



AGENDA

Committee of the Whole Meeting

4:30 PM - Monday, March 15, 2021

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

	Page
1. CALL TO ORDER	
1.1. CHIEF ADMINISTRATIVE OFFICER	
1.1.1. Town of Drumheller Elections Information - Feedback & Suggestions 2021 Election Package - 2021Mar12 - DRAFT	2 - 13
1.1.2. Request for Direction - Meeting Procedure Bylaw 04.21 - Review and Discussion RFD - Bylaw 04.21 Meeting Procedures Council Procedure Bylaw 10-09 Meeting Procedure Bylaw 04.21 - 2021Mar12 - DRAFT	14 - 55
2. CLOSED SESSION	
2.1. Drumheller Flood Mitigation - FOIP 16(1) - Disclosure harmful to business interests of a third party.	
2.2. Strategic Priorities Discussion - FOIP 24(1) - Advice from officials	
Motion: That Council closes the meeting to the public to discuss the Drumheller Flood Mitigation Project and Strategic Priorities as per FOIP 16 (1) - Disclosure harmful to business interests of a third party and 24 (1) - Advice from officials.	
3. ADJOURNMENT	



Town of Drumheller
Candidate Package

2021 Municipal Elections

2021 Mar 12

Returning Officer for the Town of Drumheller:

Darryl Drohomerski, C.E.T
224 Centre Street
Drumheller, AB T0J 0Y4
Phone: 403-823-1339
Email: cao@drumheller.ca

INTRODUCTION

This package has been prepared to assist potential candidates of the 2021 Municipal Elections for the Town of Drumheller. It is a combination of information provided by Alberta Municipal Affairs and information about the various responsibilities and activities specific to Drumheller.

While the Town of Drumheller works to keep the information on www.drumheller.ca up to date, it is the responsibility of each candidate to stay informed; please visit [Alberta Municipal elections – Overview \(https://www.alberta.ca/municipal-elections-overview.aspx\)](https://www.alberta.ca/municipal-elections-overview.aspx) for ongoing updates, informative bulletins and changes to legislation.

[A Candidate's Guide: Running for Municipal Office In Alberta – Elections during the COVID-19 pandemic](#)

An informative document that guides potential candidates through relevant legislation.

[Local Authorities Election Act](#)

The primary legislation that guides the conduct of a municipal or school board election.

[Municipal Government Act](#)

The legislation for which municipalities are governed by.

Elections Signage - <https://www.alberta.ca/election-signs.aspx>

Signage

Alberta Transportation

Please remember that this information is to assist in your decision and has no legislative sanction. As a potential candidate, it is in your best interest to become familiar with the applicable legislation.

Important Dates

Nomination Paper will be accepted at Town of Drumheller, 224 Centre Street, Drumheller TOJ 0Y4 beginning January 4, 2021

Nominations will close at 12:00 noon local time on September 20, 2021

Election Day Monday October 18, 2021

Important Documents - <https://drumheller.civicweb.net/filepro/documents>

Civic Web is where the Town of Drumheller publishes documents for the public to access.

Bylaws
Council Policies
Administration Policies
Budget Documents
Council Agendas
Council Minutes

ROLES AND RESPONSIBILITIES OF COUNCIL

Council is the governing body of the municipal corporation. Your job as a councillor is to work with other council members to set the overall direction of the municipality in your role as a policy-maker. Council develops and evaluates its policies and programs; it is the Chief Administrative Officer that implements them.

The policies that council sets are the guidelines for administration to follow as it handles the operations of the municipality. Much of your time on council will be spent considering new policies and programs and reviewing the current ones to make sure they are working as they should.

As a member of the council you will have the opportunity to significantly influence the future of your community.

As an elected member of council, it will not be your responsibility to direct the daily activities of Town staff. You will need the support, advice and assistance of the Chief Administrative Officer to be an effective member of council. The CAO is Council's only employee. Their training, experience and understanding of how and why things have developed as they are will be an important resource to you.

The Canadian Constitution gives the Provinces power and responsibility for municipal institutions. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The Municipal Government Act (MGA) is the primary resource for local decision making and the Act you will use most often.

Local legislation is in the form of municipal bylaws. Bylaws remain in effect until they are amended or cancelled (repealed), so you will not be starting with a blank slate. If you are running for election with some type of reform in mind, you will need to become familiar with what exists, how it was created - bylaw, resolution or policy - and why it exists, before you start discussing changes.

Council's principal role in the municipal organization:

A council is responsible for [MGA Part 6 s. 201(1)]

- a) *Developing and evaluating the policies and programs of the municipality;*

Council's primary role is to ensure that services are provided to citizens and property owners. This involves establishing policies about what programs and services are to be delivered, the level at which they are delivered, and the budgetary requirements. Council evaluates the policies and programs through information obtained from the CAO and feedback from the citizens.

- b) *Carrying out the powers, duties and functions expressly given to council under the Act or any other legislation.*

Council is responsible for ensuring that the municipality acts within its enabling legislation. A municipality can be taken to court by any person if it is perceived to be acting outside its legal authority. As well, council is responsible for ensuring that the municipality meets all requirements established in legislation, such as the requirement to hold public hearings on certain matters, develop a budget and levy taxes, appoint an auditor, etc.

The legislation establishes minimum requirements; however, council can go beyond these minimums, provided that they act within their legislative authority.

MGA Part 6, section 201(2) states clearly that a council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

General Duties of Council [MGA Division 3, section. 153]

All Councillors (this includes the CEO/Mayor) have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- b) promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- c) to participate generally in developing and evaluating the policies and programs of the municipality;
- d) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- e) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;

f) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;

g) to adhere to the code of conduct established by the council under section 146.1(1);

h) to perform any other duty or function imposed on councillors by the MGA or any other enactment or by the council.

Remuneration

Councillors receive an honorarium and expense allowance. The Role of Councillor for the Town of Drumheller is not a full time position.

For information on Remuneration please see Remuneration and Expense Allowance for Mayor and Council; Council Policy: C-01-19. A Task Force of Community Members is makes recommendation regarding remuneration.

Chief Elected Official (CEO): The Mayor [MGA Division 3, section 154]

The CEO can be a mayor, reeve or improvement district chairperson.

The CEO, in addition to performing a councillor's duties, must preside as Chairperson when attending a council meeting, unless a bylaw provides otherwise.

The CEO must also perform any other duty imposed under the MGA or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The CEO of a city or town is elected by a vote of a municipality's electors, unless the council passes a bylaw requiring council to appoint the CEO from among the councillors.

The CEO role, unless a bylaw says otherwise, includes:

- being the chairperson of council
- consensus seeker amongst members of council
- acting as liaison with senior elected officials
- ex officio member on various boards and committees
- being a key representative for the town with regard to ceremonial responsibilities
- acting as liaison with other levels of government
- seeking advice with regard to policy development

A deputy CEO roster will be scheduled and this person will assume this role if the CEO is not available.

Chief Administrative Officer (CAO): Administrative Head of the Municipality

[MGA Part 6 Municipal Organization and Administration, section 205 – 209]

Every council must establish, by bylaw, a position of CAO. The council may give the position an appropriate title, such as Town Manager or Administrator.

The CAO's responsibilities include:

- ensuring that the municipality's policies and programs are implemented
- adhering to regulatory requirements put in place by other orders of government
- advising and informing the council on the operation of the municipality
- performing other duties assigned by the council
- ensuring appropriate staffing is in place

Councillors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO.

2021MGA

Time Commitment

Meetings of other boards and agencies to which you are appointed as Councils Representative
Conferences, conventions, seminars and workshops for training and discussion.
Social and other events promoting your municipality

You will also need to spend time reading material and talking with the residents, the Chief Administrative Officer (CAO), and others. This will all be a part of the necessary preparation for the meetings so that you can make informed decisions. Don't forget the time you need for your personal life, work, etc.

You may also be asked to attend neighbourhood community association meetings to relay information between council and town and the associations.

Ask how much time may be required for committee work and for council appointments to other boards and agencies over and above the time required for regular council meetings. Remember; once you are elected you have a duty to our community for the next 4 years.

On occasion you will be required to attend additional meetings, conferences or asked to complete online or in-person training; these may include; Strategic Planning Meetings – 2 days; Elected Officials Education Program; Emergency Management for Elected Officials, Federation of Canadian Municipalities. Depending on the committee(s) you join, there may be required training that must be completed before you sit on the board. Examples include the Subdivision Development Appeal Board and Assessment Review Board.

Regular Council Meetings

Agendas include items such as correspondence, bylaws, public hearings, finance and budget, policy development and hearing delegations from the community.

Date: Every second Monday

Others in Attendance: CAO, Administration, Media, Members of the Public

Council Committee of the Whole

The purpose of these meetings is to discuss issues and provide direction for administration on current or emerging issues. No resolutions are made during committee of the whole.

Date: Alternate Mondays

Others in Attendance: CAO, Administration, Media, Members of the Public

The Town of Drumheller live streams regular and committee of the whole council meetings and posts to Dinosaur Valley YouTube. Past meetings can be viewed through <https://www.drumheller.ca/your-municipality/meeting-agendas-minutes>

COUNCIL APPOINTED COMMITTEES

Organizational Meeting

Annually, Council meets to determine which committees its members will be assigned to for the next 12 months. Generally, boards, commissions, and committees are represented by council whenever there is town-owned land involved, a significant financial contribution for operation, or strategic policy or legislative requirement of these committees.

Airport Commission

The purpose of the Airport Commission is to operate the Drumheller Municipal Airport.

There is an Airport manager that is employed by the Board

Members are appointed by Council: Councillor – 1, Chief Administrative Officer or designate, Community Member – 5

Meeting Schedule: Meetings as needed

Municipal Planning Commission

The Municipal Planning Commission is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the municipal land use bylaw. Its decisions can be appealed.

