



City of Chestermere
PROVINCE OF ALBERTA

Bylaw #001-26

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Procedural Bylaw

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A BYLAW OF THE CITY OF CHESTERMERE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH PROCESSES AND PROCEDURES FOR COUNCIL AND COMMITTEE MEETINGS IN THE CITY OF CHESTERMERE.

WHEREAS the *Municipal Government Act, RSA. 2000, c. M-26*, gives Municipalities the power to enact Bylaws and impose fines and penalties for infractions of their Bylaws;

AND WHEREAS the *Municipal Government Act* authorizes a Council to pass Bylaws in relation to the procedures of Council;

AND WHEREAS Council has deemed it necessary to regulate the procedures and conduct at Council and Committee Meetings; and

NOW, THEREFORE THE COUNCIL OF THE CITY OF CHESTERMERE, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

1.1 This Bylaw may be cited as the “Procedural Bylaw”.

2. APPLICATION, GOVERNANCE, AND INTERPRETATION

2.1 This Bylaw applies to all Meetings of Council and Committees.

2.2 The purpose of this Bylaw is to provide guidance for the orderly proceedings of Council and Committee Meetings.

2.3 The precedence of rules governing the procedure of Meetings and Members is as follows:

2.3.1 The *Municipal Government Act, RSA. 2000, c. M-26*;

2.3.2 This Bylaw; and

2.3.3 *Robert’s Rules of Order*.

2.4 In the absence of a statutory obligation, any concern about the procedure or process of a Meeting may be decided upon and approved by a majority vote of all Members present.

3. DEFINITIONS:

- 3.1 **“Act” or “MGA”** means the *Municipal Government Act, RSA. 2000, c. M-26*, as amended;
- 3.2 **“Access to Information Act and Protection of Privacy Act” or “ATIA & POPA”** refers to the *Access to Information Act, S.A. 2024, c A-1.4* and *Protection of Privacy Act, S.A. 2024, c P-28.5* as amended;
- 3.3 **“Action List”** means the compilation of Council requests to Administration in the form of a resolution;
- 3.4 **“Administration”** means the organization known as the City of Chestermere led by the Chief Administrative Officer;
- 3.5 **“Agenda”** means the list and order of business items for any Meeting of Council (as outlined in Schedule “A”) and Governance and Priorities Committee Meetings (as outlined in Schedule “B”);
- 3.6 **“Bylaw”** means an active Bylaw of the City of Chestermere;
- 3.7 **“Calendar Year”** means the period of 365 days (approximately 12 months) beginning the first of January to the thirty-first of December;
- 3.8 **“Chair”** means the person with the authority to preside over a Meeting and direct the proceedings and conduct of that Meeting, typically the Mayor;
- 3.9 **“Chief Administrative Officer” or “CAO”** means the Chief Administrative Officer of the City of Chestermere, Alberta appointed by Council, or their designate pursuant to the *Act*;
- 3.10 **“City”** means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere's corporate limits, as the context requires;
- 3.11 **“Clerk”** means a member of Administration assigned or directed to record Meeting Minutes;
- 3.12 **“Closed Session”** means a part of a Meeting that is closed to the public at which no Resolution or Bylaw may be passed, except a Resolution to come out of Closed Session. This portion of a Meeting can sometimes be referred to as “in-camera”;

- 3.13 “Committee” or “Council Committee”** means any Board, Commission or Committee established by Council in which Council Members are members themselves;
- 3.14 “Consent Agenda”** means the portion of the Agenda containing items that are being presented for information only;
- 3.15 “Council”** means the duly elected Mayor, Deputy Mayor, and Councillors of the City of Chestermere;
- 3.16 “Councillor”** refers to all duly elected officials, including the Mayor as per the Act;
- 3.17 “Debate”** means a formal discussion on a particular topic in which opposing views are put forward;
- 3.18 “Delegation”** means three or more persons with a common interest in a matter before Council or a Committee, one of whom is a designated spokesperson for the group and solely responsible for presenting on behalf of the group;
- 3.19 “Deputy Mayor”** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- 3.20 “Election”** means a General Election as defined and held pursuant to the *Local Authorities Election Act RSA. 2000, c. L-21*, as amended. This does not refer to By-elections or votes on Bylaws or questions;
- 3.21 “Governance and Priorities Committee Meeting”** means a meeting wherein the Committee comprised of all Council Members have the opportunity to discuss governance and strategically set Council’s priorities;
- 3.22 “Mayor”** means the Member of Council duly elected as the Chief Elected Official and the head of Council. The Mayor is the Chair of all Council Meetings unless otherwise specified;
- 3.23 “Meeting”** means an Organizational, Regular, or Special Meeting of Council or Committee;
- 3.24 “Member”** means a Member of Council or a Committee within context;
- 3.25 “Minutes”** refers to the formal record of decisions of a Meeting;
- 3.26 “Motion”** means a formal suggestion that is put to a vote. Motions can also be referred to as Resolutions;

- 3.27 “Notice of Motion”** means a notice given by a Councillor advising that the matter described therein will be brought forward at a subsequent Meeting;
- 3.28 “Oaths of Office Act”** means the *Oaths of Office Act, R.S.A. 2000, c. O-1*, as amended;
- 3.29 “Pecuniary Interest”** means a matter that could monetarily affect a Member of Council, a member of their family or their employer as prescribed in the Act;
- 3.30 “Public Hearing”** means a Meeting of Council convened to hear matters pursuant to the Act;
- 3.31 “Quorum”** means a Majority of Members present at a Meeting;
- 3.32 “Recess”** means an intermission or break during a Meeting, after which the proceedings are immediately resumed at the point where the Recess was called;
- 3.33 “Repeal”** means to render a Bylaw, Policy, or Motion void;
- 3.34 “Resolution”** means a formal decision made by Council and can also be referred to as a Motion; and
- 3.35 “Terms of Reference” or “TOR”** refers to a Bylaw or policy approved by Council that establishes the function, membership, procedures, and other governance characteristics of a Committee.

4. MEETINGS

4.1 Organizational Meeting

4.1.1 Mayor shall call the Meeting to order and shall preside over the Meeting.

4.1.2 All Members' seating arrangements, except for the Chair, as their seat is designated, shall be determined by random draw at the first Organizational Meeting following an election. Council may decide by majority vote, to do a random draw to redo the seating arrangements at subsequent Organizational Meetings.

