



Regular Meeting of Council
AGENDA

Tuesday, April 9, 2024

4:00 p.m.

Council Chambers

Morinville Civic Hall

Pages

1. **Call to Order**
2. **Adoption of Agenda**
Presenter: Deputy Mayor J. Anheliger
 - 2.1 **Notice of Identified Meal break: 6:30 - 7:00 pm**
 - 2.2 **Adoption / Additional Items**
Recommended Motion:
That Council approve the agenda as presented.
 - 2.3 **Consent Agenda** 4
Recommended Motion:
That Council approve the following items on the Consent Agenda and respective recommendations.
3. **Public Hearing**
Presenter: Deputy Mayor J. Anheliger

There are no Public Hearings Scheduled.
4. **Adoption of Minutes**
Presenter: Deputy Mayor J. Anheliger
 - 4.1 **March 26, 2024, Regular Meeting of Council** 5
Recommended Motion:
That Council approve the March 26, 2024, Regular Meeting of Council minutes.
5. **Protocol Items**
Presenter: Deputy Mayor J. Anheliger
6. **Public Presentations**
 - 6.1 **Public Presentations**
Presenter: Deputy Mayor J. Anheliger
7. **Business**
 - 7.1 **Bylaws**
 - 7.1.1 **Council Remuneration Review Committee Bylaw No. 10/2024** 15
Presenter: J. Brush, Manager, Human Resource Services

Recommended Motion:

That Council approve 3rd Reading of the Council Remuneration Review Committee Bylaw No. 10/2024.

7.1.2 Procedure Bylaw No. 1/2024

25

Presenter: R. Gilbert, Legislative & Corporate Initiatives Coordinator

Recommended Motion:

That Council approve 3rd Reading of the Procedure Bylaw No. 1/2024.

7.2 New Business

7.2.1 New - 2024 Support Grant Funding Applications

127

Presenter: J. Potocnik, Manager, Community Services

Recommended Motion:

That Council provide direction to Administration regarding the 2024 Community Grant and Support Applications and allotment.

7.3 Policy

There are no scheduled Policy Items.

8. Committee of the Whole

Recommended Motion:

That Council move into Committee of the Whole.

8.1 Business

Presenter: Deputy Mayor J. Anheliger

There are no scheduled Business Items.

8.2 Council Boards/Committees/Commission Reports

136

Presenter: Deputy Mayor J. Anheliger

8.3 Action Tracking List

138

Presenter: R. Gilbert, Legislative & Corporate Initiatives Coordinator

Recommended Motion:

That Committee accept the Action Tracking List as information.

Recommended Motion:

That Committee move into Regular Meeting of Council.

9. Business Arising from Committee of the Whole

Presenter: Deputy Mayor J. Anheliger

10. Council Correspondence

Presenter: Deputy Mayor J. Anheliger

There are no Council Correspondence items.

11. Notices of Motion

Presenter: Deputy Mayor J. Anheliger

There are no Notices of Motions.

12. Closed Session

Presenter: Deputy Mayor J. Anheliger

There are no scheduled Closed Session Items.

12.1 Return to Open Session**13. Business Arising from Closed Session****14. Adjournment**

Town of Morinville

April 9, 2024, Regular Meeting of Council

Items for consideration – Consent Agenda:

Agenda Item	Subject / Recommendation:	Selected for Debate
4.1	Adoption of Minutes, March 26, 2024, Regular Meeting of Council Motion to approve the March 26, 2024, Regular Meeting of Council minutes.	
7.1.1	Council Remuneration Review Committee Bylaw No. 10/2024 Motion to approve 3 rd Reading of the Council Remuneration Review Committee Bylaw No. 10/2024.	
7.1.2	Procedure Bylaw No. 1/2024 Motion to approve 3 rd Reading of the Procedure Bylaw No. 1/2024.	
7.2.1	2024 Support Grant Funding Applications Motion to provide direction to Administration regarding the 2024 Community Grant and Support Applications and allotment. That Council provide direction to Administration regarding the 2024 Community Grant and Support Applications and allotment.	
8.2	Council Boards / Committees / Commission Reports	
8.3	Action Tracking List Motion to accept the Action Tracking List as information.	



Town of Morinville
Regular Meeting of Council

Tuesday, March 26, 2024, 4:00 p.m.
Council Chambers
Morinville Civic Hall

Members Present: Mayor S. Boersma
Deputy Mayor J. Anheliger
Councillor R. Balanko
Councillor S. Dafoe
Councillor S. Richardson
Councillor M. St. Denis
Councillor R. White

Staff Present: N. Narayan, Chief Administrative Officer
S. Edwards, General Manager, Community & Infrastructure Services
M. Hay, General Manager, Administrative Services
J. Betteridge, Manager, Infrastructure Services
J. Brush, Manager, Human Resource Services
T. Dalzell-Heise, Manager, Communications & Legislative Services
T. Nosko, Manager, Financial Services
R. Gilbert, Legislative & Corporate Initiatives Coordinator

1. Call to Order

Mayor S. Boersma called the meeting to order at 4:02 p.m. and acknowledged that Town Council meets on Treaty 6 Territory, traditional lands of the Cree, Dene, Stony Nakota Sioux, Saulteaux and Ojibiwe First Nations and the Metis people. The Town of Morinville is dedicated to ensuring that the spirit of Treaty 6 is honoured and respected.

2. Adoption of Agenda

2.1 Notice of Identified Meal break: 6:30 - 7:00 pm

Mayor S. Boersma provided notice of an identified meal break between 6:30 and 7:00 p.m.

2.2 Adoption / Additional Items**71/2024****Moved by S. Dafoe**

That Council approve the agenda as presented.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)**2.3 Consent Agenda****72/2024****Moved by S. Dafoe**

That Council approve the following items on the Consent Agenda and respective recommendations:

- 4.1 Adoption of Minutes, February 27, 2024, Regular Meeting of Council
- 4.2 Adoption of Minutes, March 5, 2024, Committee of the Whole
- 4.3 Adoption of Minutes, March 12, 2024. Regular Meeting of Council
- 8.2 Council Boards / Committees / Commission Reports
- 8.3 Action Tracking List

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)**3. Public Hearing**

There were no Public Hearings scheduled.

4. Adoption of Minutes**4.1 February 27, 2024, Regular Meeting of Council**

Approved on Consent Agenda;

That Council approve the February 27, 2024, Regular Meeting of Council minutes.

4.2 March 5, 2024, Committee of the Whole

Approved on Consent Agenda;

That Council approve the March 5, 2024, Committee of the Whole minutes.

4.3 March 12, 2024, Regular Meeting of Council

Approved on Consent Agenda;

That Council approve the March 12, 2024, Regular Meeting of Council minutes.

5. Protocol Items

Town offices will be closed for Good Friday, March 29 and Easter Monday, April 1, 2024.

April 2024 is recognized as Military Child Month.

Council congratulated Michelle Hay, a staff member, for her ten years of service in municipal government management roles, as recognized by the Canadian Association of Municipal Administrators.

Council expressed condolences to the friends and family of Earl Biddiscombe, a long-time resident of the Town of Morinville.

Council acknowledged local resident Gabriel Brown for their victory in their first Pro MMA fight.

Legislative Services provided an update regarding the new webpage for Council Meetings. The new webpage offers the agenda in HTML and PDF format, direct links to supporting documents, and videos will be time-stamped to each item on the agenda. Please update any bookmarks to the new Meetings of Council page. Meetings of Council are now located at: <https://www.morinville.ca/en/town-hall/meetings-of-council.aspx>

6. Presentations

6.1 Public Presentations

There were no public presentations.

7. Business

7.1 Bylaws

7.1.1 2024 Property Tax Bylaw No. 8/2024

73/2024

Moved by R. White

That Council approve 1st Reading of the 2024 Property Tax Bylaw No. 8/2024.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

74/2024**Moved by** R. White

That Council direct Administration to reduce the overall tax levy by the total amount of additional revenue generated through assessment growth (\$108,479).