Members are appointed by Council: Councillors – 2, Members – 5

Meeting Schedule: Noon, every second Thursday; approximately 2 hours

Valley Bus Society

Valley Bus Society is a non-profit organization created to ensure that accessible transportation is available for handicapped persons and senior citizens. There is a Manager that is employed by the Board.

Members are appointed by Council: Councillor – 1, Members – 5

Meeting Schedule: 4:30pm, 2nd Wednesday of the month

Drumheller Public Library Board of Trustees

The Board of Trustees meet with the Library Director (employee of the Board) to discuss issues related to the library. The library is part of the Marigold System and is governed by the Alberta Libraries Act and Libraries Regulation.

Members are appointed by Council: Councillor – 1, Members - 7

Meeting Schedule: 7:00pm, second Wednesday of the month

Police Committee

The Police Committee is comprised of 9 members, one of which is an elected official.

The committee, which meets 6 times per year, acts as a liaison between citizens and the police and municipal enforcement.

Members: Director of Emergency and Protective Services, Councillor – 1

Meeting Schedule: 6 times a year

Drumheller Housing Administration

Drumheller Housing Administration is responsible for the governance and operation of affordable housing on behalf of the Town.

Members are appointed by Council: Councillor – 1, Members – 5

Meeting Schedule: Noon, third Thursday of the month

Subdivision & Development Appeal Board

The SDAB is a quasi-judicial board established under the Municipal Government Act of the Province of Alberta. The Board hears appeals related to development, subdivisions and stop orders and makes decisions based on the evidence presented.

Once approved, members are required to successfully complete a Government of Alberta approved training course.

Members are appointed by Council: Councillors -2, Community Members - 3

Meetings Schedule: Only held when required.

Emergency Management / Disaster Services Committee

This committee meets to discuss and update the municipal emergency plan.

Members: Director and Deputy Director(s) of Emergency Management, Chief Administrative Officer, Mayor, Councillors - 3

Meeting Schedule: At a minimum, annually, when necessary

Community Standards Appeal Committee

The purpose of this committee is to review any appeals brought forward under the Town of Drumheller Community Standards Bylaw 16-10, in accordance to sections 545 and 546 of the Municipal Government Act and/or the Weed Control Act.

Members: Councillors – 3

Meeting Schedule: Meetings held as needed.

Assessment Review Board (ARB)

The local Assessment Review Board and the Composite Assessment Review Board are established under the Municipal Government Act to hear complaints on assessment decisions made by the Municipality. Once approved, members are required to successfully complete a Government of Alberta approved training course.

Members: Councillor – 1, Community Members - 2

Meeting Schedule: Meetings held as needed

Economic Development Advisory Committee

This committee comes together to discuss opportunities and challenges related to economic development.

Members are appointed by Council: Councillors – 2, Members at Large - 4

Meeting Schedule: 1:30pm, second Wednesday a month.

Taxi Commission

The commission discusses issues surrounding the taxi / livery business in Town.

Members: Director of Emergency and Protective Services, Councillors -2

Meeting Schedule: Meetings held as needed

Heritage Arts & Culture Committee

This committee is on hiatus as the Goals, Mission and Terms of Reference are being reviewed

OTHER COMMITTEES AND BOARDS

The Town of Drumheller Councillors act as representatives to various community Boards and Committees. In some cases, it is a bylaw requirement of the committee or board to have an elected official as a member in some cases a Councillor has requested the appointment.

Palliser Regional Municipal Services (PRMS)

Palliser Regional Municipal Services is a municipal cooperative professional planning organization that provides urban and rural municipal planning services to 26 municipalities within the region. Some services include: subdivision assistance and processing, statutory plans and bylaws, mapping services, research, liaison with provincial departments and agencies.

Under agreement with Palliser Regional Municipal Services, the Town of Drumheller provides Safety Codes administration to all member municipalities.

Councillor - 1

Drumheller Chamber of Commerce

The Chamber of Commerce is a membership-based organization comprised of businesses, organizations and individuals, committed to building a strong business community.

Members: Councillor – 1, Community Members– 9

Meeting Schedule: 7:00am, first Tuesday of the month

Drumheller & District Solid Waste Management Association (DDSWMA)

Drumheller & District Solid Waste Management Association manages waste disposal that is collected within the Town of Drumheller and various Transfer Stations located within its 15 member municipalities. The Town of Drumheller provides bookkeeping, payroll and advisory services in a formal agreement with the Association.

Members – Chief Administrative Officer, Councillor – 1, Partner Municipality members appointed by respective councils – 14

Meeting Schedule: Bi-monthly, 1:30pm, third Thursday of the month

Community Futures Big Country

Community Futures is a community driven, non-profit organization whose mandate is to provide a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business and actively work with community and business leaders to foster rural economic growth.

Members: Councillor – 1, Community Members – 7

Meeting Schedule: 7:00am, second Thursday of the month

Drumheller Citizens on Patrol (C.O.P)

The mission of this group is to assist the RCMP in monitoring suspicious activity.
It belongs to the Alberta Citizens on Patrol Association

Members: Director of Emergency and Protective Services, Member of the RCMP,
Councillor – 1

Meeting Schedule: 7:00pm, forth Thursday of the month

Drumheller Agriculture & Stampede Board

The Drumheller Stampede and Ag Society is a nonprofit organization that hosts recreational and entertainment events for Drumheller and the surrounding communities.

Members: Councillor – 1, Community Members - 17

Meeting Schedule: 7:00pm, first Wednesday of the month

Drumheller & District Seniors Foundation

The purpose of the board is to provide governance with a mandate to ensure Drumheller and area seniors have a high quality of life by providing affordable and supportive accommodations.

Members: Councillor – 1, Members are from Drumheller and surrounding communities – 4

Meeting Schedule: 4:00pm, forth Thursday of the month

Red Deer Municipal Users Group (RDRMUG)

Red Deer River Municipal Users Group (RDRMUG) is an association of rural and urban municipalities. The Group Membership is composed of municipalities within the Red Deer River Basin and communities who receive water from the Red Deer River.

Members: Councillor – 1, Chief Administrative Officer

Meeting Schedule: Bi-monthly

Aqua 7 Steering Committee

The Aqua 7 Regional Water Commission provides and operated a water supply system for the municipalities of Kneehill County, Municipal District of Rocky View No. 44, Village of Acme, Village of Beiseker, Village of Carbon, Village of Irricana, and Village of Linden.

Members: Chief Administrative Officer, Councillor – 1

Meeting Schedule: Monthly Meetings

Canadian Badlands

63 Municipalities working together to promote the communities that make up the Alberta Badlands.

Members: Councillor – 1, Representatives from Shareholder Municipalities

Meeting Schedule: Meetings as needed



REQUEST FOR DIRECTION

TITLE:	Meeting Procedures Bylaw 04.21 – DRAFT v.1
DATE:	March 11, 2021
PRESENTED BY:	Denise Lines
ATTACHMENT:	Council Procedure Bylaw 10-09 and Meeting Procedures Bylaw 04.21

SUMMARY:

Meeting Procedures Bylaw 04.21 is an updated version of the Council Procedure Bylaw 10-09. As this is an election year, we want to include Councillors input as we update documents that will help us to better reflect the duties and responsibilities of Council.

The new document concentrates mainly on the expectations surrounding meetings of Council and Council Committees. Information about electronic meetings has been added and other items such as Council Boards and Committees are further defined for a better understanding of what is expected. A large amount of information regarding Council Conduct has been removed with the intention of including it in an update of the Councillor Code of Conduct Bylaw 08-18.

RECOMMENDATION:

DISCUSSION:

By making changes, updates and consolidating existing bylaws and policies we will create a concise document library that better reflects and explains the Town’s procedures to not only Council but to community boards and the general public

FINANCIAL IMPACT:

n/a

STRATEGIC POLICY ALIGNMENT:

Update Bylaws and Policies is a key strategic priority of Council and Administration.

COMMUNICATION STRATEGY:

The final document will be made available to the public on the Town website. It will also be added into information about 2021 Elections in Civicweb.

MOTION: N/A

SECONDED:

Prepared By:
Denise Lines
SR Administrative Assistant

Approved By:
Darryl Drohomerski C.E.T.
Chief Administrative Officer

**TOWN OF DRUMHELLER
BY-LAW 10.09**

BEING A BY-LAW OF THE TOWN OF DRUMHELLER TO REGULATE THE PROCEEDINGS OF COUNCIL AND THE SPECIAL TASK FORCES, AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL, THE SPECIAL TASK FORCES AND CERTAIN OFFICERS OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta 1994, Chapter M-26.1 as amended, a Council may pass bylaws respecting the procedure and conduct of Council, Council Special Task Forces, and the conduct of the members thereto; and to define the duties of the Chief Administrative Officer and designated officers with respect to Council and Council Special Task Force meetings;

NOW THEREFORE, the Municipal Council of the Town of Drumheller in the Province of Alberta, duly assembled, hereby enacts as follow:

1. NAME

This By-law shall be cited as "**Council Procedure By-law**".

2. DEFINITIONS AND INTERPRETATION

In this By-law:

- (a) In this Bylaw, words meaning male persons include female persons.
- (b) "Acting Mayor" is the Member selected by Council to preside at any meeting of Council in the absence or incapacity of both the Mayor and Deputy Mayor.
- (c) "Agenda" means the order of business for a regular or special meeting of Council prepared by the Chief Administrative Officer;
- (d) "By-law" means a By-law of the Town;
- (e) "CAO" means the Chief Administrative Officer duly appointed to that position by Bylaw of the Town of Drumheller and in accordance with Section 205 of the Municipal Government Act.
- (f) "Chief Administrative Officer" means the person duly appointed by Council.

