

**TOWN OF REDWATER  
BYLAW GOV-01-2024**

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A BYLAW OF THE TOWN OF REDWATER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING COUNCIL AND COUNCIL COMMITTEES AND BOARD MEETING PROCEDURES.

**Whereas**, the Municipal Government Act provides that Council may make rules and regulations for calling meetings, governing its proceedings and the conduct of its members, appointing committees and generally for the transaction of business.

**Whereas**, the Council of the Town of Redwater deems it necessary and expedient to make and establish rules and regulations according to which proceedings of the Council of the Corporation of the Town of Redwater shall be governed and conducted.

**Now Therefore**, the Council of the Town of Redwater duly assembled, hereby enacts as follows:

**1. TITLE**

1.1. This Bylaw shall be cited as the "Procedural Bylaw" of the Town of Redwater

**2. DEFINITIONS**

2.1. "Acting Mayor" means the Member of Council who has been determined to act in the absence or incapacity of Mayor and Deputy Mayor.

2.2. "Ad Hoc Committee" means a Committee of Council, established for a specific period of time and for a specific purpose.

2.3. "Administration" shall mean the CAO or designate(s) for the Town of Redwater.

2.4. "Agenda" shall mean the list of items and order of business for any meeting.

2.5. "Business Decision" shall mean any authorization by Council that commits the Town to spending financial resources, future financial responsibility, or the changing of service levels or council policy.

2.6. "Chief Administrative Officer" and "CAO" means the individual appointed by Council as such under the *MGA*.

2.7. "Closed Session" means any part of a meeting held in the absence of the public and held in accordance to the *FOIP Act* and *MGA* and may include any person or persons invited to attend by Members.

2.8. "Committee of the Whole" shall mean a meeting of all Members in which:

- a) Business decisions are not made;
- b) Procedural decisions may be made;

- c) Council may direct Administration in matters not related to business decisions;
- d) shall be open to the public, unless held in Closed Session;
- e) shall provide an opportunity for a less formal, open and free-flowing dialogue.

2.9. "Council" is the members of Council of the Town of Redwater elected pursuant to the provisions of the Local Authorities Election Act.

2.10. "Council Committee" means any committee, board or other body established by Council by Bylaw under the authority of the MGA.

2.11. "Deputy Mayor" is the member of Council who is appointed pursuant to the MGA to act as Mayor in the absence or incapacity of the Mayor.

2.12. "Electronic Means" means the use of technology to enable people located in different locations to hear and communicate with other in real time using any type of telecommunications facility that is capable of receiving and transmitting any combination of written, audio or video signals.

2.13. "FOIP" shall mean Alberta's *Freedom of Information & Protection of Privacy Act*, R.S.A. 2000 c. F-25 and any associated regulations, as amended or replaced from time to time. "Inaugural Meeting" shall mean the organizational meeting immediately following the general election.

2.14. "Mayor" is the Chief Elected Official for the Town of Redwater.

2.15. "Member" shall mean a member of Council or Committee of the Whole, or other Council Committees and Boards.

2.16. "Member at Large" means a member of the public appointed by Council to a Committee of Council.

2.17. "MGA" shall mean the *Alberta Municipal Government Act*, R.S.A. 2000, c. M-26 and any associated regulations, as amended.

2.18. "Notice of Motion" is the means by which a Member brings business before it for a future date that is not on the approved Agenda.

2.19. "Quorum" shall mean the minimum number of Members that must be present at the meeting for business to be legally transacted as set out in the MGA

2.20. "Presiding Officer" means the Mayor or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Acting Mayor, or any other person so appointed to chair the meeting proceedings.

2.21. "Procedural Decisions" shall mean those motions related to parliamentary procedure, such as a motion to refer, postpone, table, move to Closed Session, etc.

- 2.22. "Recording Secretary" means the individual recording the proceedings of the meeting.
- 2.23. "Recorded Vote" means the record to be kept of the Members voting for and against a motion.
- 2.24. "Special Resolution" is a resolution passed by a two-thirds majority of all Council members or two-thirds of all members of a Committee.
- 2.25. "Town" means the municipal corporation of the Town of Redwater.

### **3. APPLICATION**

3.1. This Bylaw shall govern the proceedings of Council and Council Committees and Boards and shall be binding upon all Council and Council Committees and Boards unless otherwise established by Bylaw or statute.

3.2. The precedence of the rules governing the meeting procedures of Council or Council Committees and Boards, in descending level of authority is:

- a) The MGA;
- b) Other Provincial legislation
- c) This Bylaw; and
- d) Current edition of Robert's Rules of Order Newly Revised

3.3. In the absence of any statutory obligation, any provision of the Bylaw may be waived by Special Resolution of Council in favour of dealing with the matter under consideration.

3.4. A resolution waiving any portion of this Bylaw as provided for in Section 3.3 shall only be effective for the meeting during which it is passed.

### **4. INAUGURAL AND ORGANIZATIONAL MEETING**

4.1. The Council of the Town of Redwater shall hold its organizational meeting annually pursuant to the *MGA*.

4.2. The order of business for an organizational meeting will follow the Agenda set out in Schedule "A" and may also include:

- a) Any such other business required by Council or the *MGA*.

