

SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING AGENDA
May 10th, 2019
9:00 AM
Town of Stettler Office Board Room

1. Call to Order
2. Additions to Agenda
3. Minutes
 - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on April 12th, 2019 2-7
4. Delegations
 - a. Commissionaires re: Parking
5. Financial
 - a. Bank Reconciliation as of March 31st, 2019 & April 30th, 2019 8-9
 - b. Statement of Revenue & Expenses as of April 30th, 2019 10
 - c. Accounts Payable as of April 24th, 2019 11-12
6. Administration/Current Concerns
 - a. Hall Society Request RE: Electronic Bulletin Board 13
 - b. Purchasing Policy (example) 14-16
 - c. Procedural Bylaw (2 examples) 17-52
 - d. 2019 Budget Planning verbal
 - e. Council/Staff Reports verbal
7. Correspondence
 - a. Spring Newsletter 53-54
8. Bylaws
 - a. none
9. Additions
10. In-Camera Session
11. Next Meeting Date: First week of June, at call of the Chair
12. Adjournment

MINUTES OF THE REGULAR COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON APRIL 12, 2019
TOWN OF STETTLER BOARD ROOM

Present: Mayor Lorne Thurston
Chief Administrative Officer Graham Scott
Councillor Bill Sanchuck
Councillor Carl Cornelssen
Development Contractor Leann Graham
Manager of Accounting & Financial Services Laurie Tait
Manager of Accounting & Financial Services Kim Hymers

Absent: None

1. Call to Order: Mayor Thurston called the Council Meeting to order at 2:00 p.m.

2. Agenda Additions/Approval

- 6(f) 2018 Financial Statements
- 6(g) Dust Control
- 6(h) Unsightly Properties
- 6(i) Purchasing Policy
- 6(j) Fire Mitigation Project
- 6(k) Stettler Hospice Society
- 6(l) Tennis Court
- 6(m) SMRWSC Debenture
- 6(n) Gifts & Hospitality

Motion 19:04:01 Moved by Councillor Sanchuck to approve the agenda as presented with the additions.

MOTION CARRIED
Unanimous

Mayor Thurston with the mutual consent of Council varied the order of the agenda to consider 5(a) RCMP Delegation.

5. Delegations

(a) RCMP Update

Mayor Thurston welcomed Sgt. Phil Penny and delegation to the meeting at 2:05 pm. Sgt. Penny reviewed the Annual Performance Plan, 2013 – 2018 Actual Counts and the Detachment Goals. Property crime and community engagement are the top goals for 2019.

Council thanked Sgt. Penny for his informative discussion and the delegation left the meeting.

The meeting returned to the order of Agenda.

3. Adoption of Minutes

(a) Minutes of the Regular Council Meeting held on December 21, 2018

Motion 19:04:02 Moved by Councillor Cornelssen that the Minutes of the Regular Council Meeting held on December 21, 2018 be approved as presented.

MOTION CARRIED
Unanimous

Mayor Thurston with the mutual consent of Council varied the order of the agenda to consider 6(c) Timelines for Land Use Bylaw review and 6(h) Unsightly Properties

6. Administration/Current Concerns

(c) Timelines for Land Use Bylaw

Discussion ensued on the methods and timeline to be followed for the review of the Land Use Bylaw. A detailed outline of amendments and proposed changes will be forwarded to Council for review. The website and next newsletter will include an online survey seeking public input. Survey results will be presented to Council in May and then an Open House will be held on June 8, 2019 at 9:00 a.m. at the Multipurpose Hall.

Development Officer L. Graham reviewed the progress for two outstanding building permits.

(h) Unsightly Properties

Discussion ensued on the process to be followed for cleanup of unsightly properties. Development Officer L. Graham will observe the properties noted and provide a timeline and procedure.

The meeting returned to the order of Agenda.

4. Financial (a) Bank Reconciliation as of Dec. 31st 2018, Jan. 31st 2019 & Feb. 28th 2019

Motion 19:04:03 Moved by Councillor Sanchuck that the Summer Village of White Sands approve that Financial Item 4(a) be accepted for information.

MOTION CARRIED
Unanimous

(b) Statement of Revenue & Expenses as of Dec. 31st 2018, Jan. 31st 2019, Feb. 28th 2019 & Mar. 31st 2019

Motion 19:04:04 Moved by Councillor Sanchuck that the Summer Village of White Sands Council approve that Financial Item 4(b) be accepted for information.

MOTION CARRIED
Unanimous

(c) Accounts Payable as of Dec. 20th 2018, Dec. 31st 2018, Jan. 11th 2019, Jan 25th 2019, Feb. 11th 2019, Feb 25th 2019, Mar. 12th 2019, Mar. 21st 2019 & Apr. 10th 2019

Motion 19:04:05 Moved by Councillor Sanchuck that the Accounts Payable for the periods: Dec. 20th 2018, Dec. 31st 2018, Jan. 11th 2019, Jan 25th 2019, Feb. 11th 2019, Feb 25th 2019, Mar. 12th 2019, Mar. 21st 2019 & Apr. 10th 2019 in the amount of \$93,799.37 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

5. Delegations (this item was held earlier in the meeting).

6. Administration/Current Concerns

(a) Snow Plowing Review

CAO G. Scott informed Council that the total grader cost for snow removal in 2018 was \$2,344.65, and the current cost for 2019 is \$970.20. A grader is hired on an as needed basis. The process is working well.

(b) Emergency Management Appointments

CAO Scott informed Council that the Summer Village of White Sands is currently a partner of the Stettler Regional Emergency Management Agency which oversees the emergency management responsibilities for all municipalities within the County of Stettler boundaries. Lee Hardman is the current Director of Emergency Management and Chad Jackson is the current Deputy Director for all municipalities within the region. Based on the retirement of two Deputy Directors last year, it is recommended that both Lee Hardman and Chad Jackson be reappointed in their roles, and that Clint Sime be appointed as a Deputy Director. This program involves preparedness for, response to, and recovery from, emergencies and disasters.

CAO Scott advised that an Emergency Management Advisory Committee Meeting comprised of all Council members will need to be completed for each municipality. Training for Council members will also be scheduled.

Motion 19:04:06

Moved by Councillor Sanchuck that the Summer Village of White Sands Council appoints Lee Hardman as Director of Emergency Management, appoints Chad Jackson as Deputy Director of Emergency Management and appoints Clint Sime as Deputy Director of Emergency Management for the Summer Village of White Sands.

MOTION CARRIED
Unanimous

(c) Timelines for Land Use Bylaw (discussed earlier in meeting)

(d) AltaGas Franchise Agreement Renewal - (Tabled).

(e) Council/Staff Reports (discussed later in meeting)

(f) 2018 Financial Statements

CAO Scott reviewed the financial results and information included in the Summer Village's 2018 Consolidated Financial Statements and 2018 Municipal Financial Information Return. In addition, the following documents were presented and reviewed; the Auditors' Reports (2), an Auditors' Engagement letter, a letter of Independence, a Management letter and a letter outlining any Audit Aspects to be of interest.

It was noted that the preparation and audit of annual consolidated financial statements is primarily for authentication and verification purposes. Although this reporting function is necessary and valuable, the annual budget process is far more detailed for Council information and decision-making purposes.

Motion 19:04:07

Moved by Councillor Sanchuck that the Summer Village of White Sands Council accept the 2018 Consolidated Financial Statements and 2018 Municipal Financial Information Return for

the Year Ended December 31, 2018 as presented, including correspondence from the Auditor as follows:

1. A Statement outlining the terms of the Auditor's Engagement dated April 12, 2019.
2. A statement communicating the independence of the Auditor dated April 12, 2019.
3. A Management Letter outlining any deficiencies in the accounting system dated April 12, 2019.
4. A Statement of audit aspects believed to be of interest to Council dated April 12, 2019.
5. The Auditors' Report on the 2018 Consolidated Financial Statements dated April 12, 2019.
6. The Auditors' Report on the 2018 Municipal Financial Information Return dated April 12, 2019

(g) Dust Control Project

Councillor Sanchuck advised that the dust control project from last year will need the 2nd application this year. Discussion ensued on the potential areas for a 1st coat for this year.

Motion 19:04:08

Moved by Councillor Cornelssen that the Summer Village of White Sands Council contract the application of dust control product to 1st Street; 4th Street; Lakeview Avenue; and Destini Drive for a total project cost of \$18,000.00.

MOTION CARRIED
Unanimous

(h) Unightly Properties (discussed earlier in meeting)

(i) Purchasing Policy

Discussion ensued on the current purchasing procedures. Tabled until next meeting.

(j) Fire Mitigation Project

Councillor Sanchuck advised that the mulching of the fire access lanes has been completed. The project will now need gates, rails, posts, culverts and approaches.