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- (g) "Committee" shall refer to the following bodies: Subdivision and Development Appeal Board; Drumheller Municipal Planning Commission; Any other Public Committee that is approved by Council from time to time; and any other board, commission, task force, or other body appointed by Council to perform an advisory function to Council; but does not include the Committee of the Whole.
- (h) "Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act;
- (i) "Committee of the Whole" is Members of Council present at a public meeting of Council sitting in committee.
- (j) "Councillor" means a member of Council, duly elected and continuing to hold office under the terms of the Municipal Government Act;
- (k) "Delegation" shall be one or more persons who have formally requested, and been granted, an audience with Council at a regular Council meeting, in accordance with this by-law.
- (l) "Deputy Mayor" is the Member who is appointed by Council pursuant to Section 5 to act as Mayor in the absence or incapacity of the Mayor;
- (m) "Ex-officio" means membership by virtue of one's office and/or where appointed by Council as defined in the Municipal Government Act.
- (n) "In Camera" means a meeting of Council that is held in private, excluding the public, and has been called in accord with the provisions of the Municipal Government Act. No formal decisions of Council are permitted in an "In Camera" Meeting
- (o) "Motion to accept as Information" is a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration and of having the item, report or recommendation placed on record for future reference with no additional action being taken at the present time.
- (p) "Mayor" is the Member duly elected as Mayor and continuing to hold office, and is the presiding officer at all Meetings of Council;
- (q) "Meeting" means any meeting of Council, including a Regular Meeting and a Special Meeting;

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- (r) "Member" is a member of Council, duly elected and continuing to hold office, or a member of a Special Task Force duly appointed to that Task Force;
- (s) "New Business" shall be any matter appearing before Council for the first time on an Agenda that requires a decision of Council;
- (t) "Officer of Council" includes the Chief Administrative Officer of the Town, and/or delegates of the Chief Administrative Officer, and the City Solicitor, all of whom shall be recorded in the official minutes.
- (u) "Person" shall refer to any Member of Council or Special Task Force member, any member of Town of Drumheller Administration, any delegation addressing Council or any Special Task Force, any member of the media and any member of the public present at a meeting.
- (v) "Point of information" is a request or statement directed to the Mayor or through the Mayor to another Member of Council or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.
- (w) "Point of Order" is the raising of a question by a Member of Council with the view of calling attention to any departure from the Procedure By-Law or the customary proceedings in debate or in the conduct of Council's business.
- (x) "Point of Privilege" refers to all matters affecting the rights and exemptions of Council collectively or the position and conduct of Members of Council in their respective character as elected representatives.
- (y) "Point of Procedure" is a question directed to the Mayor to obtain information on a matter of parliamentary law or the rules of Council regarding the business at hand in order to assist a Member of Council to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion.
- (z) "Presiding Officer" means the Mayor; or in the absence of the Mayor, the Deputy Mayor; or in the absence of the two, any other Member of Council chosen to preside at the meeting from those Members of Council present;
- (aa) "Public Hearing" is a Meeting of the Council which is convened to hear matters pursuant to:
 - the Municipal Government Act (the M.G.A.)
 - any other Act

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- any other matter that Council directs may be considered at a Public Hearing.
- (bb) "Public Question Period" is a period set aside prior to the commencement of the regular Council meeting, for the purpose of allowing members of the Gallery to ask questions to Council on any municipal matter.
- (cc) "Question of Privilege" is the raising of a question that concerns a member of council, or Council collectively, when a Member of Council believes that another Member of Council has spoken disrespectfully towards her/him or Council, or when she/he believes her/his comments have been misunderstood or misinterpreted by another Member of Council.
- (dd) "Quorum" means in the case of:
 - (i) Council, the majority of Members;
 - (ii) Committees of Council, a majority of the appointed members present.
 - (iii) All other committees, a majority of the appointed members unless Council provides otherwise.
- (ee) "Special Task Force" means any group appointed by Council to perform/investigate a specific task that has a start time and a finish time frame.
- (ff) "Special Meeting" is a meeting called by the Mayor pursuant to the Municipal Government Act.
- (gg) "Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;
- (hh) "Unfinished Business" means business which has been raised at the same or a previous meeting and which has not been completed;

3.0 APPLICATION OF BY-LAW

- 3.1 This By-law applies to
 - (a) all meetings of Council; and

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- (b) all meetings of Committees or Special Task Forces established by Council unless permission has been granted to them to establish their own procedures.
- 3.2 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this by-law, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.
- 3.3 In the event of any conflict between the provisions of this by-law and those contained in the authorities set above, the provisions of this by-law shall apply.
- 3.4 Procedure is a matter of interpretation by the Mayor, the committee Chairman, or other presiding Member, subject to the appeal process as described in this by-law.
- 3.5 In the absence of any statutory obligation, any provision of this by-law may be temporarily altered or suspended by an affirmative vote of two-thirds of the Members.
- 3.6 Neither this By-law nor any provision contained in it may be repealed, amended or suspended by Council when in session (except so far as the terms thereof shall themselves permit); unless
 - (a) by a By-law unanimously passed at a subsequent regular meeting or special meeting of the Council at which all the members are present and vote; or
 - (b) by a By-law passed at a regular meeting of the Council in pursuance of a notice of motion in writing given at the next preceding regular meeting of Council and setting forth the terms of substantial effect of the proposed By-law.

4.0 ORGANIZATIONAL MEETING OF COUNCIL

- 4.1 An organizational meeting of Council shall be held annually in accordance with Section 192 of the Municipal Government Act.
- 4.2 The Chief Administrative Officer shall fix the time and place for the Organizational Meeting.
- 4.3 Written notice of the organizational meeting of Council stating the time and place at which it is to be held, and the nature of the business to be transacted, shall be delivered to each Council member not less than 24 hours prior to the meeting.

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- 4.4 When the Organizational Meeting is not preceded by an election, the Mayor or Deputy Mayor shall take the chair and call the meeting to order.
- 4.5 If the Mayor has been elected at the last election immediately preceding the Organizational Meeting, the Chief Administrative Officer shall preside over the meeting until every member of Council present has made and subscribed the official oath prescribed by the Oaths of Office Act.
- 4.6 Every member of Council shall make and subscribe the official oath prescribed by the Oaths of Office Act before entering upon the duties and shall deposit the oath with the Chief Administrative Officer.
- 4.7 Immediately upon completion by every member of council present and making and subscribing the Official Oath, the Chief Administrative Officer shall retire from the chair if acting pursuant to Subsection 4.5, and the Mayor shall take the chair and call the meeting to order.
- 4.8 The business of Council at the first Organizational Meeting following the Town election shall be limited to the calling of the meeting, the making and subscribing of the Oath, the introduction of new members, the appointment of a Deputy Mayor, and the appointment of members to act on Committees or Special Task Forces, if any, Commissions, Boards, and other bodies on which Council is entitled to representation.

5.0 DEPUTY MAYOR

- 5.1 In accordance with Section 152(1) of the Municipal Government Act, Council, at its Organizational Meeting, shall adopt a roster of Deputy Mayors for the following year.
- 5.2 Each Deputy Mayor shall swear an oath of office in a ceremony which will be held during a regular scheduled Council meeting.
- 5.3 In the absence, or inability, of the Mayor or Deputy Mayor to act;
 - (a) the next Deputy Mayor shall assume the chair as Acting Mayor, or
 - (b) Council may appoint any other Member as Acting Mayor.
- 5.4 An acting Mayor appointed pursuant to Section 5.3(b) shall have all the powers and shall perform all the duties of the Mayor and shall hold office for such time as Council may fix.

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6.0 PLACES, DATES, AND TIMES OF MEETINGS

- 6.1 All regular meetings of Council shall be held in the Council Chambers at Town Hall;
 - (a) every second Monday, or
 - (b) when the day specified in Subsection (a) is a legal holiday, such meeting of Council shall be held upon the next day following which is not a legal holiday.
- 6.2 Regular Council Meetings shall commence at four thirty o'clock in the evening (4:30 p.m.) and shall continue no longer than ten o'clock in the evening (10:00 p.m.) of the same day if in session at that hour.
- 6.3 Notwithstanding Sections 6.1 and 6.2, Council may direct by resolution at any regular meeting, that
 - (a) the next regular Council meeting will be held on a day other than the Monday on which it would fall due, and/or
 - (b) the regular meeting of Council will commence at any time other than 4:30 o'clock in the evening, and/or no regular meeting be held for any portion of any month or months designated by Council.
- 6.4 Notice of changes to regular meeting dates and times will be deemed sufficiently delivered to any Councillor not present at the meeting at which the change was made if the notice is delivered to an adult person at the councillor's or member's home or place of business (Section 196 (1) of the Municipal Government Act).
- 6.5 Notice of changes to regular meeting dates and times to the public will be deemed sufficiently given by insertion of such changes in the "Town Page" advertisement in the local weekly newspaper and / or in the main foyer at Town Hall.
- 6.6 Notwithstanding Subsection 6.2, Council may extend the time for closure of a meeting of Council by an affirmative vote of the majority of the members present and voting, such vote being carried out prior to ten o'clock in the evening (10:00 p.m.) as herein before mentioned.
- 6.7 Unless a motion has been passed pursuant to Subsection 6.6, all matters of business which appear on the Council agenda for a meeting and which have not been dealt with by the time outlined in Subsection 6.2 shall be deemed to be tabled until the next regular meeting of Council.

