
BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and Committees established by Council, and may regulate the conduct of Council and Members of Committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

AND WHEREAS Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council;

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 - TITLE

- 1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.
- 1.2 The following Schedules shall form part of this Bylaw:
 - 1.2.1 Schedule "A" - Table of Contents
 - 1.2.2 Schedule "B" - Conflict of Interest Checklist
 - 1.2.3 Schedule "C" - Public Hearing Procedures
 - 1.2.4 Schedule "D" - Public Hearings Electronic Participation on Virtual Platform
 - 1.2.5 Schedule "E" - Council Procedural Bylaw Quick Reference

PART 2 - DEFINITIONS

- 2.1 In this Bylaw:
 - a) "**Act**" means the *Municipal Government Act*, S.A. 2000, Chapter M-26, as amended.
 - b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
 - c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
 - d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
 - e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
 - f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
 - g) "**Bylaw**" means a Municipal Bylaw of the Town.
 - h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
 - i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
 - j) "**Chair**" means the member elected from among the members of a Committee to preside at all meetings of the Committee.
 - k) "**Committee**" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw established in accordance with the Act.
 - l) "**Conflict of Interest**" means any matter that could affect a private interest of a Council Member or an employer of the Council Member, or the Council Members knows or should know that the matter could affect a private interest of the Council Member's family in accordance with Section 170(1)(b) of the Act.

- m) **“Consent Agenda”** means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- n) **“Council”** means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
- o) **“Council Committee Meeting”** means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
- p) **“Council Meeting(s)”** are regularly scheduled or Special Meetings that require the attendance of Council.
- q) **“Council Reports”** means a Council Member summary report of meetings, events and activities using the template provided, and will be included on the second Regular Council Meeting agenda each month.
- r) **“Delegation”** shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
- s) **“Deputy Mayor”** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- t) **“Extenuating Circumstances”** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- u) **“Municipal General Election”** means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- v) **“In-Camera”** means a part of the meeting closed to the public at which no Motion or Bylaw may be passed, except a Motion to recommend to Council or revert to a meeting held in public.
- w) **“Live Streaming”** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- x) **“Majority of Council”** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw.
- y) **“Mayor”** means the Chief Elected Official of the Town of Blackfalds duly elected.
- z) **“Media Representatives”** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- aa) **“Member(s)”** means a member of Council duly elected and continuing to hold office.
- bb) **“Minutes”** means the record of decisions of a Council or Committee Meeting.
- cc) **“Motion”** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- dd) **“Notice of Motion”** is the means by which a Member of Council brings business before Council.
- ee) **“Omnibus Motion”** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ff) **“Organizational Meeting”** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- gg) **“Officer”** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure & Planning Services, Director of Emergency Management & Protective Services or their delegates.
- hh) **“Pecuniary Interest”** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member’s family in accordance with Section 170(1)(a) of the Act.

- ii) **"Point of Information"** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand but not related to a Point of Procedure.
- jj) **"Point of Order"** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.
- kk) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to the following:
- i. the organization or existence of Council;
 - ii. the comfort of Members;
 - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
- ll) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
- i. make an appropriate Motion;
 - ii. raise a Point of Order;
 - iii. understand the procedure; or
 - iv. understand the effect of a Motion.
- mm) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- nn) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- oo) **"Public Hearing"** means a meeting of Council, or that portion of a meeting of Council during which members of the public make representations to Council in accordance with the Act.
- pp) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member.
- qq) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw.
- rr) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- ss) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- tt) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- uu) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- vv) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- ww) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
- xx) **"Resolution"** means a Motion passed by a Majority of Council.
- yy) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;

- zz) **“Standing Committee of Council”** is a meeting of Council as a whole.
- aaa) **“State of Emergency”** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.
- bbb) **“Suspension of the Rules”** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.
- ccc) **“Table”** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.
- ddd) **“Terms of Reference”** means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw.
- eee) **“Town”** means the municipal corporation of The Town of Blackfalds.
- fff) **“Video”** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