4.1.3 Council shall review this Bylaw and approve any amendments as deemed necessary. Council shall hold an Organizational Meeting in which Council agrees on the items outlined in Section 4.1.5 of this Bylaw once annually, as specified by the Act.

4.1.4 At the annual Organizational Meeting, Council shall determine the following:

4.1.5.1 Regular Council, and if applicable, Governance and Priorities Committee Meeting dates and times for the Calendar Year;

4.1.5.2 Committees to which each Member shall be appointed. Councillor appointments to Committees shall be for a term of 1 year unless otherwise specified;

4.1.5.3 the Members who will serve as Deputy Mayor for up to 8 months, as selected under Section 5.2.2.2¹

4.1.5.4 any amendments to *Policy #837, being the Elected Officials Remuneration & Expense Policy*, elected, shall be signed by all Members once all revisions have been approved.

4.2 Governance and Priorities Committee Meeting

4.2.1 At the discretion of Council, a Governance and Priorities Committee comprising of all Council Members may be established.

4.2.2 The Governance and Priorities Committee shall meet during the dates and times determined at the Organizational Meeting. The Meeting shall be led by the Chair, unless otherwise determined, and Quorum shall be a Majority of Members.

¹5.2.2.2 As Organizational Meetings occur once annually, and the term of Deputy Mayor is up to 8 months, the rotation shall be determined by alphabetical order, or reverse alphabetical order of the Councillors' last names.

4.2.3 The purpose of Governance and Priorities Committee Meetings is for the Committee to:

4.2.3.1 receive information that enhances the understanding of an issue or topic, including newly drafted or amended Bylaws or policies prior to being considered by Council;

4.2.3.2 receive Delegations from the public;

4.2.3.3 direct and provide feedback to Administration and/or make recommendations to Council through Resolution; and

4.2.3.4 assist Council with making informed decisions.

4.2.4 The Governance and Priorities Committee may only make the following Resolutions:

4.2.4.1 to adopt the Agenda;

4.2.4.2 to move in and out of Closed Session;

4.2.4.3 to accept or receive reports from Delegations for information;

4.2.4.4 to refer an item back to Administration or a Committee;

4.2.4.5 to make recommendations to Council;

4.2.4.6 to provide Administration with directions on a matter pertaining to an item on the corresponding Meeting Agenda;

4.2.4.7 to defer a matter until a specified time or indefinitely; and

4.2.4.8 to adjourn the Meeting.

4.2.5 Meetings shall be held in the public forum unless discussion falls under the *Access to Information Act*, at which point the Meeting will continue in Closed Session.

4.3 Quorum

4.3.1 When Quorum is present at the set time of Meeting commencement, the Chair should call the Meeting to order.

4.3.2 If Quorum is present at the time set for commencement but the Mayor is absent, then the Deputy Mayor shall call the Meeting to order; and if the Mayor & Deputy Mayor are absent, those Members in attendance shall choose the Member of Council to preside over the Meeting, and that Member shall call the Meeting to order.

4.3.3 If Quorum is not constituted within 15 minutes from the time set for commencement of a Meeting, the CAO shall record the names of all Members present and the Meeting shall be adjourned by the Chair.

4.9 Challenge to Ruling of the Chair

4.9.1 Any Member may challenge a ruling or decision of the Chair on a Point of Order or a Point of Privilege. If a ruling or decision is challenged, the Chair must briefly state the reason for their decision, then ask Council the question of whether to uphold or overturn the ruling or decision.

4.9.2 Members decide on the question by voting on whether to uphold or overturn the ruling without Debate. The decision of Council is final.

4.9.3 Challenges to a ruling of the Chair are not recorded in Meeting Minutes.

4.10 Motions

4.10.1 Any Councillor may make a Motion for action to be taken on a Resolution or Bylaw.

4.10.2 When a Motion has been made and is being considered, the Motion must be addressed before moving on, unless a subsidiary Motion or privileged Motion is proposed.

4.10.3 Any Member who makes a Motion may withdraw or amend the Motion at any time prior to the vote on the Motion.

4.10.4 For more detailed information regarding Motions, refer to Section 8 of this Bylaw.

4.11 Actions and Voting

4.11.1 When considering a matter, Council may:

4.11.1.1 put the matter to a vote;

4.11.1.2 refer the matter to Administration;

4.11.1.3 refer the matter to a Committee; or

4.11.1.4 defer the matter.

4.11.2 Each Councillor must vote once per Motion in accordance with the Act. Once the vote is called by the Chair, Members must vote by a show of hands or through electronic means, or verbally if attending virtually.

4.11.3 In accordance with the Act, Councillors must vote on a matter unless they are required or permitted to abstain for any reason (including Pecuniary Interest or absence from Public Hearing) under the Act or other applicable legislation.

4.15.3 The Chair of the hearing will ask all individuals participating virtually to state their name and the municipality they live in. Each person will be given the opportunity to speak in the order set out by the Chair.

5. CONDUCT

5.1 General Provisions

5.1.1 Council Meetings shall be held in Council Chambers at City Hall; any venue change must be advertised, as prescribed in the *Act*.

5.1.2 Special Meetings shall be subject to the provisions of the *Act*.

5.1.3 Council Meetings shall be held in public, and no person may be excluded except as prescribed in the *Act* or under Section 197 (2) of the *Act*.

5.1.4 Any person attending a Meeting is expected to behave in a polite, courteous, and professional manner whether speaking or watching the proceedings. Cell phones must be turned silent, and conversation must be held outside of Council Chambers or any room in which a Meeting is being held.

5.1.5 Members of the public may audio or video record Council meetings, provided that such recording does not disrupt proceedings or interfere with the conduct of the meeting. The Mayor may direct that recording cease if it becomes disruptive.

5.1.6 Those attending Council Meetings may not speak to or address Council unless they have been scheduled as a Delegation, given permission to do so or wish to speak during public input.

5.1.7 Administration and members of the public speaking to Council must introduce themselves to the Chair. They may not speak until they have been acknowledged by the Chair.