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

7.1.2 Council Remuneration Review Committee Bylaw No. 10/2024

75/2024**Moved by** J. Anheliger

That Council approve 1st Reading of the Council Remuneration Review Committee Bylaw No. 10/2024.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)**76/2024****Moved by** R. Balanko

That Council approve 2nd Reading of the Council Remuneration Review Committee Bylaw No. 10/2024.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

7.2 New Business

7.2.1 Morinville 2022 – 2025 Strategic Plan Update

77/2024

Moved by R. White

That Council approve the Morinville 2022 – 2025 Strategic Plan as amended.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

78/2024

Moved by J. Anheliger

That Council rescind the Strategic Priority Sponsorship Policy (CA168-2020).

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

79/2024

Moved by S. Dafoe

That Council rescind the Strategic Planning and Management Policy (196/2008).

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

80/2024

Moved by R. Balanko

That Council rescind Motion No. 166/2022 approved at the June 14, 2022, Regular Meeting of Council.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

81/2024

Moved by S. Richardson

That Council rescind Motion No. 239/2021 approved at the July 13, 2021, Regular Meeting of Council.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

7.3 Policy

There were no scheduled Policy Items.

8. Committee of the Whole

82/2024

Moved by S. Dafoe

That Council move into Committee of the Whole at 4:53 p.m.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

Mayor S. Boersma passed the Chair to Deputy Mayor J. Anheliger.

8.1 Business

8.1.1 Utility Bylaw Report

83/2024

Moved by S. Dafoe

That Committee accept the Utility Bylaw Update Report as information.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

8.1.2 CAO Update

84/2024

Moved by R. Balanko

That Committee accept the CAO Update Report as information.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

8.2 Council Boards/Committees/Commission Reports

Approved on Consent Agenda;

There were no Council Boards/Committees/Commission Reports.

8.3 Action Tracking List

Approved on Consent Agenda;

That Committee accept the Action Tracking List as information.

85/2024

Moved by S. Dafoe

That Committee move into Regular Meeting of Council at 5:52 p.m.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

Deputy Mayor J. Anheliger passed the Chair to Mayor S. Boersma.

9. Business Arising from Committee of the Whole**9.1 Utility Bylaw Report****86/2024****Moved by J. Anheliger**

That Council direct Administration to provide additional information on the following water conservation measures as part of the utility bylaw updates targeted for Quarter 2 of 2024:

- No Daytime Lawn Watering
- Water Barrel Program
- Broom Program
- Utility Rate Model Changes

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)**10. Council Correspondence**

There were no Council Correspondence items.

11. Notices of Motion

There were no Notices of Motion.

12. Closed Session**87/2024****Moved by R. Balanko**

That Council by special resolution, hold a Closed Session with only Legislative Services and Human Resources for item 12.1 Personnel Matter and 12.2 CAO Recruitment and Evaluation Committee Update.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

Council recessed at 5:59 p.m.

Council reconvened at 6:05 p.m.

88/2024

Moved by R. Balanko

That Council move into Closed Session at 6:05 p.m. to discuss items 12.1, 12.2, and 12.3, pursuant to s. 16, 17, 19, and 24 of the *Freedom of Information and Privacy Protection Act, RSA 2000, CH. F. 25*.

For (7): S. Boersma, J. Anheliger, R. Balanko, S. Dafoe, S. Richardson, M. St. Denis, and R. White

Carried (7 to 0)

12.1 Personnel Matter

FOIP s. 17 (Disclosure harmful to personal privacy) and 24 (Advice from Officials).

The following members of Administration were present in the Closed Session for item 12.1 to provide advice and/or administrative support: J. Brush, Manager, Human Resources and R. Gilbert, Legislative & Corporate Initiatives Coordinator.

12.2 CAO Recruitment and Evaluation Committee Update

FOIP s. 17 (Disclosure harmful to personal privacy), 19 (Confidential Evaluations), and 24 (Advice from Officials).

The following members of Administration were present in the Closed Session for item 12.2 to provide advice and/or administrative support: R. Gilbert, Legislative & Corporate Initiatives Coordinator.

12.3 Annual CAO Performance Evaluation

FOIP s. 17 (Disclosure harmful to personal privacy), 19 (Confidential Evaluations), and 24 (Advice from Officials).

The following members of Administration were present in the Closed Session for item 12.3 to provide advice and/or administrative support: N. Narayan, Chief Administrative Officer; J. Brush, Manager, Human Resources; and R. Gilbert, Legislative & Corporate Initiatives Coordinator.

12.4 Return to Open Session

89/2024

Moved by J. Anheliger

That Council move into Open Session at 7:18 p.m.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis,
and R. White

Carried (7 to 0)

13. Business Arising from Closed Session

There was no Business Arising from Closed Session.

14. Adjournment

The meeting adjourned at 7:18 p.m.

Mayor

Recording Secretary

Date Approved by Council

Report to Council

- ☒ For Council Decision
- ☐ For Council Direction
- ☐ For Council Information



TOPIC:	Council Remuneration Review Committee Bylaw No. 10/2024	April 9, 2024
--------	---	---------------

PURPOSE:

The purpose is to provide Council with the draft Council Remuneration Review Committee Bylaw, which outlines the expectations and functions of the Committee for consideration and approval.

RECOMMENDATION:

That Council approve 3rd Reading of the Council Remuneration Review Committee Bylaw No. 10/2024.

RATIONALE:

In order to form a Committee of Council, there must be a bylaw establishing the Committee as per sections 145 and 146 of the *Municipal Government Act*. The Council Remuneration Review Committee is unique in that due to the subject nature, Council members may not sit on the Committee in any capacity, and the Committee is to be solely formed of Morinville electors to maintain the important principle of neutrality.

REPORT INFORMATION:

In the proposed Council Remuneration Review Committee Bylaw, the mandate for the Committee is to ensure fair and equitable compensation for elected officials commensurate with their responsibilities while also considering fiscal responsibility and transparency in governance. Through this Bylaw and Committee, we aim to uphold accountability to the community, attract and retain qualified candidates for public office, and foster public trust through involvement and by aligning compensation with the demands and expectations of civic leadership.

As outlined in the Bylaw, the mandate for the Committee includes:

- Review remuneration and benefits paid to Morinville’s Council.
- Provide a report to Council with recommendations for Council’s consideration regarding the remuneration and benefits for Morinville’s Council, including honorarium, benefits, pensions, per diems, and any other form of remuneration;
- Provide recommendations on revisions to Morinville’s policies related to Council remuneration; and
- Provide any methodology to be used to establish future adjustments to remuneration, including comparators and frequency.

Selection Process

The recruitment process for this Committee will align, as practicable, with Council’s Agency, Board, Commission, and Committee Member Appointments Policy (CP144/2022). Recruitment timelines will be

necessarily different, given where we are in the election cycle. However, the Bylaw codifies the intent moving forward.

As per Council's Agency, Board, Commission, and Committee Member Appointments Policy (CP144/2022), Council has the responsibility to approve the appointments of Public Members to internal and external Agencies, Boards, Commissions, and Committees. However, due to the subject and nature of this Committee, Administration is recommending a different approach as embedded in this superseding Bylaw. The aforementioned Council Policy CP144/2022 could be subsequently updated to note this exception to Council's responsibility to appoint Public Members for the Council Remuneration Review Committee only.

In the event that five suitable applications are not received, Administration will notify Council to consider amending the Committee Membership (number of Morinville electors) as required within the Bylaw.

IMPACT:

The result of forming this Committee, as noted above, is ensuring fair and equitable compensation for elected officials commensurate with their responsibilities while also considering fiscal responsibility and transparency in governance. It demonstrates accountability to the community, supports the attraction of qualified candidates for public office, and fosters public trust through involvement.

From a financial standpoint, the appointed Council Remuneration Review Committee members would be eligible for honourariums as outlined in the Agency, Board, Commission, and Committee Membership and Remuneration Policy (CP145/2022). There could be further budgetary impacts dependent on recommendations from the Committee brought forward to Council for consideration. Administration believes the Committee work outlined above and in the Bylaw can be completed between March and August of 2024 and within the current operating budget, depending on the availability and completion of the final report from the Committee.

NEXT STEPS:

Upon approval of the Council Remuneration Review Committee Bylaw, the next step for Council would be to review the recommendations brought forward by the Committee this fall.

