



BYLAW NO. 2026/01B

Name of Bylaw: Council Procedure Bylaw

A BYLAW ESTABLISHING THE RULES OF PROCEDURE FOR COUNCIL, MEETINGS AND GOVERNANCE & PRIORITIES COMMITTEE MEETINGS, AND FOR THE ESTABLISHMENT OF COUNCIL COMMITTEES

WHEREAS A Bylaw of the Town of Drayton Valley in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M-26 of the Status of Alberta 2000 and amendments thereto, to establish the rules of procedure to be followed by Council, Council committees, and other bodies established by Council.

NOW THEREFORE the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

TITLE

This Bylaw may be cited as the "Council Procedure Bylaw" of the Town of Drayton Valley.

DEFINITIONS

In this Bylaw:

- (a) **"Act"** means the *Municipal Government Act* Statutes of Alberta 2000 Chapter M-26 and any regulations thereunder, as amended from time to time.
- (b) **"Bylaw"** means a public regulatory law that is approved by Council that restricts or regulates the actions within the Town of Drayton Valley, which may impose penalties.
- (c) **"Chair"** means the person responsible to preside over the meeting or holds the authority to preside over a meeting.
- (d) **"Council"** means the elected officials, being the Mayor and Councillors of the Town of Drayton Valley.
- (e) **"Councillor"** means a member of Council who is duly elected and continues to hold office and includes the Mayor.
- (f) **"Organizational Meeting"** means the annual meeting of Council as defined in section 192(1) of the Act.
- (g) **"Inaugural Meeting"** means the first Organizational Meeting after an election.
- (h) **"Governance & Priorities"** means committee-of-the-whole comprised of all Councillors and functions as a committee of Council.
- (i) **"Council Committee"** means an advisory committee, board or other body, working group or organization established by Council.
- (j) **"ATIA"** means *Access to Information Act*, Statutes of Alberta, 2024 Chapter A-1.4 and any amendments and regulations thereto.

- (k) **“POPA”** means *Protection of Privacy Act*, Statutes of Alberta, 2024 Chapter P-28.5 and any amendments and regulations thereto.
- (l) **“Table”** means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- (m) **“Two-Thirds Vote”** means a vote by at least two-thirds of Members present at the meeting who are entitled to vote on the motion.
- (n) **“CAO”** means the person appointed by Council to the position of Chief Administrative Officer under section 205 of the Act and pursuant to Bylaw 2022/10/A or their delegate.
- (o) **“Closed Meeting”** means a Meeting or portion of a Meeting held without the public or media in accordance with current privacy legislation.
- (p) **“Conflict of Interest”** means a conflict of interest as defined in the Act.
- (q) **“Pecuniary Interest”** means a pecuniary interest as defined in the Act.
- (r) **“Quorum”** means the minimum number of Members that must be present at a meeting to for business to be legally conducted.
- (s) **“Mayor”** means the Chief Elected Official for the Town of Drayton Valley.
- (t) **“Deputy Mayor”** means the member of Council appointed pursuant to the Act and this Bylaw to act as Mayor in the absence of the Mayor.
- (u) **“Public Hearing”** means a portion of a Council Meeting during which a statutorily required public hearing is held for the primary purpose of hearing submissions from the public.

INTERPRETATION AND APPLICATION

1. The procedures contained in this Bylaw shall be observed in regular meetings, special meetings, organizational meetings, and public hearings in accordance with the Act.
2. Council may make this bylaw applicable to a Council Committee, whether in whole or in part.

MEETINGS OF COUNCIL

1. Council Meeting Procedures

- a) The Mayor will preside over all Council meetings except where the Act provides otherwise and shall perform the duties enumerated in the Act, including preserving order, enforcing rules, deciding points of privilege and order on points of procedure.
- b) Pursuant to the Act, the Deputy Mayor will preside in the Mayor’s absence.
- c) The members of Council may appoint an acting Mayor in accordance with the Act where;
 - i. The Mayor and Deputy Mayor are absent, incapacitated or otherwise unavailable and neither has appointed another member of Council to act in their stead or;
 - ii. The offices of the Mayor and Deputy Mayor are vacant.

- d) Pursuant to section 152, the term of an acting Mayor continues only until the Mayor or Deputy Mayor is no longer absent, incapacitated, or otherwise unavailable and only until a new Mayor is declared elected, unless the appointment is revoked earlier by Council.