5.1.8 The Chair may refuse to hear or may terminate a delegation if:
5.1.8.1 the matter is outside the jurisdiction of the municipality; or
5.1.8.2 the presentation is delivered in a manner that is abusive, disrespectful, or disruptive.

5.1.9 Members may attend up to two consecutive Meetings through electronic means unless extraordinary circumstances warrant continuous participation through electronic means.

5.1.9.1 A member participating electronically is deemed present for quorum and voting purposes. All votes cast electronically must be audible and recorded in the minutes.

5.1.9.2 A member participating electronically should have their camera on at all times during the meeting.

5.1.10 Members must inform the Mayor when they will be absent from any Meeting of Council.

5.1.11 Recurring absences shall be dealt with in accordance with the Act.

5.1.12 Should a Council Meeting or Public Hearing continue past 10:00 p.m., Members must Recess the Meeting until a later date and time unless Members agree to continue the Meeting past 10:00 p.m. through a unanimous vote.

5.2 Roles

5.2.1 Authority of the Chair

5.2.1.1 the Chair shall be the Mayor unless otherwise determined by Council or this Bylaw.

5.2.1.2 the Chair shall meet all requirements outlined by the Act.

5.2.1.3 the Chair shall determine if a Motion or amendment is in order. If a Motion or amendment is not in order, the Chair shall not call for a vote on the Motion.

5.2.1.4 the Chair shall determine which Councillor has the right to speak and ensure that all Members who wish to speak on a Motion have done so.

5.2.1.5 the Chair shall call for votes after Motions have been put forward and addressed.

5.2.1.6 the Chair shall decide on Points of Order and Points of Privilege without Debate or comment (unless referencing other legislation)

5.2.2 Deputy Mayor

5.2.2.1 the term of appointment for Deputy Mayor is up to 8 months and will not extend beyond the term of office of that Member.

5.2.2.2 as Organizational Meetings occur once annually, and the term of Deputy Mayor is up to 8 months, the rotation shall be determined by random draw.

5.2.2.3 the Deputy Mayor presides as the Chair over Council Meetings when the Mayor is unavailable to perform the duties of the Chair. The Deputy Mayor has all the same powers and responsibilities under this Bylaw.

5.2.2.4 the Deputy Mayor presides over any Meeting the Mayor participates in via electronic means.

5.2.2.5 there must only be 1 Councillor appointed as Deputy Mayor at any time. The position of Deputy Mayor must always be filled.

5.2.3 Acting Chair

5.2.3.1 an acting Chair presides over Meetings when both the Mayor and Deputy Mayor are unable to perform the duties of the Chair. The Acting Chair has all the same powers and responsibilities under this Bylaw.

5.2.3.2 an acting Chair is chosen by Resolution passed by those Members present at the Meeting.

5.3 Discussion

5.3.1 Members may provide their input on Agenda items when asked for comments by the Chair and after they have obtained approval to speak from the Chair.

5.3.2 Councillors are responsible for all their comments and shall assume personal responsibility for any statement quoted at a Meeting. Upon request of Council, the Member shall provide the source of information.

5.3.3 Councillors should not speak disrespectfully of others, shout, use offensive language, or carry-on private conversations during Meetings.

5.3.4 All those present at the Meeting shall be acknowledged by the Chair prior to speaking and respecting the rules and proceedings of Council or the presiding Committee.

6. AGENDAS

6.1 Agenda Preparation

6.1.1 All Agenda submissions for Regular Meetings of Council, Governance and Priorities Committee Meetings and Public Hearings must be received by Administration no later than 12:30 p.m. on the two Mondays preceding the Meeting, unless otherwise specified.

6.1.2 Administration and Delegations wishing to appear or have correspondence brought before Council must ensure that their request or correspondence is legible and appropriate for presentation before Council and is delivered at the time prescribed in Section 6.1.1.

6.1.3 Delegations granted an audience with Council must submit a summary of the information that is to be presented. Upon receipt of the request or correspondence, Administration may refer the matter to a staff member or include it as an item on a future Agenda.

6.2 Distributing the Agenda

6.2.1 Administration shall ensure that Regular Council Meeting Agendas are prepared and distributed to Council at least 2 working days prior to the Meeting.

6.2.2 Administration shall ensure that Regular Council Meeting Agendas are available on the City website at least 2 working days prior to the Meeting.

6.3 Advertising for Meetings

6.3.1 Once Council determines their Regular Meeting and the Governance and Priorities Committee Meeting schedule at the Organizational Meeting, the schedule shall be advertised as prescribed in the Act. If Meeting dates, times, or locations change, the public must be notified in accordance with the provisions set out in the Act.

6.4 Last Minute Additions

6.4.1 Council may, through Resolution, add last-minute items to the Agenda during the Adoption of the Agenda under circumstances where urgent, unscheduled matters need to be addressed. Items may also be added under New Business as prescribed in Section 7.18 – New Business of this Bylaw.

7. AGENDA FORMAT

The list below outlines the standard Agenda for Regular Meetings of Council. Council may or may not hear all aspects of the Agenda or maintain the order of the items listed below depending upon the items submitted for the Meeting. (Attached hereto – Schedule “A”)

7.1 Call to Order

7.1.1 Once Quorum has been established, the Chair shall call the Meeting to order.

7.2 Adoption of the Agenda

7.2.1 The Chair shall ask if Council and Administration if there are any recommended changes to the Agenda. If Council wishes to add or remove items from the Agenda, they must do so with a majority vote. If the Agenda is to be accepted as presented, Council may adopt the Agenda with a Majority vote.