4.3. The date of the Inaugural Meeting shall be set by the CAO and notification provided as set out in Section 11.2.

4.4. Following a general election, Council shall not carry out any power, duty or function until they have taken the official oath, pursuant to the *Oath of Office Act, R.S.A. 2000, Chapter O-1, as amended*.

4.5. The Inaugural Meeting shall include:

- a) Introduction of Members of Council;
- b) signing of the Code of Conduct;
- c) appointment schedule of the Deputy Mayor and Acting Mayor, which will be set on a rotational system granting all Councillors an opportunity to serve in that capacity; and
- d) any other order of business provided for in section 4.2.

## 5. REGULAR COUNCIL MEETINGS

5.1. Regular meetings of Council shall be held on the first and third Tuesdays of each month in the Council Chambers of the Town Office.

5.2. Regular council meetings shall commence at 6:30 P.M. and shall not exceed four (4) hours. After this time the meeting will stand adjourned, and any outstanding business will be dealt with as follows:

- a) As unfinished business and proceeded with at the next regular meeting of Council; or
- b) A Special Meeting will be called as outlined by Section 7 to address any emergent business.

5.3. At minimum thirty (30) minutes prior to a meeting being adjourned due to section 5.2, the Presiding Officer shall have the authority to rearrange the orders of business to deal with urgent matters.

5.4. The Agenda orders the business for a regular Council meeting and will follow the appropriate order of business set out in Schedule "B"

## 6. COMMITTEE OF THE WHOLE MEETINGS

6.1. Committee of the Whole meetings shall be held on the fourth Tuesday of each month in the Council Chambers of the Town Office.

6.2. Committee of the Whole meetings shall commence at 6:00 P.M and shall not exceed four (4) hours. After this time the meeting will stand adjourned, and any outstanding business will be dealt with as follows:

- a) As unfinished business and proceeded with at the next Committee of the Whole; or
- b) A Special Meeting will be called as outlined by Section 7 to address any emergent business.

6.3. At least thirty (30) minutes before a meeting is adjourned under section 5.2, the Presiding Officer shall have the authority to rearrange the order of business to address urgent matters.

6.4. The Agenda orders of business for a Committee of the Whole meeting will follow the appropriate order of business set out in Schedule "C".

## **7. SPECIAL COUNCIL MEETINGS**

7.1. The Mayor may call a special meeting whenever the Mayor considers it appropriate to do so, and must call a special meeting if the Mayor receives a written request for the meeting, stating its purpose, from a majority of the councillors.

7.2. If 24 hours' notice is provided the CAO shall give notice to all Members of Council and the public of each special meeting as set out in Section 11.2.

7.3. Despite Section 11.2, the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided:

- a) all Council members are notified of the meeting; and
- b) two-thirds of Council members give written consent to hold the meeting before the meeting begins.

7.4. No business other than that stated in the notice shall be considered at any meeting described in this section unless:

- a) all the Members of Council are present; and
- b) Members provide unanimous consent to add other items of business to the Agenda.

7.5. The Agenda orders of business for a Special Meeting of Council will follow the appropriate order of business set out in Schedule "D".

## **8. COMMITTEE AND OTHER MEETINGS OF COUNCIL**

8.1. An Ad Hoc Committee may be formed through resolution.

8.2. All other Council Committees must be formed by bylaw.

8.3. Council Committees may or may not include all members of Council and may include public representation and/or Administration.

8.4. Members of Council who participate in any Council Committees, Boards and Commissions shall provide a written report as set out by Schedule "E" for the regular meeting of Council scheduled on the third Tuesday of each month.

8.5. Members of Council who participate in any Council Committees, Boards and Commissions are required to report to Council from time to time, all matters connected with the duties imposed on them respectively, and to recommend such

action by Council in relation thereto as may be deemed necessary and expedient. Such reports shall be provided:

- a) Verbally if the matter is urgent; or
- b) Included in a written report as outlined by Schedule "E."

8.6. Members of Council providing a written report for inclusion in the agenda shall provide the report to the CAO no later than 4:00 P.M. on the Tuesday in the week before the regular meeting of Council.

## **9. QUORUM**

9.1. A quorum is a majority of Council members. Council members available via Electronic Means shall be considered present and part of the Quorum.

9.2. As soon as there is a Quorum of Council after the hour fixed for the meeting, the Presiding Officer must take the chair and begin the meeting.

9.3. Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

9.4. In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

## **10. MEETINGS BY ELECTRONIC MEANS**

10.1. A meeting may be conducted by electronic or other communication methods if:

- a) Notice of meeting is provided to the public in accordance with Section 11.2 (b) including the method used for electronic communication; and
- b) The facilities enable the public and meeting participants to watch and hear the contents of the meeting at the place specified in the notice.

