municipal address and legal description of property owned by each petitioner in accordance with the Act.
- 16.2 Where a matter has been presented to Council by a person or group pursuant to Section 16.1 and/ or Section 16.1 has been dealt with by Council in any final manner and a person or group directs a letter or communication to Council on the same or substantially the same matter again within six months after the time Council so dealt with the matter, Council, subject to Section 16.4, shall not hear, discuss or consider the matter again until six months has elapsed after the time when Council previously disposed of the matter.
- 16.3 Notwithstanding Section 16.2, Council by a majority vote of Council may again consider the matter at an earlier time than the time set by Section 16.2.
- 16.4 Where pursuant to the provisions of Section 16.1, a communication intended for Council is received, the C.A.O. shall then:
 - (a) include it as an item on the agenda for the next Regular Meeting; or
 - (b) refer it to the appropriate standing Committee of Council together with any necessary reports from the applicable departments.
- 17.0 PERSONS WISHING TO ADDRESS COUNCIL**
- 17.1 If a representative of any group of persons wishes to address Council on a matter which is not on the agenda, Council may on a majority affirmative vote allow the representative or any other person to address it. The Mayor shall determine the amount of time required by a person/ delegation when addressing Council unless:
 - (a) an applicable statute or other overriding law in force in the Province of Alberta requires a time longer than allowed; or
 - (b) the time is extended by a majority vote of Council.
- 17.2 Subject to the provisions of the Act, a person who wishes to make representations concerning the manner in which any matter is brought before a public hearing which may affect him/ her or any owner of land whom he/ she represents or the public at large of any local group of residents or property owner, may address Council subject to any limitations as to time and any requirements as to notice in writing which may be required by the Council pursuant to the provisions of the Act.
- 18.0 COUNCILLOR REPORTS**
- 18.1 Each Councillor will be provided a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation has been approved by Council.
- 18.2 Any action required as a result of a Councillor Report shall be brought forward as a separate business item or notice of motion.

19.0 NOTICE OF MOTION

- 19.1 A notice of motion and the substance thereof may be in writing and shall be presented at a Regular Meeting of Council.
- 19.2 Notwithstanding the provisions of Section 20, a member wishing to make a notice of motion instead of introducing it as provided in Section 20, may produce the motion in writing and forward it to the C.A.O. with the request it be discussed with the Mayor.
- 19.3 Upon receipt of such a notice of motion and request, the C.A.O. shall discuss the notice of motion with the Mayor who shall refer the notice of motion directly to the next Regular Meeting of Council.

20.0 MOTIONS

- 20.1 A Member who wishes to submit a motion in excess of 25 words shall do so in writing.
- 20.2 After a motion has been put forward and voted on, Council may give permission to withdraw the motion.
- 20.3 After a motion has been moved, it is the property of Council and may not be withdrawn without the consent of the majority of Council.
- 20.4 Except as elsewhere specifically provided in this Bylaw, the following motions are debatable by Council:
 - (a) a motion arising out of any matter of discussion item included in the agenda for the Council meeting at which it is debated;
 - (b) a motion concerning any question, matter, subject or discussion item tabled from a previous meeting of Council or tabled for a meeting at which it is discussed;
 - (c) a motion for concurrence in, rejection of, or further consideration of a report to Council or a motion arising out of any matter dealing within a report to Council;
 - (d) a motion for the second reading of a Bylaw;
 - (e) a motion for the third reading of a Bylaw;
 - (f) a motion for appointment of a Committee, dismissal of a Committee;
 - (g) a motion for the Council to go into a Closed Meeting session;
 - (h) a motion for amendment to any Bylaw properly before Council or any matter arising directly out of any Bylaw properly before Council; and
 - (i) such other motion made upon routine proceedings as may be required for the observance of the:
 - i. properties of the Council;

- ii. maintenance of its authority;
- iii. appointment or conduct of its officers;
- iv. management of its business;
- v. arrangements of its proceedings;
- vi. correctness of its records;
- vii. fixing of its sitting;
- viii. days and times of its sittings;
- ix. time of the meeting; and
- x. adjournment.

20.5 When a motion has been made and is being considered by Council, no member may make another motion except a motion to:

- (a) refer the main question to some other person or group for consideration;
- (b) amend the main question or an amendment to it;
- (c) table the main question;
- (d) postpone the main question until some future time; and
- (e) adjourn the meeting.

21.0 **TABLING MOTIONS**

21.1 A member moving a motion to table any matter, whether the matter is contained in a petition, enquiry, motion or other matter before the Council, shall include in the tabling motion:

- (a) the time at the present meeting or the date of a future Regular Meeting or Special Meeting to which the motion is to be tabled; or
- (b) a provision that the matter is to be tabled.

21.2 A motion to table a matter shall not be debated except as to the time when Council will again consider the motion.

21.3 A matter which has been tabled to a particular date shall not be again considered by Council before the date set except on a vote of majority of the members of Council present and voting on it.