- 7.2.2** Council may address items on the Agenda in a different order than presented, as determined by the chair, or by a majority vote of Council.
- 7.3** Council Recognitions and Announcements
- 7.3.1** Council members may use this agenda item to recognize community achievements, significant events, or matters of public importance. No motions or debate shall arise under this item.
- 7.4** Declaration of Conflict of Interest
- 7.4.1** At this point in the proceedings, any Member who believes they have a conflict of interest, including any Pecuniary Interest, pertaining to any item(s) on the Meeting Agenda must declare their interest. However, Councillors may still declare a conflict of interest at any point of the meeting if the need to do so arises.
- 7.5** Public Input
- 7.5.1** A person or delegation may not address Council on the same or substantially similar matter more than once within a three-month period unless:
- 7.5.1.1** Council has directed further review of the matter; or
 - 7.5.1.2** the Mayor determines it is in the public interest to permit the presentation
- 7.5.2** Other guidelines of the Public Input session is outlined in Policy #852, being the Council's Public Input Policy.
- 7.6** Proclamations
- 7.6.1** Council may recognize members of the public, organizations, community groups, etc. under this section to recognize accomplishments, awards, performance, or achievements. Proclamations may also be made under this Section.
- 7.7** Adoption of Minutes
- 7.7.1** Minutes from all previous Meetings are to be reviewed and adopted under this Section.
- 7.7.2** Any Councillor may request that the Minutes be amended to correct any inaccuracy or omission.

7.8 Business Arising Out of Minutes

7.8.1 Council has the opportunity to discuss and inquire about any item on the Action List. Administration shall frequently update the Action List which tracks the progression of formal requests from Council.

7.8.2 Before an item may be added to the Action List, Council will direct Administration to conduct preliminary investigative work and provide a report that outlines how pursuing the matter will impact the organization. The report should include an approximate timeline for completion, any monetary and staff resources associated, and any other pertinent information pertaining to the matter. Once this report is presented, Council may choose to have the item added to the Action List by directing Administration to further pursue the matter through Resolution.

7.9 Consent Agenda

7.9.1 Councillors may move items off the Consent Agenda and on to the regular business Agenda for robust discussion under the appropriate section or may be addressed immediately following the adoption of the Consent Agenda, at Council's discretion.

7.9.1.1 removing items from the Consent Agenda and adding them under their appropriate section on the Regular Meeting Agenda shall be done through Resolution.

7.9.2 Council shall receive the Consent Agenda including all remaining items, if any, as information by Resolution.

7.9.3 Items of correspondence, Committee/Board Minutes, and other information brought forward to Council regularly may be included in this section.

7.9.4 Consent Agenda items:

7.9.4.1 must be submitted by the deadline outlined in Section 6.1.1 of this Bylaw; and

7.9.4.2 may be referred to Administration without being circulated to Council when appropriate.

7.10 Public Requests to Present to Council

7.10.1 Individuals, Delegations, community groups, and stakeholders may request to make a presentation at a Council Meeting, Governance and Priorities Committee Meetings, or Special Meetings of Council.

7.10.2 Presentation requests must be submitted to the CAO or designate, no less than two weeks prior to the Council Meeting at which the matter will be presented.

- 7.10.3** The Mayor, or in the absence of the Mayor, the Deputy Mayor, may, at their discretion, refuse or defer a presentation request in the following circumstances:
- 7.10.3.1** the subject matter of the submitted presentation is related to an active application from the presenters, or the presenters intend to apply within 6 months of the presentation date;
 - 7.10.3.2** the subject matter of the presentation is outside the authority of Council and the City of Chestermere;
 - 7.10.3.3** the subject matter of the presentation is more appropriate for a different Committee, board, commission, or other body;
 - 7.10.3.4** the presentation is better suited to a different Council Meeting due to the size or scope of the Agenda; or
 - 7.10.3.5** otherwise at the discretion of the Mayor with reasons provided to the presenter.
- 7.10.4** After a presentation request has been approved, the presentation materials must be submitted to the CAO or designate by the presenter no later than ten days prior to the Meeting.
- 7.10.5** Council may by Resolution, cancel or defer an approved presentation after the Meeting Agenda has been published if:
- 7.10.5.1** the presenter introduced new material or amended presentation material that changes the scope of the original presentation; or
 - 7.10.5.2** otherwise at the discretion of Council.
- 7.10.6** Presentations are limited to thirty minutes in duration unless Council passes a Resolution to extend the time limit. This time limit does not apply to any questions from Council to the presenters or Administration, if applicable.
- 7.10.7** All presentations, discussions, and questions are directed through the Chair and presenters are not permitted to ask direct questions of Council or Administration.
- 7.11** Staff Reports for Information
- 7.11.1** Administration may provide Council with reports or updates on projects and departmental progression, accepted as information by Resolution. A Resolution to receive for information requires no further action be taken by Administration unless specified by Council.
 - 7.11.2** Administration shall not make recommendations within their Staff Report, nor shall Council make approvals.

7.12 Staff Reports for Decision

7.12.1 Administration will bring policies, Requests for Decisions, and other items for consideration to Council under this section. Decisions of Council shall be made by Resolution as prescribed in Section 4.10 of this Bylaw.

7.13 Public Hearing

7.13.1 At this stage of the Meeting, any proposed Bylaw that requires a Public Hearing shall be presented and considered as per the Act:

7.13.1.1 at the commencement of a Public Hearing, the Chair shall state the matter to be considered at the Hearing;

7.13.1.2 the Chair will then request that Administration present a report on the matter;

7.13.1.3 they will then allow the applicant and/or their representative to present their position;

7.13.1.4 following the time allowed for all persons to speak, Council must close the Public Hearing, unless the Public Hearing is to be delayed.

7.13.2 For more details regarding the Public Hearing process, refer to Section 10 of this Bylaw.

7.14 Bylaws

7.14.1 In accordance with the Act, every Bylaw must have 3 readings. Only the title or identifying number must be read at each reading.

7.14.2 In accordance with the Act, a Bylaw shall not be given more than 2 readings at 1 Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for a third reading. Bylaws that must be heard at a Public Hearing may only be given first reading before going to the Public Hearing.

7.14.3 A Bylaw is determined to be defeated if:

7.14.3.1 it does not receive the Majority of Council's support at any reading; or

7.14.3.2 it does not receive third reading within two years from the date of first reading.

7.14.4 Administration is designated to consolidate one or more Bylaws as deemed convenient and in doing so must:

7.14.4.1 incorporate all amendments to the Bylaw into one Bylaw;
and

7.14.4.2 omit any provision that has been repealed or that has expired.

7.15 Correspondence & Information

7.15.1 When addressing items of correspondence and information, Council may:

7.15.1.1 accept the correspondence or information as information by Resolution;

7.15.1.2 refer any communication to Administration or a Committee to review; or

7.15.1.3 act upon the correspondence or information by Resolution under New Business or a future Agenda.