10.2. Members who attend meetings remotely through the use of Electronic Communications:

- a) May participate in the open session;
- b) May participate in any Closed Session but must maintain the confidentiality of all discussions and declare they are alone and in a location where they cannot be overheard;
- c) Retain all rights and privileges contained in this Bylaw; and

- d) Shall when possible, use a means of electronic communication which shares audio and visual capabilities.

10.3. A Member may participate in a meeting by Electronic Means if:

- a) The Member is in a location outside of the Town to conduct Town business;
- b) The Member is in a location within Town, but is unable to attend a meeting due to physical restraints for himself or herself, or an immediate family member;
- c) For any other reason up to a maximum of 3 times a year, unless Council approves additional uses for attendance.

## 11. NOTICE OF COUNCIL MEETINGS

11.1. Notice of regularly scheduled meetings need not be given.

11.2. Any notification regarding a change to the date, time or location of a Council meeting, Committee of the Whole Meeting or the establishment of a special Council meeting or Inaugural Meeting shall be deemed sufficient if it is provided with 24 hours' notice:

- a) to a Member not present at the meeting the change was made by:
  - i) e-mail, and/or
  - ii) telephone
- b) to the public by:
  - i) posting a notice on the Town's website and town managed social media page;  
and
  - ii) posting a notice on the Town's office door.

11.3. Council may by resolution cancel any meeting and a Committee may cancel any of its meetings if notice is given as set out in Section 11.2.

11.4. When the date of the regular meeting of Council or the Committee of the Whole meeting falls on a statutory holiday, the date of the meeting shall be on the Wednesday following, unless otherwise set by Council resolution.

## 12. AGENDAS

12.1. Notwithstanding the standard order of business, the Presiding Officer may arrange for all items dealing with a particular subject to be grouped together on the agenda of any individual meeting.

12.2. Prior to each regular or Committee of the Whole meeting the CAO shall prepare an agenda of all business to be brought before Council at such meeting. To enable the CAO to do so, all documents and notices of delegations intended to be

submitted to the Council shall be placed in the hands of the CAO no later than 4:00 P.M. on the Tuesday in the week before the regular Council meeting or Committee of the Whole meeting.

- 12.3. The Mayor shall review the agenda with the CAO prior to distribution to all members of Council.
- 12.4. The CAO shall make available to each member of Council, a copy of the minutes of the last regular meetings, a copy of the agenda and any material pertinent to the forthcoming regular meeting not later than the Friday before the holding of the said regular meeting. In addition, a statement of the year to date financial position of the Town will be provided once per month.

### **13. GENERAL PROCEEDINGS AT MEETINGS**

- 13.1. Council must vote to approve the agenda prior to transacting other business and may prior to the agenda approval:
  - a) add new items to the agenda by Special Resolution; or
  - b) delete any matter from the agenda but only by Special Resolution for each deleted item; or
  - c) Change the order of business.
- 13.2. After changes to the Agenda are approved as required in 13.1(a) and 13.1(b), the agenda must be approved, as amended, prior to transacting other business.
- 13.3. The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensuring that the minutes are accurate. If there are errors or omissions, Council must:
  - a) pass a resolution to amend the minutes; and adopt the minutes as amended and if there are no errors or omissions, Council must adopt the minutes as circulated; or
  - b) Direct Administration to review meeting recordings, where applicable and report back to Council.
- 13.4. An information report from a committee, agency or Administration that does not request Council action other than receipt as information may only be:
  - a) received as information without debate,
  - b) referred to the Committee of the Whole or to the CAO by majority vote without debate, or
  - c) debated if a Special Resolution is passed to allow a motion to be made without notice.



- 13.5. Any Member of Council desiring to speak shall address his remarks to the Presiding Officer, confine themselves to the question and avoid personality.
- 13.6. Members of Council wishing to speak on a matter during a meeting must indicate their intention by raising their hand and any member of Council present via Electronic Means shall address the Presiding Officer by stating "I wish to speak on the matter at hand" and be recognized by the Presiding Officer.
- 13.7. Each Member shall not speak more than once until every Member has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.
- 13.8. Any members of the public are not allowed to approach or speak to any Member during a meeting of Council without the Presiding Officer's permission.
- 13.9. Council need not deal with any item on the agenda if no motion is made about it.

#### **14. CLOSED SESSIONS & PUBLIC ATTENDANCE**

- 14.1. All meetings of Council will be held in public and no member of the public may be excluded except for improper conduct or when Council makes a resolution to go in Closed Session.
- 14.2. Matters to be discussed pursuant to the *MGA* and *FOIP* or any other statute as being confidential may be considered at a Closed Session.
- 14.3. Council or any Council Committee has no power at a Closed Session to pass any Bylaw or resolution except for the resolution to revert back to an open meeting.
- 14.4. The rules of the Council shall be observed at a Closed Session as far as may be applicable.
- 14.5. The Presiding Officer may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled. If the person refuses to leave voluntarily, the Presiding Officer may request the Royal Canadian Mounted Police to remove the person.

#### **15. RECORDING DEVICES**

- 15.1. Regular Council, Committee of the Whole and Special Meetings may be audio and video recorded to provide live video streaming and video archiving.