- 3.1 This Bylaw applies to:
 - a) Organizational Meetings;
 - b) Regular Council Meetings
 - c) Special Council Meetings; and
 - d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.
- 3.2 The precedence of the rules governing the procedure of Council is:
 - a) The Act;
 - b) Other Provincial legislation;
 - c) This Bylaw; and
 - d) [Repealed 2025, Bylaw 1345.25]

(Amended, Bylaw 1345.25, 2025/10/14)
- 3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or Chair shall interpret the procedure of meetings.
- 3.4 Suspension of the Rules:
 - a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

- 4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.
- 4.2. The Table of Contents is attached hereto as Schedule “A”.
- 4.3. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 4.4. A Council Member who has a Pecuniary or Conflict of Interest in a matter before Council shall disclose the general nature of the Pecuniary or Conflict of Interest before the meeting has begun and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act. A Conflict of Interest Checklist is attached hereto as Schedule “B”.
- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
- a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - b) In writing and specify the time, date, location and purpose of the meeting;
 - c) Electronically distributed via email to each Council or Committee Member;
 - d) Posted at the Town Office – at the Civic Cultural Centre; and
 - e) Given any other notification as requested by Council or the Committee.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or Chair shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or Chair are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chair to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee Meeting is Adjourned for:
- a) Failure to constitute a Quorum; or
 - b) Due to loss of Quorum as a result of a Member leaving the meeting:
 - i) The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a Municipal General Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a Municipal General Election, the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a Municipal General Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October, should all of Council be in attendance;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
- 7.6 Establishment of Regular Council and Standing Committee of Council Meetings can only occur if all Members of Council are in attendance in accordance with Section 193(1) of the Act.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meetings shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the community.
- 8.2. Regular Council Meetings shall typically be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
 - a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole of Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting, and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole of Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The Notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council and to the public.
- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole of Council agrees to this, in writing, before the beginning of the meeting. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
 - a) By the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole of Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows, unless Council otherwise determined by a majority vote a change in order:
 - a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing
 - e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment

- 10.3 Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council Meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the *Act* or any other statute dealing with access to information) available on the municipal website to the media and public.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before Council at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of Council.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) Council Reports;
 - d) Administrative Reports;
 - e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information (includes items of interest to Council Members);
 - g) Correspondence that is addressed to the Mayor and/or Council, and all content shall be subject to access to information legislation.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.
- 10.10 Council Reports will be included only on the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided for inclusion in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second Regular Council Meeting of the month.
- 10.12 Public Hearings shall be conducted in accordance with Part 14.
- 10.13 Delegations shall be registered and heard in accordance with Section 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
- a) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
 - i) Vote on the recommended Motion; or
 - ii) Refer back to Administration for further consideration; or
 - iii) Vote on an amended Motion as determined through debate and presented by a Member of Council.
- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of the access to information legislation and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes.

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any Councillors have a Pecuniary or Conflict of Interest or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary or Conflict of Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a Member declares a Conflict or Pecuniary Interest or other interest on an item that is included in the Consent Agenda.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town's website, within the same week as when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business for amendments.
- 12.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council or the Committee without the amendment being considered by Council.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.
- 12.7 Minutes of meetings of Council shall be signed by the Presiding Officer or Chair of the meeting and the CAO or designate at which those Minutes are approved.

PART 13 - COMMUNICATIONS

- 13.1 When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
 - a) Be on paper or in a printable form;
 - b) Be able to identify the writer and the writer's contact information;
 - c) Subject to Section 13.3, be placed on an Agenda as appropriate; and
 - d) Properly placed within the Town's filing system.
- 13.2 Follow-up on the correspondence may include:
 - a) Discussion on the item under Business at a Council Meeting;
 - b) Directive to Administration to provide a response to the item of correspondence.

- 13.3 Responsibilities of the CAO:
- a) If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - i. If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - ii. Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - iii. In situations where the CAO considers correspondence to be libelous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.
- 13.4 Decisions on Communications:
- a) If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - i. Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - ii. Take any other appropriate action on the communication.
 - b) If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
 - c) If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
 - d) Upon receipt of the communication to Council, the CAO will respond to the person or entity regarding the process to be followed, and any action taken on the subject of the communication.