PREVIOUS COUNCIL ACTION:

At the March 26, 2024, Regular Meeting of Council, Council approved 1st and 2nd reading of this Bylaw.

At the February 27, 2024, Regular Meeting of Council, Council approved establishing a Council Remuneration Review Committee, consisting of five Morinville electors and the Manager, Human Resource Services as the Administrative facilitator, to review the Council Remuneration Review results, the Council Remuneration Policy CP194/2022, and develop recommendations for Council consideration (Motion 53/2024).

At the October 22, 2019, Regular Meeting of Council, Council approved the Council Remuneration Policy and Schedules A and B (Motion 297/2019).

At the August 27, 2019, Regular Meeting of Council, Council approved adjusting Council's remuneration to account for the changes to taxation (Motion 224/2019) and that Council review Council Remuneration as part of the 2020 Budget process (Motion 227/2019).

At the November 27, 2018, Regular Meeting of Council, Council directed Administration to add Council remuneration to the scope of Administration's biannual compensation review occurring in 2019 (Motion 422/2018).

ALIGNMENT:

- Council Remuneration Policy CP194/2022
- Strategic Plan alignment with Goal 1 - Community Building
 - Boards, committees, task forces, community groups, have participants/members representative of Morinville's diverse population
 - Residents and businesses are actively engaged in and aware of decision-making and planning our future

CONSULTATION/ENGAGEMENT:

Once Council passes the Bylaw, Administration will initiate community engagement by advertising the Committee positions available, accepting applications, and forming the Committee to begin its work in T2 of 2024.

ALTERNATIVES:

The following alternatives are available:

Alternative 1 (Recommended): Delegate the authority to the CAO to appoint Morinville electors to the Committee.

- Pros:
 - helps ensure the selection process remains neutral and impartial
 - appointments based on merit and experience, mitigating bias or favouritism
 - ensures Council maintains appropriate separation from the review and recommendations regarding their remuneration
 - streamlines the appointment process by allowing appointments to be made promptly so the Committee to begin its work in a timely manner.
- Cons:
 - Council may not be amenable to the limited scope of their role

Alternative 2: Council to appoint Morinville electors to the Committee

- Pros:
 - Council would have the ability to shape the composition of the Committee according to their priorities.
- Cons:
 - Real or perceived interference or bias if Council appoints members to the Committee making recommendations on Council's remuneration.
 - longer timelines for appointments as Council would need to designate two Councillors to participate on interview panels and provide recommendations to all of Council for the Committee appointments.

- This same interview process would need to occur should an appointed member no longer be a Morinville elector or choose to resign from their position on the Committee, which could increase the timelines of the work to be completed.

PRESENTER:	J. Brush, Manager, Human Resource Services	ATTACHMENTS: <ul style="list-style-type: none">• Draft Council Remuneration Review Committee Bylaw 10/2024
PREPARED BY:	J. Brush, Manager, Human Resource Services	
CLEARANCES:	N. Narayan, Chief Administrative Officer M. Hay, General Manager, Administrative Services	

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW
BYLAW 10/2024
PAGE 1**

A BYLAW OF THE TOWN OF MORINVILLE IN THE PROVINCE OF ALBERTA, TO ESTABLISH AND DEFINE THE FUNCTIONS OF THE COUNCIL REMUNERATION REVIEW COMMITTEE.

WHEREAS, pursuant to s. 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may adopt bylaws in relation to the establishment and functions of Council committees and the procedure and conduct of Council and Council committees;

AND WHEREAS, pursuant to s. 203 of the *Municipal Government Act*, Council may by bylaw, delegate its powers, duties or functions to a Council committee, Chief Administrative Officer or designated officer unless any other enactment or bylaw, provides otherwise;

AND WHEREAS, the *Municipal Government Act* governs the duties and conduct of Council, Councillors, Council committees; municipal organization and administration; public participation; and the powers of a municipality;

AND WHEREAS, the Council of Morinville considers it appropriate to establish a council committee to review and make recommendations on the remuneration, including benefits, to be paid to members of Council and on other matters that may affect remuneration.

NOW THEREFORE, the Municipal Council of Morinville, Alberta duly assembled hereby enacts as follows:

1.0 TITLE

1.1 This Bylaw shall be cited as the “Council Remuneration Review Committee Bylaw”.

2.0 DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;

2.2 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Act* or the designate of the Chief Administrative Officer;

2.3 “Committee” means the Council Remuneration Review Committee as established by this Bylaw;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW
BYLAW 10/2024
PAGE 2**

- 2.4 “Council” means the municipal Council of Morinville, including the Mayor;
- 2.5 “Councillor”; “Member of Council”; “Council Member” means any Member of Council of Morinville, including the Mayor;
- 2.6 “Councillor’s Family” means the Mayor or Councillor’s spouse or adult interdependent partner, children, parents, or spouses or adult interdependent partner’s parents;
- 2.7 “Morinville elector” means a person eligible to vote in a municipal election in Morinville, pursuant to the provisions of the *Local Authorities Election Act*, R.S.A. 2000 c. L-21 as amended.

3.0 ESTABLISHMENT AND MANDATE

- 3.1 A Council committee is hereby established and will be referred to as the Council Remuneration Review Committee.
- 3.2 The Committee mandate is to:
 - 3.2.1 Review remuneration and benefits paid to Morinville’s Council;
 - 3.2.2 Provide a report to Council with recommendations for Council’s consideration regarding the remuneration and benefits for Morinville’s Council, including honourarium, benefits, pensions, per diems, and any other form of remuneration;
 - 3.2.3 Provide recommendations on revisions to Morinville’s policies related to Council remuneration; and
 - 3.2.4 Provide any methodology to be used to establish future adjustments to remuneration, including comparators and frequency.

4.0 MEMBERSHIP

- 4.1 The Committee shall consist of five (5) members, all of whom must be Morinville electors.
- 4.2 Committee members shall not include:

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW
BYLAW 10/2024
PAGE 3**

- 4.2.1 Current Council Members or Councillor's Family; and
- 4.2.2 Current employees of Morinville.
- 4.3 The Mayor is not an ex-officio member of the Committee.
- 4.4 The Committee shall be provided resources through the CAO. It is intended that the Legislative Officer and the Manager of Human Resources provide technical or research support to the Committee.
- 4.5 Council hereby delegates to the Chief Administrative Officer (CAO) the authority to appoint members of the Committee.
- 4.6 When appointing Committee members, the CAO shall select persons with education, skills, and/or experience in the following areas:
 - 4.6.1 Financial Services or accounting;
 - 4.6.2 Business and economics;
 - 4.6.3 Labour and employment relations;
 - 4.6.4 Community services; and
 - 4.6.5 Other public service roles
- 4.7 Committee members may be appointed:
 - 4.7.1 After this Bylaw or amendments thereto receives third reading and is duly signed; or
 - 4.7.2 Following the year of a general municipal election, appointed for a term commencing on January 1 and ending when the final report has been accepted by Council but no later than December 31 of the year preceding the year of a general municipal election.
- 4.8 A Morinville elector appointed to the Committee who ceases to be a Morinville elector while serving on this Committee, shall be replaced on the Committee in the same manner as new Committee members are appointed under s. 4.5 of this Bylaw.
- 4.9 Remuneration and conduct of Committee members shall be in accordance with the Agency, Board, Commission, and Committee Membership and Remuneration Policy.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW
BYLAW 10/2024
PAGE 4**

5.0 QUORUM, MEETINGS, AND RULES OF PROCEDURE

- 5.1 Quorum at any Committee meeting shall consist of three (3) members provided one of the three members is the Chair or Vice-Chair.
- 5.2 At their first meeting after being appointed, the members of the Committee shall designate one member as Chair and another as Vice-Chair (to carry out the duties of the Chair when the Chair is absent, or otherwise unable to act in the capacity of the Chair).
- 5.3 The Committee will determine a meeting schedule required to fulfill the responsibilities as outlined in s. 3.0 of this Bylaw or shall meet at the call of the Chair.
- 5.4 The Committee may seek input from Members of Council on an as-needed basis.
- 5.5 The Committee may invite subject matter experts to attend any meeting of the Committee, on an as-needed basis.