Motion 19:04:09

Moved by Councillor Sanchuck that the Summer Village of White Sands Council approve the Fire Mitigation Project costs to \$12,000.00.

MOTION CARRIED
Unanimous

(k) Stettler Hospice Society

Mayor Thurston advised that the Stettler Hospice Society is requesting a letter of support.

Motion 19:04:10

Moved by Councillor Sanchuck that the Summer Village of White Sands Council provide a letter of support.

MOTION CARRIED
Unanimous

(l) Tennis Court

Mayor Thurston advised that the tennis court needs refinishing this year.

Motion 19:04:11 Moved by Councillor Sanchuck that the Summer Village of White Sands Council contract the application of a seal coat to the tennis court surface for a cost of \$8,000.00.

MOTION CARRIED
Unanimous

(m) SMRWSC Debenture

Mayor Thurston advised that the Brownfield Line and Truck Fill will be added to the debenture for the Shirley McClellan Regional Water Services Commission. This addition to the debenture owing can be prepaid. The amount will be approximately \$14,000.00.

Motion 19:04:12 Moved by Councillor Cornelssen that the Summer Village of White Sands Council authorize the prepayment amount for the additional SMRWSC debenture covering the Brownfield Line and Truck Fill.

MOTION CARRIED
Unanimous

(n) Gifts & Hospitality

Motion 19:04:13 Moved by Councillor Sanchuck that the Summer Village of White Sands Council authorize the purchase of gifts recognizing community relations up to \$300.00 per occasion.

MOTION CARRIED
Unanimous

Motion 19:04:14 Moved by Councillor Cornelssen that the Summer Village of White Sands Council restrict the reimbursement for travel and subsistence claims to exclude alcoholic beverages.

MOTION CARRIED
Unanimous

(e) Council/Staff Reports

- Councillor Sanchuk
 - Road repair needed at corner of **Craig's** Cove.
- Mayor Thurston
 - Emergency power for hall – Koehler natural gas generator similar to the Truck Fill. The current small generator will run only a portion of the building. Price to be sourced.
 - Recreation Vehicle permitting – need suggestions.
 - Commissionaire to be invited to next meeting.
 - Canada Post have no plans for postal services.
 - Wi-Fi hub has been moved to the Bottle Shed.
 - Cannabis Bylaw needs to be prepared.

6. Correspondence

- (a) Minutes of Regional Emergency Management Agency Meeting
- (b) 2019 Federal Budget Invests in Municipalities

Motion 19:04:15 Moved by Councillor Cornelssen that the Summer Village of White Sands accept correspondence items (a-b) for information.

MOTION CARRIED
Unanimous

7. Bylaws (a) None

8. Additions (discussed throughout the meeting)

9. In-Camera Session (a) Land – Section 25 – FOIP
(b) Labour – Section 16(1) - FOIP

Motion 19:04:16 Moved by Councillor Sanchuck that the Summer Village of White Sands Council proceed into an In-Camera Session with the CAO present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 5:42 p.m

Motion 19:04:17 Moved by Councillor Cornelssen that the Summer Village of White Sands Council return to the Regular Council Meeting.

MOTION CARRIED
Unanimous at 6:10 p.m.

Motion 19:04:18 Moved by Councillor Sanchuck that the Summer Village of White Sands Council apply a 1.5 % increase to the Maintenance Contract monthly invoice retroactively to January 1, 2019.

MOTION CARRIED
Unanimous

10. Next Meeting Date 1st week of every month.

11. Adjournment

Motion 19:04:19 Moved by Councillor Cornelssen that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 6:20 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of March 31, 2019**

Net Balance at End of Previous Month	\$ 1,258,964.63
ADD: General Receipts	22,911.74
Interest Earned (<i>Prime 3.95% - 1.65% = 2.30%</i>)	2,243.89
Investments Matured	<u>0.00</u>
 SUBTOTAL	 1,284,120.26
LESS: General Disbursements	89,780.55
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>9.38</u>
 SUBTOTAL	 <u>89,789.93</u>
 NET BALANCE AT END OF CURRENT MONTH	 <u><u>\$ 1,194,330.33</u></u>
 Balance at End of Month - Bank	1,195,581.94
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>1,251.61</u>
 NET BALANCE AT END OF CURRENT MONTH	 <u><u>\$ 1,194,330.33</u></u>
 INVESTMENTS:	 0.00
	<u>0.00</u>
 SUBTOTAL	 <u>0.00</u>
 TOTAL CASH ON HAND AND ON DEPOSIT	 \$ 1,194,330.33

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF APRIL 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	17,151
PI & Dev - Permits		957
PI & Dev - Deposit		4,708
Other		<u>96</u>
	Total	22,912

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of April 30, 2019**

Net Balance at End of Previous Month	\$ 1,194,330.33
ADD: General Receipts	19,343.52
Interest Earned (<i>Prime 3.95% - 1.65% = 2.30%</i>)	2,489.65
Investments Matured	<u>0.00</u>
 SUBTOTAL	 1,216,163.50
LESS: General Disbursements	38,959.91
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>34.38</u>
 SUBTOTAL	 <u>38,994.29</u>
 NET BALANCE AT END OF CURRENT MONTH	 <u><u>\$ 1,177,169.21</u></u>
 Balance at End of Month - Bank	1,206,308.37
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>29,139.16</u>
 NET BALANCE AT END OF CURRENT MONTH	 <u><u>\$ 1,177,169.21</u></u>
 INVESTMENTS:	 0.00
	<u>0.00</u>
 SUBTOTAL	 <u>0.00</u>
 TOTAL CASH ON HAND AND ON DEPOSIT	 \$ 1,177,169.21

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF MAY 2019

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	10,379
PI & Dev - Permits		299
Hall Rental		150
GST refund (2018)		8,470
Other		<u>45</u>
	Total	19,343

**SUMMER VILLAGE OF WHITE SANDS
STATEMENT OF REVENUE AND EXPENDITURES
AS OF APRIL 30, 2019**

	YTD Actual	Variance	Annual Budget
Revenue			
General Administration	135.00	21,534.00	21,669.00
Protective Services	-	950.00	950.00
Roads, Streets, Transportation	300.00	12,450.00	12,750.00
Planning & Development	738.38	14,961.62	15,700.00
Recreation & Parks	-	-	-
Taxes/Penalties	3,542.40	599,645.60	603,188.00
Other Revenue	<u>7,218.76</u>	<u>(1,218.76)</u>	<u>6,000.00</u>
Total Revenue	\$ 11,934.54	\$ 648,322.46	\$ 660,257.00
Expenses			
Council & Legislative	960.03	13,039.97	14,000.00
General Administration	8,001.75	68,998.25	77,000.00
Fire Fighting & Preventive	-	38,000.00	38,000.00
Disaster Services	-	500.00	500.00
Ambulance	-	-	-
Bylaw Enforcement	-	3,000.00	3,000.00
Roads, Streets, Transportation	17,368.19	54,131.81	71,500.00
Water Department	1,450.98	8,007.02	9,458.00
Garbage Collection & Disposal	5,097.02	12,530.98	17,628.00
Planning & Development	310.72	30,489.28	30,800.00
Parks & Recreation	5,744.76	36,805.24	42,550.00
Culture	2,390.56	6,209.44	8,600.00
Requisitions	92,923.75	234,406.25	327,330.00
Contingency	<u>-</u>	<u>19,300.00</u>	<u>19,300.00</u>
Total Expenses	\$ 134,247.76	\$ 525,418.24	\$ 659,666.00
Surplus/Deficit	\$ (122,313.22)	\$ 122,904.22	\$ 591.00

Ranges: From: To: From: To:
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 5741 5752
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services	5741	2019-04-24	\$213.30

Invoice Description	Invoice Number	Invoice Amount	
Trans/Multi - March 19 gas	201903-3683	\$213.30	

Berger, Allen	5742	2019-04-24	\$4,811.77

Invoice Description	Invoice Number	Invoice Amount	
April 2019 contract fees	686181	\$4,368.11	
Jan-Mar retro contract fees	2019.04.02.	\$193.66	
Mar19 fuel and cellphone	2019.04.02	\$250.00	

County of Stettler Housing Aut	5743	2019-04-24	\$22,031.00

Invoice Description	Invoice Number	Invoice Amount	
1st Qtr housing requisition	2019-REQ03/1	\$11,015.50	
2nd Qtr housing requisition	2019-REQ03/2	\$11,015.50	

Enmax	5744	2019-04-24	\$379.00

Invoice Description	Invoice Number	Invoice Amount	
Trans/Multi - March19 power	19-2835820	\$379.00	

Greene, Robert	5745	2019-04-24	\$103.00

Invoice Description	Invoice Number	Invoice Amount	
Pl&Dev - DAB fees	2019.04.13	\$103.00	