PART 14 – PUBLIC HEARINGS

- 14.1 Council shall hold Public Hearings in accordance with the *Act* and this Bylaw as set out in the Public Hearing Procedures in Schedule "C".
- 14.2 Public Hearings, when required by the *Act* or requested by Council, will be held prior to the second reading of a Bylaw.
- 14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 14.4 Every effort shall be made to commence a Public Hearing as close as possible to the advertised time.
- 14.5 Any person who wishes to be heard at a Public Hearing may either:
- a) Submit a written response in accordance with the advertisement.
 - b) Make a verbal presentation in-person at the Civic Cultural Centre during the Public Hearing.
 - c) Make a verbal presentation electronically through a virtual platform during the Public Hearing, as outlined in Schedule "D" of this Bylaw.
 - d) Provide both a written response and verbal presentations.
- 14.6 All written submissions from the public must be received by the deadline advertised in the Public Hearing Notice for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate, who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

- 15.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting.
- 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 15.4 All written presentations will become a matter of public record unless the Delegation informs the office or it is deemed confidential.

PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

- 16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present.
- 16.2 A Member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the meeting are able to communicate effectively.
- 16.3 A 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.
- 16.4 The Mayor, Deputy Mayor, Presiding Officer or Chair shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.
- 16.5 Where the rules of procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the rules of procedure to ensure Members can effectively participate in the meeting.
- 16.6 When a Council Member attends a Closed Session via electronic participation, they will be required to confirm that they are attending the Closed Session alone.
- 16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 16.8 Members must make a reasonable effort to notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.
- 16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

PART 17 – CLOSED SESSIONS

- 17.1 Confidential items are those items that are discussed as per Section 197(2) of the *Act* "In Camera" or "Closed Sessions" and are confidential items of discussion between Council, Administration and invited persons. No Minutes, notes, or recordings of the discussions will take place, and any reports provided to Council will be returned to the CAO.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. on the next business day unless:
 - a) A matter under discussion has not concluded;
 - b) Otherwise directed by Council; or
 - c) Council, by Resolution of a majority vote, taken as soon before 10:00 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.

- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.

PART 19 – CONDUCT DURING MEETINGS

- 19.1 Council Meetings will be held in public, and no person may be excluded except for:
- Improper conduct; or
 - Council may, by Resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
- 19.2 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.
- 19.3 A Member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Presiding Officer shall be final.
- 19.4 No Member of Council shall:
- Speak without first being recognized by the Presiding Officer and being granted the floor.
 - Speak twice to the same item after a Motion on any Agenda item, without the leave of Council, until every Member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued.
 - Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking refers to when a Council Member debates a Motion.
- 19.5 The Presiding Officer shall give each Member of Council who wishes to speak on a matter on the Council Agenda an opportunity to do so before calling the question.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege, the point shall be stated succinctly, and the Presiding Officer shall, when giving their decision on the point, cite the rule or authority applicable to the same.
- 19.10 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 Administration.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
- 19.12 When the Presiding Officer wishes to debate or make a Motion, they shall vacate the chair and request another Member to take the chair, in the following order:
- Deputy Mayor
 - Any other Member of Council.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as Chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.

- 19.14 When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- Remain quiet and seated;
 - Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
 - Not carry on a private conversation.
- 19.15 When a Member is addressing Council, the Member shall:
- Not speak disrespectfully of others;
 - Not shout, raise their voice or use offensive language;
 - 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;
 - Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. Members of the public gallery during a Council Meeting:
- Shall not address Council without permission;
 - Shall maintain order and quiet; and
 - Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 20.3. The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 After a Motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When moved, a Motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and Officers having the opportunity.
- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 No Motion other than an Amending Motion or Motion to Table or Refer shall be considered until the Motion already before Council has been disposed of.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.

21.11 The following Motions are not debatable by Members:

- a) To take a Recess;
- b) Question of Privilege;
- c) Point of Order;
- d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
- e) To limit debate on a matter before Members;
- f) To Table the matter; and
- g) Adjournment.