7.16 Closed Session

7.16.1 In accordance with the *Act*, Council may close their Meeting to the public if a matter to be discussed is within one of the exceptions to be disclosed in the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

7.16.2 Before moving into a Closed Session, a Member must state the authority as prescribed by the *ATIA* or *POPA* that gives them the power to move into Closed Session and provide a brief description of the issue to be discussed without revealing private or confidential information.

7.16.3 Upon resolution to move into Closed Session, all public livestreaming and recording shall cease. No audio or video recording of Closed Sessions shall occur. Members participating electronically must confirm they are in a private setting where confidential discussions cannot be overheard.

7.16.4 In accordance with the *Act*, when a meeting is closed to the public, no Resolution or Bylaw may be passed except a Resolution to come out of Closed Session. Furthermore, a recess will be taken after all Closed Sessions.

7.16.5 In accordance with the *Act*, members of the public who are present outside of the meeting room must be notified once the Closed Session portion of the Meeting is complete and must be given a reasonable amount of time to return to the Meeting before it continues.

7.17 Notice of Motion

7.17.1 A Member of Council may introduce a matter that is not formally on the Agenda in the form of Council Information & Inquiries.

7.17.2 The Notice of Motion will be recorded in the Meeting Minutes, though not as a formal Motion. Sufficient details as to the nature of the matter must be provided.

7.17.3 The Notice of Motion may state the date on which the formal recommendation will be brought in front of Council. If no date is provided, the item will be scheduled for the next Regular Meeting of Council.

7.17.4 No action is to be taken on the matter until Council formally passes the Motion at a Regular Council Meeting.

7.18 New Business

7.18.1 At this point in the Meeting, Council may address any items that were brought up after the Agenda was adopted. Any items that reside outside of regularly scheduled business may be addressed here. Council may direct Administration to complete a task through a Resolution, which will be added to the Action List, or Administration may provide a brief Council report to be accepted as information. Under this section of the Agenda, Council may also make formal decisions through Resolution and are not limited to only directing Administration.

7.19 Adjournment

7.19.1 Council shall adjourn the Meeting when all items on the Agenda have been addressed, or when Council approves a unanimous Motion to adjourn.

7.19.2 When all the items on the Agenda have been addressed, the Chair will call for a Motion to adjourn the Meeting.

8. MOTIONS

8.1 General Provisions

8.1.1 Unless otherwise determined by the Chair, no matter may be Debated or voted on by Council unless it is in the form of a Motion that has been verbally moved by a Councillor.

8.1.2 A Councillor may make a Motion regardless of that Members position on the matter.

8.1.3 Motions may be displayed to Council prior to voting. The Chair may request that a Motion be submitted in writing.

8.1.4 The Chair must not call for a vote on a Motion until all Members, and the Clerk is satisfied with how the Motion reads.

8.1.5 Motions that bring a matter before Council are known as main Motions. When a main Motion is made and being considered, a Member may not make another Motion, except to:

8.1.5.1 make a subsidiary Motion which is applied to another Motion for the purpose of modifying it, delaying it, handing its consideration, or disposing of it;

8.1.5.2 make a privileged Motion which related to the rights or privileges of the organization or individual members rather than to specific items of business. They are of such urgency that they are entitled to immediate consideration; or

8.1.5.3 make an incidental Motion made in response to various situations that may arise during consideration. These Motions must be resolved before business can continue.

8.2 Withdrawing Motions

8.2.1 After a Motion has been verbally made by a Member, the Motion becomes the property of Council and may only be withdrawn by the Member that made the Motion with unanimous consent of present Members.

8.2.2 Withdrawn Motions are not recorded in Meeting Minutes.

8.3 Severing Motions

8.3.1 If a Motion includes two or more recommendations, a Member may request, prior to voting on the Motion that the Motion be severed so it can be Debated and voted on individually.

8.3.2 The Councillor that made the original Motion is considered the mover of any severed Motions.

8.4 Amending Motions

8.4.1 After a Motion has been verbally made by a Member, the Motion becomes the property of Council. A Member may make or accept minor changes to the wording if the changes do not alter the intent of the Motion. Present Members must vote to consent to the changes.

8.4.2 A Member may move to amend a Motion after it has been made and prior to the vote on the Motion, except for the following Motions, which cannot be amended:

8.4.2.1 Motion to refer;

8.4.2.2 Motion to table, except as to the time provided in the main Motion;

8.4.2.3 Motion to adjourn;

8.4.2.4 Motion for the first or third reading of a Bylaw; or

8.4.2.5 Motion to permit the consideration of third reading of a Bylaw.

8.4.3 A Councillor may not make an amendment to a Motion that does not relate to the subject matter of the Motion or is contrary to the Motion.

8.4.4 A Member may move an amendment to an amendment provided the amendment to the amendment is relevant to the subject matter of the amendment and not contrary to the amendment.

8.4.5 Only one amendment to a Motion and only one amendment to an amendment is permitted at the same time.

8.4.6 The amendment to the amendment must be considered before the amendment to the Motion is considered; all amendments are considered in the reverse order in which they were moved, resulting in the main Motion only being considered after all the pending amendments have been considered.

8.5 Out of Order

8.5.1 The Chair may rule that a Motion or an amendment to a Motion is out of order, subject to a challenge of the ruling by a Member.