Horne, Geraldine	5746	2019-04-24	\$325.00

Invoice Description	Invoice Number	Invoice Amount	
2019 hall spring cleaning	2019.04.11	\$325.00	

IJD Inspections Ltd.	5747	2019-04-24	\$94.49

Invoice Description	Invoice Number	Invoice Amount	
Pl&Dev - March permits	WS2019-03	\$94.49	

Sanchuck, Bill	5748	2019-04-24	\$103.00

Invoice Description	Invoice Number	Invoice Amount	
Pl&Dev - DAB fees	2019.04.13	\$103.00	

Shirley McClellan Regional Wat	5749	2019-04-24	\$2,198.67

Invoice Description	Invoice Number	Invoice Amount	
Water - 2019 principle & inter	SMRWSC-000921	\$2,198.67	

Stettler Waste Management Auth	5750	2019-04-24	\$3,965.00

Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wright, Nicole	5752	2019-04-24	\$109.00
Invoice Description	Invoice Number	Invoice Amount	
Pl&Dev - DAB fees	2019.04.13	\$109.00	
	Total Cheques		\$34,543.23

White Sands Community Hall Society

PO Box 312

Stettler, Alberta, T0C 2L2

Summer Village of White Sands Council

PO Box 119

Stettler, Alberta, T0C 2L0

May 1, 2019

Mayor Lorne Thurston; Counselors Carl Cornelssen and Bill Sanchuck

Re: Electronic Bulletin Board

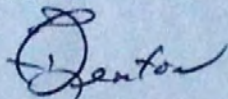
As you are aware, in 2018 members of the White Sands Community Hall Society approved the purchase of an electronic bulletin board to be erected near the water transfer station. The cost of the board is \$4373.25. That includes purchase and installation. The board has to be erected on posts and hard wired to the water station. That cost is estimated at \$2000.

The Hall Society raises funds to purchase equipment (that becomes an asset of the Summer Village) through bottle and can donations. Yearly planning for the Society is forecast annually at the beginning of the calendar year. Donations in 2018 were \$1800.00 less than the previous year. Because our funds are less this year, a \$6400.00 expenditure will place pressure on our ability to fund other activities forecast throughout this year. Through this letter I am requesting your consideration of a 50/50 cost share for this endeavor. The electronic board will be a valuable tool to communicate events and messages to residents of the village from the Hall Society and Village Council equally.

Should you have any questions I can be reached at 403-741-9484.

Respectively submitted

Fraser Denton



President, White Sands Community Hall Society

TOWN OF STETTLER

Prepared by: Department Heads Number: VII-4
Adopted by: Town of Stettler Council Original Policy: 1987 05 19
Previous Policy: 2010 04 06
Current Policy: 2010 06 15

Title: Purchasing of Goods and Services

Purpose: To provide guidelines to ensure that Town of Stettler purchasing is carried out in an efficient, economical, fair and legislatively compliant manner.

Policy Statement: Major considerations in purchasing goods or services are:

1. Expenditures must be provided for in the operating or capital budget and processed through the internal purchase order system.
2. Expenditures must be made in accordance with the Budget Policy.
3. Quality, price and service.
4. All supplies shall be quoted FOB Stettler.
5. Subject to compliance with **NWPTA**** & **AIT***** local suppliers are allowed a pre-tax price differential as follows:
 - a. Amounts from \$0 - \$15,000 a pre-tax price differential of 10%.
 - b. Purchases of goods between \$15,001 - \$75,000, and construction contracts valued up to \$200,000 a pre-tax price differential of \$1,500.
 - c. No local preference is permitted as follows:
 - * On projects that are wholly or partially funded by Provincial or Federal Government Grants.
 - ** The **New West Partnership Trade Agreement (NWPTA)** between the provinces of Alberta, British Columbia and **Saskatchewan** includes a set of procurement thresholds unique to the MASH sector that require open and competitive tendering for goods and services above \$75,000 and above \$200,000 for construction.

*** Concurrently, under the provisions of the pan-Canadian *Agreement on Internal Trade (AIT)* procurement thresholds require municipalities purchasing goods valued at \$100,000 or more and construction project tenders of \$250,000 or more must be open and treat all suppliers the same.

The APC (Alberta Purchasing Connection) system has been established as an acceptable/open web based procurement site to assist the MASH Sector in complying with provincial and national purchasing regulations.

6. Purchasing Authority:

Budgeted expenditures up to \$5,000.00 may be approved at the Department Head level. Budgeted expenditures between \$5,001.00 and \$25,000.00 may be approved by the Chief Administrative Officer (CAO), or designate.

Purchases of \$10,000 or less shall, where practical and economical, be supported and/or compared with quotations from alternative suppliers (for the same or similar goods or services). The determination of practical and economical varies depending on the type and the amount of the purchase and therefore shall be at the discretion of the appropriate level of purchasing authority. For simplified purposes authorized purchasers shall attempt to utilize local suppliers on a somewhat rotational basis provided quality and pricing is competitively acceptable. It is acknowledged that for continuity purposes certain contractors/tradespersons are more familiar with servicing internal components/systems within equipment, facilities and utility infrastructure.

All purchases greater than \$10,000 must be procured utilizing either a competitive tender or a request for proposal (RFP) process. Such purchases may be offered on either an open or an invitational basis (subject to **NWPTA** or AIT) depending on, but not limited to, the following general factors:

- The urgency/timing of the need for the procurement.
- Advice of professional/technical agency assisting in the procurement process.
- The nature of the specified procurement being subject to an authorized dealer district.
- Consideration of future repairs, maintenance and servicing costs (total cost of ownership).
- Organizational compatibility to assist staff operators, mechanic and office technicians.

- Organizational support for functional and quality characteristics (of selective brands) based on past performance and servicing.
- Balancing relative fairness with practicality.
- Availability/competitiveness of area suppliers/regional market.
- Consideration of shipping time and/or transportation constraints.

All tender/RFP offers exceeding the sum of \$25,000.00 shall be received by Administration and submitted to Council for final approval/acceptance. However purchases over \$25,000 of an immediate/urgent nature can be authorized by the CAO, or designate, based upon support/authorization obtained via a telephone and/or electronic poll of available Council Members (must be a majority). Under this circumstance the CAO's decision to proceed with the purchase shall be presented for (belated) authoritative review at a subsequent Council Meeting.

Administration may under certain circumstances deem it appropriate to sole source a purchase quotation from a single supplier. Relative to the purchasing authority levels within this policy, the appropriate level of authorization is required and must be supported with practical and/or reasonable rationale for the purchase decision; the general factors previously noted in this policy shall be taken into consideration by the appropriate level of purchasing authority prior to the authorization of a sole source supply.

Internal tenders and RFP's shall be coordinated through the Assistant CAO, or designate, to allow for broader organizational input, direction and consistency. Where professional/technical external agencies are utilized to undertake a procurement process on behalf of the Town, they must be advised to follow the requirements of this Purchasing Policy.

The Summer Village of Grandview Beach

BYLAW NO. 339

Procedural Bylaw

A BYLAW OF THE SUMMER VILLAGE OF GRANDVIEW, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE SUMMER VILLAGE OF GRANDVIEW AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL.

WHEREAS Section 145 of the *Municipal Government Act*, being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, provides that Council may make rules and regulations for called meetings, governing its proceedings and the conduct of its members;

AND WHEREAS the Council of the Summer Village of Grandview, in the Province of Alberta, consider it desirable to adopt a procedural bylaw;

NOW THEREFORE the Council of the Summer Village of Grandview hereby enacts as follows:

Section 1 – Title

This bylaw may be cited as the “The Procedural Bylaw”.

Section 2 – Purpose

The purpose of this bylaw is to identify procedures for Council and Board and Committee meetings, conduct, and decision making. This bylaw also provides a means for individuals to address Council.

Section 3 – Definitions

In this bylaw, unless the context otherwise requires:

- (a) “Act” means the *Municipal Government Act* being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, or repealed and replaced;
- (b) “Acting Mayor” is the Deputy Mayor selected by Council to preside at any meeting of Council in the absence or incapacity of the Mayor;
- (c) “Agenda” means the agenda for a Regular or Special Council Meeting.
- (d) “CAO” means the Chief Administrative Officer of the Summer Village;
- (e) “Council” means the Mayor, Deputy Mayor and Councillor of the Summer Village;

- (f) "Deputy Mayor" means the member who is appointed by Council at the annual Organizational Meeting, to act as Mayor in the absence of or incapacity of the Mayor;
- (g) "Mayor" means the member who is appointed by Council at the annual Organizational Meeting;
- (h) "Member" means a member of Council, duly elected and continuing to hold office;
- (i) "Quorum" means the majority:
 - (i) of the valid, subsisting members of Council, or
 - (ii) in the case of the Committee, Board, Commission or other organized and recognized group, a majority of the members thereof.
- (j) "Summer Village" means the corporation of the Summer Village of Grandview, in the Province of Alberta and, where the context so requires, means the area included within the boundaries of the Summer Village and its property;
- (k) "Public Hearing" is a meeting of council which is convened to hear matters pursuant to the *Municipal Government Act*;
- (l) "Special Meeting" is a meeting called by the Mayor or CAO pursuant to the *Municipal Government Act*.