2. Regular Meeting of Council

- a) Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the meeting will be held elsewhere in the community.
- b) Regular Meetings of Council shall be held the first and third Wednesday of every month, unless it falls on a statutory holiday.
- c) Regular Meetings shall commence at 9:00am.
- d) The regular Meetings of Council schedule shall be posted on the Town's website.
- e) Councillor shall each serve as Deputy Mayor for a four (4) month term rotation. Order of rotation shall be at the Mayor's discretion.
- f) Council may cancel any meeting if notice is given as set out in the Act.
- g) Notification of a change in time, date, location, or cancellation of any meeting will be posted on the Town's website.
- h) The Mayor shall Chair all Council Meetings. In the absence of physical attendance the meeting will be Chaired by the Deputy Mayor.

3. Inaugural Meeting

- a) If the Oaths of Office have not been sworn prior to the Inaugural Meeting, then at the Inaugural Meeting the CAO will act as Chair until all member Oaths of Office are completed as prescribed by the *Oaths of Office Act*. Upon completion of Oaths of Office, the CAO will relinquish the Chair to the Mayor.
- b) The Mayor shall occupy the central seat at the Council table. The seats of Councillors shall be at the discretion of the Mayor. Council seating may be reallocated at the discretion of the Mayor at any time.
- c) All members are authorized to sign cheques, agreements, and other negotiable instruments on behalf of the Mayor and Deputy Mayor, as well as fulfill other roles such as chairing meetings when the Mayor and Deputy Mayor are unable to fulfill these duties.
- d) Council shall review this Bylaw and approve any amendments as deemed necessary.

4. Annual Organizational Meeting

- a) An Organizational Meeting will be held annually no later than two weeks after the third Monday in October.

- b) Council will establish the dates, times and place of commencement for regular Council Meetings and Governance & Priorities Committee Meetings for the upcoming calendar year.
- c) Appoint members to serve on Council Committees and external boards and agencies. Council appointments shall be for a one-year term unless otherwise specified in the terms of reference for that specific committee.
- d) Establish the date for the next Organizational Meeting.
- e) Appoint members of the public to established boards and committees.
- f) Establish a schedule for Deputy Mayor, appointing Councillors to the position for a four-month period on a rotating basis.
- g) When Council establishes the annual schedule of Meetings, Council will not schedule Council Meetings between the close of the nomination period and the Inaugural Meeting.

5. Special Meetings

Where the Mayor or Councillor believes a Meeting is required in addition to the scheduled Meetings set by Council, the additional Meeting shall be a Special Meeting.

The Mayor:

- a) May call a Special Meeting whenever the Mayor believes there is a matter that requires Council consideration; and
- b) Must call a Special Meeting if the Mayor receives a written request for a meeting, stating its purpose, from a majority of the Councillors. The Special Meeting must be held within fourteen days after the date the Mayor receives the request.
- c) When the Mayor calls a Special Meeting, the Mayor must identify in the Notice of Special Meeting what matters will be discussed at the Special Meeting.
- d) Council may set a Special Meeting by resolution, the resolution must specify:
 - i. The matters to be placed on the agenda for consideration: and
 - ii. The date, time and location of the meeting.

6. Governance & Priorities Committee Meetings

A Council Committee is hereby established as Governance & Priorities Committee

- a) All members of Council are included in the Governance & Priorities Committee.
- b) The purpose of the Governance & Priorities Committee is to review, or receive information referred by Administration or members of Council.

- c) Governance & Priorities Committee meetings will be Chaired by the Deputy Mayor. If the Deputy Mayor is not available to attend, the Chair shall be decided by the Mayor prior to the meeting.
- d) Governance & Priorities Committee Meeting schedule will be established at the annual Organization Meeting for the second Wednesday of each month, unless it falls on a statutory holiday.
- e) Additional Governance & Priorities Committee Meetings may be established by resolution.
- f) The Agenda for a Regular Meeting of Council may designate a portion of the meeting as a session of the Governance & Priorities Committee, during which the relaxation of Council Procedures shall apply.
- g) When a Governance & Priorities Committee session is included in the Agenda for a Regular Meeting of Council, a resolution is not required for Council to commence sitting as the Governance & Priorities Committee.
- h) During a Governance & Priorities Committee meeting, all comments are not required to be directed through the Chair.
- i) Governance & Priorities Committee may not make motions, or take votes except as follows:
 - i. To approve the meeting agenda for the Governance & Priorities Committee meeting,
 - ii. to approve minutes of a previous Governance & Priorities Committee meeting,
 - iii. refer a matter to Administration for further research and to present the results to either the Governance & Priorities Committee or to a Regular Meeting of Council.
 - iv. to receive reports as information;
 - v. to table discussions on a matter until a later date, or until the completion of a specific task or event.