8.5.2 When ruling a Motion out of order, the Chair must cite the applicable rule or authority without further comment.

- 8.5.3** Motions ruled by the Chair as out of order are not considered or voted on by Council.
- 8.5.4** When determining whether a Motion is out of order, the Chair may consider, but is not limited to, the following:
 - 8.5.4.1** if it is a Motion to refer that has the same effect as defeating the Motion (e.g. due to time constraints);
 - 8.5.4.2** if a similar Motion was considered and voted on within the last six months and without first reconsidering the original Motion;
 - 8.5.4.3** if it conflicts with established procedures or is contrary to the privileges of Members; and
 - 8.5.4.4** a Motion containing several different or distinct recommendations is not out of order for that reason alone.
- 8.5.5** Where a ruling of the Chair is challenged, the challenge and the outcome of the vote shall be recorded in the minutes.
- 8.6** Debating and Closing Debate
 - 8.6.1** After a Motion has been moved by a Councillor, each Member is given an opportunity to speak on the matter before it is voted on, unless a Motion is passed to limit or end Debate on the Motion.
 - 8.6.2** Unless a Resolution is passed to extend the time limit of Debate, no Member may speak on a Motion, including debating or asking questions, but excluding any responses to said Debate or questions, for longer than:
 - 8.6.2.1** 5 minutes on a main Motion;
 - 8.6.2.2** 3 minutes on an amendment to a Motion; or
 - 8.6.2.3** 3 minutes for closing Debate on a Motion or an amendment to a Motion.
 - 8.6.3** Members may not interrupt while another Councillor is speaking, except when a Member:
 - 8.6.3.1** has exceeded their time limit to speak;
 - 8.6.3.2** raises a Point of Privilege;
 - 8.6.3.3** raises a Point of Order; or
 - 8.6.3.4** challenges a ruling of the Chair.
 - 8.6.4** While a Motion is being considered and Debated, no other Motion may be made except for the following:
 - 8.6.4.1** amend the Motion;
 - 8.6.4.2** amend the amendment to the Motion;
 - 8.6.4.3** refer to the main Motion;

8.9 Motion to Recess

8.9.1 The Chair may Recess the Meeting for a certain time and call the Meeting back to order without needing a Motion.

8.9.2 A Member may move that the Meeting be Recessed for a certain period. After the Meeting is called back to order, business is resumed at the point where it was interrupted.

8.9.3 A recess will be taken after all Closed Sessions for a minimum of 5 minutes to allow for the public to return to the session.

8.10 Motion to Move into Closed Session

8.10.1 A Member may make a Motion to move into a Closed Session. A Motion to move into a Closed Session must be made in accordance with the *MGA* and the *ATIA* or *POPA*.

8.11 Motion to Adjourn

8.11.1 A Councillor may move to adjourn the Meeting at any time, except when:

8.11.1.1 a Member has the floor or is speaking on a Motion;

8.11.1.2 a vote has been called a Motion;

8.11.1.3 a vote on a Motion is being conducted;

8.11.1.4 the Meeting is in Closed Session; or

8.11.1.5 a previous Motion to adjourn has been defeated and no other intermediate business or proceedings have occurred since the Motion to adjourn was defeated.

8.11.2 A Motion to adjourn is not up for Debate.

8.11.3 A Motion to adjourn is voted on without comment or amendment

8.12 Motion to Refer

8.12.1 A Councillor may move to refer any matter or Motion to Administration, a Committee, or other body for further investigation, consideration, and report. A Motion to refer:

8.12.1.1 is debatable;

8.12.1.2 precludes all further amendments to a Motion; and

8.12.1.3 may only be amended as to what body the Motion is to be referred to, or any direction included in the referral.

8.13 Motion to Receive Information

8.13.1 A Councillor may move to receive an Agenda item, for information.

8.13.2 A Motion to receive as information is made as acknowledgement and to retain the item in the public record without taking additional action.

8.14 Motion Arising

8.14.1 A Member may make an arising Motion only if:

8.14.1.1 the Motion arising is related to a matter or Motion that has just been considered; and

8.14.1.2 the Motion arising is moved before another matter or Motion is brought forward.

8.15 Motion to Table

8.15.1 A Member may move to table a matter or Motion and all pending amendments to the Motion either temporarily or indefinitely (sine die) with the intention of bringing the matter or Motion back for consideration at a later date or time. A Motion to table:

8.15.1.1 must include either a set date or time, or be made sine die;

8.15.1.2 is only debatable with respect to the date or time;

8.15.1.3 takes precedence over other Motions related to the matter or Motion being tabled; and

8.15.1.4 cannot be amended.

8.15.2 A matter or Motion that has been tabled to a set date must not be considered before the date or time indicated in the Motion to table, except by Resolution.

8.16 Motion to Lift from the Table

8.16.1 A Motion that has been tabled is brought back exactly as it was when it was tabled, including all related Motions and amendments.

8.16.2 If the Motion to table included a set date for return, the Motion is added to the Agenda on the date of that Meeting without the requirement for a Motion to lift the matter from the table.

8.16.3 If the Motion to table included a set time for return later in the same Meeting or was made sine die, the Motion must be lifted from the table by Resolution before consideration of the tabled matter begins. A Motion to lift from the table:

8.16.3.1 may only be made when no other Motion is on the floor;

8.16.3.2 cannot be Debated or amended; and

8.16.3.3 may be made at a Regular Meeting but not at a Special Meeting, unless notice of the matter tabled was provided in the notice of the Special Meeting.

8.16.4 If a Motion to lift from the table is defeated, a subsequent Motion to lift from the table may only be made again after other business is considered.

8.16.5 When a Motion that was tabled, sine die, is brought back to a future Meeting, it must be accompanied by a new report from Administration that contains a recommendation to lift the matter from the table.

8.16.6 Except for Motions tabled sine die, if a dated tabled Motion is not lifted from the table in one year, it cannot be lifted from the table and may only be made as a new Motion.

8.17 Motion to Reconsider

8.17.1 A Member may move to reconsider a Motion previously passed or defeated, provided that:

8.17.1.1 the Motion to reconsider is made at the same Meeting that the original Motion was made;

8.17.1.2 the Motion to reconsider is moved by a Councillor who voted on the prevailing side of the original Motion;

8.17.1.3 a Notice of Motion is made prior to the Meeting at which it is to be considered, in which a Member details what exceptional circumstances warrant reconsideration of the original Motion; and

8.17.1.4 the original Motion has not already been acted upon.

8.17.2 A Motion to reconsider is debatable, only if the Motion that is to be reconsidered was up for Debate.

8.17.3 A Motion cannot be reconsidered if:

8.17.3.1 6 months have passed since the original Motion was considered; or

8.17.3.2 an Election was held since the original Motion was considered.

