

TOWN OF CALMAR

BYLAW #2025-06

Being a Bylaw of the Town of Calmar, in the Province of Alberta, to Regulate the Procedure of Council

WHEREAS, pursuant to Section 145 of the Municipal Government Act, Chapter M-26, RSA 2000, and amendments thereto, Council may pass a Bylaw to regulate the affairs of Council;

NOW THEREFORE, the Council of the Town of Calmar, in the Province of Alberta, duly assembled, enacts as follows;

Part I. TITLE AND PURPOSE

1. This Bylaw may be cited as the Procedural Bylaw.
2. The purpose of this Bylaw is to establish rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

Part II. DEFINITIONS, APPLICATION AND INTERPRETATION

3. In this Bylaw,
 - a. "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Calmar or his/her delegate;
 - b. "Council" means the Council of the Town of Calmar;
 - c. "Deputy Mayor" means the Member appointed pursuant to Section 7 of the Bylaw;
 - d. "Mayor" means the Chief Elected Official of the Town of Calmar;
 - e. "Member" means a member of Council of the Town of Calmar;
 - f. "MGA" means the Municipal Government Act, RSA 2000, c.M-26;
 - g. "Presiding Officer" means the person who has been given authority to direct the proceedings of a meeting;
 - h. "Town Hall" means the Town's Office located at 4901 – 50 Avenue, Calmar.
 - i. "Town's website" means calmar.ca.

Application

4. This Bylaw shall apply to all meetings of Council.

de JL

Interpretation

5. Any matter of meeting conduct which is not herein provided for, shall be determined in accordance with the Municipal Government Act, and then "Robert's Rules of Order", in that order.

Part III. ORGANIZATION OF COUNCIL

Organizational Meeting

6. Council shall hold an Organizational Meeting each year at any time within two (2) weeks of the third Monday in October.
7. At the Organizational Meeting, Council shall establish by resolution for the term of office:
 - a. the roster for each Member to act as Deputy Mayor on a rotating basis;
 - b. the dates, time of commencement and adjournment and place of the regular Council meetings and Council Committee meetings;
 - c. the Council Committee appointments and the rotating schedule for committee membership; and
 - d. any other business described in the notice of the meeting.

Inaugural Meeting

8. The Organizational Meeting immediately following a general municipal election shall be called the inaugural meeting.
9. The Mayor and each Member shall take the prescribed oath of office as the first order of business at the inaugural meeting.
10. Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the inaugural meeting.

Quorum

11. Quorum of Council is 3 Members present who are eligible to vote.

Lack of Quorum

12. If there is no quorum present within 15 minutes after the time appointed for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the Members of Council who are present, and the meeting shall be cancelled until the next Regular Meeting unless a Special Meeting has been duly called in the meantime. Notice of cancellation shall be posted on the outside door of access to the Council Chambers.

Absence of the Mayor and Deputy Mayor

13. In case the Mayor or Deputy Mayor is not in attendance within 15 minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a chairman shall

be chosen by Members present, who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor, who may assume chair at his/her discretion, if all present are unanimous in continuing.

Regular Council Meetings

14. All Regular Council meetings will be held at 6:30 pm in Council Chambers and accessible virtually (hybrid approach) unless otherwise decided by the majority of Council through a resolution. However, all Council Meetings containing a Public Hearing shall be hybrid.
 - a. Notice of the electronic connection information for public access and participation in the meeting and in a Public Hearing will be published on the agenda as well as being available on the Town of Calmar website.
 - b. Public viewing and sound for the virtual connection will be displayed in Council chambers when open to the public.
 - c. Public viewing and sound for the virtual connection will not be displayed in Council Chambers when the meeting is closed as per section 197 of the Municipal Government Act.
 - d. Councillors participating physically or virtually in the meeting are deemed to be present at the meeting.
 - e. Members of the Public participating physically or virtually in the meeting are deemed to be present at the meeting.
15. Extended absences from meetings will be managed as per the Municipal Government Act.

Electronic Meetings - Council

16. A Council or Committee Meeting may be conducted in person or remotely by means of video conference according to the provisions of the Act and all meetings containing a Public Hearing shall be accessible by electronic means as well as physically.
 - a. Councillors will attend meetings in person, however, a Councillor may attend a meeting remotely through electronic means when the circumstances dictate and when the Councillor is unable to attend in person. A Councillor attending a meeting remotely must endeavor to inform the Chief Administrative Officer as soon as possible, prior to the meeting of their intention to attend the meeting remotely;
 - b. The Chair presiding at the meeting must attend the meeting in person, unless otherwise approved by Council or Committee by way of a majority vote.
17. Councillors who are participating in Council or Committee meetings remotely must have the audio and/or video functions enabled when possible. While a Councillor's face must be clearly visible when possible, microphones may be turned off when appropriate.