7. Public Hearings

Public Hearing Meetings, whether statutory or non-statutory, will be a part of Regular Meetings of Council.

- a) A separate set of minutes shall be recorded for each individual Public Hearings. In accordance with the Act, all Public Hearings will be available to view and join in electronic format.
- b) To join the meeting, registration must be submitted to administration no later than five business days prior to the scheduled Hearing date.
- c) Public Hearings will be advertised in accordance with the Act.

8. Council Participation in Meetings

- a) A member of Council may participate in any Regular Meeting, Governance & Priorities Committee, or Special Meeting through electronic means, when they do so, they are deemed present.
- b) Regular Meetings of Council, Special Meetings, and all Public Hearings will be streamed live, recorded, and published on the Town website. This does not include Closed Sessions.

9. Closed Sessions

- a) The items under the Closed Session of the agenda are approved by the Mayor and CAO in accordance with the provisions set out in the Act and current privacy legislation.
- b) A Regular Meeting of Council will go into Closed Session by motion that includes, the time and the basis for which the part of the meeting is to be closed (the related section of current privacy legislation).
- c) A motion is required to come out of Closed Session; the motion will include the time the session was ended and be recorded in the minutes.
- d) No recorded minutes are permitted during the Closed Session portion of the meeting.
- e) It shall be at the discretion of the Chair, and CAO which, if any, Town staff or members of the public are to be included in the Closed Session.

10. Presentation and Delegations to Council

The following will be permitted at meetings of Council at the time designated on the agenda in accordance with the provisions of this Bylaw.

- a) Presentation to recognize an individual or group on behalf of Council, or for a group, or individual to present to Council some award or similar honour;
- b) Delegations wishing to speak before Council; and
- c) Presentations of petitions.
- d) Delegations must fill out the required Delegation Request form. Requests must be received a minimum of two weeks prior to the meeting being requested for and will require approval by the Mayor and Deputy Mayor to be placed on the agenda.
- e) The time allotted by Council for each presentation will be ten minutes at a Regular Meeting of Council and twenty minutes at a Governance & Priorities Committee Meeting, unless Council unanimously agrees to extend the presentation time for a specific presentation.

11. Agendas

- a) The agenda for Regular Meetings, Special Meetings, and Governance & Priorities Committee Meetings shall be prepared by the CAO or their designate. The Mayor and Deputy Mayor will approve the agenda items prior to publication.
- b) The agenda for each meeting, along with pertinent correspondence, reports and statements, must be provided to Council by electronic means no later than four days prior to the meeting.
- c) The CAO will make the agenda package available to all Town officials, administration, media representative, and the general public, unless they must or may be withheld under the Act and current privacy legislation.
- d) A Council member may move that an emergent item be added to the agenda prior to the vote on the approval of the agenda.
- e) A Council member may move that the proposed agenda for a meeting be approved as presented, or as amended by the addition of one or more new items.
- f) Before voting on whether or not to add an emergent item to the agenda, questions about the timing are permitted unless and until the item comes up in the order of business.

12. Quorum

- a) A quorum is required at all times for Council meetings in accordance with the Act.
- b) Quorum is the majority of all members of Council.
- c) If there is no quorum within thirty minutes after the set time for the meeting, the CAO will record the names of the Councillors present, and the meeting will be adjourned to the time of the next regular meeting.
- d) The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next regular meeting to deal with the business of the adjourned meeting.
- e) Where the number of members, who by reason of the provisions in the *Conflict of Interest Act chapter C-23*, are prohibited from participating in a meeting is such that, at the meeting the remaining members are not of sufficient number to constitute quorum, then the remaining number of members shall be deemed to constitute a quorum, provided that this number is no less than two.

CONDUCT DURING MEETINGS

13. Public

All persons in the public gallery will:

- a) Refrain from addressing Council or members of Council unless permitted to do so.
- b) Maintain quiet and order

- c) Refrain from disrupting the proceedings by words, gestures or actions including, applauding, displaying of flag, placards, or similar materials;
- d) Refrain from talking on electronic mobile devices; and
- e) Ensure that all electronic devices are silent and in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

14. Members of Council

Members of Council behavior will be held at the discretion of the Chair.