6.0 COMMITTEE ROLES AND RESPONSIBILITIES

- 6.1 In order to fulfill the mandate as outlined in s. 3.2 of this Bylaw, the Committee shall review Council's remuneration with consideration of:
 - 6.1.1 Remuneration that would attract a diverse range of candidates to roles of Mayor and Councillor;
 - 6.1.2 The responsibilities, accountabilities, and time commitment required of Council members;
 - 6.1.3 The current and anticipated economic environment;
 - 6.1.4 Alignment with Morinville's current Council Remuneration Policy;
 - 6.1.5 Results from the most recent Council Remuneration Review with Morinville's noted comparable municipalities and their respective Council Remuneration Policies;
- 6.2 The Committee may conduct whatever research it deems necessary to enable it to make recommendations to Council.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW
BYLAW 10/2024
PAGE 5**

7.0 ACCOUNTABILITY

- 7.1 The final report prepared by the Committee, noting feedback and any recommendations as outlined s. 3.2 of this Bylaw, will be presented to Council at a Regular Meeting of Council.
- 7.2 Council may at that time:
- 7.2.1 Accept the report as information, in which case, the work of the Committee as per this Bylaw is considered complete and the Committee term comes to an end.
 - 7.2.2 Direct the Committee re-examine one or more aspects of the final report and present a revised report.

8.0 SEVERABILITY

- 8.1 If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable, and all other sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
COUNCIL REMUNERATION REVIEW COMMITTEE BYLAW
BYLAW 10/2024
PAGE 6**

COMING INTO FORCE

This Bylaw shall come into full force and effect when it receives third reading and is duly signed.

READ a first time this ____ day of _____ , 2024.

READ a second time this ____ day of _____ , 2024.

READ a third and finally passed the ____ day of _____ ,2024.

Simon Boersma
Mayor

Naleen Narayan
Chief Administrative Officer

Report to Council

- ☒ For Council Decision
- ☐ For Council Direction
- ☐ For Council Information



TOPIC:	Procedure Bylaw No. 1/2024	April 9, 2024
--------	----------------------------	---------------

PURPOSE:

This report presents recommended amendments to the Procedure Bylaw, as directed by the Council.

RECOMMENDATION:

That Council approve 3rd Reading of the Procedure Bylaw No. 1/2024.

RATIONALE:

- 1) Fulfillment of Council Direction:
The proposed amendments are to fulfill the direction by Council at the March 12 and February 13, 2024, Regular Meeting of Council.
- 2) MGA Compliance:
The proposed amendments ensure compliance with the *Municipal Government Act (MGA)*, reducing legal risks and aligning with statutory obligations.
- 3) Integration of Industry Best Practices:
The proposed amendments were compared and drawn from successful models employed by other municipalities. By incorporating these best practices into the Procedure Bylaw, Council can enhance the governance framework of Morinville in alignment with current industry standards.

REPORT INFORMATION:

Please refer to the attached documents - “Amendments for Third Reading” and “Amendments from Council Direction” for a comprehensive table outlining all recommended amendments and their rationale.

The amendments from Council direction are based on motions previously approved by Council.

The proposed amendments for third reading are recommended due to repealed sections in the *MGA*.

IMPACT:

The proceedings of Council meetings, agenda packages and minutes will reflect the provisions approved in the Procedure Bylaw upon passing of third reading and is duly signed.

NEXT STEPS:

Administration will update the website to include the new Procedure Bylaw and any related sites, providing the community with the latest accurate information on Council procedural guidelines.

PREVIOUS COUNCIL ACTION:

At the March 12, 2024, Regular Meeting of Council, the following motions were carried:

That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024, requiring written CAO Update Reports at the first regular Committee of the Whole each month.

That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024, requiring verbal CAO Reports Updates to be summarized and appended to the meeting minutes, exclusively for emergent items or others justified in nature.

That Council directs Administration to include the following term in the Procedure Bylaw No. 1/2024:

“Offensive” means any utterance or action that is obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or breaches commonly accepted standards of decent and proper speech.

At the February 13, 2024, Regular Meeting of Council, the second Reading of the Procedure Bylaw No. 1/2024 was approved by Council.

At the same meeting, the following motions were carried:

That Council directs Administration to amend section 22.2 of the Procedure Bylaw No. 1/2024 that written reports be presented within a reasonable amount of time but no later than 12 weeks.

That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024 to only have Council Boards / Committee / Commission Reports and Action Tracking List at the first regular Committee of the Whole each month.

That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024, requiring written reports for Council Boards / Committees / Commission reports delivered no later than 4:00 p.m. one week prior to the meeting date.

At the January 9, 2024, Regular Meeting of Council, the first Reading of the Procedure Bylaw No. 1/2024 was approved through Consent Agenda.

ALIGNMENT:

The recommended amendments in the draft Procedure Bylaw align with the Council Strategic Priorities, legislation, and existing governance frameworks as noted throughout this report.

CONSULTATION/ENGAGEMENT:

In addition to Council's direction, Administration consulted with Alberta Municipal Clerks Association, Municipal Affairs, and examined the procedure bylaws of regional municipalities, recommending best practices for applicable amendments to the draft Procedure Bylaw.

ALTERNATIVES:

Alternative 1: Council Motions Require Further Amendments to the Bylaw:

- *Implication:* Further amendments will delay the proposed Procedure Bylaw as it will need to come back for third reading. Additionally, it will extend the timeline for achieving legislative compliance and implementing governance improvements, potentially delaying the realization of efficiency gains.

Alternative 2: Seek External Expert Opinion for Comprehensive Review

- *Implications:* Engaging external experts in municipal governance to conduct a comprehensive review of the Procedure Bylaw could be an alternative. This approach would bring an objective, third-party perspective to the assessment. While it might contribute valuable insights, there could be associated costs and a potential delay in the decision-making process.

PRESENTER:	R. Gilbert, Legislative & Corporate Initiatives Coordinator	ATTACHMENTS: <ul style="list-style-type: none">• Amendments from Council Direction• Amendments for Third Reading• Procedure Bylaw No. 1/2024 Clean• Procedure Bylaw No. 6/2021• Procedure Bylaw No. 1/2024 Redlined
PREPARED BY:	R. Gilbert, Legislative & Corporate Initiatives Coordinator	
CLEARANCES:	N. Narayan, Chief Administrative Officer M. Hay, General Manager, Administrative Services T. Dalzell-Heise, Manager, Communications and Legislative Services	

Amendments from Council Direction

Current	Recommendation	Rationale
2.0 DEFINITIONS		
New Clause	2.18 “Offensive” means any utterance or action that is obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or breaches commonly accepted standards of decent and proper speech.	Administration recommends the inclusion of this definition in the proposed Procedure Bylaw No. 1/2024 for third reading, as directed by Council. This recommendation also applies to section 10.5.1-10.5.2 of the current and proposed bylaw.
9.0 ORDER IN COUNCIL CHAMBERS – THE PUBLIC (s. 10 in Bylaw 6/2021)		
New Clause	9.2.1 No offensive language or gestures are allowed at any time in Council meetings, including clothing, signs, or banners of any kind.	Obscene was removed as it was added to the definition. Changed to “Council meetings” as some meetings are not in Council Chambers.
18.0 COMMITTEE OF THE WHOLE (s. 19 in Bylaw 6/2021)		
New Clause(s) 18.4 At the first regular Committee of the Whole each month, the following items will be on the agenda: 18.4.1 The Chief Administrative Officer shall provide a written CAO Update Reports delivered to Legislative Services no later than 4:00 p.m. one week prior to the meeting date. 18.4.2 Verbal CAO Updates are to be summarized and appended to the meeting minutes, exclusively for emergent items or others justified in nature. 18.4.3 Members of Council shall provide a written Council Board / Committee / Commission Reports delivered to Legislative Services no later than 4:00 p.m. one week prior to the meeting date. 18.4.4 Legislative Services shall provide the Action Tracking List.		Added to reflect the direction of Council at the February 13 and March 12, 2024, Regular Meeting of Council. Overall, this structure should help in organizing and conducting the Committee of the Whole meetings efficiently while ensuring that all relevant reports and updates are included in the agenda. It also maintains consistency in the handling of different types of reports and updates within the Bylaw.