18. The Chair of the meeting shall announce the names of those Councillors participating virtually at the commencement of the meeting.
19. If a Councillor needs to step away from the virtual meeting, they must inform the Chair and they must be acknowledged upon their return to the meeting.
20. Remote participation is permitted for Councillors in Closed Session meetings. Remote participation of non-Council participants in Closed Session must receive approval by majority vote prior to entering into the Closed Session.
21. Persons who are participating in Closed Session meetings remotely must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item(s) to be discussed. The Chair can disqualify any remote participant if they are deemed to be non-compliant.

Electronic Meetings - Public

22. Any member of the public interested in attending and/or participating in a Regular Council Meeting and/or a Public Hearing can do so by electronic means as follow:
 - a. The Town uses GoToMeetings as the electronic means for video conferencing.
 - b. The GoToMeeting access code connection will be written on the agenda available at the Town Hall and on the Town's website. The access code will enable the public to access remotely from a computer or mobile device where internet is available.
 - c. The public is invited to participate in the Public Hearings as well as the Clarification of Agenda Business section of the agenda.
 - d. To participate in a public hearing, a remote participant shall wait until the Chair opens the floor to all remote participants and invites feedback to be addressed to the Chair. Participant wishing to do so, can unmute themselves one at a time and participate via audio (and video if possible). As soon as a participant is engaged, the participant shall confirm their identity to Council for the purpose of the hearing records.
 - e. The necessary information related to the meetings or hearings will be available at the Town Hall for viewing as well as from the Town's website. This information will be published as per the timelines in this bylaw and as per the Alternative Advertising Bylaw #2023-21.
 - f. Notification for upcoming meetings will be posted at the Town Hall and on the Town's website.
 - g. During the Clarification of Agenda Business portion of the agenda, public participation will be sought in a similar manner for hearings. The Chair will open the session and invite remote participants to step forward with their feedback, comments, and questions directed to the Chair. Once all participants have been

heard, the Chair will close the session and move to the next agenda item.

Part IV. DUTIES OF OFFICIALS

Duties of the Mayor

23. The Mayor at his/her discretion may allow the Deputy Mayor or another member of Council to preside over the meeting in his/her presence.
24. As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the chair and call the meeting to order.
25. The Mayor or Presiding Officer shall:
 - a. preserve order and decorum; and
 - b. decide questions of order, subject to an appeal to the Council by resolution. The decision of the Mayor shall be final unless reversed or altered by a majority vote of Members present.

Duties of the Deputy Mayor

26. The Deputy Mayor shall act as the Presiding Officer:
 - a. when the Mayor is unable to perform his/her duties;
 - b. if the office of Mayor is vacant.

Duties of Council

27. All Members shall abide by the Code of Conduct Bylaw as amended from time to time.

Duties of the Chief Administrative Officer

28. The Chief Administrative Officer shall, subject to the Act:
 - a. provide Council with information and advice with respect to the operation of the Town;
 - b. when requested, provide information and advice to the Mayor and Council on procedural matters in Council; and
 - c. keep on file copies of Bylaws which have been read a third time and passed.

Part V. AGENDAS FOR COUNCIL MEETINGS

29. The agenda for each Regular and Special Meetings shall be approved by the Chief Administrative Officer in cooperation with the Mayor and submitted together with copies of all pertinent correspondence, statements and reports to each Member of Council at least four days prior to each Regular Meeting.
30. Any Member of Council, Town Official or any other person wishing to have an item of business placed on the agenda, shall make their written

submission to the Mayor and Chief Administrative Officer not later than 10:00 am four business days prior to the meeting. The submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to deal with the matter.