15. Minutes

- a) The CAO shall ensure that minutes are kept for all Council Meetings in accordance with the Act.
- b) Minutes of Council Meetings, when approved, shall be signed by the Mayor and the CAO in accordance with the Act.
- c) The minutes for each meeting must be circulated prior to the meeting at which they are approved. If there are errors or omissions, Council must:
 - i. Pass a motion to amend the minutes; and
 - ii. Approve the minutes as amended.
- d) If there are no errors or omissions, Council must approve the minutes as presented.

16. Motions

A motion will express fully and clearly the intent of the mover.

- a) The member who made the motion may withdraw or amend the motion at any time prior to the vote on the motion.
- b) A request may be made for the Recording Secretary to read back the motion as made for clarity prior to being put to a vote.
- c) No member shall leave the Council Chambers after a question is put to the vote before the vote is taken.
- d) If any member wishes to have a recorded vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting minutes, as per the Act.
- e) A motion does not require a seconder.
- f) A motion to receive a report as information, whether the report or presentation has been presented verbally or in writing, has the effect of acknowledging that the report was presented to Council and ensuring that a record of it having been provided to Council is included in the minutes of the meeting at which it was provided.

- g) Receiving a report or presentation as information does not endorse the conclusions of the report or presentation or give direction for the initiation of any actions that may be related to the report or presentation.

17. Consideration of Motions

- a) A Councillor may move a motion whether or not the Councillor intends to support it.
- b) All motions shall be presented in a manner that allows Council to take positive action.
- c) A question or motion shall be considered defeated when it;
 - i. Does not receive the required majority of votes
 - ii. Receives an equal division of votes.

18. Motions to the Main Motion

When a motion is made and is being considered, no Councillor may make another motion, except to;

- a) Amend the motion,
- b) Amend any amendment to the motion,
- c) Refer the main motion for consideration,
- d) Table the motion; or
- e) Move a privileged motion

19. Privileged Motions

Privileged Motions are such as while not relating to the pending question, are of so great importance as to require them to take precedence of all other questions, and on account of this high privilege, they are undebatable. They cannot have any subsidiary motion applied to them, except to fix the time to which to adjourn and take a recess, which may be amended. But after the assembly has actually taken up the orders of the day or a question of privilege, debate and amendment are permitted, and the subsidiary motion may be applied the same as the main motion.

These motions are as follows, being arranged in order of precedence:

- a) Fix the time to which adjourn (if made while another question is pending).
- b) Adjourn (if unqualified and if it has not the effect to dissolve the assembly).
- c) Take a recess (if made while another question is pending),
- d) Raise a Question of Privilege; and
- e) Call for order of the day.

20. Severing a Motion

- a) Severing a motion, as defined as splitting a motion into two parts, may be proposed by the Chair.
- b) The Chair may sever a motion and the original mover of the motion will remain the mover of the severed motion.

21. Amending Motions

- a) A friendly amendment, defined as a proposed change in wording that enhances the strengths and original motion, may be proposed and adopted if the mover of the motion approves.
- b) Amending motions shall be made in accordance with the following;
 - i. Only one amendment to the main motion and one amendment to that amendment shall be on the floor at any given time,
 - ii. Excluding friendly amendments, the main motion shall not be debated until all amendments to it have been put to the vote,
 - iii. When all amendments have been voted on, the main motion shall be put to a vote incorporating all adopted amendments.

22. Rules Governing Debate

When a motion is under debate no other motion may be made, except a motion to:

- a) amend a motion,
- b) refer a motion to a Council committee or administration for a report back to Council,
- c) postpone a motion to a fixed date,
- d) request that a motion be put to a vote
- e) extend the time for a Council meeting; or
- f) adjourn the meeting.

23. Motions to End Debate

Any motion to limit or end debate:

- a) cannot be debated,
- b) must be passed with a two-thirds vote; and
- c) may only be amended as to the limit placed on the debate.
- d) If a motion to end debate is passed, the original motion will be put to vote,

24. Motion to Table

A motion to table is defined as to resume consideration of a motion that lies on the table; a question that has been laid on the table remains there and can be taken from the table during the same session, or, if the next regular business session will be held before a quarterly time interval has elapsed, also until the end of the next regular session. If not taken from the table within these time limits, the question dies.

25. A Motion to Table another Motion

- a) cannot be debated.
- b) take precedence over another motion connected with the motion being tabled; and
- c) may be raised from the table at any time by a majority vote of Council.
- d) A tabled motion is brought back with all of the motions connected with it, exactly as it was when it was tabled.