22.0 REFERRAL MOTIONS

- 22.1 A motion to refer a matter shall be put forthwith without amendment or debate.
- 22.2 A member of Council who is moving a reference motion shall be required to include the motion:
- (a) the terms of which the motion is being referred;
 - (b) the time when the reference is returnable; and
 - (c) whatever explanation is necessary as to the purpose of the motion.
- 22.3 Notwithstanding Section 19.2 when pursuant to the provisions of Section 19.1, when a motion to refer a matter is made, a member may ask the Mayor or other presiding officer at the Council meeting, a question relative to any of those matters which as provided in Section 19.3 may be included in a reference motion.
- 22.4 After a motion has been made notwithstanding Section 18.0 or anything elsewhere contained in this Bylaw, a member may, with the consent of Council:
- (a) on his/ her own initiative while he/ she is speaking on the same; or
 - (b) when requested by another member speaking on the motion,
 - (c) change the wording on the motion or agree to change proposed by another member if the alteration does not change the intention of the motion.
- 22.5 When there is a Committee appointed for a purpose, a Village department normally dealing with the subject matter of the motion, or a C.A.O. who would normally deal with such matters, Council may refer the question before it to the C.A.O. who shall have the appropriate Committee, department or designate deal with the matter.

23.0 MOTION CONTAINING DISTINCT PROPOSITIONS

- 23.1 A motion containing several distinct propositions is not out of order for that reason alone.
- 23.2 Where a motion contains two or more propositions if:
- (a) a majority of Council so requires; or
 - (b) the Mayor or other officer presiding so orders,
 - (c) Council shall vote on each proposition separately.

24.0 AMENDMENTS

- 24.1 Notwithstanding any other provision in this Bylaw, no amendment to a motion to:
- (a) refer a question to some other person or body for consideration;

- (b) table a question;
 - (c) postpone discussion on a matter to a stated time;
 - (d) adjourn a meeting; or
 - (e) undertake the first reading of a Bylaw,
 - (f) shall be made.
- 24.2 While a motion is under discussion by Council, a member may not move an amendment:
- (a) which does not relate to the subject matter of the principal motion; or
 - (b) is directly contrary to the principal motion.
- 24.3 Where an amendment has been moved to a motion which is under discussion, an amendment to the amendment may be moved but no further amendment may be moved to the amendment or to the principal question until after the amendment to the amendment is voted upon.
- 24.4 A member who moved a motion may not move an amendment to it.
- 24.5 The Mayor or other presiding officer shall not put the principal motion under debate until all amendments to it have been put and voted upon.
- 24.6 When all amendments are voted upon the Mayor or other presiding officer shall put the principal motion incorporating therein any amendments already adopted.
- 25.0 MOTION OUT OF ORDER**
- 25.1 When a motion is out of order the Mayor or other presiding officer shall so advise the Council and shall cite the rule or authority applicable thereto.
- 25.2 Any member of Council may raise the question of whether or not a motion is in order.
- 26.0 DEBATE ON MOTION**
- 26.1 Except as otherwise provided in this Section, no member may speak more than twice on any motion.
- 26.2 Notwithstanding Section 24.1, a member, after receiving permission from the Mayor or other person presiding at the meeting, may provide an explanation of a material part of his/her speech which has been misquoted or misunderstood, but he/ she may not introduce any new matter and there shall be no debate on the explanation.
- 26.3 Notwithstanding Section 24.1, a member who has moved a substantive motion, other than a motion:
- (a) to approve or accept a recommendation in another report made to Council;

- (b) to appoint or instruct a Committee; or
 - (c) that the main question before the Council be immediately put to a vote,
 - (d) may speak in reply to close the debate after all other members of Council have been given an opportunity to speak.
- 26.4 Notwithstanding Section 24.1, before the debate has been closed and the question called on a motion and when another member does not have the floor, a member may during the debate:
 - (a) ask a question which relates directly to the debate, contains no argument and introduces no new material on the motion; or
 - (b) request that the motion or a part thereof be read aloud.
- 26.5 Unless Council by a majority vote shall extend the time, no member thereof shall speak longer than:
 - (a) five (5) minutes on any original motion before Council; or
 - (b) three (3) minutes on any amendment to an original motion before Council.
- 26.6 If the Mayor wishes to join in the debate on a question or motion properly before Council, he/she shall vacate the position of Chairperson and request the Deputy Mayor or some other member of Council take the position of Chairperson.
- 27.0 **VOTING ON MOTIONS**
- 27.1 When a member who has moved a motion closed the debate, the Mayor shall put the motion to a vote.
- 27.2 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:
 - i. by a show of hands; or
 - ii. verbally if unable to show hands.
 - (c) The Presiding Officer must state the names of those voting against the motion and declare the result of the vote.
 - (d) The names of those Members who voted against the motion shall be recorded as opposed within the minutes.
- 27.3 When a motion has been declared put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.