Section 4 – Application

- (a) This Bylaw applies to all meetings of Council and all meetings of Boards and Council Committees.
- (b) In this Bylaw the reference to the male gender shall include the female, and the singular, shall include the plural and vice versa.

Section 5 – Agenda

- (a) The agenda shall list the items and order of business to be conducted at the meeting.
- (b) The CAO shall ensure copies of the Agenda are:
 - (i) Delivered so that they will be received in each case not less than 48 hours prior to the commencement of the meeting for which they were prepared;
 - (ii) Distributed to all Council members; and
 - (iii) Made available to the general public as required.

- (c) Only that material which has been received by the time of the delivery of the agenda shall be considered at the meeting for which the Agenda is prepared, unless Council approves an amended agenda.
- (d) If supporting materials do not arrive before the agenda is delivered, they may be added to the agenda before it is approved by Council.

Section 6 – Organizational Meetings

- (a) An organizational meeting of Council shall be held annually, prior to the 31st of August, according to Section 192 of the *Municipal Government Act*.
- (b) The CAO, in conjunction with the Mayor, shall set the time and place for the organizational meeting. The business of the meeting shall be limited to:
 - (i) The administration of the oath and the introduction of members should the meeting follow the general municipal election or by-election;
 - (ii) The appointment of the Mayor and the Deputy Mayor;
 - (iii) The appointment of members to committees and boards which Council is entitled to make; and
 - (iv) Any other business required by the *Municipal Government Act*, or which Council or the CAO may direct.
- (c) At the organizational meeting, the CAO shall:
 - (i) Take the chair;
 - (ii) Call the meeting to order;
 - (iii) Ensure that the official oath as prescribed by the Oaths of Office Act has been administered to every member of Council; and
 - (iv) Preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered and the Mayor has been appointed.
- (d) Council at its organizational meeting shall appoint members of the various other Commissions, Committees, Boards and other bodies which are within Council's jurisdiction.

Section 7 – Committees

- (a) The membership of a Committee shall be provided for by the enabling bylaw.
- (b) The Mayor or any member of Council can be a member of all committees to which Council has the right to appoint members, pursuant to the *Municipal Government Act*, and he shall be counted in making up the quorum, if present.

- (c) Each Committee shall select one of its members to be the Chairman unless Council designates:
 - (i) The Chairman of a committee; or
 - (ii) The manner in which the Chairman shall be selected.
- (d) Meetings of Committees shall be open to members of Council, who may take part in any discussion or debate, but only those members specifically named or appointed ex-officio to the Committee shall be entitled to vote.
- (e) When a Committee established by Council is of the opinion that a meeting is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera. The meeting may only be held in accordance with Section 197(2) of the *Municipal Government Act*.
- (f) The Chairman shall preside at every meeting and shall vote on all questions; in the absence of the Chairman the Vice-Chairman shall preside.
- (g) The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
 - (i) There shall be no limit to the number of times a member may speak to a question;
 - (ii) The Committee's decision shall be that of the majority of the members voting.
- (h) The Recording Secretary shall not record the names of the members voting, however, an individual member may ask that the minutes record his opposition.

Section 8 – Meetings of Council

- (a) Every regular meeting of Council shall commence no earlier than when the meeting is called to order.
- (b) Council may cancel any meeting but the Mayor must inform the CAO in writing.
- (c) Special Council meetings may be called in accordance with Section 194 of the *Municipal Government Act*.
- (d) Attendance is required at all Council meetings. Council members may attend and be counted present via conference call in instances where they are unable to be physically present.

Section 9 – Order of Business at Meetings

- (a) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the Agenda.
- (b) The normal order of business for the Regular Meeting of Council shall be as follows:
 - (i) Call to order
 - (ii) Adopt/Amend Agenda
 - (iii) Adoption of Minutes
 - (iv) Delegates
 - (v) Bylaws and Policies
 - (vi) Council and CAO Reports
 - (vii) Business
 - (viii) Financial Reports
 - (ix) Correspondence
 - (x) In-Camera (as required)
 - (xi) Adjournment
- (c) When a change in the order of business is desired, it shall be done by adoption of the amended agenda.
- (d) A member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest in accordance with Section 172 of the *Municipal Government Act*.
- (e) The CAO will submit a preliminary agenda to Council, members of Council are to advise the CAO of any additional items.

Section 10 – Start of a Council Meeting

- (a) When there are sufficient members present to form a quorum at the time set for the start of the meeting or as soon thereafter as a quorum is present, the Mayor shall take the chair and call the meeting to order.
- (b) If there are not sufficient members assembled at any meeting to constitute a quorum within thirty (30) minutes from the time set for the start of the meeting the Chair shall consider the meeting cancelled and it will be rescheduled by the CAO.
- (c) When Council is unable to meet for want of a quorum, the agenda delivered for that meeting shall be considered at the next Regular Meeting prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

Section 11 – Control and Conduct of Council Meetings

- (a) Council shall hold its meeting openly and no person shall be excluded except for improper conduct.
- (b) Council may, by resolution, go in-camera, which:
 - (i) May be held in private, subject to Section 197 of the *Municipal Government Act*; and
 - (ii) May exclude any persons.
- (c) Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor:
 - (i) Shall maintain order and preserve decorum and may, if necessary, call a member to order;
 - (ii) Shall decide points of order without debate or comment other than to state the relevant section of the Bylaw;
 - (iii) Shall determine which member has a right to speak;
 - (iv) Shall ensure that all members who wish to speak on a motion have spoken and that the members are ready to vote and shall call the vote; and
 - (v) Shall rule when a motion is out of order.
- (d) The Mayor shall have the same rights and be subject to the same restrictions as to participation in debate as all other members.
- (e) The members of the public during a Council meeting:
 - (i) Shall not address Council without permission;
 - (ii) Shall maintain order and quiet; and
 - (iii) Shall not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council.
- (f) The Mayor may at any meeting expel and exclude any person who creates any disturbance or acts improperly.
- (g) No member shall, subject to the provisions of Section 172 of the *Municipal Government Act*, leave the Council chamber after a question is put to a vote until the vote is taken.

Section 12 – Minutes of Council

- (a) The CAO or designate shall prepare the minutes of each council meeting and shall distribute a copy to each member of council for the next meeting.
- (b) The CAO or designate shall present the minutes to Council for adoption.
- (c) Any member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or omission.

Section 13 – Tabling or Postponing Motions

- (a) A matter which has been postponed indefinitely or to a particular date shall not be considered by Council before the date set except on a majority vote by the members present.

Section 14 – Motions Out of Order

- (a) It is the duty of the Mayor to determine what motions or amendments are in order, and decline to put any motion before Council which he deems to be clearly out of order or contrary to law.
- (b) When the Mayor decides a motion is out of order he shall advise Council and shall cite the applicable rule or authority.

Section 15 – Voting on Motions

- (a) When this Bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
 - (i) A simple majority of Council, or
 - (ii) All members

the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present on the matter, provided the *Municipal Government Act*, or some other relevant statute does not specify differently.

- (b) A question or motion shall be declared defeated when it:
 - (i) Does not receive the required number of votes; or
 - (ii) Receives an equal division of votes.
- (c) Each member present shall vote on every division of every motion as outlined in Section 183 of the *Municipal Government Act*, unless that Act, or any 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.

- (d) A member shall not vote on a matter if he is absent from the Council Chamber when the vote is called and the decision is made to take a recorded vote.
- (e) Any member may ask for a recorded vote.
- (f) A motion does not need to be seconded.
- (g) Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.

Section 16 – Reconsidering and Rescinding a Motion

- (a) When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting, and when the matter does not appear in the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
 - (i) Be given at a Regular Meeting preceding the meeting at which he wishes Council to reconsider the matter;
 - (ii) Specify the meeting at which he proposes to bring the matter to Council; and
 - (iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.
- (b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.
- (c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:
 - (i) It is a motion made or an action taken at the same meeting; or
 - (ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - (iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.
- (d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

Section 17 – Presiding Officer Rules

- (a) In all cases not provided for in the proceedings of Council or in Committee, the decision of the Mayor or other presiding officer shall be final and accepted without debate.