21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.

21.13 A Motion of Suspension of the Rules is not amendable.

PART 22 – RECESS

22.1 Any Member may move that Council Recess or break for a specific period. After the Recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.

22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.

22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

23.1 Motion to Amend are those Motions where word(s) or paragraphs are inserted or struck out of the original Motion and can be made by any Member and must be in agreement with the Member originating the Motion.

23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.

23.3 Amendments shall be voted on in reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original Motion is put to a vote.

PART 24 – MOTION TO RESCIND

24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

26.1 A Motion to Postpone any matter shall include in the Motion:

- a) A specific time to which the matter is Postponed; or
- b) Provision that the matter is to be Postponed indefinitely.

26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.

26.3 A Motion to Postpone a matter is Amendable and debatable.

26.4 Any matter that has been Postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

PART 27 – MOTION TO TABLE

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

PART 28 – MOTIONS FOR INFORMATION

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:
- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
 - c) If the Council Member is not present for the indicated date, the Motion will be deferred to the next Regular Council Meeting. If the Council Member is not present at the next Regular Council Meeting, the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.
- 29.2 Any Member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven (7) days before the meeting at which time the Motion will be debated, or Council passes a Motion by majority vote dispensing of the period of notice.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 When debate on a Motion is closed, the Presiding Officer shall put the Motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 If any Member of Council wishes to have a Recorded Vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting Minutes pursuant to Section 185 of the Act.
- 30.4 Where a Motion is not carried unanimously by those Members present, then the names of those who voted for and against a Motion shall be entered upon the Minutes for Motions that are carried or defeated.
- 30.5 Votes on all Motions must be taken as follows:
- a) The Presiding Officer must declare the Motion and call for the vote.
 - b) Members must vote by a show of hands.
 - c) The Presiding Officer must declare the result of the vote.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

- 30.7 A Motion shall be declared defeated when it:
- Does not receive the required majority of votes; or
 - Receives an equal division of votes.
- 30.8 Each Member present shall vote on every Motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the Minutes.
- 30.9 Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the access to information legislation.
- 30.10 A Member shall not vote on a matter if they are absent from the Council Chambers when the matter has been heard, and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and may be reviewed at a meeting of the Standing Committee of Council before being presented at a Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the Act.
- 31.5 Only the Bylaw's title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 After a Member has made a Motion for second reading of a Bylaw, Council may:
- Debate the substance of the Bylaw; and
 - Propose and consider amendments to the Bylaw.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
- 31.12 When Council unanimously consents that a Bylaw may be presented for third reading:
- Motion for third reading of the bylaw shall be made;
 - Council shall vote on the Motion without amendment or debate.
- 31.13 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or bylaw does not require a greater majority.

- 31.14 In conformance with the Act:
- a) If a Bylaw does not receive a third reading within two (2) years from the date of the first reading, the previous readings are deemed to have been Rescinded; and
 - b) If a Bylaw is defeated on second or third reading the previous readings are deemed to have been Rescinded.
- 31.15 Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate and then shall have the Town's corporate seal applied.
- 31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.
- 31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.
- 31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.19 Subject to Section 31.1, policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.20 Upon being passed, a policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO or designate.

PART 32 - COMMITTEES

- 32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

- 33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.
- 33.2 Standing Committee of Council typically takes place on the third Monday of every month.
- 33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
- 33.4 Standing Committee of Council shall commence at 7:00 p.m.
- 33.5 Quorum of the Standing Committee of Council is a majority of Council Members.
- 33.6 The Standing Committee of Council may:
- a) Receive delegations and submissions;
 - b) Receive updates on major capital projects and initiatives;
 - c) Meet with other municipalities and other levels of government; and
 - d) Receive updates from Council Committees.
- 33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:
- a) Call to Order
 - b) Land Acknowledgement
 - c) Delegation
 - d) Business
 - e) Confidential
 - f) Adjournment
- 33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.