8.17.4 The following Motions cannot be reconsidered:

8.17.4.1 a Motion which created a contractual liability or obligation cannot be reconsidered, altered, varied, revoked, rescinded, or replaced except to the extent that it does not attempt to void or interfere with the liability or obligation;

8.17.4.2 a Motion to adjourn, set a time for adjournment, or to Recess;

8.17.4.3 a Motion to close nominations for an appointment;

8.17.4.4 a request to sever a Motion containing several recommendations, proposals, or actions;

- 8.17.4.5**a Point of Order, Point of Privilege, or Point of Information;
- 8.17.4.6**a Motion to suspend a rule or rules contained in this Bylaw;
- 8.17.4.7**a Motion to table or to lift from the table;
- 8.17.4.8**a Motion to adopt the Agenda;
- 8.17.4.9**permission to withdraw a Motion;
- 8.17.4.10**a Motion to rescind a reading of a Bylaw;
- 8.17.4.11**a Motion to provide first or third reading of a Bylaw; and
- 8.17.4.12**a Motion to reconsider a Motion.

8.18 Motion to Rescind

8.18.1 A Councillor may move to rescind a Motion previously passed. If passed, the Motion to rescind renders the original Motion null and void.

8.18.2 A Member must submit a Notice of Motion to rescind a Motion if that Motion was considered at a previous Meeting and that matter is not included on the Agenda.

8.18.3 A Motion to rescind does not undo any actions taken due to the original Motion being passed.

8.18.4 A Motion to rescind is debatable, only on the merits of the original Motion proposed to be rescinded.

9. MINUTES

- 9.1** In accordance with the *Act*, Administration shall ensure that all Minutes of Council and Committee Meetings are recorded without note or comment.
- 9.2** The Clerk shall record the following times during Council Meetings:
- 9.2.1** commencement;
 - 9.2.2** start and end times of any Recess;
 - 9.2.3** moving into Closed Session and coming out of Closed Session;
 - 9.2.4** when any Councillor excuses themselves from the Meeting and returns for any reason, including Pecuniary Interest;
 - 9.2.5** when Members arrive at the Meeting after the Call to Order; and
 - 9.2.6** adjournment.
- 9.3** In accordance with the *Act*, Administration shall record the names of the Members present at the Meeting. Administration, at the discretion of the CAO, will also record key members of Administration who are in attendance for all of or the majority of the meeting.
- 9.4** The Clerk shall record the names and corresponding votes of all Councillors when a recorded vote has been called.
- 9.5** In accordance with the *Act*, the Minutes shall indicate all individuals, other than Councillors, who were present during any Closed Session portion of a Meeting.
- 9.6** Minor changes to the Minutes to correct errors in grammar, spelling or to correct the omission of a word may be made prior to the Meeting by Administration. No change shall be allowed that will change a decision made by Council.

10. PUBLIC HEARINGS

- 10.1** General Provisions
- 10.1.1** Public Hearings are held at Regular or Special Meetings of Council.
 - 10.1.2** When a Public Hearing is required resulting from a proposed Bylaw as per the *Act*, the Hearing will be held after the first reading and prior to the second reading of the Bylaw.
 - 10.1.3** Public Hearings are advertised in accordance with the *Act* and any applicable City of Chestermere Bylaws, policies, or procedures.

- 10.1.4** Public Hearing advertisements must include the process of providing submissions and must provide a deadline for submissions to be included on the Agenda.
- 10.2** Written Submissions, Electronic Submissions, and Verbal Presentations
- 10.2.1** To be included in the Agenda and provided to Council, written submissions must be received prior to the advertised submission deadline and include the following:
- 10.2.1.1** the name and municipality of primary residency of the signatories; and
 - 10.2.1.2** how each signatory is affected by the matter presented as part of the Public Hearing.
- 10.2.2** Written submissions received after the advertised submission deadline will be accepted by the City and may be provided to Council as part of the Public Hearing, if approved by a Resolution of Council.
- 10.2.3** Written or electronic submissions containing the following will not be accepted by the City or provided to Council:
- 10.2.3.1** personal attacks, derogatory, or defamatory statements; or
 - 10.2.3.2** statements that promote discrimination against any person or class of person or are likely to expose anyone to hatred or contempt, in accordance with the *Alberta Human Rights Act RSA. 2000 c A-25.5*.
- 10.2.4** An individual, group, or business may provide a verbal presentation to Council at a Public Hearing which may include a written component.
- 10.3** Group Submissions and Presentations
- 10.3.1** A group may provide a written submission, electronic submission, or verbal presentation to Council as part of a Public Hearing in accordance with the following provisions:
- 10.3.1.1** the group submission or presentation is signed by 3 or more people who claim to be affected by the subject of the Public Hearing, who have agreed to put forward a common interest or concern regarding the matter;
 - 10.3.1.2** if a group wishes to provide a verbal presentation to Council at a Public Hearing, the group must designate one spokesperson to be solely responsible for presenting on behalf of the group; and

10.3.1.3 if a written submission is received from a group and the group also wishes to provide a verbal presentation at a Public Hearing, Council will only hear from the designated spokesperson. Council will only hear added information not already contained in the written submission.

10.4 Presenting at a Public Hearing

10.4.1 Individuals or groups who wish to present at a Public Hearing shall register on the designated sign-in sheet, either in support or opposition of the proposed matter.

10.4.2 An individual or group may only present once at a Public Hearing.

10.4.3 An individual may authorize a representative to present on their behalf if such authorization is provided in writing and proof of such can be provided.

10.4.4 Public presentations, including those with audio or visual components, are limited to a maximum of 5 minutes, unless a Motion is passed by Council to extend this time limit.

10.4.5 All presentation materials provided for use at a Public Hearing form are part of the public record and will be collected by the City and posted on the City website as part of the Agenda package.

10.4.6 Individuals may accompany their verbal presentations with audio or visual components, such as photos, videos, maps, etc.

10.4.7 Public presentations with audio or visual components will be played prior to verbal presentations, regardless of position taken.

10.4.8 When addressing Council at a Public Hearing in person or through electronic means, the individual presenting must state the following:

10.4.8.1 their name and their municipality of primary residency;

10.4.8.2 an indication as to whether they are speaking on their own behalf, on behalf of another person, or on behalf of a group;

10.4.8.3 their position on the proposed matter subject to the Public Hearing;

10.4.8.4 how they are affected by the proposed matter; and must

10.4.8.5 address the Chair when providing information or responding to questions.