**Note: Some sections have been renumbered due to the addition of new clauses and the removal of others.*

22.0 COUNCILLOR INQUIRIES – NEW SECTION		
22.2 Councillor inquiries that require written reports will be presented at a subsequent meeting within 12 weeks following the date the inquiry was made, unless otherwise provided for in a Council resolution.	22.2 Councillor inquiries that require written reports will be presented at a subsequent meeting no later than 12 weeks following the date the inquiry was made, unless otherwise provided for in a Council resolution.	<p>Amended to reflect the direction of Council at the February 13, 2024, Regular Meeting of Council.</p> <p>The phrase “unless otherwise provided for in a Council resolution” is intended to allow Council to determine a specific Council meeting date (if needed). For example: Council may direct Administration to bring forward a business case during budget deliberations which is outside the 12 week timeline.</p> <p>All motions passed by Council after the Procedure Bylaw is approved will follow this clause.</p>

**Note: Some sections have been renumbered due to the addition of new clauses and the removal of others.*

Amendments for Third Reading

Current / First Reading	Recommendation	Rationale
2.0 DEFINITIONS		
<p><i>Procedure Bylaw 6/2021</i></p> <p>2.24 “public hearing” means a meeting or portion of a meeting that Council is required to hold under the Act or another enactment for the primary purpose of hearing submissions, including but not limited to hearings held pursuant to s.230 of the Act;</p> <p>2.25 public meeting” means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing and includes meetings pursuant to s.229 of the MGA;</p>	<p>2.24 “public hearing” means a meeting or portion of a meeting that Council is required to hold under the Act or any other enactment;</p> <p>2.25 “public meeting” means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council;</p>	<p>Sections 227 to 230 of <i>MGA</i> were repealed in 2022. The amendments are included for legislative compliance.</p>
13.0 PERSONS WISHING TO ADDRESS COUNCIL - DELEGATE & PUBLIC PRESENTATERS (s. 14 in Bylaw 6/2021)		
<p><i>Procedure Bylaw 6/2021</i></p> <p>14.5.1 The provisions of this section do not apply to public hearings or public meetings pursuant to s. 229 and 230 of the Act;</p>	<p>13.7.1 The provisions of this section do not apply to public hearings pursuant to the Act;</p>	<p>Sections 227 to 230 of <i>MGA</i> were repealed in 2022. The amendments are included for legislative compliance.</p>

**Note: Some sections have been renumbered due to the addition of new clauses and the removal of others.*

35.0 PUBLIC HEARINGS (s. 36 in Bylaw 6/2021)		
<p><i>Procedure Bylaw 6/2021</i></p> <p>36.6 Subject to Bylaw s. 35.3, any person(s) who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the Council in person or through an agent, pursuant to s. 230(4) of the Act.</p>	<p>35.3 The Chair shall call upon those who have registered to speak first, followed by others in attendance at the meeting who wish to speak to the item. The Chair shall request those who wish to speak on the matter to state their name prior to their presentation. Any person(s) who does not identify themselves shall not be given the opportunity to speak at the Public Hearing.</p>	<p>Sections 227 to 230 of <i>MGA</i> were repealed in 2022. The amendments are included for legislative compliance.</p> <p>The proposed clause aligns with procedure bylaws of other regional municipalities and <i>MGA</i> s. 216.4(4).</p>
<p><i>Procedure Bylaw 6/2021</i></p> <p>36.8 Council Members shall not ask questions of the Administration until all of the public or representatives have been heard.</p>	<p>Deleted Clause</p>	<p>Not an <i>MGA</i> requirement and does not reflect the Town's existing practice. Conflicts with s. 35.12.1 of the Bylaw. (s. 36.13.1 in Bylaw 6/2021).</p>
<p><i>Procedure Bylaw 6/2021</i></p> <p>36.13.1 Presentation from the Administration and questions of clarification;</p> <p>36.13.2 Public hearing presentations by:</p> <p>36.13.2.1 Those speaking in favour,</p> <p>36.13.2.2 Those speaking against, and</p> <p>36.13.2.3 Follow-up questions from Council Members.</p> <p>36.13.3 Questions of the administration from Council Members; and</p> <p>36.13.4 Motions</p>	<p>35.12.1 <i>No amendments.</i></p> <p>35.12.2 Review written submissions submitted to Legislative Services;</p> <p>35.12.3 Presentations from public and questions of clarification;</p> <p>35.12.4 <i>No amendments.</i></p>	<p>Reflects existing public hearing agenda consistently used.</p> <p>Order of public presentations amended in s. 35.3 of Bylaw 1/2024.</p>

**Note: Some sections have been renumbered due to the addition of new clauses and the removal of others.*

	35.12.5 <i>No amendments.</i>	
--	-------------------------------	--

**Note: Some sections have been renumbered due to the addition of new clauses and the removal of others.*

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -1-**

A BYLAW OF THE TOWN OF MORINVILLE IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

WHEREAS, pursuant to s. 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may adopt bylaws in relation to the establishment and functions of Council committees and the procedure and conduct of Council and Council committees;

AND WHEREAS, pursuant to s. 203 of the *Municipal Government Act*, Council may by bylaw, delegate its powers, duties or functions to a Council committee, Chief Administrative Officer or designated officer unless any other enactment or bylaw, provides otherwise;

AND WHEREAS, the *Municipal Government Act* governs the duties and conduct of Council, Councillors, Council committees; municipal organization and Administration; public participation; and the powers of a municipality;

NOW THEREFORE, the Municipal Council of Morinville, Alberta duly assembled hereby enacts as follows:

1.0 TITLE

1.1 This Bylaw shall be cited as the "Procedure Bylaw".

2.0 DEFINITIONS

2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;

2.2 "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;

2.3 "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;

2.4 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Act* or the designate of the Chief Administrative Officer;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -2-**

- 2.5 "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a Committee of Council;
- 2.6 "Consent Agenda" means a single item on the agenda of a Council meeting in which the recommended action is to approve, without discussion, questions, or debate, the recommendations in each of the agenda reports referenced in the Consent Agenda listing;
- 2.7 "correspondence" means a letter received from a Delegate, municipal corporations, organizations and groups, or communication received from person(s) requesting the correspondence be forwarded to Council;
- 2.8 "Council" means Council of Morinville;
- 2.9 "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 s. 454 of the *Act* or a subdivision and development appeal board established under s. 627 of the *Act*;
- 2.10 "Councillor"; "Member of Council"; "Council Member" means any Member of Council including the Mayor;
- 2.11 "Closed Session" means a closed or private meeting as defined by s. 1(3) of the *Act*, and as allowed pursuant to s.197 of the *Act*, or part of a meeting at which only Councillors and other person(s) specified by Council may attend;
- 2.12 "Delegate" means any representative of a delegation, including but not limited to boards and committees, intergovernmental groups, or organizations required to report to Council through legislation or contractual obligations; who has sought and obtained permission to attend before Council to speak or make a presentation;
- 2.13 "FOIP Act" means *Freedom of Information and Protection of Privacy Act*;
- 2.14 "Law Enforcement" means law enforcement personnel, including Peace Officers authorized under the *Peace Officer Act*, or Police Officers and Royal Canadian Mounted Police (RCMP) appointed under the *Police Act*;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -3-**