- 33.9 Only material which has been received in accordance with Section 33.8 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before the Committee at any meeting, the item shall:
- i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer, considered as an addendum to the Agenda upon a majority vote of the Committee.
- 33.10 If a Delegation wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to Legislative Services no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Applications can be accessed on the Town's website.
- 33.11 Delegations are limited to fifteen (15) Minutes at a Committee Meeting unless, at the Committees discretion, a longer time is required.
- 33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.
- 33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.
- 33.14 Procedures in Standing Committee of Council only differ from Council's in that:
- a) A Member of Council may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;
- b) A Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor, a Council member shall only address that Motion;
- c) The only Motions permitted are:
- i) To direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
 - ii) To receive items for information;
 - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
 - iv) To Recess
- 33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

- 34.1 That Bylaw 1289.23 and 1317.24 are hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

- 35.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this 22nd day of April, A.D. 2025.

(RES. 089/25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

READ for the second time this 22nd day of April, A.D. 2025.

(RES. 090.25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISAAK

READ for the third time this 22nd day of April, A.D. 2025.

(RES. 092/25)

-Original Signed-

MAYOR JAMIE HOOVER

-Original Signed-

CAO KIM ISSAK

UNCERTIFIED COPY – OFFICE CONSOLIDATED OCTOBER 2025

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SCHEDULE “B”
CONFLICT OF INTEREST CHECKLIST

Conflict of Interest Checklist

The 6 Ps

Public duty versus private interests	Do I have personal or private interests that may conflict, or be perceived to conflict with my fiduciary duty to the organization?
Potentialities	Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
Perception	How will my involvement in the decision/action be viewed by others?
Proportionality	Does my involvement in the decision appear fair and reasonable in all the circumstances?
Presence of mind	What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
Promises	Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

Disclaimer: This infographic is intended to be a starting point for thinking about conflicts of interest, and that Council should consult the Municipal Government Act and Council Code of Conduct Bylaw or obtain legal advice if they are concerned about a conflict of interest issue.

SCHEDULE "C"
PUBLIC HEARING PROCEDURES**1. Definitions**

- 1.1 "Chair" refers to the Presiding Officer officiating the Council Meeting.
- 1.2 "Secretary" refers to the CAO or their designate.

2. Advertising

- 2.1 Advertising for all Public Hearings must meet the requirements of Section 606 of the *Municipal Government Act*, Town of Blackfalds' Public Notification Bylaw and Public Participation Policy and will include:
 - a) Inclusion in a local newspaper once a week for two (2) consecutive weeks ahead of the Public Hearing date.
 - b) Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
 - c) Posted on the Town's website for the time period provided for print media notice.
 - d) Forwarded to parties determined to have a direct or significant impact by the matter.

3. Public Written Comments and Submissions

- 3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to legislative@blackfalds.ca.
- 3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, TOM 0J0 c/o Legislative Services.
- 3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the scheduled Council Meeting where the Public Hearing has been scheduled.

4. Presenting at Public Hearing

- 4.1 When presenting at a Public Hearing, each presenter must provide:
 - a) their name and how they are affected by the subject of the Public Hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the Public Hearing;
 - b) the names, if any, of any additional people that they are presenting on behalf of.

5. Public Hearing Procedure

- 5.1 All Public Hearings shall be conducted in the following manner:
 - a) The Chair shall outline the process to be followed and declare the time at which it has been opened.
 - b) The Secretary shall outline the purpose of the Public Hearing, confirm the dates on which the Public Hearing was advertised, and read into the record any late written submissions that have been received.
 - c) The Chair shall invite verbal presentations from those in-person at the Town Office or electronically through a virtual platform who wish to speak.
 - d) The Chair may allow questions from members of Council after each presentation, either to Administration or to the presenter.
 - e) After all presentations have been made and questions asked, the Chair shall declare the Public Hearing closed.