- 27.4 When the Mayor or presiding officer is of the opinion that a motion is unacceptable or contrary to the rules of procedure and privilege, he/she shall appraise the members present immediately.
- 27.5 Should a member(s) present disagree with the Chairperson's ruling on a prepared motion, the Chairperson will immediately call for a show of hands of the member(s) who support the opinion of the Chairperson and who are opposed and the majority result will determine if the proposed motion is put to a vote.
- 27.6 Unless excused from voting by resolution of a majority of Council, or unless he/ she is disqualified from voting by reason of a direct or indirect pecuniary interest, the Mayor when present, and each Councillor present, shall vote on every division on every motion before Council.
- 27.7 No member who is absent from the Council Chambers when the vote is put and either the:
- (a) C.A.O. has begun to poll the members if a voice vote is being taken; or
 - (b) decision is made to take a recorded vote,
 - (c) shall enter the Council Chambers or attempt to vote and therefore he/ she cannot vote on the matter.
- 27.8 Whenever a statute of the Province of Alberta, regulation made thereunder, or this or another Bylaw of the Village requires a designated majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required by the statute, regulation or bylaw.
- 27.9 If any member of the Council should call for a poll of the members for a recorded vote prior to the vote being taken on a motion, the names of those who voted for and those who voted against the motion shall be entered in the minutes.
- 28.0 RECONSIDERING & RESCINDING A MOTION**
- 28.1 When a Councillor wishes to reconsider, alter or rescind any motion already passed or action taken at a previous meeting and when such matter does not appear on the agenda, he/ she shall bring the matter before Council.
- 28.2 Where a matter on which Council has made a previous motion or taken a previous action is properly before Council as provided in this Section, Council may by a simple majority pass a motion which alters, rescinds or conflicts with any previous action taken or motion made without specifying that the previous motion or action is being altered or rescinded and the provisions of such motion shall override the provisions of any previous motion with which they conflict.
- 28.3 Notwithstanding anything provided in this Section where pursuant to any motion duly passed by Council, the Village has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the liability or obligation.

29.0 MOTION TO ADJOURN

- 29.1 A member may move a motion to adjourn the meeting at any time except when:
- (a) another member is in possession of the floor;
 - (b) the members are voting;
 - (c) Council is in a Closed Meeting session; or
 - (d) a previous motion to adjourn has been defeated and no other intermediate proceedings have taken place.
- 29.2 A motion to adjourn shall be put without comment or debate.

30.0 CLOSED MEETING SESSION

- 30.1 Subject to the provision of Section 20.4 and unless otherwise determined by Council, upon the passing of a motion that the Council enter into a Closed Meeting session, the Mayor shall be the Chairperson thereof and shall maintain order in the Closed Meeting session.
- 30.2 Subject to the provisions of Section 11.0, the rules of order for the conduct of a meeting of Council shall apply to the proceedings held in a Closed Meeting.
- 30.3 Council has no power in a Closed Meeting session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.
- 30.4 Should a member of Council wish to raise a discussion item that falls within Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25 and relates to a matter that is being discussed in public session, a member shall call for a motion to go into a Closed Meeting to discuss the element related to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25. Members of the public will be asked to exit Council Chambers.

31.0 COMMITTEES

- 31.1 Council may pass a Bylaw to establish Council Committees and other bodies as necessary under the Act and to determine the Terms of Reference for said Committees.
- 31.2 The Terms of Reference for Committees may be amended by a bylaw passed by Council from time to time, as required.
- 31.3 When establishing a Committee, the Bylaw must adopt Terms of Reference for the Committee that:
- (a) names the Committee;
 - (b) establishes membership, purpose and authority;

- (c) sets the term or directs that the Committee exists on an on-going basis at the pleasure of Council; and
 - (d) allocates any necessary budget or other resources.
- 31.4 The Quorum required for a meeting of a special or standing Committee shall be determined on the number of members specifically named to the Committee only.
- 31.5 Unless Council designated the Chairperson of a Committee, designates who shall select the Chairperson or the manner in which they shall be selected, each standing or special Committee shall select its own Chairperson.
- 31.6 The Legislative Coordinator will facilitate an annual review by Council of all Committees' Terms of Reference prior to the annual Organizational Meeting and Committee appointments.
- 31.7 Council may appoint, by resolution, Councillors, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference.
- 31.8 The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members, unless otherwise prohibited by statute or bylaw, and, as such member of the Committee, shall be counted to determine Quorum and has all the rights and privileges of the other Committee members including the right to make motions and vote.
- 31.9 At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year term from among the Members unless Council designates the:
 - (a) Chairperson of a Committee; or
 - (b) manner in which the Chairperson shall be selected.
- 31.10 A member of a Committee can remain in the position of Chairperson for a maximum of three (3) terms of office.
- 31.11 A Chairperson of a Committee may be removed from office by a vote of a majority of the members of the Committee. No motion to remove the Chairperson shall be in order unless notice of motion has been given in writing at a Regular Meeting of the Committee held at least seven days prior to the meeting at which the motion is considered.
- 31.12 The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.
- 31.13 In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.
- 31.14 In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a Quorum, shall elect one of the members present to preside for that meeting.
- 31.15 A Committee shall conduct its meetings in public in accordance with the provisions of the Act.

31.16 Committees shall adhere to the following minimum meeting requirements:

- (a) Committees shall establish, on an annual basis, a schedule of Regular Meetings;
- (b) a Regular Meeting schedule established under this section must be filed with the Legislative Coordinator for a minimum of three (3) clear days prior to the first meeting in the schedule;
- (c) the Chairperson may call a meeting of the Committee at any time and must do so if a majority of Committee members so request in writing, including a statement of purpose of the meeting. A Special Meeting requested by Committee members must be held within 14 days after the request is received; and
- (d) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public Notice as set out in this Bylaw and be filed with the Legislative Coordinator, a minimum of 48 hours prior to the meeting.

31.17 Minutes must be prepared for all Committee meetings and must:

- (a) include all decisions and other proceedings;
- (b) include the names of Committee members present at and absent from the meeting;
- (c) include any abstentions made under the Act by any member and the reason for abstention;
- (d) include the signatures of the Chairperson and the Recording Secretary; and
- (e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Legislative Coordinator within a minimum of three working days after being confirmed by the Committee.