Section 18 – Motion to Move In-Camera

- (a) Council may upon the passing of a motion, move in-camera to discuss any matter.
- (b) The rules of order for the conduct of a meeting of council shall apply to a meeting in-camera.
- (c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

Section 19 – Motions in Council

- (a) The Recording Secretary shall read the motions as presented.
- (b) Motions are debatable by Council.
- (c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.
- (d) When a motion has been made and is being considered, no member may make any other motion except to:
 - (i) Amend the motion; or
 - (ii) Table or postpone the motion.
- (e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;
- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

Section 20 – Bylaws

- (a) Every Bylaw shall have three readings.

- (b) Every proposed bylaw should be introduced on a motion specifying in general terms its intent. When a proposed bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof.
- (c) A bylaw appearing upon a Council Agenda when listed as ready for first reading shall be introduced by a member “that Bylaw No. (quoting the bylaw number) be read a first time”. After first reading, the bylaw may be debated, referred or laid over. If a bylaw fails to receive first reading, then it may be struck from the Agenda.
- (d) A bylaw shall receive second reading by a member making a motion “that Bylaw No. (quoting the bylaw number) now be read a second time”. The bylaw shall then be open to debate and amendment before it is ordered for a third reading.
- (e) Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor.
- (f) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- (g) If Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater a majority of affirmative votes to pass the bylaw than if it had received a third reading at a subsequent meeting.
- (h) Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other bylaws shall be recorded and filed as well as amendments thereto, and the CAO shall retain the original of every bylaw on file and properly record any amendments thereto, and the CAO shall retain them when a bylaw has been read a third time and finally passed.
- (i) Every bylaw which has passed Council shall immediately after being sealed with the seal of the Corporation, signed by the Mayor and CAO, be securely held by the CAO.

Section 21 – Persons Wishing to Address Council as a Delegation

- (a) A person, or a representative of a delegation, or a group of persons who wish to bring any matter to the attention of the Council or have any matter addressed by Council in person shall submit a signed letter outlining the matter to be discussed, including any material to be presented, to the CAO no less than close of business five (5) days before the date of the scheduled meeting.
- (b) The CAO shall confirm the agenda date and time slot with the person, or representative of a delegation, or group of persons.

- (c) No person shall address Council for more than ten (10) minutes, unless approved by Council.

Section 22 – Severability

- (a) Should any section or part of this bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

Section 23 – Repeal

- (a) THAT Bylaw 218 and all amendments thereto are hereby rescinded.

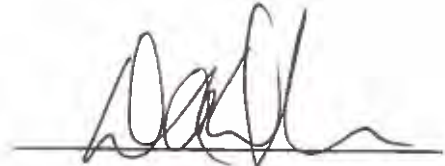
Section 24 – Coming into Force

This Bylaw shall come into force and effect upon final passing.

Read a first time this 13th day of July, 2018.

Read a second time this 13th day of July, 2018.

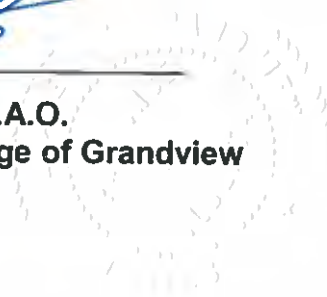
Read a third and final time this 24th day of August, 2018.



Mayor Don Davidson
Summer Village of Grandview



Sylvia Roy, C.A.O.
Summer Village of Grandview



**BYLAW 3038-19
OF THE
CITY OF CAMROSE**

**A BYLAW OF THE CITY OF CAMROSE IN THE PROVINCE OF ALBERTA TO
REGULATE COUNCIL MEETING PROCEEDINGS**

WHEREAS pursuant to the provisions of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, and amendments thereto Council may pass a bylaw in relation to the establishment and functions of Council Committees, and the procedures and conduct of Council and Council Committees;

NOW THEREFORE the Council of the City of Camrose, duly assembled enacts as follows:

1. SHORT TITLE:

1.1. This Bylaw is called "The Council Meeting Procedures Bylaw".

2. DEFINITIONS:

- 2.1 "Act" means the Municipal Government Act, R.S.A. 2000, M-26 as amended or replaced from time to time;
- 2.2 "Agenda" means the list of items and order of business for any meeting;
- 2.3 "Deputy City Manager" means the Corporate Secretary of the City;
- 2.4 "Bylaw" means a Bylaw of the City;
- 2.5 "Chair" means the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor or Deputy Mayor;
- 2.6 "City" means the City of Camrose;
- 2.7 "City Manager" means the person appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act;
- 2.8 "Clear days" means as set out in the Interpretation Act, R.S.A. 2000, C.I-8, as amended, means, in calculating the number of days, that the days on which the events happen shall be excluded;

Mayor



Deputy
City
Manager



- 2.9 "Committee of the Whole" means a Committee consisting of all Members of Council utilized for the purposes of discussion and/or debate, wherein Council business is discussed;
- 2.10 "Consent Agenda" means a grouping of items on a Council agenda that require no action by Council other than receiving for information;
- 2.11 "Council" means the Mayor and Councillors of the City elected pursuant to the provisions of the Local Authorities Election Act;
- 2.12 "Council Committee" means a committee, board or other body established by a council under the Act, but does not include an assessment review board established under section 454 of the Act or a subdivision and development appeal board established under section 627 of the Act;
- 2.13 "Group" means two (2) or more persons gathered together by a common interest in any matter, one of whom shall be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the persons he or she represents;
- 2.14 "Closed Session" means all or part of any Council Meeting that is closed to the public pursuant to Section 197 of the Municipal Government Act as may be amended from time to time;
- 2.15 "Mayor" means the Chief Elected Official of the City;
- 2.16 "Person" means and shall include an individual, partnership, association, body corporate, trustee, executor, and administrator or legal representative;
- 2.17 "Point of Information" means a request directed through the Chair to another member or to Administration for information relevant to the business at hand but not related to a Point of Procedure;
- 2.18 "Point of Order" means the raising of a question by a member to call attention to any departure from The Council Meeting Procedures Bylaw;
- 2.19 "Point of Procedure" means a question directed to the Chair to obtain information on the matter of parliamentary law or the rules of the City bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion;

Mayor



Deputy
City
Manager



- 2.20 "Public Commentary" means statements or questions directed to Council by a member of the public at the appropriate time as indicated on the meeting's agenda;
- 2.21 "Public Hearing" means a pre-advertised meeting of Council convened to hear matters pursuant to:
 - the Municipal Government Act;
 - any other Act;
 - any other matter at the direction of Council and is separate from the regular meeting of Council;
- 2.22 "Question of Privilege" means all matters affecting the rights and privileges of Council collectively or any of its members individually;
- 2.23 "Quorum" means a majority of those members elected and serving on Council;
- 2.24 "Recorded Vote" means the calling by a member of Council, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.

3. APPLICATION:

3.1 This Bylaw shall govern the proceedings of Regular Council Meetings, Committee of the Whole Council Meetings and Special Meetings of Council and shall also apply to any Committees, Commissions, Boards and Authorities established by Council that have not established a Bylaw or Terms of Reference to govern the proceedings of meetings.

The Mayor is an ex officio member, by virtue of office, of all Council committees, unless the Act or a bylaw establishing a committee expressly states that the Mayor is not an ex officio member of that committee.

3.2 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if 2/3 of all Members of Council present vote in favour of dealing with the matter under consideration.

3.3 A resolution waiving any provision of this Bylaw as provided for in Section 3.2 shall only be effective for the meeting during which it is passed.

Mayor



Deputy
City
Manager



3.4 Where the Deputy City Manager is referenced in this Bylaw, the duties and responsibilities of the position may be delegated to the Legislative Services Coordinator. In the absence of the above two personnel, the City Manager may delegate a recording secretary for any meeting.

4. QUORUM:

4.1 As soon as there is a Quorum present after the hour fixed for the meeting, the Chair shall take the Chair and call the meeting to order.

4.2 No meeting shall be held without a quorum present.

4.3 In the event that quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum is obtained. If quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.

5. REGULAR COUNCIL MEETINGS:

5.1 The regular meetings of Council and the Committee of the Whole Council shall be established by resolution at the annual Organizational Meeting or at a regular meeting of Council following the Organizational Meeting, as may be appropriate.

5.2 Notice of regularly scheduled meetings need not be given.

5.3 If Council changes the date, time or place of a regularly scheduled meeting, the City must give 24 hours notice of the change to any member of Council not present at the meeting at which the change was made, and to the public.

5.4 The following applies to the preparation of the regular meeting agenda:

5.4.1 Items initiated by Members of Council are submitted to the Mayor.

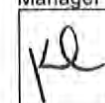
5.4.2 Items initiated by or referred to Administration shall be delivered to the office of the Deputy City Manager by 12:00 noon on Wednesday immediately prior to the regular meeting.