- 2.15 "Legislative Services" means the business unit appointed to take minutes at Council meetings and perform the Legislative Service duties under this Bylaw;
- 2.16 "Majority vote" means more than half of all votes cast are in favour of the motion;
- 2.17 "Morinville" or "Municipality" means the Municipal Corporation of Morinville;
- 2.18 "offensive" means any utterance or action that is obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or breaches commonly accepted standards of decent and proper speech.
- 2.19 "point of information" means an inquiry as to facts affecting the business at hand – directed to the Mayor or, through the Mayor, to the CAO;
- 2.20 "point of order" means a demand by a member of Council that the Chair enforce the Procedure Bylaw or the Council Code of Conduct;
- 2.21 "point of privilege" means a request made to the Mayor by a Member of Council on any matter related to the rights and privileges of Councillors and includes:
- 2.21.1 the comfort of Councillors
 - 2.21.2 the conduct of Morinville employees or members of the public in attendance at the meeting;
 - 2.21.3 the accuracy of the reports of Council's proceedings; and
 - 2.21.4 the reputation of Council and Councillors;
- 2.22 "postpone" means to delay the consideration of any matter, either:
- 2.22.1 to later in the meeting;
 - 2.22.2 to a specified time and/or date;
 - 2.22.3 until the occurrence of an event; or
 - 2.22.4 indefinitely;
- 2.23 "Presiding Officer" means the member of Council who is chairing a meeting of Council in the absence of the Mayor and Deputy Mayor;
- 2.24 "public hearing" means a meeting or portion of a meeting that Council is required to hold under the *Act* or any other enactment;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -4-**

- 2.25 “public meeting” means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council;
- 2.26 “Public Presenter” means an individual who has sought and obtained permission to attend before Council to speak or make a presentation;
- 2.27 “recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- 2.28 “refer” means to send a pending motion or agenda item to a future meeting of Council, a Council Committee or the Administration for investigation and report;
- 2.29 "renew" means to bring forward to a later meeting a previously defeated motion;
- 2.30 "rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- 2.31 “special resolution” means a vote where at least two-thirds of all Council are in favour of the motion (e.g., if there are seven (7) elected Councillors the vote must be five (5) or greater for the motion to pass). A special resolution does not require all members to be present for the vote, nor does the required number in favor change if less than the full Council is present for the vote;
- 2.32 "Standing Committee" means a Council Committee that meets on a regular basis, in respect of which all members are Council members;
- 2.33 “subsequent motion” means a motion that is made immediately after a motion has been disposed of by Council. Council will allow a subsequent motion, providing it pertains directly to the subject of the motion that has just been disposed of;
- 2.34 "table" means to set a matter aside until a majority of Council present decides to address the item again by means of a motion to lift from the table; and

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -5-**

- 2.35 "two-thirds vote" means a vote where two-thirds or more of all votes cast are in favour of the motion.

3.0 APPLICATION AND INTERPRETATION

- 3.1 This Bylaw shall apply to all meetings of Council, Committee of the Whole, and Council Committees as identified.
- 3.2 The precedence of the rules governing the procedures of Council, in descending level of authority, is:
- 3.2.1 The *Act*;
 - 3.2.2 Other provincial legislation;
 - 3.2.3 This Bylaw
 - 3.2.4 Council Code of Conduct Bylaw; and
 - 3.2.5 Current edition of *Robert's Rules of Order Newly Revised*

ORGANIZATION OF COUNCIL & COMMITTEE

4.0 INAUGURAL MEETING

- 4.1 The organizational meeting immediately following a general municipal election shall be called the Inaugural Meeting, and the Chief Administrative Officer shall preside over the meeting until the Mayor has taken the oath of office.
- 4.2 The Inaugural Meeting will be held not later than two weeks after the third Monday in October pursuant to s. 192(1) of the *Act*.
- 4.3 At the Inaugural Meeting, Council shall, in addition to the items listed under 5.2, perform the following:
- 4.3.1 Take the oath of office as the first order of business.
 - 4.3.2 By resolution, set the schedule for Deputy Mayor rotation for the term of office and appoint a Deputy Mayor.
 - 4.3.3 Confirm with all Council the orientation training that will be made available to them, pursuant to s. 201.1 of the *Act*. All individuals filing nomination papers will be advised by Legislative Services of the dates of

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -6-**

the orientation training by Nomination Day as defined by the *Local Authorities Election Act*.

- 4.4 Members of Council hold office from the beginning of the Inaugural Meeting following the general election to immediately before the beginning of the Inaugural Meeting following the next general election in accordance with the *Local Authorities Election Act*.

5.0 ORGANIZATIONAL MEETINGS

- 5.1 Council shall hold an Organizational Meeting each year not later than two weeks after the third Monday in October pursuant to s. 192(1) of the *Act*.
- 5.2 At the annual Organizational Meeting, Council shall establish, by resolution, for the forthcoming year:
- 5.2.1 Council appointments to Standing Committees of Council;
 - 5.2.2 Annual commitment to the Council Code of Conduct Bylaw;
 - 5.2.3 The Council Meeting Calendar;
 - 5.2.4 Appointments to Member-at-Large Committees; and
 - 5.2.5 Other related business as required by the *Act*.
- 5.3 Appointments of Councillors to Council boards and committees shall be for a term of one year unless otherwise specified and reviewed at the Organizational Meeting.

6.0 QUORUM

- 6.1 A quorum of Council is a majority of Councillors that comprise the Council, pursuant to s. 167 of the *Act*.
- 6.2 If a quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, Legislative Services will document the names of those who are present, and the meeting will be adjourned.
- 6.3 If at any time during a meeting a quorum is lost, the meeting shall be recessed and if a quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -7-**

- 6.4 The agenda delivered for a meeting in which a quorum was not met or was lost shall be considered at the next Regular Council Meeting prior to the consideration of the agenda for the subsequent Regular Council Meeting, or it shall be the agenda for a Special Meeting called for that purpose and pursuant to s. 194 of the *Act*. Meeting minutes shall reflect that the meeting was called to order and adjourned due to lack of a quorum.
- 6.5 Once there is a quorum of Council after the scheduled start time of the meeting, the Chair may call the meeting to order. In the case where neither the Mayor nor Deputy Mayor are in attendance at the scheduled start time of a meeting, and a quorum is present, the Presiding Officer shall be the previous Deputy Mayor to preside over the meeting. If there is no previous Deputy Mayor available, Council shall select one member from those present to preside.
- 6.6 In order to ensure that a quorum is not lost, the Chair may recess the meeting briefly if a Councillor wishes to leave the meeting but intends to return.

DUTIES OF OFFICIALS

7.0 DUTIES OF THE MAYOR

- 7.1 The Mayor shall, when present:
- 7.1.1 Open all Council meetings;
 - 7.1.2 Chair all Council meetings;
 - 7.1.3 Preserve order and decorum in all Council meetings;
 - 7.1.4 Ensure Council meetings focus on the agenda, including setting time limits on speakers, if necessary;
 - 7.1.5 Rule on all questions of procedure;
 - 7.1.6 Ensure that each Member of Council who wishes to speak on a debatable motion is granted the opportunity to do so;
 - 7.1.7 Determine the speaking order when two or more Members of Council or others wish to speak; and
 - 7.1.8 Decide who, aside from Members of Council, may address Council.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -8-**

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

7.2.1 If the Mayor is present at a committee meeting by virtue of office, the Mayor has all the rights and privileges of the other committee members, including the right to make motions and vote.

8.0 DUTIES OF THE DEPUTY MAYOR

8.1 A Council must appoint one or more Councillors as Deputy Mayor so that:

8.1.1 Only one Councillor will hold that office at any one time, and

8.1.2 The office will be filled at all times.

8.2 The Deputy Mayor will act for the Mayor when necessary, pursuant to s. 152(2) of the *Act*, including fulfilling duties under s. 7.1 of this Bylaw.

8.3 The Deputy Mayor shall be the Chair of Committee of the Whole.

9.0 ORDER IN COUNCIL CHAMBERS – THE PUBLIC

9.1 Members of the public shall be restricted to public seating areas.

9.2 No person or groups of persons present in Council chambers shall cause any disturbance, interrupt any speaker, or interfere with the action of Council.

9.2.1 No offensive language or gestures are allowed at any time in Council meetings, including clothing, signs, or banners of any kind.

9.3 The Chair may call to order any person(s) who has created a disturbance and may expel any person(s) from Council chambers. Administration may power off microphones used by any person(s) called to order.