31.18 When a Committee is of the opinion that a meeting should be held in a Closed Meeting, the motion passed to authorize the Closed Meeting shall include the reason for holding the Closed Meeting, and the Closed Meeting shall be conducted in accordance with the Act.

31.19 Committee meetings shall be open to all Members of Council, but only those Members specifically appointed to that Committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the Committee.

31.20 A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the 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.

31.21 Any member absent from three (3) consecutive Regular Meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent from. Any member forfeiting

his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited.

31.22 No Committee nor any member of a Committee has:

- (a) power to pledge the credit or course of action of the Village or enter into any agreement on behalf of the Committee or the Village;
- (b) power to authorize any expenditure to be charged against the Village without prior approval by Council; or
- (c) authority to act except as established in the Terms of Reference for the Committee.

31.23 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

31.24 A Committee shall report to Council, as required.

31.25 The C.A.O. shall appoint an administrative representative to each Committee who shall:

- (a) ensure required notice is given, and accurate minutes are kept, for all Regular Meetings and Special Meetings of the Committee;
- (b) provide advice, research, information and additional support staff as required by the Committee; and
- (c) not be a member of the Committee and may not vote on any matter.

31.26 All Committees are accountable to Council.

32.0 BYLAWS

32.1 Where a Committee of Council approves the principles of the subject matter of a proposed Bylaw, it shall refer the matter to the C.A.O. with instructions for the preparation of the Bylaw.

32.2 Unless and until the Bylaw is approved by the C.A.O. as to form, phraseology and legal validity, a Committee to which a Bylaw is referred to for preparation shall not submit the Bylaw to Council in final form for enactment.

32.3 Where a Bylaw is presented to Council for enactment, the C.A.O. shall cause the number and the short title of the Bylaw to appear in the agenda in the appropriate place.

32.4 Every Bylaw shall have three readings.

32.5 A Bylaw shall be introduced for its first reading by the motion that the Bylaw, specifying its number and short title be read a first time.

32.6 Council shall vote on the motion for the first reading of the Bylaw without amendment or debate.

- 32.7 If a member does not elaborate on the subject matter of the Bylaw or phrase his/ her question so as to set out his/ her opinion for or against the Bylaw, notwithstanding the provisions of Section 30.2, he/ she may ask a question(s) concerning the Bylaw.
- 32.8 A Bylaw shall be introduced for its second reading by the motion that it be read a second time, specifying the number of the Bylaw.
- 32.9 After a member has made the motion for the second reading of the Bylaw, Council may:
- (a) debate the substance of the Bylaw; and
 - (b) propose and consider amendments to the Bylaw.
- 32.10 A proposed amendment shall be put to a vote and if carried, shall be considered as having been read a first time and incorporated in the Bylaw.
- 32.11 Where a Bylaw deals in whole or in part on a matter of confidentiality, Council may, after the first reading thereof, go into a Closed Meeting session to debate the confidential matters of the Bylaw.
- 32.12 After a motion has been made for the second reading of a Bylaw or after the Council has gone into a Closed Meeting session to debate the second or third reading of the Bylaw, a member may require all or any portion of the Bylaw to be read at length.
- 32.13 The C.A.O. shall be responsible for and cause a keeping of a record of any amendments to the Bylaw passed by Council.
- 32.14 When all amendments have been accepted or rejected, the motion for the second reading of the Bylaw as amended shall be put.
- 32.15 A motion for the third reading of a Bylaw shall give the number and the short title of the Bylaw.
- 32.16 It shall not be necessary to read the Bylaw aloud for the third reading.
- 32.17 Unless the members present at the meeting unanimously agree that a Bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the Bylaw shall not be given more than two readings at one meeting.
- 32.18 If Council unanimously agrees that a Bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it has received a third reading at a subsequent meeting.
- 32.19 After Council votes affirmatively for a third reading of a Bylaw it:
- (a) becomes a municipal enactment of the Village; and
 - (b) is effective immediately unless the Bylaw provides otherwise.
- 32.20 After passage, a Bylaw shall be signed by the Mayor or by a member presiding at the meeting at which it was passed and by the C.A.O. and shall be impressed with the corporate seal of the Village.

- 32.21 Where prescribed by provincial statute requiring a Bylaw to be submitted to the electorate for voting, Council shall follow the requirements as set out in the relevant statutes.
- 32.22 After a Bylaw requiring a vote of the electorate has received its first reading by Council, it shall not again be debated in Council before the electorate has voted on it.
- 32.23 Where a member inquiry involves a written answer to be given at a future meeting and it appears to the C.A.O. that the cost to the Village which will be incurred by reason of:
- (a) time of Village employees which must be taken from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or
 - (c) the necessity of obtaining and paying for the information from other than Village employees,
 - (d) and it is likely to be more than five hundred dollars and no appropriation has been made for such expenditure in the budget of any department, then the C.A.O. shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the inquiry, unless and until Council directs that the inquiry shall be made and provides in a supplementary budget or otherwise for the payment of the cost.
- 32.24 Notwithstanding anything else contained in this Section or elsewhere in this Bylaw, the subject matter of an inquiry is not debatable until the reply thereto has been made or presented to Council.
- 32.25 Notwithstanding the other provisions of this Section, a member of Council wishing to obtain information or to make an inquiry may instead of following the procedure set out in Section 19.2, produce the inquiry in writing and forward the same to the C.A.O. with the request that it be discussed with the Mayor.
- 32.26 Upon receipt of the inquiry and the request, the C.A.O. shall discuss the inquiry with the Mayor who may refer the inquiry:
- (a) to the next meeting of Council; or
 - (b) directly to the Councillor who made the inquiry.
- 33.0 STANDING POLICY COMMITTEES & SUB-COMMITTEES THEREOF**
- 33.1 In accordance with the Act, the Mayor is an ex-officio member of each of the Committees of Council.
- 33.2 The C.A.O. is a non-voting ex-officio member of all Committees.
- 33.3 If directed by Council, any member attending a meeting on behalf of Council must vote in accordance with Council's direction.