26. Motion to Postpone

A motion to postpone, defined as a motion by which action on a pending question can be put off, within limits, to a definite session, day, meeting or hour, or until after a certain event. In cases where no more than a quarterly time interval will elapse between sessions, a question can be postponed until, but not beyond the next regular business session.

27. Requirements to Vote

Each Councillor present must vote on every motion unless the Councillor is required or permitted to abstain from voting under the Act.

28. Voting Procedures

The procedure is as follows:

- a) The Chair calls the motion to vote,
- b) Councillors vote by a show of hands, or another method agreed to by Council; and,
- c) The Chair declares the result of the vote,
- d) a motion is carried when a majority of Councillors present at a meeting are in favor of the motion.

29. Disclosure of Pecuniary Interest/Conflict of Interest

Alberta King's Printer: Municipal Government Act

In accordance with the *Municipal Government Act* Statutes of Alberta 2000 Chapter M-26, sections 169 and 170, pecuniary interest is defined as any interest in a matter that could monetarily affect: the Councillor personally, the Councillor's spouse or adult interdependent partner, the Councillor's child(ren), the Councillor's parents or the parents of the Councillors spouse, a business that employs the Councillor, a business in which the Councillor has an ownership or financial interest.

Conflict of Interest is defined as any matter that could affect a private interest, interests of Councillor's employer, any matter the Councillor knows or should know that the matter could affect a private interest of the Councillor's family.

Private Interest is defined as a matter that affects the Councillor directly, or a corporation or partnership in which the Councillor is a shareholder.

- a) Where a member, either on their own behalf or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Conflicts of Interest Act C-23*:
 - i. prior to any consideration to the matter at the meeting, disclose the Member's interest and the general nature therefore; and
 - ii. not take part in the discussion of, or vote on any question in respect of the matter; and
 - iii. not attempt in any way whether before, during or after the meeting to influence the vote.
- b) Where a meeting is not open to the public, in addition to complying with the requirements set out in (a) above, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.
- c) Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.
- d) The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a member, and this record shall appear in the Minutes of that meeting.

30. Bylaws

- a) Council may make, amend, or repeal a bylaw in accordance with the procedures established in the Act
- b) A bylaw adopted by Council must be printed, signed by the and the CAO, and sealed with the corporate seal.
- c) A bylaw established by Council will come into force at the time it is passed unless otherwise provided for in the Act or in the bylaw. If the Act or another

Act requires a bylaw to be approved by the Minister, the Bylaw will not come into force until the approval of the Minister is given.

31. Council Committees and External Boards & Agencies

- a) Standing Committees of Council will be established and appointed each year at the Organizational Meeting
- b) Council may appoint Council Committees comprised of Councillors, Town employees, or any other individuals to investigate and report to Council or a Standing Committee about any matter.
- c) When a Special Committee or Council Committee is appointed, Council must:
 - i. Name it,
 - ii. Establish Terms of Reference,
 - iii. Establish the term of appointment,
 - iv. Establish requirements for reporting to Council or a Standing Committee; and
 - v. Allocate any necessary budget or other resources.
- d) Committees will be as per Resolution, or a Bylaw set by Council.
- e) Council membership for external Committees, Boards and Agencies may rotate among Councillors. Terms shall be for no less than one-year.
- f) The Mayor will serve as ex officio on any and all Council boards and committees. The ex officio position shall be a non-voting position held by designation of office and not appointment.

32. Recess

- a) The Chair, without a motion, may recess the meeting for a specific period.
- b) Any Councillor may request that Council recess for a specific period.
- c) After a recess business will resume at the point where it was interrupted.

SEVERABILITY

7.0 If any provision of this Bylaw is held be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

AND THAT this Bylaw shall rescind Bylaw No. 2025/01/A of the Town of Drayton Valley and shall have force and come into effect from and after the date of third reading thereof.

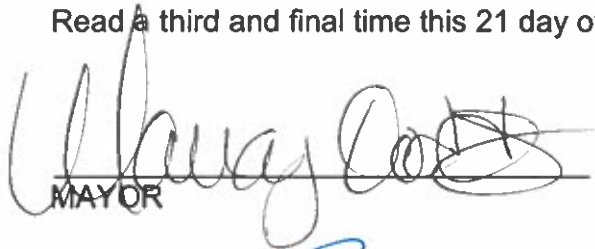
OR

AND THAT this Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this 7th day of January 2026, A. D.

Read a second time this 21day of January 2026, A. D.

Read a third and final time this 21 day of January 2026, A. D.


MAYOR


CHIEF ADMINISTRATIVE OFFICER