9.4 Any person(s) who refuses to leave Council chambers upon the order of the Chair may be removed by Law Enforcement. The Chair may recess the meeting until the expelled person(s) have left Council chambers.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -9-**

10.0 ORDER IN COUNCIL CHAMBERS - COUNCIL

- 10.1 The Chair may call to order any Councillor who is out of order.
- 10.2 A Councillor who is called to order must cease talking or otherwise engaging in the activity specified by the Chair in the call to order.
- 10.3 When a Councillor has been called to order but persists in breaching the order of Council, the Chair may name the Councillor and declare the offence.
- 10.4 Legislative Services shall note the offence in the minutes.
- 10.5 If a Councillor who has been named:
 - 10.5.1 Apologizes to Council and withdraws the offensive statement or action, then:
 - 10.5.1.1 That Councillor may remain and continue to participate in the meeting; and
 - 10.5.1.2 The Chair may direct that the notation of the offence be removed from the minutes; or
 - 10.5.2 Fails or refuses to apologize and withdraw the offensive statement or action, then the Chair may impose any appropriate penalty provided for under the Council Code of Conduct Bylaw.
- 10.6 A Councillor who is called to order or named may immediately thereafter challenge the ruling of the Chair and state the terms of the challenge.
- 10.7 When there is a challenge to the ruling of the Chair, all further debate shall cease until the challenge has been dealt with by Council.
- 10.8 A challenge of the Chair's ruling shall follow those procedures outlined in s. 12.0 of this Bylaw.

11.0 CALLING A DELEGATE OR PUBLIC PRESENTER TO ORDER

- 11.1 When the Chair calls a Delegate or any Public Presenter to order, the person(s) speaking shall be seated and remain seated. After the Chair has ruled, the person(s) may explain the action resulting in the call to order. If the person(s)

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -10-**

makes a satisfactory explanation and apology, the Chair may allow the person(s) to remain.

- 11.2 Should the Chair direct the person(s) to leave the meeting and vacate Council chambers, the person(s) shall do so immediately. If the person(s) does not voluntarily leave, s. 9.4 of this Bylaw will be enacted.

12.0 CHALLENGE TO THE RULING OF THE MAYOR

- 12.1 When a Member of Council wishes to challenge the ruling of the Mayor, the motion, "That the decision of the Mayor be upheld," shall be made, and the question shall be put to a vote immediately without amendment or debate by decision of Council. A vote in favour of the motion is a vote to uphold the ruling of the Mayor.

13.0 PERSONS WISHING TO ADDRESS COUNCIL - DELEGATE & PUBLIC PRESENTERS

- 13.1 If a person or group of persons wishes to address Council as a Delegate or a Public Presenter, they must complete the Delegation/Public Presentation Request form on the Municipal website and either email or deliver it to Legislative Services. The document must be delivered no later than 4:00 p.m. two weeks prior to the meeting date. Legislative Services shall forward the request to the Mayor and Chief Administrative Officer for consideration.
- 13.1.1 The Delegation/Public Presentation Request form must clearly identify the topic to be discussed and the request being made to Council.
- 13.2 The Mayor and Chief Administrative Officer may recommend the matter be heard by Council, by a Council Committee or refer the matter to Administration for a response. Legislative Services will provide the decision in writing.
- 13.3 If it is recommended that Council hear the matter, Legislative Services will contact the person(s) and provide a time in which they can speak. Confirmation will be sent outlining the time and date of the presentation. The person(s) addressing Council shall provide a copy of their presentation materials to Legislative Services no later than 4:00 p.m. one week prior to the meeting date.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -11-**

- 13.4 If the request to speak is received after the time required in s. 13.1 of this Bylaw, the Chief Administrative Officer may:
- 13.4.1 Refer the matter to a Committee; or
 - 13.4.2 Recommend that Council hear from the person(s); or
 - 13.4.3 Offer to include the person(s) on the agenda of a future Council meeting;
or
 - 13.4.4 Refuse to hear from the person(s) and refer the matter to the
Administration for reply.
- 13.5 No Delegate shall address Council for more than 15 minutes, and no Public Presenter shall address Council for more than 5 minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council.
- 13.6 Delegates and Public Presenters addressing Council or Council Committees shall limit their comments to the matter identified in the Delegation/Public Presenter Request Form; otherwise, the Chair may call the person(s) to order pursuant to Bylaw s. 11.0.
- 13.7 ***Notwithstanding Bylaw s. 13.1 and 13.2:***
- 13.7.1 The provisions of this section do not apply to public hearings pursuant to *the Act*;
 - 13.7.2 Council may allow the public to sign up for a verbal presentation at a Council meeting to address a matter that is on the agenda and limit the person(s) to 5 minutes to address Council, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council;
 - 13.7.3 Person(s) addressing Council or Council Committees shall limit their comments to the matter contained in the report and the recommendations being discussed; otherwise, the Chair may call the person(s) to order pursuant to Bylaw s. 11.0.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -12-**

13.8 Matters raised during a Delegation, Public Presentations, or verbal presentations pursuant to Bylaw s. 13.6, shall not be debated unless unanimously agreed to by Council.

13.8.1 Matters unanimously agreed to by Council for debate shall be added as the last item under the Business header of the agenda.

13.9 The Chair may direct a matter raised by a Delegate or person(s) at a Council meeting to a Council Committee for action or refer to a future meeting of Council.

13.10 A Council Committee must hear a Delegate or person(s) referred to it by Council.

14.0 RULES GOVERNING DEBATE

14.1 A motion must be made by a Councillor before Council can debate an item before Council.

14.2 All discussion at a meeting of Council shall be directed through the Chair.

14.3 Unless otherwise provided by resolution, a Councillor may speak only:

14.3.1 Once in debate on any motion; and

14.3.2 Once in debate on any amendment to a motion.

14.4 Notwithstanding Bylaw s. 14.2:

14.4.1 A Councillor may ask questions of the Administration or other Councillors on any motion or amendment to a motion;

14.4.2 A Councillor may speak to answer questions put by other Councillors; and

14.4.3 A Councillor who has made a motion may speak a second time to close the debate.

14.5 The Mayor may participate in debate on any matter before Council without relinquishing the Chair.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -13-**

- 14.6 The Mayor may make a motion on any matter on the agenda, but before doing so, the Mayor must relinquish the Chair to the Deputy Mayor or Presiding Officer in the absence of Deputy Mayor, until the vote on the motion has been taken.
- 14.7 When a Member of Council wishes to leave the Council chambers while a meeting of Council is in progress:
- 14.7.1 The Member of Council shall await the formal acknowledgement of the Chair before leaving; and
- 14.7.2 The time of the departure and return, if any, of a Member of Council, shall be recorded in the minutes.
- 14.8 No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken unless the Act requires or permits them to abstain from voting.
- 14.9 A Member of Council who is speaking may be interrupted by the Chair if:
- 14.9.1 The Council Member speaking is out of order;
- 14.9.2 The matter being addressed by the Council Member speaking is outside the jurisdiction of Council;
- 14.9.3 The matter the Council Member is addressing should be addressed only in a Closed Session; or
- 14.9.4 The Council Member is in breach of the Council Code of Conduct Bylaw.
- 14.10 If a Member of Council has been interrupted once by the Chair pursuant Bylaw s. 14.8, and a second interruption is necessary, the Chair may set a time limit on that Councillor's further comments.
- 14.11 A Member of Council who is speaking may only be interrupted by another Councillor on:
- 14.11.1 A breach of the Council Code of Conduct Bylaw;
- 14.11.2 A point of information;
- 14.11.3 A point of privilege; or
- 14.11.4 A point of order.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -14-**

- 14.12 The Member of Council who is interrupted pursuant to Bylaw s. 14.8, 14.9 or 14.10 shall cease speaking immediately.
- 14.13 When a Councillor is interrupted pursuant to 14.8 or 14.10, the Chair may grant permission:
- 14.13.1 To the Councillor raising the breach or point to explain the breach or point briefly; and
 - 14.13.2 To the Councillor who was speaking to respond briefly; but otherwise, a breach of the Council Code of Conduct Bylaw, point of order, point of information, or privilege is not debatable or amendable.
- 14.14 The Chair must rule on a point of information, point of order, or point of privilege raised pursuant to Bylaw s. 14.8 or 14.10, and no vote will be taken unless there is a challenge by a Member of Council to the ruling.
- 14.15 The Chair, in consultation with Legislative Services and the Chief Administrative Officer, must rule on an informal breach of the Code of Conduct. A formal breach of the Code of Conduct must be referred to the Chief Administrative Officer Recruitment and Evaluation Committee.
- 14.16 The Chair may seek advice from the Chief Administrative Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the Council.