- 33.4 When any matter relating to proceedings in Council or in the Committees thereof arises which is not covered by a provision of this Bylaw, the matter shall be decided by a reference to the rules of the House of Commons of Canada as set out in the current edition of Beauchesne's Parliamentary Rules and Forms.
- 34.0 **RESCIND**
- 34.1 This Bylaw rescinds Bylaw 2017-001 and any amendments thereto and shall come into force when it receives THIRD and FINAL reading and is duly signed.

READ a FIRST time this ____ day of _____,
202__

Mayor

CAO

READ a SECOND time this ____ day of _____,
202__

Mayor

CAO

READ a THIRD and FINAL this ____ day of _____,
202__

Mayor

CAO

Sandy Buckberry

From: Craig Curtis
Sent: January 18, 2022 7:21 AM
To: Sandy Buckberry
Subject: FW: Question regarding delegation of authority and presiding over meetings

Please add this to the agenda after the Procedure bylaw as an additional page but not an additional item

From: Billie Fortier <bfortier@mltaikins.com>
Sent: January 17, 2022 8:04 PM
To: Craig Curtis <ccurtis@villageofcaroline.com>
Subject: FW: Question regarding delegation of authority and presiding over meetings

Good evening Craig,

I understand that a question has come up as to the duty of the Mayor to preside over meetings and the power to delegate to another Councillor or Deputy Mayor. In particular, I understand that the Mayor of the Village was unable to preside over a recent meeting due to medical reasons and was asked to recuse herself from the meeting by the CAO. The Municipal Government Act indicates under section 154(1)(a) that the Mayor must "preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside..." (I will discuss relevant sections of the Village's Procedural Bylaw below). However, section 152(2)(a) of the MGA allows for the Deputy Mayor to act for the Mayor when they are "unable to perform the duties of the chief elected official". This would presumably allow the Deputy Mayor to preside over a meeting if the Mayor was unable to perform this duty. This section is not clear as to whether the Mayor would have to recuse themselves from a meeting if they were present at the meeting, but unable to preside over it for medical reasons. Therefore, I would recommend following the direction of section 154(1)(a) and providing guidance in the Procedural Bylaw as to the process to be followed when the Mayor is not able to preside over a meeting because of their absence, but also for reason of certain medical circumstances.

In the present version, section 4.3 of the Procedural Bylaw indicates that "After the Mayor has been appointed by council from among the councillors, then he/she shall preside over the meeting", however the "meeting" referenced here refers to the first organizational meeting of Council following the general election. I recommend that the Bylaw be amended to clarify that the Mayor shall preside over all Council meetings called under the Bylaw (not just the first organizational meeting), unless in the event that the Mayor is unable to preside over a meeting, whether for reason of absence or medical circumstances, the Mayor may delegate the power and authority to preside over a meeting to any Councillor. We should also clarify that if the Mayor has delegated such authority due to medical reasons, whether they should be permitted to remain in the meeting, or should recuse themselves.

Alternatively, we can simply add the language that was previously presented to the Council as follows: the Mayor shall preside over all meetings of Council, but may delegate such power and authority to any Councillor.

Please let me know if you have any questions or concerns with the above and if you would like me to proceed with either of the two proposed amendment options as outlined above.

Kind regards,

Billie Fortier
Lawyer
P: +1 (403) 693-4333 | **E:** bfortier@mltaikins.com

Visit our [COVID-19 Resource Centre](#) for help navigating the changing business and legal environment.

MLT Aikins LLP
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Calgary, AB T2P 0B4
Page 67



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Billie Fortier
Lawyer
P: +1 (403) 693-4333 | **E:** bfortier@mltaikins.com

BYLAW ENFORCEMENT OFFICER BYLAW
VILLAGE OF CAROLINE
PROVINCE OF ALBERTA

BEING A BYLAW OF THE VILLAGE OF CAROLINE IN THE PROVINCE OF ALBERTA, TO SPECIFY THE POWERS AND DUTIES, AND ESTABLISH DISCIPLINARY PROCEDURES, OF BYLAW ENFORCEMENT OFFICERS.