5.4.3 An agenda listing the order of business for the use of members of Council shall be prepared by the office of the Deputy City Manager, the agenda is approved by the Mayor in consultation with the City Manager prior to the meeting.

Mayor



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Manager



5.4.4 The order of items on the regular agenda will be as follows:

- A. Adoption of Agenda/Minutes
- B. Public Commentary
- C. New Business
- D. Consent Agenda Items
- E. Closed Session Agenda Items
- F. Adjournment.

5.4.5 The agenda's will be available electronically to Council members no later than Thursday at 4:00 pm preceding the Council Meeting

5.4.6 The addition/deletion of agenda items requires a resolution of Council.

6. COMMITTEE OF THE WHOLE COUNCIL:

6.1 A committee is hereby established called "Committee of the Whole Council" with membership comprised of all Members of Council.

6.2 Council, by resolution, may resolve into Committee of the Whole to consider any matter, and by resolution may revert back to Regular Council Meeting.

6.3 Subject to the *Act*, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters

- (a) the budget;
- (b) the audit;
- (c) transportation issues;
- (d) development issues;
- (e) strategic planning;
- (f) legislative reform;
- (g) policing matters; and
- (h) policy formation

6.4 Committee of the Whole may:

- (a) conduct non-statutory public hearings'
- (b) receive delegations and submissions
- (c) meet with other municipalities and other levels of governments; and

Mayor



Deputy
City
Manager



- (d) recommend appointments of members of the public to Council Committees, other City Committees and other bodies on which the City is entitled to have representation.
- 6.5 Council may receive briefings in Committee of the Whole.
- 6.6 In addition to the restrictions contained in section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
- 6.7 Committee of the Whole may make the following motions:
 - (a) to receive agenda reports as information.
 - (b) to refer matters to Administration or a Committee for review.
 - (c) make recommendations to Council.
- 6.8 A meeting of Committee of the Whole will be held in public, unless the agenda or specific agenda items being considered are subject to Section 9 of this Bylaw.
- 6.9 A quorum of Committee of the Whole is a majority of Councillors.
- 6.10 At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:
 - (a) a Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
 - (b) a Councillor may speak more than once, on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
 - (c) no notice need be given of any motion to be made.

7. SPECIAL MEETINGS:

- 7.1 The Deputy City Manager shall schedule a Special Meeting when required to do so by the Mayor or a majority of the Council.
- 7.2 Where a Special Meeting is required by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request was made.

Mayor



Deputy
City
Manager



- 7.3 No less than twenty four (24) hours notice of a Special Meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each member of Council and to the public.
- 7.4 A Special 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 Council agrees to this, in writing, before the beginning of the meeting.
- 7.5 No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 7.6 The Notice of a Special Meeting shall be provided in accordance with Section 194 of the Municipal Government Act, as amended from time to time.

8. ORGANIZATIONAL MEETING:

- 8.1 An Organizational Meeting of Council shall be held annually as required by the Municipal Government Act.
- 8.2 The Agenda for the Organizational Meeting shall be restricted to:
 - 8.2.1 The administration of the oath and the introduction of new Members of Council, should the meeting follow the general municipal election;
 - 8.2.2 The selection of Deputy Mayor by rotation;
 - 8.2.3 The establishment of the regular meeting dates for Council;
 - 8.2.4 The establishment of memberships on Committees, Boards and Commissions;
 - 8.2.5 Any such other business as is required by the Municipal Government Act.

9. CLOSED SESSION:

- 9.1 The following items of business shall be considered at a closed session where all or part of a meeting is closed to the public:

Mayor



Deputy
City
Manager



9.1.1 Matters which are within one of the categories of information referred to Section 197 of the Municipal Government Act, as amended or replaced from time to time.

9.2 Council or Committee of the Whole has no power in a closed session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

10. MINUTES OF COUNCIL MEETINGS:

10.1 The preparation and distribution of minutes of Council meetings shall be the responsibility of the Deputy City Manager.

11. RECORDING OF COUNCIL MEETINGS:

11.1 Regular and Special Council meetings may be electronically recorded.

11.2 Recordings shall be retained until the minutes from such meeting(s) have been approved by Council.

11.3 No recording or minutes shall be produced from a a closed session.

11.4 Recordings of Organization meetings of Council may be retained as historical memorabilia.

12. BROADCASTING OF MEETINGS:

12.1 All Regular Council Meetings will be video streamed to the City's website providing the equipment is functional and no technical difficulties are experienced. The City of Camrose cannot guarantee that video streamed footage will always be available.

13. PUBLIC PRESENTATIONS TO COUNCIL:

13.1 Where a person or group requests an opportunity to present to Council at a Council Meeting and Council or the Mayor deems it appropriate then such permission may be granted.

13.2 Requests to present to Council together with the details of the presentation and the amount of presentation time required shall be made to the Deputy City Manager office at least four (4) clear days prior to a regular meeting of Council. Requests received less than four (4) clear days before a regular

Mayor



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City
Manager



meeting of Council shall be included on the agenda for the next regular meeting immediately following. Exceptions may be made at the discretion of the Mayor or City Manager.

Requests shall also include the date, the person's name and/or organization, and contact information.

- 13.3 The Deputy City Manager or designate shall contact the presenter to schedule or confirm the date, time, and duration of the presentation.
- 13.4 Presentations at Regular Council Meetings shall be limited to a maximum of fifteen (15) minutes unless there is a majority consent by Council to extend the allotted time. Presentations at Committee of the Whole Council Meetings shall be a maximum of thirty (30) minutes unless there is a majority consent by Council to extend the allotted time.
- 13.5 Debate concerning matters raised during public presentations shall take place at the discretion of Council.
- 13.6 Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
- 13.7 Each person or group will be given the opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.
- 13.8 Matters of a confidential nature as described in Section 9 of this Bylaw shall not be discussed during public presentations to Council.

14. EXTENSION OF TIME LIMITS:

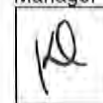
14.1 Extension of time limits for any verbal presentations during public presentations to Council may be granted by consent of Council, based on any one of the following:

- 14.1.1 The issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter due consideration.

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14.1.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

15. PUBLIC COMMENTARY:

- 15.1 The Agenda for each regular meeting of Council shall include Public Commentary as a consistent standing item for the purposes of providing an avenue to elicit input from City of Camrose residents.
- 15.2 The total time allocated for "Public Commentary" shall be a maximum of fifteen (15) minutes at each Council meeting. Each speaker shall have a maximum of five (5) minutes to address Council.
- 15.3 A City of Camrose resident wishing to address Council during the time allotted for Public Commentary must register to do so by providing their name and address to the Deputy City Manager or on the registration sheet that shall be available in Council Chambers prior to the beginning of the meeting.
- 15.4 Despite Section 15.3 a City of Camrose resident wishing to address Council who has not registered may be permitted to speak at the discretion of Council.
- 15.5 The Chair shall receive the registration sheet(s) and any registrations received by the Deputy City Manager prior to the beginning of the meeting.
- 15.6 At the appropriate time, as listed on the meeting's agenda, the Chair shall invite each registered speaker to address Council.
- 15.7 Notwithstanding any other provision in this Section, Council may, at its discretion, extend or shorten the time limits of an individual speaker and/or the total time allotted for Public Commentary.
- 15.8 No matters that fall within Section 9 of this Bylaw (Section 197 of the Municipal Government Act) shall be presented to Council, nor will Council engage in dialogue on any confidential matters.

16. CHAIR:

16.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to

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points of procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.

16.2 The Chair shall make reasonable efforts, including the calling of a recess, to ensure all members of Council in attendance at a meeting are present while a vote is being taken, unless a member of Council is excused from voting in accordance with the Act or this Bylaw.

16.3 The Chair may invite persons forward from the audience to speak with the permission of Council if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.

17. MEMBERS OF COUNCIL DEBATING:

17.1 Members of Council wishing to speak on a matter before the meeting should indicate their intention by raising their hands and being recognized by the Chair and should not speak more than once until every Member of Council has had the opportunity to speak except:

17.1.1 in the explanation of a material part of the speech which may have been misunderstood; or

17.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the motion to the meeting.

17.2 Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member of Council, but each such question requires the consent of the Chair.

17.3 Through the Chair, a Member of Council may ask:

17.3.1 questions of another Member of Council or Administration on a Point of Information relevant to the business at hand.

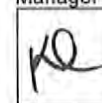
17.3.2 questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.