#### **16. SCHEDULED DELEGATIONS AT COUNCIL MEETINGS**

- 16.1. Delegations requesting to speak to Council must complete a Delegation Request form as prescribed in Schedule "F".
- 16.2. The Delegation Request Form and any written or electronic submissions that are intended to be part of the Agenda must be submitted to Administration prior to

4:00 pm on the Tuesday before the meeting of Council. Written or electronic submissions received after this deadline may be considered for inclusion in the Agenda at the CAO's discretion.

- 16.3. Delegation presentations shall generally be limited to fifteen (15) minutes , excluding time for clarifying questions. However:
  - a) The CAO, at their discretion, may extend the time limit if a request is made by the individual or group, provided the request is submitted before 4:00 pm on the Tuesday preceding the Council meeting;
  - b) The allotted time may be extended beyond fifteen (15) minutes through a majority vote of Council.
- 16.4. Any requests for extending the time limit granted under Section 16.3(a) will be recorded on the Agenda.
- 16.5. Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group.
- 16.6. The CAO will review each request in consultation with any affected departments and may:
  - a) Provide an administrative response to the delegation to satisfy the request for an appointment with Council;
  - b) Add the appointment to the next meeting agenda;
  - c) Add the appointment to a future meeting agenda if:
    - i) Requested by the individual or group making the request; or
    - ii)if Administration requires more time to properly investigate and report the matter.
- 16.7. Delegations shall not be allowed to present on the following items:
  - a) Matters before or previously heard by the Intermunicipal Subdivision and Development Appeal Board, the Assessment Review Board, or on any matters requiring the holding of a Public Hearing or for which a Public Hearing has already been held;
  - b) Any matter pertaining to an enforcement complaint, investigation or action, or which is the subject of a legal challenge through the Court system;
  - c) Any topic deemed not public at the time of the request being submitted, of which contravenes the FOIP Act.
- 16.8. Any subject matter that does not fall within the jurisdiction of the municipal government;The presentations by a delegation may only be:

- a) received as information without debate;
  - b) referred without debate to a Committee or the CAO for a report;
  - c) debated if a Special Resolution is passed to allow a motion to be made without notice;
- 16.9. Delegates requesting reappearance on a matter shall only be permitted to do so if:
- a) More than six (6) months have transpired; and/or
  - b) The information to be presented is considered new information or significantly additional to the material previously presented at the discretion of the CAO.
- 16.10. Should a request to appear as a delegation be denied under section 16.9 the individual or group may submit in writing a request to appeal the refusal to the CAO.
- 16.11. The CAO shall present the appeal to Council at the next available regular Meeting of Council for decision.
- 16.12. Council, after hearing the appeal, may:
- a) Direct Administration to place the delegation on the Agenda of an upcoming meeting of Council; or
  - b) Uphold the refusal.
- 16.13. As per Section 15.1 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the *FOIP Act*.

## **17. PUBLIC INPUT AT COUNCIL AND COMMITTEE OF THE WHOLE MEETINGS**

- 17.1. The purpose of a public input session is to provide the public an opportunity to ask Council and Administration questions or request clarifying information or provide an opinion on a resolution, bylaw, issue or other matter.
- 17.2. Inquiries relating to funding requests or service level changes will not be considered during public input sessions but may be referred to another meeting as a Delegation.
- 17.3. Speakers shall not be allowed to make a statement or ask questions on the following items:
- a) Matters before or previously heard by the Intermunicipal Subdivision and Development Appeal Board, the Assessment Review Board, or on any matters requiring the holding of a Public Hearing or for which a Public Hearing has already been held;

- b) Any matter pertaining to an enforcement complaint, investigation or action, or which is subject of a legal challenge through the Court system;
  - c) Any topic deemed not public at the time of the request being submitted, of which contravenes the FOIP Act.
  - d) Any subject matter that does not fall within the jurisdiction of the municipal government;
- 17.4. The public may participate in the public input session:
- a) in person; or
  - b) In writing by submitting to the CAO before 4:00 pm the Tuesday before the meeting/Public Input Session.
- 17.5. Those who wish to speak during the Public Input Session shall only speak once and are limited to speak for a maximum of five (5) minutes.
- 17.6. Statements or questions shall not include personal attacks of Councillors, members of Administration or members of the public.
- 17.7. The Presiding Officer may request that Administration or a member of Council provide a response or answer to the statement or question on Council's behalf.
- 17.8. If an immediate response or answer cannot be provided, Administration will contact the speaker at a later date to provide a response or answer and include the response in the public input session of the next Agenda.
- 17.9. As per Section 15.1 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the *FOIP Act*.

## **18. DUTIES OF THE PRESIDING OFFICER**

- 18.1. The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, deciding all questions of order and without argument or comment shall state the rule applicable to any point of practice or order if called upon to do so. The Presiding Officer's decision on a question of order may be appealed to Council.
- 18.2. Should more than one member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor.
- 18.3. If the Presiding Officer wishes to leave the chair for any reason, they must call on the next officer as described in Section 2.21 , to preside and shall reassume the chair after the pending main question is disposed of.