31. Council reports must be submitted as information in writing for the 3rd Monday of the month's meeting. Reports must be submitted four business days prior to the meeting.
32. When a communication intended for Council is received by the Chief Administrative Officer, he/she shall place it on the agenda of Council unless the Chief Administrative Officer considers the matter libelous, or administrative in nature, in which case the Chief Administrative Officer shall advise the originator that the communication is not being sent to Council.
33. The consent agenda will be used to group together items for which Council agrees with the report's recommendation into a group whereby all are passed with a single motion and vote, without discussion or amendment. At the start of each meeting Council will determine which items are to be selected for discussion. All items not selected for discussion will be included in the consent agenda. The CAO or delegate will repeat the items not selected for discussion to ensure they are recorded correctly. Once confirmed, a motion will be made to adopt the items to be adopted by consent.
34. The order of business on the agenda shall be as follows:
 - a. Call to Order
 - b. Adoption of Agenda
 - c. Consent Agenda
 - d. Public Hearings
 - e. Delegations
 - f. Adoption of Minutes
 - g. Unfinished Business
 - h. Bylaws and/or Policies
 - i. New Business
 - j. Financial Information
 - k. Department Reports
 - l. Council Reports
 - m. Correspondence
 - n. Clarification of Agenda Business
 - o. Closed Session
 - p. Adjournment
35. No item of business shall be considered by the Council if the item has not been placed on the agenda unless the Members of Council present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Mayor, Members of Council and the Chief Administrative Officer shall be given an opportunity to state why an item should receive consideration on the agenda because its time sensitivity before the motion is put to vote.
36. On Thursday afternoon preceding a Regular Council Meeting, the official notice of the agenda shall be posted on the Town Office front door and Council Chambers door for public viewing. The agenda package may also be posted on the Town's media platforms.

Part VI. GENERAL RULES OF COUNCIL

37. Upon the Meeting being called to order, motion shall be presented to adopt all or part of the circulated agenda for the meeting. Upon adoption of the meeting's agenda, the Mayor shall call for a motion adopting the minutes of the preceding meeting or meetings as circulated or as read, which motion shall be voted on, either by consent or amendment of any errors or omissions contained.
38. All reports made by a Council Member shall be placed on file and outlined in the minutes only if presented in a written format, otherwise recorded in the minutes only as "oral report presented".
39. Meetings of Council shall adjourn no later than three hours after the start unless Members of Council present, by a unanimous vote, agree to an extension of time.
40. When the Presiding Officer is called on to decide a point of order or practice, the Presiding Officer shall do so without argument or comment and shall state the rule of authority applicable to the case.
41. Every Member wishing to speak to a question or motion shall address the Presiding Officer. The Address to the Presiding Officer shall be "Chair" when a topic is opened, subsequent discussion may be less formal with the use of given names and shall be respectful.
42. No person shall be permitted to speak unless, and until, that person has been recognized by the Presiding Officer and then only so long as all remarks are addressed to the Presiding Officer. The Presiding Officer will address other Council Members in a formal and respectful manner.
43. The Presiding Officer shall have authority to set a time limit and the number of times that a Member may speak on the same question or resolution having due regard to the importance of the matter.
44. After a motion is read by the Presiding Officer it shall be deemed to be in possession of the Council but may be withdrawn at any time before decision or amendment with the permission of the mover.
45. When a motion is placed before Council it may be:
 - a. carried
 - b. debated
 - c. amended
 - d. defeated
 - e. withdrawn, i.e.: withdrawn at the request of the maker with the permission of all Members of Council present.
 - f. laid on the table, i.e.: laying a pending question aside temporarily
 - g. referred, i.e.: turning the question over to a committee or administration for study; or
 - h. postponed, i.e.: postpone indefinitely or to a certain time, a means of avoiding a direct vote until a later time.
46. No motion shall be offered that is substantially the same as one on which the judgement of the meeting has already been expressed during the same meeting. Where a question under consideration contains distinct propositions, each proposition shall be made as a separate motion when any Member so requests, or the Presiding Officer so directs. If the vote is taken on each proposition, it then becomes unnecessary to vote on the question which was separated.

47. A motion to refer, until it is decided, shall preclude all amendments to the main question. The motion is debatable.

Amendments

48. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered as a new distinct motion after notice.
49. An amendment proposing a direct negative is out of order.
50. All amendments shall be put in the reverse order to that in which they are moved; and every amendment shall be decided upon or withdrawn before the main question is put to vote. Only one amendment to the main motion at one time shall be allowed, and only one amendment shall be allowed to an amendment at one time.
51. No Member may move to amend his/her own motion.
52. All motions shall be stated by the Presiding Officer or Chief Administrative Officer before being debated or voted on.

Voting

53. After any question is finally put by the Presiding Officer, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put shall be conclusive.
54. Voting on all matters shall be done by raising the hand in such a clear manner that they may be easily counted by the Presiding Officer. Members attending virtually shall do the same unless technologically challenged (i.e. audio only). In such instance, the member will have to verbally express their vote.
55. After the Presiding Officer has counted the vote, the Presiding Officer shall declare whether it was "carried" or "defeated".
56. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the Members present who are eligible to vote, shall decide a question or motion before Council. A tie vote results in a "defeated" motion.