WHEREAS, section 7(i) of the *Municipal Government Act*, RSA 2000, c M-26 and subsequent amendments thereto (the "*Municipal Government Act*"), provides that a council may pass bylaws respecting the enforcement of bylaws;

AND WHEREAS section 555 of the *Municipal Government Act* provides that a person who is appointed as a bylaw enforcement officer is, in the execution of those duties, responsible for the preservation and maintenance of the public peace;

AND WHEREAS pursuant to section 556 of the *Municipal Government Act*, a council must pass a bylaw specifying the powers and duties of bylaw enforcement officers and establishing disciplinary procedures for misuse of power, including penalties and an appeal process applicable to misuse of power by bylaw enforcement officers;

AND WHEREAS under Part 13, Division 4 of the *Municipal Government Act*, a municipality may carry out numerous enforcement powers and duties, which may be exercised by bylaw enforcement officers;

NOW THEREFORE, the Council of the Village of Caroline duly assembled, enacts as follows:

- 1.0 TITLE:
 - 1.1 This Bylaw may be cited as the Bylaw Enforcement Officer Bylaw.
- 2.0 DEFINITION & INTERPRETATION
 - 2.1 In this Bylaw:
 - (a) BYLAW means this Bylaw Enforcement Officer Bylaw, as amended from time to time.
 - (b) BYLAW ENFORCEMENT OFFICER means a peace officer(s), police officer(s), bylaw officer employed by the Village or any person(s) appointed by the C.A.O. in writing for the purpose of enforcing and carrying out the provisions of this Bylaw.
 - (c) C.A.O. means the Chief Administrative Officer of the Village.
 - (d) COUNCIL means, collectively, the members of the Council of the Village being elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000, c L-21, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act and the *Local Authorities Election Act*, RSA 2000, c L-21, and a COUNCILLOR means an individual member of Council.
 - (e) MUNICIPAL GOVERNMENT ACT has the meaning given to it in the preamble.

- (f) OATH OF OFFICE means the Oath of Office as prescribed under the *Oaths of Office Act*, RSA 2000, c O-1.
- (g) PROVINCIAL OFFENCES PROCEDURE ACT means the *Provincial Offences Procedure Act*, RSA 2000, c P-34, as amended from time to time.
- (h) VILLAGE means the corporation of the Village of Caroline and where the context so requires, means the area included within the boundaries of the Village.

3.0 POWERS AND DUTIES

3.1 The C.A.O. may:

- (a) appoint individuals as Bylaw Enforcement Officers in accordance with this Bylaw;
- (b) supervise and oversee the performance and conduct of all Bylaw Enforcement Officers;
- (c) revoke, suspend, or modify the appointment of Bylaw Enforcement Officers in accordance with this Bylaw;
- (d) monitor and investigate complaints of misuse of power by Bylaw Enforcement Officers;
- (e) take whatever actions of measures are necessary to eliminate an emergency in accordance with section 551 of the *Municipal Government Act*;
- (f) exercise all powers, duties and functions under the *Provincial Offences Procedure Act*;
- (g) grant written authorization to issue violation tickets under the *Provincial Offences Procedure Act*;
- (h) authorize or require Bylaw Enforcement Officers to carry out any powers, duties, or functions necessary to fulfill their responsibility for the preservation and maintenance of public peace; and
- (i) delegate any of the C.A.O.'s powers, duties, or functions contained in this section to any employee of the Village.

3.2 The powers and duties of Bylaw Enforcement Officers are as follows:

- (a) enforce the bylaws of the Village, as authorized pursuant to the provisions of the bylaws;
- (b) respond to, and investigate, bylaw violation complaints;
- (c) conduct routine patrols of the Village for the purpose of preventing and detecting violations;
- (d) issue warnings, notices, violation tickets or tags, as applicable;
- (e) liaise and maintain effective communications with the RCMP, provincial and regulatory agencies, neighbouring municipalities and Village departments;

- (f) prepare all necessary documentation required for attendance at court or related legal proceedings;
- (g) follow the direction of the RCMP, as applicable;
- (h) take the Official Oath upon being appointed as a Bylaw Enforcement Officer; and
- (i) perform all other duties as may from time to time be assigned by the C.A.O.

4.0 COMPLAINTS AND DISCIPLINARY PROCEDURES

- 4.1 Any complaint concerning the misuse of power of a Bylaw Enforcement Officer shall be dealt with in accordance with the provisions set out in this Article 4.0. Notwithstanding, in addition to complying with the provisions set out in this Article 4.0, any complaints made against, or disciplinary procedures applied to, a Peace Officer of Police Officer must be made in accordance with, respectively, the *Peace Officer Act*, RSA 2006, c P-3.5 and the *Police Officer Act*, RSA 2000, c P-17, and if there is a conflict between the provisions of this Bylaw and the *Peace Officer Act*, RSA 2006, c P-3.5 and the *Police Officer Act*, RSA 2000, c P-17, the *Peace Officer Act*, RSA 2006, c P-3.5 and the *Police Officer Act*, RSA 2000, c P-17 shall rule to the extent of the conflict.
- 4.2 An individual submitting a complaint under this Bylaw must submit the complaint in writing to the attention of the C.A.O.
- 4.3 Subject to section 4.4, the C.A.O. shall:
- (a) within ten (10) days of receipt, provide written acknowledgement of the complaint to the complainant and the Bylaw Enforcement Officer that is the subject of the complaint;
 - (b) investigate the complaint; and
 - (c) within sixty (60) days from the date of the receipt of the complaint, provide notice in writing to the complainant and the Bylaw Enforcement Officer who is the subject of the complaint of the decision of the C.A.O. made under section 4.6.
- 4.4 The C.A.O. may refuse to investigate or may discontinue the investigation of a complaint if, in the C.A.O.'s sole opinion, the complaint is frivolous, vexatious or made in bad faith.
- 4.5 The Bylaw Enforcement Officer shall be given the opportunity to make a full response to the allegations upon notice provided to them under subsection 4.3(a). The response shall be in writing and directed to the C.A.O. within ten (10) days of receipt of the notice.
- 4.6 Upon conclusion of the investigation, the C.A.O. may, by a decision in writing with reasons:
- (a) dismiss the complaint against the Bylaw Enforcement Officer if the complaint is deemed to be unfounded; or
 - (b) in the case where the investigation of the complaint reveals misconduct or misuse of power by the Bylaw Enforcement Officer, implement one or more of the following measures:

- i. designate a particular training requirement for the Bylaw Enforcement Officer;
- ii. reprimand the Bylaw Enforcement Officer;
- iii. suspend the Bylaw Enforcement Officer from active duty, with or without pay, for a period not to exceed six (6) months; or
- iv. terminate or recommend to the appropriate manager of the Village the termination of employment or contract, as applicable, of the Bylaw Enforcement Officer.

4.7 Where the Village becomes aware, other than through a complaint made in accordance with this Article 4, that a Bylaw Enforcement Officer has failed to comply with the terms of their appointment or otherwise misused their power, the C.A.O. investigating the complaint must investigate and dispose of the matter in accordance with the procedures set out in this Bylaw.

5.0 APPEALS

5.1 Within ten (10) days of receipt of the C.A.O.'s decision made under section 4.6, the complainant or the Bylaw Enforcement Officer, or both, may appeal the decision. Appeals must be submitted in writing to the attention of the Council.

5.2 In considering the appeal, the Council shall review and consider the following:

- (a) record of the allegation of misconduct or misuse of power;
- (b) record of the investigation procedure and results;
- (c) submission of the Bylaw Enforcement Officer and other parties involved, if applicable; and
- (d) any other information the Council deems important to the appeal.

5.3 The Council may, in its sole discretion, confirm, revoke, or vary the decision of the C.A.O. under appeal. The Council's decision shall be in writing and provided to the complainant and the Bylaw Enforcement Officer. Other parties involved in the investigation may be provided with the appeal decision if required by law.

6.0 ENACTMENT

6.1 This Bylaw shall come into force and effect when it receives third reading and is duly signed by the C.A.O. and Mayor of the Village.

READ a FIRST Time this ____ day of October, 2021

Mayor

CAO

READ a SECOND time this ____ day of October, 2021

Mayor

CAO

READ a THIRD and FINAL this ____ day of October, 2021

Mayor

CAO

To: Village Council
From: Craig Curtis, CAO
Re: Interim 2022 Capital Budget
Five Year Capital Plan
Date: January 14th, 2021

Village council approved the Interim 2022 Operating Budget and the Four Year Operating Plan at its meeting on January 6th. The attached tables outline the 2022 Capital Budget and the Five-year Capital Plan. The context of the budget is outlined in the previous report.

Recommendations:

That Council adopt the following resolutions:

- That the Council of the Village of Caroline approve the Interim 2022 Capital Budget
- That the Council of the Village of Caroline approve the Five Year capital Plan in principle.

Village of Caroline
 5 Year Capital Plan 2022- 2027
 For the 2022 Budget Year

			Estimated Cash Flow					
Budget Year Approved	Project	Budget Total	2022	2023	2024	2025	2026	Funding Sources
2022 Capital Plan 2022-27								
2019	NW Road Rebuilding	300,000		-	100,000	100,000	100,000	TBD
2019	Sidewalk & Concrete Remediation (entire village)	120,000		-		120,000		TBD
2020	48 Avenue Reconstruction (Design was completed in 2020)	1,300,000		1,387,587				TBD
2020	Village signage and beautification Improvements	30,000	30,000					TBD
2020	Walking Trail System Village to Museum	150,000		-			150,000	TBD
	48-51 Street Water/Sewer/Roadway Loop for NE Development							
2020	48st-51 st Water/Sewer/Roadway Loop for NE Development Design was completed in 2020 (\$87,739- MSI)	750,000			331,131	331,131		TBD
2020	49st South	360,000			180,000	180,000		TBD
2020	WTP Expansion to NE Development Servicing Engineering Cost 51st Storm Drain & Sidewalk	50,000			25,000	25,000		TBD
3,060,000			30,000	1,387,587	636,131	756,131	250,000	
TBD = To Be Determined								
An option is debt funding. The annual cost of a \$1million debenture is \$61,148.56. (20 year, 2.041%, semi-annual payments								

Village of Caroline
Capital Budget & Funding Sources
 For the 2021 Budget Year

Budget Year Approved	Project	Budget Amount	Estimated 2022 Cashflow	Funding Sources
Prior Approved Projects				
2020	Water Treatment Plant Pmp Replacement	60,000	60,000.0	GTF
2021 Prior Approved Projects				
2020	Cemetery Columbarium	25,000	5,000	MSP
2022 Recommended Capital Projects for Approvl				
	Waste Water Lagoon: Flow Meter At Outflow	12,000	12,000	TBD
	Water Treatment Plant	10,095	10,095	OP
	Second Blade For Pickup	15,000	15,000	TBD
	Second Sander For Pickup	10,000	10,000	TBD
	East Side Pedstrian Crossing	25,000	25,000	TBD
	Wastewater Quality Assessment Study: Storage Component	9,900	9,900	TBD
	Wastewater Capacity Study	15,000	15,000	TBD
		181,995	161,995	