- 18.4. If a higher-ranking authority, as outlined in Section 2.21, joins the meeting, the Presiding Officer shall complete the current order of business before relinquishing the chair to the higher authority.

## **19. COMMUNICATIONS TO COUNCIL**

- 19.1. Any written communication intended for Council or Committee and Boards which reaches the CAO must:
- a) be legible and coherent;
  - b) provide a printed name and address and contact information on the communication;
  - c) not be libellous, impertinent or improper.
- 19.2. If the requirements of Section 19.1 are met, the CAO must:
- a) refer the communication to Administration for a report or a direct response, and inform the members of Council through the agenda, of the referral;
  - b) if it relates to an item already on an agenda, provide a copy of the communication to members of Council with the agenda or at the meeting;
  - c) provide a copy of the communication or a summary of it to all members of Council with the agenda or at the meeting as information; or
  - d) take any other appropriate action on the communication.
- 19.3. If the requirements of Section 19.1 are not met the CAO may file the communication unless the CAO determines the communication to be libellous, impertinent or improper, in which case the CAO must summarize the communication and inform Council that it is being withheld. Council may direct the communication being withheld, to be forwarded to Council.
- 19.4. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

## **20. DISCIPLINARY PROCEDURES**

- 20.1. Members at Large, shall not:
- a) Use rude or offensive language or engage in rude or offensive conduct;
  - b) Engage in bullying or harassing behaviour or speak or act aggressively;
  - c) Disobey the rules of the meeting or decision of the Presiding Officer or of Members on questions of order or practice; or upon the interpretation of the rules of the meeting;

- d) Speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;
  - e) Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - f) Interrupt a Member while speaking, except to raise a point of order;
  - g) Discuss a vote after the vote has been taken, unless to rescind;
  - h) Influence or communicate with any municipal employees except the CAO or administrative personnel involved with Council Committees of which they are members; any other communication or inquiries must be through the Mayor, Deputy Mayor, Presiding Officer or CAO.
- 20.2. When a Member at Large has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Member by stating their name and declaring the offence.
- 20.3. If a Member at Large who has been named apologizes and withdraws any objectionable statement the Presiding Officer may direct that the notation of the offence be removed from the minutes.

## 21. MOTIONS

- 21.1. Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration.
- 21.2. After a motion has been stated or read, it shall be deemed to be in the possession of the Council.
- 21.3. When a motion is under consideration, and the mover wishes to withdraw, the Presiding Officer shall grant permission if no objections are raised. However, if any objection is made, formal approval must be sought through a motion to withdraw. A motion to withdraw is not subject to debate or amendment. Once withdrawn, the motion is treated as if it had never been proposed.
- 21.4. Any member of Council may require the motion under discussion to be read at any time during the debate, except when a member of Council is speaking.
- 21.5. Each member of Council or Council Committee will be limited to speak on any motion to ten (10) minutes.
- 21.6. The mover of a motion must be present when the vote on the motion is taken.
- 21.7. A motion is not required to be seconded.
- 21.8. A Member may request that a motion be divided if it contains parts that stand as complete propositions. Members must then vote separately on each proposition.

- 21.9. No motion shall be proposed if it is substantially identical to one on which the meeting has already rendered a decision.
- 21.10. Whenever the Presiding Officer or any other Member is of the opinion that a motion is contrary to the rules and privileges of the meeting, they shall appraise the other Members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment. Whenever any matter of privilege arises, it shall be immediately taken into consideration.
- 21.11. Schedule "F" details the order of precedence, debatability, and voting requirements for motions.

## **22. INFORMATION REQUESTS AND NOTICES OF MOTION**

- 22.1. Any Member may request information on a matter within the Town's jurisdiction. The CAO or other management personnel shall provide a response at the next meeting. If immediate response is not possible, a progress report shall be provided, indicating the expected timeframe for addressing the inquiry.
- 22.2. A Member wishing to introduce a new matter for consideration shall submit the Notice of Motion in writing to the CAO prior to 4:00 pm the Tuesday prior to the meeting at which the Member wishes to introduce their Notice of Motion.
- 22.3. A notice of motion must give sufficient detail that the subject of the motion and any proposed action can be determined and it must state the date of the meeting at which the motion will be made.
- 22.4. When notice has been given, the CAO will include the proposed motion in the agenda of the meeting for the date indicated in the notice.
- 22.5. If a motion is not made at the meeting indicated in the notice, it will be removed from the agenda and may only be made by a new Notice of Motion.
- 22.6. A notice of motion must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.
- 22.7. All Notices of Motion received at a meeting shall:
  - a) Be added to the Agenda of the Next meeting; or
  - b) Be addressed as urgent business if a Special Resolution is passed to do so.

## **23. VOTING**

- 23.1. A motion shall be carried when a majority of the Members present at a meeting vote in favour of the motion, unless otherwise specified in Schedule "G".
- 23.2. A motion is lost when the vote is tied.