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- 6.8 Notwithstanding the other provisions of this section, if no motion is passed before ten o'clock in the evening by the required majority for extension of the meeting and if a member has risen and is addressing Council at ten o'clock, the Presiding Officer shall, as soon as the member resumes his seat, call the attention of Council to the time and if Council there upon considers and votes on a motion to extend the meeting, such motion shall be deemed validly put and passed or defeated, as the case may be, notwithstanding that it is later than ten o'clock.
- 6.9 If it appears that any of the matters included in the agenda for a Council meeting are of an urgent nature which require action before the next regular meeting, the Presiding Officer shall call, prior to the adjournment of the meeting, a Special Meeting to deal with such matters, pursuant to the provisions of Section 194 of the Municipal Government Act.
- 6.10 When a regular or special meeting of Council is adjourned
- (a) in order to terminate the debate on a certain subject, or
 - (b) because the business on the agenda has been completed
- it shall be deemed to be the end of that meeting and a subsequent meeting shall be considered to be a new meeting.
- 6.11 Special Meetings of Council may be called in accordance with Section 194 of the Municipal Government Act.
- 6.12 The Mayor may, whenever he considers it expedient to do so, and upon giving each member of Council at least two days' written notice, postpone any regular meeting of Council.
- 6.13 Each notice postponing a regular meeting shall give the reasons and name the time and day and place the postponed regular meeting shall be held.
- 6.14 Any delegation named in the agenda as planning to appear before Council at the postponed regular meeting shall be given a notice of the postponed regular meeting, and the new time and day the postponed regular meeting shall be held.
- 6.15 Public notice of the postponed meeting will be given by posting the notice in the main foyer of Town Hall.
- 6.16 All proceedings at the postponed regular meeting shall be considered in the same manner as if it had been the regular meeting.

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- 6.17 When the Mayor and the Deputy Mayor, through illness, absence, or other cause, are unable or unwilling to perform the duties of the office, and upon receiving a written request from and signed by the majority of the remaining members of Council, the Chief Administrative Officer shall summon a special meeting of Council.

7.0 MAKE-UP OF AGENDA

- 7.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained within the Agenda for the meeting. Agendas shall follow the format outlined as per Schedule "A" to this bylaw, or as amended from time to time by resolution of Council.
- 7.2 The agenda of Council shall be prepared under the joint direction of the Mayor and the CAO, and shall include minutes of previous Council meeting and copies of all reports or communications to be dealt with at each regular meeting. The agenda is to be distributed to Council at least (2) two full working days prior to the Council meeting.
- 7.3 When correspondence intended for Council is received by the Mayor, C.A.O., or other Officer, she/he shall place it on the agenda of the next regular meeting of Council, once she/he is assured that there is sufficient information contained therein to allow Council to render a decision. Items must be received by the C.A.O. no later than 12:00 noon, the Wednesday before the Council meeting or Public Hearing.

Every written communication reaching the Mayor, C.A.O. or the Officer, and intended for Council, shall be fairly written or printed on paper, and shall contain the following information: Name, mailing address, and phone number of the correspondent; and an indication of what action is desired.

Administration reports shall be in the format as per Schedule "B" to this Bylaw; and shall contain, as the recommendation, the clear wording of the motion suggested by C.A.O.

- 7.4 No item shall be added on to any agenda as a Business item, at the Council meeting, unless it is of an emergency nature or is permitted to be so added by the Presiding Officer or a two-thirds (2/3) majority vote of Council; such items may however, be added on as Correspondence or Information items.
- 7.5 Two-thirds majority (2/3) will be interpreted by the Presiding Officer as five of seven, four of six, three of five, three of four.

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- 7.6 All business items presented for addition to agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- 7.7 In Camera agenda items must include the topic to be discussed and the reason(s) why they must be in camera. Items not including this information will not be accepted.
- 7.8 No motion will be allowed to follow the in camera discussion unless the item was placed on, or included in, the approved agenda.
- 7.9 Items added to the agenda under “Business Arising from the Minutes” and “Unfinished Business” must reveal the topic to be discussed and what resolution is expected. Since these items often follow the finalized agenda, a 2/3 majority of Council will be required to add these items to the agenda (unless they are submitted in time to the Officer to be included in the agenda as it is being prepared) All motions must be in writing.

8.0 QUORUM

- 8.1 If there are not sufficient numbers assembled within one half hour following the scheduled commencement time of any meeting to constitute a quorum pursuant to Section 167 of the Municipal Government Act, the Chief Administrative Officer shall record the names of all the members present at that time; and unless a Special Meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next regular meeting.
- 8.2 When Council is unable to meet for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting, prior to the consideration of the agenda for the subsequent meeting, or alternatively at a Special Meeting called for that purpose.
- 8.3 If there are sufficient members present to constitute a quorum at the time set for the commencement of the meeting or as soon thereafter as a quorum is present, the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both of them, the acting Mayor shall take the chair and call the members to order.
- 8.4 The Mayor shall preside at all meetings of Council whenever he is present, unless excluded by virtue of Part 5, Division 6 of the Municipal Government Act.

9.0 CONTROL AND CONDUCT OF COUNCIL MEETINGS

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- 9.1 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal to the Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the members present, without debate.
- 9.2 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration. When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, Question of Privilege or practice, the point shall be stated without unnecessary comment, and the Presiding Officer shall cite the rule or authority applicable to same.
- 9.3 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or the C.A.O.
- 9.4 When a Point of Order is raised or when a Member of Council is called to order by the Presiding Officer, the Member of Council speaking shall immediately cease speaking until the Presiding Officer decides the point raised.
- 9.5 The Presiding Officer shall give each Member of the Council who wishes to speak on an item, an opportunity to do so before calling the question. No Member of Council shall speak without first being recognized by the Presiding Officer; and being granted the floor. No member of council shall speak twice to the same item, without the leave of council, except to make an inquiry or an explanation of a part of her/his speech that may have been misconstrued; and no member of council shall speak twice without every other member of council having first received their opportunity to speak. No member of council shall speak to the same question, or in reply, for longer than five (5) minutes.
- 9.6 Every member of council and every member of administration present at the meeting, in speaking to any question or motion, shall address himself only to the Presiding Officer. When a member of Council is addressing council he/she shall:
 - Not speak disrespectfully of Her Majesty the Queen, her Official Representatives or her Government;
 - Not use offensive, disrespectful, or unkind words in referring to any Member, or to any official or staff member of the Town or any member of the public.
 - Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;
 - Not shout or immoderately raise his/her voice or use profane, vulgar or offensive language;
 - Assume personal responsibility for any statement she/he quotes to Council or

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upon request of Council shall give the source of the information.

The Presiding Officer may rule any Member of Council out of order for failing to observe any of the above-noted restrictions; and any member of Council so ruled out of order shall immediately cease to speak.

- 9.7 When two or more Members of Council desire to speak to a matter, the Presiding Officer shall establish the priority.
- 9.8 A Member of Council called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal, the decision of the Presiding Officer shall be complied with. During the reading of the minutes, reports, communications or other papers, and when a member of Council or any other person is addressing Council, silence shall be observed and no person shall be allowed to disturb the meeting.
- 9.9 Any member of council may require the question, or motion under discussion to be read at any time during the debate, but not so as to interrupt a member of council while speaking.
- 9.10 All motions shall be made in writing and seconded before being debated or put from the Chair. When a motion is stated, and upon request by any member of Council, it shall be read by the Presiding Officer before debate. After the Presiding Officer reads a motion, it shall be deemed to be in possession of Council, but may be withdrawn at any time before a decision or amendment with the permission of all the members of council present.
- 9.11 Whenever the Presiding Officer is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, he/she shall apprise the members of council thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.
- 9.12 No motion shall be offered on items that are not on the Council or Special Task Force agenda as adopted. Members of Council wishing to introduce motions at a meeting shall do so by Notice of Motion for a future regular meeting.
- 9.13 No motion shall be offered that is subsequently the same as one on which the judgement of the meeting has already been expressed during the same meeting.
- 9.14 A Motion to Refer any matter, until it is decided, shall preclude all amendments to the main question; further, said motion to refer is open to debate, but only as to whether or not to refer. A member of Council making a Motion to Refer shall be required to include in the motion;

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- The terms on which the matter is being referred;
 - The time when the matter is to be returned;
 - Whatever explanation is necessary as to the purpose of the motion.
- 9.15 A member of council moving a Motion to Table any matter shall include in the tabling motion:
- The time at the present meeting or the date of a future meeting to which the matter is to be tabled or
 - A provision that the matter is to be tabled indefinitely.
- 9.16 A Motion to Table a matter shall not be put forward until every member of council has had an opportunity to speak on the item, and will not be debated thereafter, except as to the time when council will again consider the matter.
- 9.17 When the question under consideration contains distinct propositions, upon the request of any member of council, the vote upon each proposition shall be taken separately. If the vote is taken upon each proposition, it then becomes unnecessary to vote upon the whole question.
- 9.18 A motion to rescind an action of council may be offered at any time subsequent to the meeting at which the original motion was passed, upon service of a Notice of Motion by the member of Council intending to seek the rescinding of the motion. Any member of council may make the motion to rescind; a majority vote of 2/3 of the members of council is necessary for the passage of a motion to rescind.
- 9.19 Notwithstanding anything provided in this section where pursuant to any motion duly passed by Council, the Town has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the liability or obligation.
- 9.20 A member of council may move a Motion to Adjourn a meeting at any time, except when:
- Another member of council has the floor;
 - A call for a vote has been made
 - The members of council are voting
 - Council is in camera
 - A previous Motion to Adjourn has been defeated, and no other intermediate proceedings have taken place.
- 9.21 A Motion to Adjourn shall be put without comment or debate; and a Motion to Adjourn cannot be reconsidered.