SCHEDULE "D"
PUBLIC HEARING ELECTRONIC PARTICIPATION ON VIRTUAL PLATFORM

1. Anyone who wishes to present electronically at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the Public Hearing prior to the advertised submission deadline by:
 - 1.1 Submitting a request in the prescribed electronic form on the Town of Blackfalds' public official website; or
 - 1.2 Emailing Legislative Services at legislative@blackfalds.ca.
2. When electronically presenting at a Public Hearing, presenters must:
 - 2.1 identify themselves by name through their usernames on the virtual platform and may further identify themselves by position or organization if they wish;
 - 2.2 keep their cameras and microphones deactivated before and after their presentation; and
 - 2.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
3. The Secretary is authorized to deactivate cameras and microphones during Public Hearings to avoid disruptions to the proceedings.
4. The Chair has the authority to end a presenter's electronic participation in a Public Hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.

SCHEDULE "E"
COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn (Part 18)	means the conclusion of a Council or Committee Meeting.	"Seeing as there is no other business, I Adjourn this meeting at [time]" "I move That Council Adjourn."	Yes	No Motion to Adjourn is not subject to debate and is voted on immediately	When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.
Amend (Part 23)	means a Motion by which to amend a Motion that has been made but not yet voted on.	"I move That the wording of the Motion is amended to read..."	Yes	Yes	Amendments shall be voted on in reverse order to that in which they have been moved before the original motion is put to a vote.
Call the Question (Part 2)	means when the Presiding Officer ends the debate and Council or Committee must vote on the Motion that has been made.	"I call the question." "All in favour?" All opposed?"	No	No	It is the role of the Presiding Officer/Chair to Call the Question.
Information Motions (Part 28)	Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference. Motion to receive for information means Council or Committee acknowledges the information with no further action taken.	"I move That Council accept [subject] for information." "I move That Council receive the [subject] for information."	Yes	Yes	When Council accepts the information, it is placed in the Town's record for reference. When Council or Committee receives the information, it is acknowledged with no further action taken.
Point of Information (Part 19)	means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.	"Point of Information [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Information.
Point of Order (Part 19)	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.	"Point of Order [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Order.
Point of Privilege (Part 19)	means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members	"Point of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Point of Privilege. Includes but is not limited to the following: i) the organization or existence of Council; ii) the comfort of Members; iii) the conduct of Administration or

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COUNCIL PROCEDURAL BYLAW QUICK REFERENCE

Use	Definition	Wording	Vote Required	Amendable	Notes
					members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
Postpone (Part 26)	means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.	"I move That Council Postpone the [subject] voting until...." "I move That Council Postpone the [subject] indefinitely."	Yes	Yes	A Motion to Postpone any matter shall include in the Motion a specific time to which the matter is postponed or provisions that the matter is Postponed indefinitely.
Question of Privilege (Part 19)	means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council.	"Question of Privilege [subject]."	The Presiding Officer/Chair decides.	No	Any Member of Council may raise a Question of Privilege.
Recess (Part 22)	means to take a brief break for a specific time but will continue the Council or Committee afterward.	"I move That Council move for a [^^] min Recess." Presiding Officer: "I call for a [^^] min Recess."	Yes	Yes	Any Member may move for a Recess. This Motion may not be used to interrupt a speaker.
Rescind (Part 24)	means the Motion by which is referred to by declaring a previous resolution or Motion null and void.	"I move That Council Rescind [subject]."	Yes	Yes	A Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
Reconsider (Part 2)	means to review a matter previously decided upon by Council or Committee	"I moved That Council Reconsider [subject] or Motion No.]."	Yes	Only if the original Motion was debatable.	A Motion to Reconsider will not undo any actions which have already been taken as a result of the Motion previously passed and is subject to Section 29.3.
Refer (Part 25)	means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information.	"I move That Council refer [subject] to Administration and/or Committee for more information."	Yes	Yes	A Motion to Refer shall include terms, timelines, and other relevant information.
Suspension of the Rules (Part 3)	means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.	"I moved That Council suspend Council Procedural Bylaw Section [inset no] for the purpose of"	Yes	No	A Suspension of the Rules can only be used for a specific purpose.
Table (Part 27)	means the Motion which allows a matter without debate to be set aside and brought back at a later date.	"I move That Council Table [subject]."	Yes		To take a matter from the Table requires a Motion, That Council lift from the table.

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