- 23.3. If a motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council.
- 23.4. If Council is unable to achieve a Quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the *MGA*.
- 23.5. After the Presiding Officer finally puts any question to a vote, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put forth shall be conclusive.
- 23.6. Votes on all motions must be taken as follows:
- a) Members must be in their designated Council seat when the motion is put forth;
  - b) The Presiding Officer must put forth the motion;
  - c) All Members, including the Presiding Officer, must vote by a show of hands;
  - d) The Presiding Officer must declare the result of the vote as carried or defeated.
- 23.7. Notwithstanding Section 23.6(a), if a Member is present via Electronic Means, the Member shall be considered to be in their designated seat. When a motion is presented, the Member shall express their position by clearly stating "in favour" or, "against."
- 23.8. After the Presiding Officer declares the result of a vote, the members of Council may not change their vote for any reason.
- 23.9. Every member present, including the Presiding Officer, when a vote is called for, shall vote unless they are required or permitted to abstain from the question as provided for in the *MGA*.
- 23.10. If a Council Member who has heard the question refuses to vote, their name shall be recorded in the minutes and they shall be deemed to have infringed this Bylaw and the *MGA*, but the decision of the question on the other members' votes shall be valid.
- 23.11. Members of Council who have a reasonable belief that they have a pecuniary interest, as defined in the *MGA* in any matter before Council, any Committee of Council or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall if present:
- a) declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter;
  - b) abstain from discussions or voting on any question relating to the matter; and



- c) shall remove themselves from the room until the matter is concluded unless the Member is entitled to be heard by Council as a tax payer, an elector or an owner of property in accordance with the MGA.

23.12. A Recorded Vote shall be taken on all motions of Council.

## 24. BYLAWS

24.1. Where a Bylaw is presented to a meeting of Council for enactments, the CAO shall cause the number and short title to appear on the agenda.

24.2. The following shall apply to the passage of all bylaws:

- a) A bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the bylaw;
- b) After a motion for first reading of the bylaw has been presented, members of Council may debate the substance of the bylaw and propose and consider amendments to the bylaw;
- c) A resolution for amendments shall be put to a vote;
- d) Any proposed amendments that are carried prior to receiving third reading shall be considered as having been given first and second reading and shall be incorporated into the bylaw.;
- e) When all amendments have been accepted or rejected, the Presiding Officer shall call for a vote on the motion for first reading of the bylaw;
- f) When a Bylaw is subject to a statutory public hearing, a public hearing shall be held before second reading of the bylaw;
- g) Have three (3) separate distinct readings.
- h) A bylaw shall not be given more than two readings at one meeting unless the members of Council present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings;
- i) A bylaw shall be passed when a majority of the members of Council present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.

24.3. When a bylaw has been given three readings and is signed in accordance with the MGA, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable provincial statute provides otherwise.

24.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive third reading within two years of first reading or is defeated on second or third reading.

- 24.5. After passage, a bylaw shall be signed by the Mayor or in the absence of the Mayor, the Deputy Mayor or in the absence of both, the Acting Mayor and the CAO or their designate and shall be impressed with the corporate seal of the Town.

## 25. PUBLIC HEARINGS

- 25.1. The conduct of any statutory public hearing shall be governed by this Bylaw.
- 25.2. The date, time, and location of a public hearing may be scheduled through a Council resolution. In the absence of such a resolution, the public hearing will be scheduled to take place on the same day as the regular meeting of Council where the relevant bylaw or resolution is to be discussed. The public hearing will commence at 6:30 PM, and the regularly scheduled meeting will follow immediately thereafter.
- 25.3. Wherever possible, persons interested in speaking at a public hearing should register with the CAO prior to the public hearing.
- 25.4. The Presiding Officer shall declare the public hearing in session and shall outline public hearing procedures.
- 25.5. The CAO or their designate, shall introduce the resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the Bylaw or resolution.
- 25.6. The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 25.7. The Presiding Officer shall call upon those persons who have registered with the CAO to speak first, followed by other persons at the meeting who have not registered to speak, but who wish to address Council. A person who does not identify themselves will not be given the opportunity to speak.
- 25.8. Presentations by the public may be made verbally. Written submissions, if available, shall be collected by the CAO and retained for information purposes.
- 25.9. Verbal presentation shall be limited to ten (10) minutes unless there is a majority vote by Council to extend the allotted time.
- 25.10. Following public presentations, the Presiding Officer shall close the public hearing.
- 25.11. If no one is present to speak to a proposed bylaw or resolution which requires a public hearing, Council may hear an introduction of the matter from the CAO or their designate, ask relevant questions, and then the Presiding Officer shall close the public hearing.
- 25.12. After the close of the public hearing, Council may debate matters raised at the public hearing during the regular Council meeting following the public hearing, or

at the next scheduled meeting if the public hearing is not held during a regular scheduled council meeting, and may:

- a) pass the bylaw or resolution, or
  - b) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 25.13. When a public hearing on a proposed bylaw or resolution is held, a member of Council:
- a) must abstain from voting on the Bylaw or resolution if the member of Council was absent from all the public hearing, and
  - b) may abstain from voting on the Bylaw or resolution if the member of Council was only absent from a part of the public hearing.