Adjournment

57. When a member(s) of the public is in attendance and Council temporarily adjourns to sit in Closed Session:
- a. In Chambers - Council shall leave the Council Chambers and convene the Closed Session in the Board Room along with any persons and staff that Council deem necessary to be included in the Closed Session. Following discussions in Closed Session, Council shall return to the Council Chambers to reconvene and resume the Council or Committee Meeting.
 - b. Virtual – Council shall leave the meeting with the connection open and convene in a separate private meeting connection.
58. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not

terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.

Bylaws

59. The question that "Bylaw # be given first reading", shall be decided without amendment or debate.
60. Every bylaw shall be read a third time before it is signed by the Mayor and Chief Administrative Officer.

General Discussion Meetings

61. The business of standing and special committees including Council Committee Meetings shall be conducted in accordance with the rules governing procedure in the Council, except that:
 - c. no motion need be recorded;
 - d. no Member shall be restricted as to the number of times allowed to speak to the question under construction; and
 - e. no Member may move the previous question if discussion is ongoing.

Part VII. PETITIONS AND DELEGATIONS

62. When a person wishes to appear before the Council to present a petition or speak on behalf of a delegation, he/she shall send a request in writing in accordance with Section 30 of this Bylaw. Such appearances before the Council shall be limited to ten (10) minutes unless the Council, by a majority vote, agrees to extend the time.
63. Council shall hear all delegations who have brought their items of business on to the agenda in accordance with Part VI in the order in which they are placed on the agenda or the order may be changed by a majority vote of Members present. All rules of Council in this Bylaw shall apply to each and every Member of the delegation.

Part VIII. COMMISSIONS, COMMITTEES AND BOARDS

64. The Committee of the Whole is hereby established. This Committee shall be comprised of all Members of Council. The Chairperson shall be the Mayor unless the Members present by majority vote agree to any change. The schedule of meetings will be set at the Organizational Meeting.
65. The Mayor shall present to Council a list of representatives and alternates, where applicable, to the following Commissions, Committees and Boards at the Organizational Meeting each year, in a fair and equitable manner with consultation from the Members:
 - a. Municipal Planning Commission
 - b. Capital Region Assessment Services Commission
 - c. Calmar Public Library Board
 - d. Yellowhead Regional Library Board
 - e. Calmar and District Recreation Committee

Sc

- f. Leduc County FCSS Advisory Board
- g. Capital Regional Southwest Water Services Commission
- h. Communities In Bloom Committee
- i. Leduc County Fire Services Advisory Committee
- j. Calmar Emergency Management Committee
- k. Leduc and District Regional Waste Management Commission
- l. Edmonton Metro Region Waste Advisory Committee
- m. Leduc Regional Housing Foundation
- n. 39/20 Alliance
- o. Youth Council Committee
- p. Asset Management Committee
- q. Policy and Bylaw Committee
- r. Leduc County Regional Subdivision and Development Appeal Board
- s. Such other Commissions, Committees, Advisory Committees, and Boards as Council may deem appropriate or necessary from time to time.

- 66. Council may amend, revoke or replace appointments during the year when circumstances require.
- 67. Administration will send out a call for volunteers at the beginning of September for various Committee and Board opportunities.
- 68. It shall be the duty of the Chairman of each standing or special committee, or in case of his/her illness or absence for the Town, it shall be the duty of Chairman's designated individual to summon Members for meetings and for special meetings when necessary or whenever requested in writing to do so by a majority of Members of any such committee. The Mayor shall be advised in a similar manner as other Members when any meetings are called.

Part IX. DUTIES OF REPRESENTATIVES OF COMMISSIONS, COMMITTEES AND BOARDS

- 69. The members of Commissions, Committees and Boards have the following duties:
 - a. to report to the Council whenever desired by the Council and as often as the interest of the Town may require on all matters connected with the duties imposed upon such committee and to recommend such action by Council as it deems necessary within its term of reference;
 - b. to observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.
 - c. to make reports of all committees to Council prior to the same being given to the public.

Part X. OTHER

- 70. Council compensation will be reviewed as part of the annual Organizational Meeting of Council.
- 71. Administration to provide Council with a quarterly budget variance report.

72. That Bylaw #2024-08 is hereby repealed.

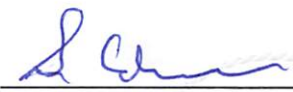
Part XI. EFFECTIVE DATE

73. This Bylaw shall come into full force and effect on final reading.

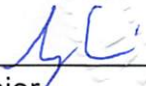
READ A FIRST TIME THIS 22nd DAY OF APRIL, 2025.

READ A SECOND TIME THIS 22nd DAY OF APRIL, 2025.

READ A THIRD TIME THIS THIS 22nd DAY OF APRIL, 2025.



Mayor Carnahan



CAO Losier