MSI = Municipal Sustainability Initiative
 GTF= Gast Tax Fund
 MSP= Municipal Stimulus Program

Sandy Buckberry

From: AFRED Minister (AF & RED) <AFRED.Minister@gov.ab.ca>
Sent: January 11, 2022 1:14 PM
Subject: Congratulations on the Recent Municipal Election

Rural Mayors and Reeves,

Congratulations on your recent success in Alberta's 2021 municipal elections. As Minister of Agriculture, Forestry and Rural Economic Development, I appreciate your commitment to representing your municipality and the contributions you will make to grow a vibrant and resilient community.

Alberta's government recognizes the crucial role that communities across Alberta play in our province's prosperity. That is why we are taking steps to unleash the potential of rural economies in every corner of the province, from retail and agriculture, to forestry, tourism and the energy sector. We know that by investing in Alberta families and businesses, we will drive our economic recovery and create jobs for Albertans at a time when they need them most.

The economic and fiscal uncertainties caused by the COVID-19 pandemic, coupled with the collapse of global energy prices, and the drought conditions experienced this summer, have resulted in significant challenges for communities. However, I know that rural Albertans have the grit, determination, and unmatched entrepreneurial spirit to diversify our economy and lead Alberta's economic recovery. My ministry is supporting Alberta's recovery by bolstering supports in the agriculture and food sector and creating thousands of jobs for Albertans.

I want to ensure that Albertans from every corner of the province benefit from Alberta's Recovery Plan. Throughout the fall, I hosted a number of online listening sessions across the province to gain a better understanding of the economic development issues and concerns impacting rural Alberta. I listened to rural businesses across various sectors, including business associations, chambers of commerce, Indigenous and Métis-owned businesses, and industry and community leaders. The ideas, perspectives, and solutions provided through these sessions will inform future government actions. As leaders in your communities, you know better than anyone how to improve the business climate. Together, we can promote economic development in rural Alberta.

In this regard, our Agriculture Sector Strategy focuses on increasing capacity in the value-added processing, increasing food and agriculture exports and expanding irrigation infrastructure. The strategy set aggressive targets to attract \$1.4 billion in investment over the next four years and create about 2,000 jobs.

In addition, there is tremendous opportunity for Alberta's forest sector to drive economic recovery and continue its key role in supporting rural communities. Agriculture, Forestry, and Rural Economic Development's Forest Jobs Action Plan shows the government's commitment to providing our forest companies with sustainable, long-term access to trees. At the same time, it ensures our forests continue to provide positive benefits for the environment and can be enjoyed by future generations. Increasing the forest sector's access to trees will support investment and play an important role in Alberta's Recovery Plan.

Once again, congratulations on your election win. I wish you success in your role, and I look forward to working together to create a prosperous Alberta.

Sincerely,

Honourable Nate Horner
Minister of Agriculture, Forestry and Rural Economic Development



VILLAGE OF CAROLINE
POLICY COM-17-005
STUDENT BURSARY POLICY

Council Approval: June 13, 2017
Last Review Date: NA

Resolution No: 156 06 17
Replaces: NONE

POLICY STATEMENT:

The Village has dedicated funds for two student bursaries per fiscal year in the amount of \$500.

BURSARY GUIDELINES

- The bursary is open to Caroline School graduates pursuing higher education. Preference may be given to applicants enrolled in trades and technical schools.
- The applicant must show proof of graduation from Caroline School
- The applicant must show proof of enrolment in an accredited institution.

The application deadline shall be September 30 of each year and will be awarded to the successful applicant at the annual Village Christmas Party or as otherwise scheduled.

Policy approved at a regular meeting of Council for the Village of Caroline this 13th day of June, 2017.



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

January 13, 2022

Honorable Jason Kenney
Premier of Alberta
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney
Premier of Alberta
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,

Debora Dueck
Mayor
mayor@tofieldalberta.ca

C.C

The Honorable Jason Copping, Minister of Health
Dr. Deena Hinshaw, Chief Medical Officer of Health
Damien Kurek, MP
Jackie Lovely, MLA
Alberta Municipalities
Rural Municipalities of Alberta
Darren Erickson, Tofield Pharmacy
Tofield Mercury
Vegreville News Advertiser



January 7, 2022

Via Email: registrar@cpsa.ab.ca

College of Physicians and Surgeons of Alberta
2700, 10020 100 Street NW
Edmonton, AB T5J 0N3

Attention: Dr. Scott McLeod, Registrar

Dear Dr. McLeod:

Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: The Honorable Jason Copping, Minister of Health
Alberta Municipalities
Rural Municipalities Association



January 7, 2022

Via Email: carna@nurses.ab.ca

College & Association of Registered Nurses of Alberta
11120 178 Street
Edmonton, AB T5S 1P2

Dear Council:

Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,

A handwritten signature in black ink that reads "Blair Painter". The signature is written in a cursive, flowing style.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: The Honorable Jason Copping, Minister of Health
Alberta Municipalities
Rural Municipalities Association