## **26. APPEAL RULING**

- 26.1. The Presiding Officer's decision on a questions of order shall be subject to an immediate appeal by a Member of the meeting.
- 26.2. If the decision is appealed, the Presiding Officer shall give concise reasons for their ruling. After which the Members, without debate, shall decide the question. The ruling of the members of Council shall be final.

## **27. RECORD OF PROCEEDINGS**

- 27.1. The Recording Secretary must prepare all Council and Committee minutes which will include:
  - a) all decisions and other proceedings;
  - b) the names of the Council members present and absent from the meeting;
  - c) The means of attendance when in a Member is in attendance via Electronic Means;
  - d) Any abstention pursuant to a declaration of pecuniary interest made under the MGA by any Member and any other abstention permitted by statute including the time the Member left and returned to the meeting;
- 27.2. The names of Members of Council present when a meeting is adjourned due to loss of Quorum; and
- 27.3. The notation of any offences, including the name of the Member, unless withdrawn from the minutes by the Presiding Officer.
- 27.4. The Recorded Vote for each motion.
- 27.5. The signatures of the Presiding Officer and the CAO or their designates.

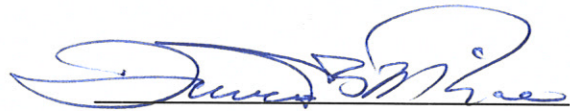
**28. GENERAL**

- 28.1. Bylaw 876 are hereby repealed.
- 28.2. It is the intention of Council that each separate provision of this bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.
- 28.3. This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

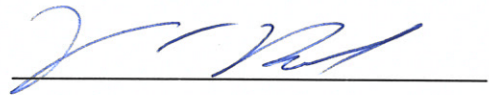
Read a first time this 16<sup>th</sup> day of January, 2024.

Read a second time this 16<sup>th</sup> day of January, 2024.

Read a third time and finally passed this 16<sup>th</sup> day of January 2024.



Mayor



Chief Administrative Officer

**SCHEDULE "A"**  
**BYLAW GOV-01-2024**



**Town of Redwater**

**<DATE> - Organizational Meeting - <TIME> (held in Council Chambers  
4924 47 St)**

- 1 Meeting Called To Order**
- 1.1 Treaty 6 Land Acknowledgment
- 2 Approval of Agenda**
- 3 New Business**
- 3.1 Council Committees, Boards and Commission Appointments
- 3.2 Annual Council Meeting Schedule
- 3.3 Assessment Review Board Officials
- 3.4 Signing Authority
- 3.5 Appointment of Subdivision Authority
- 3.6 Appointment of Legal Counsel
- 4 Adjournment**

**SCHEDULE "B"**  
**BYLAW GOV-01-2024**



**Town of Redwater**  
**<DATE> - Regular Council Meeting - <TIME> (held in Council  
Chambers 4924 47 St)**

- 1 Call To Order**
- 2 Public Hearing**
- 3 Additions / Deletions to the Agenda**
- 4 Approval of Agenda**
- 5 Public Input**
- 6 Delegations**
- 7 Presentations**
- 8 Adoption of Minutes**
- 9 Business Arising Out of the Minutes and Unfinished Business**
- 10 Bylaws**
- 11 New Business**
- 12 Reports**
- 13 Correspondence & Information Items**
  - 13.1 General**
  - 13.2 With Action**
- 14 Closed Session Items**
- 15 Adjournment**

**SCHEDULE "C"**  
**BYLAW GOV-01-2024**



**Town of Redwater**

**<DATE>- Committee of the Whole - <TIME> (held in Council Chambers  
4924 47St)**

- 1 Call To Order**
- 2 Additions/Deletions to the Agenda**
- 3 Approval of Agenda**
- 4 Public Input**
- 5 Delegations**
- 6 Presentations**
- 7 Unfinished Business**
- 8 New Business**
- 9 Reports**
- 10 Closed Session Items**
- 11 Adjournment**

**SCHEDULE "D"**  
**BYLAW GOV-01-2024**



**Town of Redwater**  
**January 12, 2024 - Special Council Meeting - 12:30 AM (held in Council  
Chambers 4924 47St)**

- 1 Call To Order**
- 2 Additions/Deletions to the Agenda**
- 3 Approval of Agenda**
- 4 Agenda Items**
- 5 Adjournment**





**SCHEDULE "E"  
BYLAW GOV-01-2024  
Council Report**

Meeting Date: Reported By: Title:
---

**COUNCIL OR COMMITTEE OR BOARD MEETINGS**

Date	Meeting / Committee	Summary/Highlight	Agenda
			Y/N

**RECOMMENDATIONS OR ACTIONS FOR COUNCIL**

Meeting / Committee	Recommendation / Action

**OTHER RELATED ACTIVITIES**

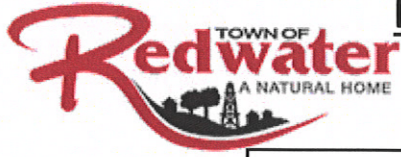
Date	Event	Summary

**OTHER COMMENTS**

Title	Summary

Respectfully submitted,

**SCHEDULE "F"**  
**BYLAW GOV-01-2024**  
**Delegation Request Form**



Applicant Name:			
Speaker Name:			
Requested Date:			
Email:		Phone:	

Topic of discussion:

Do you have a presentation or information you wish to be included with the public agenda package prior to appearing before council? Yes  No

If yes, this information must be provided to Administration no later than 4:00 p.m. on the Tuesday prior to the scheduled meeting. Submissions after this deadline may be considered for inclusion at the CAO's discretion.