10.5 Public Hearing Procedure

10.5.1 The Chair calls for a Motion to open the Public Hearing, noting the time the Hearing is opened.

10.5.2 The Chair advises those in attendance that wish to present at the Public Hearing to register on the designated sign-in sheet.

10.5.3 The Chair shall announce that the Public Hearing is being recorded, livestreamed, and available to view by the public.

10.5.4 The Chair shall provide an outline of Public Hearing proceedings in the following sequence:

10.5.5.1 staff report from Administration;

10.5.5.2 the Chair shall call for the staff report from Administration to introduce the proposed Bylaw, Resolution, or other matter;

10.5.5.3 clarifying questions from Council to Administration are permitted by the Chair during this portion of the Public Hearing;

10.5.5.4 presentation from applicant;

10.5.5.5 applicant presentations are limited to a maximum of 15 minutes, unless Council passes a Motion to extend the time limit;

10.5.5.6 clarifying questions from Council to the applicant are permitted by the Chair during this portion of the Public Hearing;

10.5.5.7 presentations from the public in support of the proposal;

10.5.5.8 after every registered individual or group has had the opportunity to present, the Chair shall ask 3 times if any other present members of public wish to speak in support of the proposal;

10.5.5.9 presentations from the public in opposition to the proposal;

10.5.5.10 after every registered individual or group has had the opportunity to present, the Chair shall ask 3 times if any other present members of public wish to speak in opposition to the proposal;

10.5.5.11 rebuttal presentation from the applicant, limited to responding to information received at the Public Hearing;

10.5.5.12 the Chair shall then invite the applicant to respond to any points raised in opposition to the proposed matter. This rebuttal is limited to a maximum of 10 minutes, unless a Motion is passed by Council to extend the time limit;

10.5.5.13 the Chair allows clarifying questions from Council to the applicant during this portion of the Public Hearing, limited only to information provided during their rebuttal presentation;

10.5.5.14 final questions of Administration from Council;

- 10.5.5.15** the Chair will then call for a Motion to close the Public Hearing, making note of the time. The Public Hearing must be closed before Council votes on the proposed matter;
- 10.5.5.16** pursuant to the Act, Members absent from the whole Public Hearing must abstain from voting on the matter. Members absent for part of the hearing may abstain from voting on the matter; and
- 10.5.5.17** if the number of Councillors present at the Meeting is less than Quorum after those Members abstain from voting, the Debate and vote shall be postponed until the next Regular Council Meeting.

11. ENFORCEMENT

- 11.1** Any person who does not comply with the above expectations of proper conduct may be asked to leave by the Chair as set out in the Act.
- 11.2** If a person has been requested to leave for improper conduct but does not leave the room, Members may Recess until the person in question leaves the room or a Peace Officer escorts the individual out of the room.

12. SEVERABILITY AND GENERAL PROVISIONS

- 12.1** If any part of this Bylaw is found in any court of law to be illegal or beyond the power of Council to enact, such parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed separate and independent there from and to be enacted as such.
- 12.2** Words in the singular include the plural and words in the plural include the singular.
- 12.3** This Bylaw is gender-neutral and, accordingly, any reference to one gender includes all others.
- 12.4** Bylaw #001-24, being the Procedural Bylaw and all its amendments shall be repealed upon Third and Final Reading of this Bylaw.
- 12.5** This Bylaw comes into force on the date of Third and Final Reading.

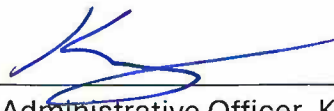
READ A FIRST TIME: March 10, 2026
READ A SECOND TIME: March 10, 2026
READ A THIRD TIME: March 24, 2026

RESOLUTION NUMBERS:

260310-23
260310-25
260324-11



Mayor, Shannon Dean



Chief Administrative Officer, Kent Edney

SCHEDULE "A"



CHESTERMERE

AGENDA

**Meeting of Council
Day, Month, Year, Time
Council Chambers at City Hall
105 Marina Road, Chestermere, AB T1X 1V7**

- A. CALL MEETING TO ORDER**
 - 1. LAND ACKNOWLEDGEMENT**
- B. UPDATES / APPROVAL OF THE AGENDA**
- C. MOMENT OF REFLECTION COUNCIL RECOGNITIONS AND ANNOUNCEMENTS**
- D. PUBLIC INPUT**
- E. DECLARATION OF CONFLICT OF INTEREST**
- F. PROCLAMATIONS**
- G. APPROVAL OF THE MINUTES**
- H. BUSINESS ARISING FROM THE MINUTES**
- I. CONSENT AGENDA**
- J. PUBLIC PRESENTATIONS**
- K. PUBLIC HEARINGS / APPOINTMENTS**
- L. FINANCIAL REPORTS**
- M. BYLAWS**
- N. CORRESPONDENCE AND INFORMATION**
- O. NOTICE OF MOTION**

P. NEW BUSINESS

Q. REPORTS FOR INFORMATION/REQUEST FOR DECISION

R. CLOSED SESSION

S. ADJOURN THE MEETING

SCHEDULE "B"



CHESTERMERE

AGENDA

Governance and Priorities Committee Meeting

Day, Month, Year, Time

Council Chambers at City Hall

105 Marina Road, Chestermere, AB T1X 1V7

- A. CALL MEETING TO ORDER**
 - 1. LAND ACKNOWLEDGEMENT**
- B. UPDATES / APPROVAL OF THE AGENDA**
- C. COUNCIL RECOGNITIONS AND ANNOUNCEMENTS**
- D. PUBLIC INPUT**
- E. DECLARATION OF CONFLICT OF INTEREST**
- F. FINANCIAL REPORTS**
- G. BYLAWS**
- H. PUBLIC PRESENTATIONS**
- I. REPORTS FOR INFORMATION**
- J. BUSINESS ARISING OUT OF MINUTES**
- K. NEW BUSINESS**
- L. STANDING ITEMS**
 - 1. SCHOOL SITES**
 - 2. RECREATION**
 - 3. COMMITTEE UPDATES**
- M. CLOSED SESSION**
- N. ADJOURN THE MEETING**