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- 9.22 After any question is finally put by the Presiding Officer, no member of council 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 may be subject to appeal, subject to confirmation by the Members of council of the question being finally put. After the presiding officer has declared the vote, no change of vote can be made except by the unanimous consent of the members of Council who were present when the vote was put.
- 9.23 All motions duly passed by Council shall be a recorded vote with the exception of motions carried unanimously which shall be recorded as such. The Presiding Officer shall directly ask every member in turn how they wish to vote on the matter at hand.
- 9.24 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 on a distinct motion after notice.
- 9.25 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 a vote. Only one amendment to the main motion at one time shall be allowed, and only one sub-amendment shall be allowed to an amendment at one time.
- 9.26 A sub-amendment should not enlarge the scope of the amendment, but should deal with matters not covered by the amending motion.
- 9.27 An amendment proposing a direct negative to the original motion is out of order.
- 9.28 Any motion made in the negative shall be ruled out of order.

10.0 ADMONISHING ANY MEMBER OF COUNCIL

- 10.1 If any member of council acts contrary to Section 9, he shall be immediately admonished by the Presiding Officer.
- 10.2 When a member of Council has been admonished by the Presiding Officer, the Chief Administrative Officer shall record the same in the minutes of the meeting of Council.
- 10.3 If any member of Council acts contrary to Section 9 for a second or more times in a meeting of Council, he shall, on the order of the Chair, be excluded from the Council Meeting and the Council Chamber.
- 10.4 Council may then proceed to an in camera session to consider the excluded Council

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Member.

- 10.5 If the excluded Council Member should adequately apologize to Council, he may, by a majority vote of the remaining members of Council, be permitted to forthwith take his seat.
- 10.6 No exclusion of a Council member shall be for more than the meeting then in progress.
- 10.7 A Council member called to order by the Presiding Officer shall immediately cease speaking, but may afterward be allowed to explain his position in making the remark for which he was called to order.
- 10.8 The decision of the Presiding Officer shall be final, unless the member called to order appeals to Council.
- 10.9 Upon a matter or order being appealed in Council, the matter or order shall be decided without debate.

11.0 APPEAL

- 11.1 The decision of the Presiding Officer may be appealed to Council by the member of Council raising the point of order stating "I appeal from the decision of the chair."
- 11.2 Upon the decision of the Chair being appealed, the Presiding Officer shall give the terms of the decision and the point of appeal, and put the question to Council stating "The question is now, shall the decision of the Chair stand as the judgement of this meeting?"
- 11.3 The question shall be decided by majority vote of Council members present without debate.

12.0 LEAVING COUNCIL CHAMBER

- 12.1 Where a member wishes to leave the Council Chamber while a meeting of Council is in progress, he shall raise his hand and await the silent acknowledgement of the Presiding Officer before leaving his place.
- 12.2 No member shall leave the Council Chamber after a question is put to vote until the vote is taken.

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13.0 INQUIRY

- 13.1 Any member of Council requiring information may make an inquiry to the C.A.O. and that person shall, subject to subsection 13.3, supply the necessary information within a reasonable time.
- 13.2 Unless an inquiry from a Councillor specifies that he wishes the inquiry and the answer thereto to appear on a subsequent Council agenda, the Chief Administrative Officer shall send or give the answer directly to the member of Council making the inquiry and neither the inquiry nor the answer shall appear on the Council agenda.
- 13.3 Where a member's inquiry involves a written answer and it appears to the Chief Administrative Officer that a cost to the Town will be incurred by reason of
- (a) time of Town employees, which must be taken from performance of their regular duties or overtime which must be worked;
 - (b) the need to hire additional employees; or
 - (c) the necessity of obtaining and paying for the information from other than Town employees;
- and no appropriation has been made for such expenditure in the budget of any department, the C.A.O. shall report the anticipated cost to Council and shall not proceed with the investigation necessary to answer the inquiry unless and until Council directs that the inquiry shall be made and provides for the payment of the costs.
- 13.4 Notwithstanding anything else contained in this section or elsewhere in this by-law, the subject matter of the inquiry is not debatable until the reply thereto has been made or presented to Council.
- 13.5 Notwithstanding the other provisions of this section, a member of Council wishing to obtain information or to make an inquiry may, instead of following the procedure hereinbefore set forth, reduce the inquiry to writing and forward the same to the Chief Administrative Officer with the request that it be discussed with the Mayor.
- 13.6 On receipt of the inquiry and the request, the Chief Administrative Officer shall discuss the inquiry with the Mayor as requested, who may
- (a) refer the inquiry to an appropriate Committee or Special Task Force
 - (b) refer the inquiry to the appropriate Department of the Town for a report to

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be made either

- (i) to an appropriate Committee or Special Task Force
- (ii) to the Council; or
- (iii) directly to the Councillor who made the inquiry.

14.0 DELEGATIONS, PRESENTATIONS & PETITIONS

- 14.1 Any person or group of persons wishing to make direct representation to Council, shall so advise the Officer in writing not less than seven days prior to the regular Council meeting, for consideration for the subsequent regular Council meeting. The written submission shall state a specific request to speak to Council, the name of the person or group representative wishing to speak before Council, their municipal and mailing addresses and phone numbers and a description of the subject matter they wish to speak on.
- 14.2 Any taxpayer or Town of Drumheller resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous six months. If the person or group wishing to address is not a taxpayer or Drumheller resident, or if the subject is the same as one addressed within the previous six months, then Council shall consider the request and determine whether or not to receive the delegation.
- 14.3 In questioning delegations, whether statutory or otherwise, members of council will only ask questions of clarification which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the relevant subject matter only.
- 14.4 Delegations shall not speak for more than fifteen minutes, unless the time is extended by the majority vote of Council.
- 14.5 Council shall, at its next regular meeting following the delegation presentation, make any decisions, if required, regarding the issue raised by the delegation; unless there is unanimous support for council decision at the regular meeting at which the delegation presentation was made, and the issue is discussed under the appropriate agenda heading.

15.0 PUBLIC HEARINGS

- 15.1 A resolution of Council providing for a specific public hearing on any matter to be heard by Council shall, subject to the applicable statute in respect to manner of notice, and the method of holding the hearing, be drawn up in accordance with the provisions of this section.

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- 15.2 Any person who claims that he will be affected by the subject matter of the public hearings shall be afforded an opportunity to be heard by Council either personally or through his agent.
- 15.3 At the time called for the public hearing, the chair shall state the matter to be considered at the hearing.
- 15.4 If no written submissions relating to the public hearing have been received by the Chief Administrative Officer, the chair shall
 - (a) ask the public present at Council if there is any person present who wishes to make an oral submission to Council pertaining to the matter of the public hearing;
 - (b) if there is a person or persons present who desire to make an oral presentation, request the wishes of Council regarding allowing the submission to be made;
 - (c) allow, if Council approves, the person or persons to make their submission(s);
 - (d) prior to the presentation if any, state the rules of procedure;
 - (e) if no person present desires to make an oral submission, declare the public hearing closed and proceed to other matters before Council.
- 15.5 If written submissions have been made in respect to the proposed public hearing, the Presiding Officer shall inform Council of the numbers, the nature of written submissions and the numbers in favour of and opposed to the subject matter of the public hearings.
- 15.6 Where written submissions have been filed for a public hearing, the Presiding Officer shall inquire of the public present if there is any person or persons present who failed to make a written submission, but now desire to make oral representation.
- 15.7 Any person or persons desiring to make an oral representation to the public hearing will stand, and upon being recognized by the Presiding Officer shall state their name and purpose of their submission.
- 15.8 The Presiding Officer shall present to Council each name separately for its consideration, approval or rejection of the right to be heard.

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- 15.9 If Council by a majority vote of members approves, the Chief Administrative Officer shall add the name of the approved person to the list of persons to make representation to the public hearing.
- 15.10 Prior to the commencement of a public hearing and subject to an applicable statute or other overriding law in force in the Province of Alberta requiring a time longer than specified, the Presiding Officer shall inform those present of the following procedure which shall be followed in hearing the respective submissions, namely:
- (a) each person who is in favour of the proposal before Council and has filed a submission in writing, shall be given five minutes to make representation before council, exclusive of the time required to answer questions put to him by the Council;
 - (b) each person who is in favour of the proposal before Council and who has not filed a written submission shall be given five minutes to make representation before Council in the order on the list of the Chief Administrative Officer exclusive of the time required to answer questions put to him by Council;
 - (c) each representation which is opposed to the proposal before Council and which has been filed in writing shall be given an additional five minutes in order to make an oral expansion or clarification of the written submission, exclusive of the time required to answer questions put to him by Council;
 - (d) each person who is opposed to the proposal before Council, but has not filed a written submission shall, in the order on the list to the Chief Administrative Officer, be allowed five minutes to make representation, exclusive of the time required to answer questions put to him by the council.
 - (e) the Presiding Officer shall then ask Council if any member has questions of those making submission. Council members may not debate the issue before Council;
 - (f) the Presiding Officer shall then allow any person who has made a written submission a period of five minutes to rebut any points that he wishes or to introduce any new material to the hearing. In no case shall he allow reiteration of arguments already made;
 - (g) decisions of the Presiding Officer may be appealed by any person present and shall be decided by a majority of Council members present.

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15.11 An outline of the Rules and Procedures shall be provided in written form to any person who indicates that he will make written submission, and further, there shall be printed copies of the same available to those in attendance at the hearing.

15.12 The Presiding Officer shall rigidly enforce the rules of procedure.

16.0 COUNCIL COMMITTEE OF THE WHOLE

16.1 Whenever Council sits as Committee of the Whole, the presiding officer shall be the Chair thereof and shall maintain order in the Committee of the Whole.

16.2 The rules of order for the conduct of a meeting of Council shall apply to a meeting of the Committee of the Whole, except

(a) No formal business will be conducted at Committee of the Whole meetings.

(b) No motions or resolutions shall be accepted by the Chair, and

(b) Any member may speak more than once to any question.

16.3 Committee of the Whole meetings are informal meetings called for the purpose of providing "information to Council"; this could include such matters as tracking of previous Council decisions and progress; Administration updates to Council on plans and projects; allow for Council liaison with Special Task Forces or for such other informative matters which Council may decide.