**Please send completed form to [redwater@redwater.ca](mailto:redwater@redwater.ca). Please review and check each box:**

- I/We acknowledge that verbal and written presentations, personal information, and discussions arising during a public Council meeting, even if sensitive in nature, will become part of the public record and will be accessible by members of the public. I/we further acknowledge that any written materials may be accessed by others, and false, defamatory or misleading statements may be subject to claims for damages or redress.
- I/We agree to abide by all applicable federal and provincial statutes, and Town bylaws and policies, including, but not limited to, the Municipal Government Act and the Town's Procedural Bylaw and amendments thereto.
- I/We acknowledge that the meeting will be recorded and live-streamed on the Town's YouTube channel.
- In signing below, I/we consent to the use and disclosure of any personal/sensitive information that is shared during the course of the meeting for the purposes of carrying out Council business and/or administrative functions.

*The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process delegation requests for the Town of Redwater. If you have any questions about the collection and use of the information, contact the Town of Redwater at 4924 47 Avenue, Redwater, AB, T0A 2R0 or by calling 780.942.3519.*

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>	
_____	_____
Town Manager Signature	Assigned Date and Time

# SCHEMULE "G" BYLAW 01-2024 MOTIONS



You want to:	You say:	Interrupt Speaker	Debatable	Amendable	Vote Needed	Notes
Fix the time for Adjournment	I move that the meeting adjourn at....	NO	YES	YES	Majority	
Adjourn	I move that we adjourn	NO	NO	NO	Majority	- May also be used to fix time for adjournment
Recess	I move to recess until/for...	NO	NO	YES	Majority	- Only length of time for recess may be amended
Complain about noise, room temp, etc.	<b>Question of privilege</b>	YES	NO	NO	Chair Decides	- Considered immediately
Conform to the agenda or order of business	Call for the orders of the day	YES	NO	NO	2/3 Vote	
Remove a motion from consideration	I move to withdraw...	NO	NO	NO	Majority	- Can only be made by the initial mover of the motion.
Suspend further consideration of something.	I move that we table it	NO	NO	NO	Majority	- May be resurrected by a motion to raise from the table
That the vote must now be taken.	I call the question	NO	NO	NO	Majority	
Shorten or lengthen debate	I move to limit/extend limits of debate...	NO	NO	NO	2/3 Vote	
Postpone consideration of something	I move we postpone this matter until...	NO	YES	YES	Majority	- Debate confined to it's merit only and cannot go into the main question except as necessary.
Refer question to a committee, department or selected person	I move that we refer the motion to....	NO	YES	YES	Majority	
Change a motion, without changing the basic intent or meaning	I move that this motion be amended by...	NO	YES	NO	Majority	- Only one amendment shall be presented at a time. Once accepted or rejected additional amendments may be made - If an amendment is carried, the main motion, as amended, shall be put to the vote, unless further amendments are proposed
Kill a motion	I move that this motion is postponed indefinitely due to...	NO	YES	NO	Majority	- must include a reason for postponement and is generally used as a method to dispose of a question without bringing it to a direct vote. - A motion to postpone indefinitely may only be brought back after: - more than one year from the date of postponement has passed, - a general municipal election, or - Special Resolution is passed allowing the motion to be brought back.
Introduce business (a primary motion)	I move that...	NO	YES	YES	Majority	- Any motion arising out of any matter or thing included in the agenda

The above listed motions and points are listed in established order of precedence. When any a motion is under debate, you may not introduce another that is listed BELOW, but you may introduce another that is listed above it.

**SCHEMULE "G"  
BYLAW GOV-01-2024  
MOTIONS**



To:	You Say	Interrupt Speaker	Debatable	Amendable	Vote Needed	Notes
To correct breach of rules	<b>Point of Order</b>	YES	NO	NO	Chair Decides	-Must be handled immediately, before putting the question
Request information	<b>Point of information</b>	YES	NO	NO	None	
Take up a matter previously tabled	I move that we <b>take from the table...</b>	YES	NO	NO	Majority	
Reconsider something already disposed of	I move we now (or later) <b>reconsider</b> our action relative to...	YES	YES/NO	NO	Majority	- debatable only if original motion was debatable
Vote on a ruling by the Chair	I <b>appeal the Chair's decision</b>	YES	YES	NO	Majority	
Suspend rules	I move to <b>suspend the rules</b> which....	NO	NO	NO	2/3 Vote	-In the absence of any statutory obligation, may be used to waive a portion of the Bylaw

The motions, points and proposals listed above have no established order of precedence; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (motion to adjourn, recess or point of privilege)