17.3.3 All questions or debate shall be directed through the Chair.

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18. PROHIBITIONS:

18.1 Members of Council shall not:

- 18.1.1 use offensive words or unparliamentary language in the meeting;
- 18.1.2 disobey the rules of the meeting or decision of the Chair or of Members of Council on questions of order or practice, or upon the interpretation of the rules of the meeting;
- 18.1.3 leave their seats or make any noise or disturbance while a vote is being taken and the result is declared;
- 18.1.4 interrupt a Member of Council while speaking, except to raise a Point of Order or Question of Privilege;
- 18.1.5 pass between a Member of Council who is speaking and the Chair.

18.2 Members of Council who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seats for the duration of the meeting.

18.3 At the discretion of the Chair, a Member of Council may resume his/her seat following an apology.

18.4 A Member of Council who wishes to leave the meeting prior to adjournment shall so advise the Chair and the time of departure shall be noted in the minutes.

19. QUESTIONS OF PRIVILEGE:

19.1 A Member of Council who desires to address the meeting upon a matter which concerns the rights or privileges of the Members of Council collectively, or of himself/herself as a Member of Council thereof, shall be permitted to raise such Question of Privilege.

19.2 A Question of Privilege shall take precedence over other matters and while the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.

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20. POINTS OF ORDER:

- 20.1 A Member of Council who desires to call attention to a violation of the rules of procedure shall ask leave of the Chair to raise a Point of Order. When leave is granted, the Member of Council shall state the Point of Order with a concise explanation and shall attend the decision of the Chair upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.
- 20.2 A Member of Council called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

21. APPEAL RULING:

- 21.1 The decision of the Chair shall be final, subject to an immediate appeal by a Member of Council of the meeting.
- 21.2 If the decision is appealed, the Chair shall give concise reasons for his/her ruling and the Members of Council, without debate, shall decide the question. The ruling of the Members of Council shall be final.

22. MOTIONS:

- 22.1 When a motion has been duly moved and seconded and is before the meeting and the mover and seconder wish to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chair shall grant permission; however, if any objection is made, it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.
- 22.2 Any member of council may require the motion under discussion to be read at any time during the debate, except when a Member of Council is speaking.
- 22.3 The mover and seconder of a motion must be present when the vote on the motion is taken.
- 22.4 When a matter is under debate, no motion shall be received other than a motion to:

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- 22.4.1 Fix the time for adjournment;
- 22.4.2 Adjourn;
- 22.4.3 Withdraw;
- 22.4.4 Table;
- 22.4.5 Call the question (that the vote must now be taken);
- 22.4.6 Postpone to a certain time or date;
- 22.4.7 Refer;
- 22.4.8 Amend;
- 22.4.9 Postpone indefinitely;

which shall be the order of precedence.

- 22.5 A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 22.6 A motion to table may be made when a Member of Council wishes Council to decline to take a position on the main question. The motion is not debatable and, when passed may only be resurrected by a motion to Raise from the Table, prior to the end of the next regular Council meeting or a Special Meeting is called pursuant to Section 7. This motion should not be used when a motion to postpone is the intention.
- 22.7 A motion to refer shall require direction as to the person or group to which it is being referred and is debatable. A motion to refer is generally used to send a pending question to a committee, department or selected persons so that the question may be carefully investigated and put into better condition for Council to consider.
- 22.8 A motion to postpone to a certain time or date is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. The motion is generally used if Council would prefer to consider the main motion later in the same meeting or another meeting.
- 22.9 A motion to postpone indefinitely must include a reason for postponement and is debatable. Debate cannot go into the main question. The motion is generally used as a method to dispose of a question without bringing it to a direct vote.

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22.10 Motion to amend:

- 22.10.1 Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendment.
- 22.10.2 The amendment shall be voted upon and, if any amendment is carried; the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
- 22.10.3 Nothing in this section shall prevent other proposed amendments being read for the information of the Members of Council.
- 22.10.4 When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member of Council, be taken separately.

22.11 Motion to reconsider:

- 22.11.1 After a motion has been voted upon, and before moving to the next item on the agenda or at any time before the Chair declares the meeting adjourned, any Member of Council who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
- 22.11.2 Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
- 22.11.3 If a motion to reconsider is carried, the question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
- 22.11.4 Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Members of Council present to carry it, unless otherwise required by this Bylaw.

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23. MOTION TO RESCIND:

23.1 A motion to rescind a previous motion may be accepted by the Chair, and , if passed by a majority vote of the 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.

24. NOTICE OF MOTION:

24.1 Notice of motion must be used to introduce a new matter for consideration by Council which does not appear on the agenda.

24.2 In accordance with Section 23.1 a notice of motion may be received by the Deputy City Manager prior to the closing of the meeting. In this event the Councillor shall read the notice of motion which shall be recorded in the minutes and shall form part of the agenda for the subsequent meeting.

24.3 A Member of Council may present and describe a notice of motion for consideration at the next meeting or other meeting date as specified in the notice of motion.

24.4 A Member of Council who submits a written notice of motion to the Deputy City Manager to be read at any regular meeting need not necessarily be present during the reading of the motion.

24.5 A motion, notice of which has been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the agenda for such meeting.

25. PROCEDURES FOR CONSENT AGENDA ITEMS:

25.1 Items to be included on a consent agenda may include, but are not limited to:

- Committee/Departmental Reports provided for information purposes only.
- Minutes from City Committees, Commission, Boards, and Authorities provided for information only.
- Correspondence items which may be discussed, but require no action on the part of Council.

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- Proclamations that the Mayor has signed on behalf of the City of Camrose for information purposes and advertising purposes.



- 25.2 Council may pass a motion receiving consent agenda items for information.
- 25.3 The only time that an item should be removed from a consent agenda if it is determined that action, a decision is required, or significant further discussion is needed. A motion to remove the agenda item is required prior to Council adopting the agenda or before receiving the consent agenda items for information.

26. VOTING - QUESTION:

- 26.1 When a motion that a vote be taken (question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members of Council present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- 26.2 When the Chair, having ascertained that no further information is required, commences to take a vote, no Member of Council shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 26.3 A Member of Council who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.
- 26.4 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.

27. VOTING - PECUNIARY INTEREST:

- 27.1 Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Municipal Government Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from voting on any question relating to the matter, subject to Section 172 of the Act abstain from any discussion of the matter, and subject to Sections 172(2) and 172(3) of the

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Act leave the room until discussion and voting on the matter is concluded. The abstention of the Member of Council and the disclosure of interest must be recorded in the minutes.

28. REQUIREMENT TO VOTE:

28.1 Every Member of Council present, including the Mayor, shall vote on every matter, unless:

28.1.1 the Member of Council is required to abstain from voting under this or any other Bylaw or enactment, or

28.1.2 the Member of Council is permitted to abstain from voting under this or any other Bylaw or enactment.

28.2 A Member of Council present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Member of Council is excused from voting pursuant to this section.

28.3 Votes shall be made electronically or by the raising of hands as the Chair calls for those in favour or against.

28.4 When a public hearing on a proposed Bylaw or resolution is held a Member of Council:

28.4.1 must abstain from voting on the Bylaw or resolution if the Member of Council was absent from all of the public hearing, and

28.4.2 may abstain from voting on the Bylaw or resolution if the Member of Council was only absent from a part of the public hearing.

29. RECORDED VOTE:

29.1 Before Council takes a vote, a Member of Council may request that the vote be recorded.

29.2 When a Member of Council requests a recorded vote, all Members of Council present, unless required or permitted to abstain from voting, shall vote as the Chair calls for those in favour and against.

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29.3 The Deputy City Manager shall, whenever a recorded vote is requested by a Member of Council, record in the minutes the names of each Member of Council present and whether the Member of Council voted for or against the matter and the Chair shall announce the results of the vote.

30. SECRET BALLOT - VOTING:

30.1 Despite section 26 above and section 197 of the Municipal Government Act, at a meeting at which a Council establishes a Council Committee or other body under section 145 of the Municipal Government Act, a secret ballot must be held if requested by any Member of Council present at the meeting.

A vote by secret ballot under the above must be confirmed by a resolution of Council.

31. TIE VOTE:

31.1 If there is an equal number of votes for and against a resolution or Bylaw the resolution or Bylaw is defeated.

32. ADJOURNMENT:

32.1 Adjournment time is at the conclusion of the agenda as adopted by Council or when a motion to adjourn has been passed.

33. MEETING THROUGH ELECTRONIC COMMUNICATION:

33.1 A Council or Council Committee meeting may be conducted by means of electronic or other communication facilities in accordance with Section 199 of the Act in order to facilitate the attendance of Councillors, Council Committee members, or Administration at the meeting.

33.2 Notice of the meeting through electronic communication to the public must provide for the way in which it is to be conducted.

33.3 The meeting facilities will enable the public to watch or listen to the meeting at a place specified in that notice and the City Manager, or (Designate) will be in attendance at that place.