16.4 Delegations normally will not be a part of Committee of the Whole agendas; however, Council may request audiences or presentations be arranged for Committee of the Whole meetings.

17.0 BY-LAWS

17.1 Where Council approves the principle of the subject matter of a proposed By-law, it shall refer the matter with instructions for preparation of the By-law to

(a) the Chief Administrative Officer alone or with

(b) the Town Solicitor and / or

(c) a Special Task Force.

17.2 Where a By-law is presented to Council for enactment, the Chief Administrative Officer shall cause the short title of the by-law to appear in the agenda in the appropriate place.

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- 17.3 Unless a letter or report forwarding the By-law for enactment by Council adequately sets out the substance of the By-law, the Chief Administrative Officer shall cause the By-law to be copied in full and forwarded to the members of Council with the agenda.
- 17.4 Every By-law shall have three readings.
- 17.5 Unless the Municipal Government Act, some other Provincial Statute, or a Town By-law requires a greater majority, a By-law shall be passed when a majority of the members present and voting on the third reading vote in favour of the By-law.
- 17.6 A By-law shall be introduced for its first reading by the motion that the By-law specifying its short title be read a first time.
- 17.7 Council shall vote on the motion for the first reading of the by-law without amendment or debate.
- 17.8 If a member does not elaborate on the subject matter of the By-law or phrase his question so as to set out his opinion for or against the By-law, notwithstanding the provisions of subsection 17.7, he may ask a question or questions concerning the By-law.
- 17.9 A By-law shall be introduced for its second reading by the motion that it be read a second time, specifying the short title or number of the By-law.
- 17.10 After a member has made the motion for the second reading of the By-law, Council may
 - (a) debate the substance of the By-law; and
 - (b) propose and consider amendments to the By-law.
- 17.11 A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the By-law.
- 17.12 Where a By-law is on an important or an involved matter, council may after the first reading thereof go in camera to debate the By-law. All amendments made in camera shall be reported by the Presiding Officer to the Council, who shall receive the same forthwith.
- 17.13 After a motion has been made for a second reading of a By-law or after the Council has gone in camera to debate the second reading of the By-law, a member may require all or any portion of the by-law to be read at length.

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- 17.14 The Chief Administrative Officer shall be responsible for keeping a record of
- (a) any amendments to the By-law passed by Council; and
 - (b) amendments reported by the in camera session.
- 17.15 When all amendments have been accepted or rejected, the motion for second reading of the by-law as amended shall be put to a vote.
- 17.16 A motion for third reading of a By-law shall give the short title or number of the By-law.
- 17.17 It shall not be necessary to read the By-law aloud for the third reading.
- 17.18 Unless the members present at a meeting unanimously agree that a By-law may be presented to Council for a third reading at the same meeting at which it has received two readings, the By-law shall not be given more than two readings at one meeting.
- 17.19 If a Council unanimously agrees that a By-law may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the By-law than if it had received a third reading at a subsequent meeting.
- 17.20 After Council votes affirmatively for a third reading of a By-law, it
- (a) becomes a Municipal Enactment of the Town; and
 - (b) is effective immediately unless the By-law provides otherwise.
- 17.21 After passage, a By-law shall be signed by the Mayor or a member presiding at the meeting at which it was passed and by the Chief Administrative Officer and shall be impressed with the corporate seal of the Town.
- 17.22 A By-law which requires the approval of a Provincial Authority shall be signed by the Mayor or a member presiding at the meeting, and by the Chief Administrative Officer prior to submission of a certified copy to the Provincial Authority and prior to receiving a third reading.

18.0 BY-LAW SUBMITTED TO THE ELECTORATE

- 18.1 Unless there is a Provincial Statutory Provision requiring it to be submitted at a different time and subject to Subsection 18.2, Council shall submit a By-law, which is to be submitted to the electorate for voting

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- (a) after it has received second reading by Council; and
 - (b) at the time of the next municipal election.
- 18.2 Notwithstanding the provisions of Subsection 18.1, the by-law may be submitted before the next municipal election, if
- (a) it is a money By-law; or
 - (b) it is for an expenditure required for a project which must be paid for prior to the next election; or
 - (c) Council, by majority vote of the members, deems for some other sufficient reason that the By-law should be submitted earlier.
- 18.3 When
- (a) a By-law which is to be submitted to the electorate has been read a second time as provided in Subsection 18.1, or
 - (b) a resolution has been passed directing a matter to be submitted to the electorate and determining the manner in which it is to be submitted.

it shall not again be debated in Council before the electorate has voted on it.

19.0 LIMITATION OF MEMBERS POWER

- 19.1 No Member of Council shall have the power to direct or interfere with the performance of any work for the Town, and the Officer in charge shall be subject only to her/his superior officer (if any) and to the Council, or to any Special Task Force (while acting in the capacity and not otherwise) to which the Council shall in any case give authority in that behalf. Nothing in the foregoing shall in any way interfere or restrict the right of a Councillor to seek information from any officer or employee of the Town through the office of the Chief Administrative Officer.

20.0 SPECIAL TASK FORCES

- 20.1 Council may, by Bylaw, appoint Special Task Forces consisting of one or more Members of Council and may include members of the public; but may not delegate to any such Special Task Force any of Council's powers, duties, or functions.

**Town of Drumheller
Bylaw 10.09**

20.2 All Special Task Forces shall be appointed on motion of Council by consent of a majority of the Members of Council present at a meeting of Council. Any Member of Council may be placed on a Special Task Force, notwithstanding the absence of any such Member of Council at the time of her/his being named upon such Special Task Force; the Mayor shall be ex-officio a member of all Special Task Forces and the Mayor, as such member of the Special Task Forces shall have all the powers and privileges of any member of the same, including the right to vote upon all question to be dealt with by such Special Task Force.

20.3 In any case where a member of a Special Task Force is absent from the Town or is otherwise unable to attend meetings of the Special Task Force of which she/he is a member, the Mayor may appoint a Member of Council to such Special Task Force to attend the meetings of the Special Task Force concerned, such appointment to be restricted to one meeting unless authorized by Council.

The Member so appointed by the Mayor shall during the term of such appointment have all the powers, rights and duties as a member of the Special Task Force concerned as if appointed by Council thereto.

20.4 The membership of the Special Task Force shall not be subject to revision on a yearly basis as members of other bodies, which have been appointed by Council. Each proposed change will be voted upon and decided by a majority vote.

The intent of Special Task Forces is to investigate and report on special tasks assigned by Council and should be appointed for a specific time frame. Once the task is completed, the Special Task Force dissolves.

Each Special Task Force shall select one of its members to be the Chairman unless Council designates:

- The Chairman;
- The manner in which the Chairman shall be selected.

20.5 The business of Special Task Forces shall be conducted under the following regulations and subject to the rules governing procedure in Council:

- The Chairman shall preside at every meeting:
- The name of the Chairman shall appear upon all reports and recommendations made by the Special Task Force;
- In the absence of the Chairman, the Deputy Chairman shall preside;

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- The minutes of the transactions of every Special Task Force meeting shall be accurately recorded without note or comment;
- When a division takes place on any question and the question may be put to a vote, the votes of the members may be recorded;
- No report or recommendation to do with any matter or thing shall be recognized as emanating from any Special Task Force unless it is in writing, nor unless it bears the name of the Chairman or Acting Chairman and has been certified correct by the Secretary and refers to the minutes of the Special Task Force under which it is issued;
- The Town staff person in attendance, or a Special Task Force member designated by the Special Task Force Chairman, shall record the minutes of the Special Task Force meetings;
- Any Member of Council not a member of a Special Task Force shall have the right to attend Special Task Force meetings with right of debate but not to make motions or to vote.

20.6 The general duties of all the Special Task Forces of Council shall be as follows:

- To report to Council whenever so desired by Council, and as often as the interests of the Town may require, on all matters connected with the duties imposed on each such Special Task Force; and to recommend such action by the Council as it deems necessary within its terms of reference.
- To observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of Council;
- The reports of all Special Task Forces shall be made available to Council prior to same being made available to the public

20.7 Each of the Special Task Forces may create any sub-Special Task Forces it considers necessary and shall designate the duties, powers and responsibilities of each sub-Special Task Force, including the requirements for reporting on its findings.

A Special Task Force may terminate the existence of any of the sub-Special Task Forces created by it and a sub-Special Task Force shall cease to exist on the submission of its final report.

20.8 All Special Task Force meetings shall be open to the public.

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Bylaw 10.09**

21.0 GENERAL

- 21.1 No Member of Council shall resist the rules of Council, or disobey the decision of the Presiding Officer and Council on any question of order or practice or upon the interpretation of the rules of Council; and in case any Member of Council shall so resist or disobey, she/he may be ordered by Council by a majority vote to leave her/his seat for that meeting; and in case her/his refusing to do so, she/he may on order of the Presiding Officer, be removed therefrom by the Police, but in the case of ample apology being made by the offender, she/he may by vote of Council without debate be permitted forthwith to take her/his seat.
- 21.2 Any Member of the public who, while in the Council Chambers, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the Presiding Officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be guilty of an offence and liable upon summary conviction to the penalties provided in the General Penalty Bylaws of the Town of Drumheller and shall be subject to removal from the Council Chambers by the Police.
- The Presiding Officer at any meeting may cause to be expelled and excluded any person who has been guilty of improper conduct.
- 21.3 Members of Council shall subscribe to the Alberta Urban Municipalities Association Ethical Guidelines of Conduct for Members of Council, as per Schedule "C" attached to this Bylaw. In addition to these Guidelines, Members of Council shall refrain from uttering malicious or libelous comments with respect to each other or members of Administration, either in Council Chambers or in the community at large.
- 21.4 Where the relationship between two Members of Council has deteriorated to a point so as to significantly interfere with the normal conduct of Council business, as judged by themselves, a majority of Council, or the Mayor, the two Members of Council shall seek to mediate their differences by any of the following steps:
- A joint meeting to resolve their differences;
 - A joint meeting with the Mayor as a neutral mediator to resolve their differences;
 - A meeting with the Council to resolve their differences.
- 21.5 The reference book in resolving procedural disputed not covered in this Bylaw shall be Robert's Rules of Order, Newly Revised edition.

**Town of Drumheller
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- 21.6 Notice of Council and Special Task Force meetings shall be by any one or more of the following methods:
- Through advertisement or notice in a weekly newspaper circulating in the community;
 - Through posting of notice in the main foyer at Town Hall;
 - Through advertisement or public notice on the radio station operating in the area.
- 21.7 The Agenda format for Council meetings is attached to this Bylaw as Schedule "A".
- 21.8 The Administration Request for Decision Report format is attached to this Bylaw as Schedule "B".
- 21.9 The Alberta Urban Municipalities Association Ethical Guidelines of Conduct for Members of Council is attached to this Bylaw as Schedule "C".

22.0 FINAL READING

This By-law shall take effect on the day of the final reading thereof.

23.0 REPEALS

By-law 03-05 of the Town of Drumheller is hereby rescinded

READ A FIRST TIME this 14th day of April, 2009

READ A SECOND TIME this 14th day of April, 2009

READ A THIRD AND FINAL TIME this 14th day of April, 2009.

Mayor

Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 04.21

Repeal Bylaw 10.09

BEING A BYLAW OF THE TOWN OF DRUMHELLER TO REGULATE THE PROCEEDINGS OF COUNCIL AND OTHER COMMITTEES AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL AND DESIGNATED OFFICERS OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26.1, Section 145, a Council may pass bylaws respecting the establishment, function and procedures of Council, Council Committees and other bodies established by the council

NOW THEREFORE, the Municipal Council of the Town of Drumheller in the Province of Alberta, duly assembled, hereby enacts as follow:

1. NAME

This Bylaw shall be cited as "Meeting Procedure Bylaw".

2. DEFINITIONS AND INTERPRETATION

In this Bylaw, words have the meanings set out in the Act

"Administration" means the employees of the municipality

"Agenda" means the order of business for a meeting

"Bylaw" means a Bylaw of the Town

"Chairperson" the person assigned or voted into the role to preside over a meeting.

"Chief Administrative Officer" or "CAO" duly appointed to that position by Bylaw of the Town of Drumheller and in accordance with Section 205 of the Municipal Government Act.

"Chief Elected Official" or "Mayor" in addition to performing a Councillors duty, must preside as the Chairperson when attending Council or Committee of the Whole meetings; or in the absence of the Mayor, the Deputy Mayor; or in the absence of the two, any other Councillor chosen to preside at the meeting from those Councillors present;

"Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the Municipal Government Act.

"Committee" could be a committee established in accordance with the provisions of the MGA for the municipality, or a public committee with representation of Council or Administration

"Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act;

"Committee of the Whole" consists of the Members of Council in a discussion-oriented meeting.

"Councillor" means a member of the Town of Drumheller Council, and includes the Chief Elected official

"Delegation" shall be one or more persons who have formally requested, and been granted, an audience at a meeting.

"Deputy Mayor" is the Member who is appointed by Council pursuant to Section 5 to act as Mayor in the absence or incapacity of the Mayor; the deputy Mayor shall have all the powers and shall perform all the duties of the Mayor and shall hold office for such time as Council may fix any other business required by the Act, or which Council or the CAO may direct.

"Electronic Communications" shall mean that members of Council or Council committee may attend a meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

"Freedom of Information and Protection of Privacy Act" or "FOIP" protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies.

"Meeting" means any meeting where all members are eligible to attend and quorum is maintained throughout the meeting;

"Member" is a member of Council, Committee, Group or Task Force

"Municipal Government Act" or "MGA" means Municipal Government Act, R.S.A 2000, c M-26 and associated regulations, as amended;

"Person" shall refer to any Member of Council or Special Task Force member, any member of Town of Drumheller Administration, any delegation addressing Council or any Special Task Force, any member of the media and any member of the public present at a meeting.

Quorum is the minimum number of members required at a meeting for the decisions to be voted on. Council constitutes two-thirds majority (2/3) will be interpreted as five of seven, four of six, three of five.

"Public Hearing" a formal hearing that must follow rules set out by provincial and local

legislation which is convened to hear matters pursuant to: the Municipal Government Act any other Act any other matter that Council directs may be considered at a Public Hearing.

"Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;

3. APPLICATION OF BYLAW

- 3.1 This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council including Council Committees established and governed by policy or bylaw approved by Council unless permission has been granted to them to establish their own bylaws and procedures.
- 3.2 The precedence of the rules governing the procedures of Council is:
 - a) the MGA;
 - b) other provincial or federal legislation;
 - c) this Bylaw; and
 - d) Robert's Rules of Order Newly Revised
- 3.3 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.
- 3.4 In the absence of any statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of Council?

4. REGULAR COUNCIL AND COMMITTEE OF THE WHOLE MEETINGS

- 4.1 All regular meetings of Council will take place every second Monday, or when the day specified is a legal holiday, such meetings of Council shall be held upon the next day following which is not a legal holiday; Committee of the Whole meetings on the alternate Monday
- 4.2 Regular Council Meetings and Committee of the Whole Meetings:
 - a) shall commence at 4:30pm in the evening and shall continue no longer than 10:00pm of the same day if in session at that hour;
 - b) will allow for public attendance;
- 4.3 If there is a change to the date, time or place of a scheduled meeting:
 - a) the Town will give at least 24 hours' notice of the change to any Councillors not present at the meeting at which the change was made, and to the public;
 - b) notice of a council or council committee meeting is deemed to have been given

to a Councillor or member of a council committee if the notice is delivered to an adult person at the Councillors or member's home or place of business.

- c) notice of changes to regular meeting dates and times to the public will be deemed sufficiently given by one or more of the following methods; on the official Town of Drumheller website and/or social media, local print media, radio advertising.

4.4 A Regular Council Meeting shall be cancelled:

- a) by a vote of the majority of members at a previously held meeting; or
- b) with the written consent of a majority of members, providing twenty-four (24) hours' notice is provided to members and the public; or
- c) with the written consent of two-thirds (2/3) of the members of Council if twenty-four (24) hours' notice is not provided to the public.

4.5 No regularly scheduled Council or Committee of the Whole Meeting will be held between nomination day and the inaugural organizational meeting each year a general election is held.

4.6 The Chair at any meeting may expel or remove any person who is guilty of improper conduct, which shall solely be determined by the Chair or CAO.

5. ELECTRONIC MEETINGS AND LIVE STREAMING

5.1 In accordance with MGA Section 199 (1), a meeting may be conducted by means of electronic or other communication facilities.

5.2 With approval from Council, members may attend a Council meeting by means of electronic device.

5.3 A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

5.4 Regular Council Meetings, Public Hearings, Special Meetings and Committee of the Whole Meetings will be live streamed to the Town's website when appropriate and will be available through archives provided the equipment is functional and no technical difficulties are experienced. The Town of Drumheller cannot guarantee that video streamed footage will always be available

5.5 If it is predetermined in the agenda that no further items and/or decisions are addressed or made following the Closed Session portion of any meeting other than the decision to adjourn the meeting, Council may decide through a motion to close the video stream function once Council moves into a Closed Session.

6. QUORUM

- 6.2 If there are not sufficient numbers assembled within 15 minutes following the scheduled commencement time of any meeting to constitute a quorum the names of all the members present at that time shall be recorded; and unless a Special Meeting be duly called in the meantime, Council shall be deemed to be adjourned until the next regular meeting.
- 6.3 When Council is unable to meet for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting, prior to the consideration of the agenda for the subsequent meeting, or alternatively at a Special Meeting called for that purpose.

7. AGENDA

- 7.1 The agenda for Regular and Committee of the Whole meetings shall:
- a) be created under the joint direction of the Chief Elected Official and the CAO;
 - b) include minutes of previous Council meeting(s) and copies of all reports or communications to be dealt with at the meeting.
 - c) include time, location and order of business for the meeting;
 - d) be distributed to Council at least (2) two full days prior to the Council meeting.
- 7.2 Items shall only be added to an agenda the day of a Council meeting by Chair or a two-thirds (2/3) majority vote of Council. All business items presented for addition to agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- 7.3 Unless a motion has been passed pursuant to 4.2a), all matters of business which appear on the Council agenda for a meeting and which have not been dealt with shall be deemed to be tabled until the next regular meeting of Council.
- 7.4 Closed Sessions
- a) Closed sessions must include the topic to be discussed, the reason why it is a Closed Session item including the section of FOIP. Any item discussed in a closed session requiring a motion must have been on the agenda
 - b) No motion will be allowed to follow the Closed Session discussion unless the item was placed on, or included in, the approved agenda.
- 7.5 Motions

- a) All motions shall be made in writing and seconded before being debated.
- b) No motion shall be offered on items that are not on the agenda as adopted.
- c) Any motion made in the negative shall be ruled out of order. All motions shall be written and read in the affirmative.
- d) After the motion has been read, it shall be deemed to be in possession of Council.