33.4 The meeting facilities will enable all the meeting participants to watch or hear each other.

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33.5 Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting and as such are permitted to vote.

34. BYLAWS:

34.1 Where a Bylaw is presented to a meeting for enactment, the Deputy City Manager shall cause the number, short title and brief description of the Bylaw to appear on the agenda.

34.2 The following shall apply to the passage of all Bylaws:

34.2.1 A Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw;

34.2.2 After a motion for first reading of the Bylaw has been presented, members of Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;

34.2.3 Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;

34.2.4 When all amendments have been accepted or rejected, the Chair shall call the question on the motion for first reading of the Bylaw;

34.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established following first reading.

34.2.6 All aspects of the passage of a Bylaw at first reading shall apply to second and third readings.

34.3 Three Readings:

34.3.1 A Bylaw shall not be given more than two readings at one meeting unless the Members of Council present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings.

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- 34.3.2 A Bylaw shall be passed when a majority of the Members of Council present vote in favour of third reading, provided that any applicable Provincial Statute does not require a greater majority.
- 34.4 When a Bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the City and is effective immediately, unless the Bylaw or an applicable Provincial Statute provides otherwise.
- 34.5 The previous readings of a proposed Bylaw are rescinded if the proposed Bylaw:
 - 34.5.1 does not receive third reading within two years of first reading or
 - 34.5.2 is defeated on second or third reading.
- 34.6 After passage, a Bylaw shall be signed by the Mayor or Mayor's designate and by the Deputy City Manager and shall be impressed with the corporate seal of the City.
- 34.7 A copy of any Bylaw, resolution or record certified by the Deputy City Manager as a true copy of the original is prima facie proof of the Bylaw, resolution or record.

35. PROCEDURES RELATING TO PUBLIC HEARINGS:

The following procedures shall apply for conducting Public Hearings:

- 35.1 Public Hearing is brought to order and declared to be open by the Mayor/Deputy Mayor.
- 35.2 Declarations, if any, of pecuniary interest.
- 35.3 The Mayor requests the Deputy City Manager to confirm:
 - (a) that the purpose of the Public Hearing is:
 - (b) that the public hearing was advertised in the local newspaper on:
 - (c) the written submissions received.
- 35.4 Questions from Council to Administration.

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- 35.5 Mayor states that the public hearing is an opportunity for the public to comment on the proposed bylaw and that it is not a forum for debate. The Mayor further states that all persons giving oral presentations are to clearly state their name and address for the record and that presentations are to be brief and to the point. Each presenter will only be permitted to speak once unless substantive new information is being provided.
- 35.6 Mayor/Deputy Mayor invites presentations, comments from those in attendance, in the following order.
 - Development Officer or Designate
 - Those in Favour of the Bylaw
 - Those Opposed to the Bylaw
 - Any person deemed to be affected who wish to be heard
- 35.7 Mayor/Deputy Mayor may allow questions from members of Council after each presentation.
- 35.8 Closing remarks from Mayor/Deputy Mayor
- 35.9 Mayor/Deputy Mayor thanks everyone for attending and that Council will deliberate and deal with the matter in due course.
- 35.10 Mayor/Deputy Mayor declares the Hearing closed.

36. PROCEDURES RELATED TO NON BUDGETED EXPENDITURES

- 36.1 Unbudgeted expenditures shall be submitted in a report to Council by the Administration for authorization and determination of funding in accordance with Section 248 of the Act.

37. PRIOR BYLAWS:

- 37.1 This Bylaw supersedes and takes precedence over all previously passed Bylaws that refer to meeting procedures, as well as any previously passed resolutions that may be in conflict with this Bylaw.

38. EFFECTIVE DATE:

- 38.1 This Bylaw comes into effect on the date of final passing thereof.

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39. REPEAL OF BYLAWS:

39.1 Bylaw 2864-15 and Bylaw 2910-16 are hereby repealed.

READ a FIRST time in COUNCIL this 1ST day of APRIL, A.D. 2019.

READ a SECOND time in COUNCIL this 1ST day of APRIL, A.D. 2019.

READ a THIRD time and FINALLY PASSED in COUNCIL this 1ST day of APRIL, A.D. 2019.



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COUNCIL MEETING PROCEDURES BYLAW 3038-19

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COUNCIL MEETING PROCEDURES BYLAW 3038-19

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Summer Village of White Sands
Spring 2019 Newsletter

Greetings everyone from your council. Hope you all wintered well despite the cold. Spring is upon us, the trees are budding and we are looking forward to summertime at the lake.

Remember that, starting in the fall, we will begin emailing our newsletters. If you want a copy through the regular mail or to ensure we have your email address, please send your request or info to the Village Administrator at gscott@stettler.net , mail to Box 119 Stettler, AB T0C 2L0 or phone Graham at 403-742-8305.

Items in point form:

- The Annual General Meeting will be at the hall on Saturday, June 29, 2019 at 9 am.
- Maintenance man, Alan, will be picking up brush piles until June 30th. Please keep piles to no more than 6 feet long and place at an angle to the road for access with the tractor.
- Internet was kept for Emergency Services. If you want to use it, the signal has been moved by the playground and bottle depot. Please do not block doors and dumpsters.
- Fire roads have been cleared for First Response Units and there may be more clearing in the future. The entrances are going to be gated off.
- We have monthly tax installment plans available. Call the office at 403-742-8305.
- There is “no parking” signs posted on cul-de-sacs, some roads and municipal reserves to allow access for Emergency Services. This was done in consultation with the RCMP, EMS and the Stettler Fire Department (thanks to all for their help). An enforcement body will be hired to monitor. Though it may be inconvenient, this is important for health and safety.
- The truck fill is working well other than a few snags including a faulty breaker and a tangled float sensor. We are confident that it should become more reliable as we go along.
- The boat launch road and one piece of Buffalo Road are getting speed bumps and the dust control program is being expanded.
- Please do not plug culverts with rocks. A few around the entrance to the culvert for drainage is fine. Insert two pieces of rebar into the ground to prevent porcupines from setting up house in your culvert.
- If you wish to purchase a memorial bench to place in the Village with a dedication plaque, we have one left. They are \$350 and can be viewed in front of the hall. Call Lorne at 403-742-0210.
- To protect your property and our Village from fire, if you would like to have your grass rough cut once or twice a year, Ed Waugh has a Kubota tractor and will do it for you for a fee. Phone 403-740-5184.
- I never thought 20 years ago that I would be writing about the two following items: Even though marijuana is legal, you cannot consume on public property, municipal reserve, public roads, beach, etc. – and - Drones are not permitted in the Village. Check with Transport Canada web site regarding the new rules and restrictions coming into effect June 1st for drones weighing over 250 grams.
- Ed and Debbie Waugh’s store on Horse Shoe Lane in the new subdivision off Jennifer Drive will have groceries, beach paraphernalia, and handicrafts along with other sundry items. We are hoping that the Village folk will economically support this venture.

- I am looking for a group of folks to help mark veterans' graves at the Erskine cemetery next October and November. The Village is taking on the "No Stone Left Alone" program for the little cemetery. It is not a big job but is a good way to say thanks to our veterans for their sacrifice.
- Our official "ice off" was April 28, 2019. The "ice off" history over the past 22 years is as follows:

May 9, 2018	April 7, 2017	April 8, 2016	April 23, 2015
May 9, 2014	May 9, 2013	May 3, 2012	May 11, 2011
April 20, 2010	May 8, 2009	May 14, 2008	May 5, 2007
April 26, 2006	April 26, 2005	April 25, 2004	May 2, 2003
May 17, 2002	April 29, 2001	April 28, 2000	April 27, 1999
April 24, 1998	April 29, 1997		
- Council is looking at amending the Land Use Bylaw. The proposed amendment would be of a housekeeping nature but could also include changes to RV's and RTM's (Ready to Move) in the Summer Village. We are looking for input from our ratepayers in regards to the Land Use Bylaw and would ask that you take the attached short survey and submit your responses to Leann Graham at leanngraham@outlook.com. Furthermore, there will be a public information meeting regarding the Land Use Bylaw at the hall on Saturday, June 8, 2019 at 9:00 am.
- As always, piers, lifts, etc. have to be in the water as of June 1st. Environment and Parks will be enforcing and we need to protect our lease.
- As we have grant monies we have to spend, we will be building a compound by the shop, storage for equipment, enhancing parking at the hall and adding a new path to the beach at the hall.

2019 Hall Society Sponsored Events:

- June 30th – Canada Day Parade and BBQ
- July 20th – Golf Tournament – this year it will be held at Pheasantback Golf Course
- August 31st – Fall Wind Up BBQ
- December 14th – Christmas Party

Thanks folks and have a safe and wonderful summer.

Lorne Thurston, the Ol' Gray Mayor