7.6 Bylaws

- a) Bylaws to be presented by the CAO must appear on the agenda with the number short title and request for decision.
- b) In accordance with the MGA, a Bylaw every bylaw shall have three (3) separate and distinct readings and shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for a third reading.
- c) The following shall apply to the passage of all bylaws:
 - i) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be read a first time
 - ii) Council shall vote on the motion for first reading of a bylaw without amendment or debate;
 - iii) bylaws that must be heard at a Public Hearing may only be given first reading before going to the Public Hearing
 - iv) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time.
- d) The following applies at second reading:
 - i) Council may debate the substance of the bylaw;
 - ii) Council may propose and consider amendments to the bylaw; and
 - iii) Council may refer by motion the bylaw to Administration for further information or from a Committee for further review prior to second reading.
- e) The following applies to third reading
 - i) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;

- ii) a bylaw shall be passed when a majority of the Councillors present, vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

7.7 DELEGATIONS & PRESENTATIONS

- a) Any person or group of persons wishing to make direct representation to Council, shall advise the CAO's office using a submission form found on the website or available by request, for consideration not less than seven days prior to the subsequent meeting.
- b) The written submission shall state:
 - i) the name of the person or group representative wishing to speak
 - ii) their municipal and mailing addresses, phone numbers, email
 - iii) description of the subject matter they wish to speak on
 - iv) provide presentation material in an approved format
 - v) handouts must be received no later than the Wednesday prior to the presentation
- c) Any taxpayer or Town of Drumheller resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous six months. If the person or group wishing to address is not a taxpayer or Drumheller resident, or if the subject is the same as one addressed within the previous six months, then Council shall consider the request and determine whether or not to receive the delegation.
- d) Council shall, at its next regular meeting following the delegation presentation, make any decisions, if required, regarding the issue raised by the delegation.
- e) During the delegates presentation:
 - i) delegations shall not speak for more than fifteen minutes, unless the time is extended by the majority vote of Council;
 - ii) in questioning delegations, Councillors will only ask questions which are relevant to the subject of the hearing and will avoid repetition;
 - iii) delegations will be restricted to speaking to the relevant subject matter only;

8. FIRST MEETING OF TOWN COUNCIL

- 8.1 The first meeting of Council after a general election shall be held not later than two weeks after the third Monday in October;
- 8.2 The CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.3 A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.5 Immediately upon completion by every Councillor present making the oath and subscribing the official oath or solemn affirmation, the CAO shall retire from the Chair, and The Mayor shall take the Chair;

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

- 9.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year
- 9.2 The CAO shall set the time and place for the Organizational Meeting; the business of the meeting shall be limited to:
 - a) the appointments of members to Committees which Council is entitled to make; Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.
 - b) establishing a roster of Deputy Mayors for the Council term in accordance with MGA Section 152(1) Council, each Deputy Mayor shall swear an oath of office in a ceremony which will be held during a regular scheduled Council meeting.
 - i) In the absence, or inability, of the Mayor or Deputy Mayor to act, the next Deputy Mayor shall assume the chair as Acting Mayor, or Council may appoint any other Member as Acting Mayor.

10. COUNCIL COMMITTEE OF THE WHOLE

- 10.1 The Committee of the Whole is comprised of Councillors.
- 10.2 The CAO and other required administrative staff may be asked to attend Committee meetings to make presentations and answer questions.
- 10.3 The purpose of the COTW is to:
 - a) Meet principally as a forum for discussion enabling all Committee members to discuss key items without the requirement to make a decision;

- b) Receive updates and information on emerging and ongoing projects, initiatives and opportunities;
- c) Receive scheduled delegations and submissions;

10.4 Formal minutes will not be recorded.

10.5 The Committee may make the following motions:

- a) To receive agenda reports as information;
- b) To make recommendations to Council; and
- c) To move into a Closed Session meeting or to revert to an open meeting, pursuant to the MGA and the FOIP Act

11. SPECIAL MEETINGS OF TOWN COUNCIL

11.1 The Chief Elected Official or Chair;

- a) may call a special meeting whenever the official considers it appropriate to do so, and;
- b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the Councillors;

11.2 The Chief Elected Official calls a special council meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

11.2 A special council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

11.3 No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

11.4 A special meeting may be cancelled:

- a) by the Mayor if twenty-four (24) hours written notice is provided to all members and the public, or
- b) by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

12. TASK FORCES

- 12.1 Council may, by Bylaw, appoint Special Task Forces consisting of one or more Councillors and may include members of the public; but may not delegate to any such Task Force any of Council's powers, duties, or functions.
- 12.2 All Special Task Forces shall be appointed on motion of Council by consent of a majority of the Councillors present at a meeting of Council.
- 12.3 The intent of Special Task Forces is to investigate and report on special tasks assigned by Council and should be appointed for a specific time frame. Once the task is completed, the Special Task Force dissolves.

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

- 13.1 Council may establish Committees and Boards and appoint representatives as required by legislation, agreement or bylaw.
- 13.2 Unless authorized by Council or other legislation, Council established Boards and Committees are required to operate under the bylaws, policies and terms of reference developed and implemented by Council.
- 13.3 Council established organizations should submit bylaws, policies and procedures to the Town and submit any changes as necessary.
- 13.4 Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights.
- 13.5 Council may make member appointments to a board or committee at any time.
- 13.6 Persons wishing to join a Council Committee or Board will submit an application to Legislative Services. The application will be forwarded to the Executive for a recommendation. Member appointments will be made at a regular Council Meeting.
- 13.7 Meetings dates, times, and locations will be decided by the organization.
- 13.8 Boards, Committees and Groups receiving funding, have an agreement or contract with the Town will be required to attend Council as a delegation at least yearly and submit approved minutes of Board meetings within one week of approval of minutes. These minutes will be published on the town website and included with council agendas as information. As a condition of the funding, agreement or contract, a representative of the Town may be assigned to attend meetings.
- 13.9 If the Boards, Committees or Groups in 13.8, do not provide minutes on a regular basis or allow a representative from the Town to attend meetings, Council may elect to withhold future funding, agreements or leases until such items are resolved to the satisfaction of the Town.

- 13.10 Councillors may choose to become a member of a Board or Committee that is not Council established.

14. PUBLIC HEARINGS

- 14.1 A resolution of Council providing for a specific public hearing on any matter to be heard by Council shall, subject to the applicable statute in respect to manner of notice, and the method of holding the hearing, be drawn up in accordance with the provisions of this section.
- 14.2 Public hearings notice will be advertised for at least two (2) weeks in local print media, the official Town of Drumheller website and social media accounts. Schedule A is a template for the Public Notice and can be altered as necessary.
- 14.3 Any person who claims that they will be affected by the subject matter of the public hearings shall be afforded an opportunity to be heard by Council either personally or through their agent.
- 14.4 The procedure guidelines for a Public Meeting are stated in Schedule B and can be altered as necessary.

This Bylaw shall take effect on the day of the final reading thereof.

Upon third reading of this Bylaw, Bylaw 10-09 and all amendments are repealed.

READ A FIRST TIME

READ A SECOND TIME

READ A THIRD AND FINAL TIME

Mayor

Chief Administrative Officer

SCHEDULE A - EXAMPLE

NOTICE OF PUBLIC HEARING

PROPOSED BYLAW

PURPOSE: To consider a bylaw to change the boundary of an Environmental Reserve (E.R.) and allow part of this property to be used for other purposes. A portion of the old public works site was designated E.R. but was never used for this purpose. This bylaw aims to correct this and allow the land to be developed into future housing.

Pursuant to Sections 675, 606 and 230 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta 2000 the Council of the Town of Drumheller intends to consider a Bylaw to remove a portion of Lot ., Block ., Plan . presently designated an Environmental Reserve and use it for other purposes. This proposed Bylaw is below.

Any person adversely or otherwise affected by this action and wishing to address Council relating to this matter shall contact cao@drumheller.ca or 403-823-1339 to make arrangements to attend the Council meeting on the ____ day of _____ 2021 at 5:30pm

Alternatively; written concerns may be delivered to Legislative Services 224 Centre Street Drumheller, AB T0J 0Y4 or emailed to cao@drumheller.ca; submissions will be received up to _____, 2021 at ____pm. This meeting is being held to provide the public at large an opportunity to be heard in accordance to the provision of the Municipal Government Act.

First Publication:
Second Publication:

Chief Administrative Officer

Notes About This Document.

This is being done under Sec. 676(1)(d) of the MGA.

Notice to adjacent owners to be mailed or delivered. Sec. 606(1)(b) MGA

Public hearing must take place before the second reading. Sec. 230(1)(a) MGA

The meeting for the public to be heard must be at least 5 days after the last notice is published in the local newspaper. Sec. 606(2)(a) and Sec. 606(5).

Put this bylaw and the Public Notice on the Drumheller website and include the

website address in the notice above.

SCHEDULE B

PUBLIC HEARING GUIDELINE - TEMPLATE

1. Open Public Hearing at **TIME** .
2. This public hearing is for **BYLAW NAME / TOPIC**
3. Presentation by CAO or designate _____ about **TOPIC**
4. Rules of Conduct for Submissions.
 - a) We ask that you respect the views of everyone here and allow each person their time to speak without interruption.
 - b) Please begin by stating your name and if you are in support or opposed to the proposed bylaw.
 - c) Each presentation has a 5 minute time limit.
 - d) Council may ask questions of the presenters.
 - e) Any questions brought forward will be noted and addressed at a future Council meeting.
 - f) Is there anyone who has signed up to speak in person this evening? **Yes/No**
 - g) Is there anyone who has registered to present remotely? **Yes/No**
 - h) Are there any written submissions? **Yes/No**
5. Registered to Present in Person

LEGISLATIVE SERVICES or **DESIGNATED PERSON** will read the names of those who have registered to speak.

After each presentation – Does anyone from Council have questions of the presenter?
6. Registered to Present remotely.
7. Written Submissions
8. Does Council have any final comments on the matter?
9. Thank you for your input this evening. Council and Administration will take your comments into consideration when deciding on this matter.
10. I would like to declare the Public Hearing for the **TOPIC** closed at **TIME**.

V. 2021 Mar 12