MEETINGS OF COUNCIL & COMMITTEE

15.0 REGULAR MEETINGS

- 15.1 Subject to s. 193(3) of the *Act*, all Regular Council Meetings shall be held in Council chambers unless otherwise provided for in a Council resolution.
- 15.2 Subject to s. 193(3) of the *Act*, the dates of Regular Council Meetings shall be established by resolution at the annual Organizational Meeting or at a Regular Meeting of Council following the Organizational Meeting, in accordance with the *Act*.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -15-**

- 15.3 Subject to s. 193(3) of the *Act*, every Regular Council Meeting, the public portion shall commence at 4:00 p.m. and close no later than 8:00 p.m., unless otherwise provided for in a Council resolution.
- 15.4 Subject to s. 193(3) of the *Act*, Council may change the date, time, or place of Regular Council Meetings, the Municipality must give at least twenty-four (24) hours' notice of the change to any Councillor not present at the meeting the resolution passed and to the public.
- 15.5 If a Regular Council Meeting is still ongoing at 7:30 p.m. and there are three (3) or more items to be dealt with, the Chief Administrative Officer will check off the priority items, and the balance of the items are to be tabled to the following meeting. Should there be several priority items, a Special Meeting of Council may be called, pursuant to s.194 of the *Act*.
- 15.6 A notice shall be posted in Council chambers advising meetings are recorded.
- 15.7 In the year of a General Election, no Regular Council Meetings shall be held between nomination day, under the *Local Authorities Election Act* and the inaugural meeting following the General Election.
- 16.0 **SPECIAL MEETINGS**
- 16.1 The Mayor or majority of Council may direct that a Special Council Meeting be held in accordance with s. 194 of the *Act*.
- 16.2 If a matter is not specified in the notice of a Special Council Meeting, it may not be dealt with unless all Members of Council are present and a special resolution is passed by Council to deal with the matter.
- 17.0 **CLOSED SESSION MEETINGS – COUNCILLORS TO PARTICIPATE IN CLOSED SESSION VIA TELECONFERENCE**
- 17.1 No item shall be considered in Closed Session unless the matter meets one of the requirements in Division 2 Part 1 of the *FOIP Act*, or when provisions of the regulations passed pursuant to s. 197 of the *Act* apply.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -16-**

- 17.2 Before Council proceeds into a Closed Session, it will pass a resolution in accordance with s. 197 of the *Act*.
- 17.3 A meeting held in Closed Session subject to the *Act* and the *FOIP Act* may exclude the Administration, but not the Chief Administrative Officer, unless authorized by a special resolution. Councillors may only be excluded as allowed by the provisions of the Council Code of Conduct Bylaw.
- 17.4 The items on the Closed Session agenda must be approved by the Mayor in consultation with the Chief Administrative Officer in accordance with the provisions of the *Act*.
- 17.5 Pursuant to s. 153 of the *Act* and the *FOIP Act*, all Members of Council, Administration and invited guests are required to keep in confidence matters discussed in Closed Session until the item is discussed at a meeting held in public and not to share information with Members of Council not in attendance.
- 17.6 When a Member of Council attends a Closed Session via electronic attendance, they will be required to confirm that they have attended the Closed Session alone in keeping with the requirements set out in the *Act* and their duly executed Council Code of Conduct.
- 17.7 While meeting in Closed Session, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a Regular Council Meeting held in public.
- 18.0 **COMMITTEE OF THE WHOLE**
- 18.1 There shall be a Committee of the Whole comprising all Councillors.
- 18.2 Every regular Committee of the Whole meeting shall be a standing item on the Council agenda in all Regular Council Meetings.
- 18.3 By majority vote, Council may schedule additional Committee of the Whole meetings or may resolve itself into Committee of the Whole.
- 18.4 At the first regular Committee of the Whole each month, the following items will be on the agenda:

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -17-**

- 18.4.1 The Chief Administrative Officer shall provide a written CAO Update Reports delivered to Legislative Services no later than 4:00 p.m. one week prior to the meeting date.
- 18.4.2 Verbal CAO Updates are to be summarized and appended to the meeting minutes, exclusively for emergent items or others justified in nature.
- 18.4.3 Members of Council shall provide a written Council Board / Committee / Commission Reports delivered to Legislative Services no later than 4:00 p.m. one week prior to the meeting date.
- 18.4.4 Legislative Services shall provide Action Tracking List.
- 18.5 Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to detailed consideration of the following matters:
 - 18.5.1 The budget;
 - 18.5.2 The audit;
 - 18.5.3 Transportation issues;
 - 18.5.4 Development issues;
 - 18.5.5 Strategic planning;
 - 18.5.6 Legislative reform;
 - 18.5.7 Policing matters; and
 - 18.5.8 Policy formulation.
- 18.6 Committee of the Whole may:
 - 18.6.1 Receive delegations and submissions;
 - 18.6.2 Receive Requests for Information and Requests for Direction
 - 18.6.3 Refer items to Council for consideration, including Request for Decisions, expenditure of funds, or use of significant administrative resources;
 - 18.6.4 Refer items to Committees of Council;
 - 18.6.5 To accept the meeting agenda;
 - 18.6.6 To comply with Closed Session items.
- 18.7 In addition to the restrictions pursuant to s. 203(2) of the Act, the Committee of the Whole shall not hold public hearings.
- 18.8 The Mayor may call for a meeting of the Committee of the Whole at any time. Legislative Services must give twenty-four (24) hours' notice to all Council members and the public. A Committee of the Whole meeting may be held with

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -18-**

less than twenty-four (24) hours' notice if every member of Council agrees in writing to waive this notice.

- 18.9 Any Councillor may move that Council move into Committee of the Whole to consider any matter either at the current Council meeting or at another date. Instructions to the Committee of the Whole may be included in this motion.
- 18.10 A motion to move into Committee of the Whole may be debated only regarding the desirability of committing the main motion but not on the main motion itself.
- 18.11 A quorum of Committee of the Whole will be a quorum of Council, as defined by s. 167 of the *Act*.
- 18.12 In the Committee of the Whole, the procedures of Council shall be relaxed as follows:
- 18.12.1 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;
- 18.12.2 A Councillor may speak more than once, provided that each Councillor who wishes to speak to the matter has already been permitted to do so.
- 18.13 Committee of the Whole may be moved into Closed Session, pursuant to the *Act* and the *FOIP Act*.
- 18.14 When Council moves into Committee of the Whole within a Council meeting with the intention of returning to Council for a decision at the same meeting, Committee of the Whole is not required to vote on a recommendation to Council.
- 18.15 When Council moves into Committee of the Whole to consider a matter delegated to it by Council, Councillors are required to vote on a recommendation to Council.
- 18.16 When Chairing the Committee of the Whole, the Deputy Mayor or Presiding Officer assumes the duties of the Mayor as prescribed in s. 7.1 and 10.0 of this Bylaw.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -19-**

19.0 ELECTRONIC ATTENDANCE

- 19.1 A Council meeting or Council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the *Act* and bylaws, policies and procedures adopted by Council.
- 19.2 Members of Council may attend a Council meeting by means of electronic communication if the chosen method is able to ensure that all Council Members participating in the meeting are able to communicate effectively. Acceptable alternatives include the use of a telephone, a personal computer, or other means as technology advances.
- 19.3 A Councillor may attend Regular or Special Council Meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council, and is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 19.4 The Chair shall announce to those in attendance at the Council meeting that a Councillor is attending the meeting by means of electronic communications.
- 19.5 When a vote is called, Members of Council attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members of Council present at the meeting have cast their votes by a show of hands.
- 19.6 A Member of Council who wishes to attend a Closed Session by way of electronic communication, must notify the Chief Administrative Officer in advance of the meeting of their intention to do so.

20.0 PROVIDING NOTICE OF MEETINGS

- 20.1 Notice of Council and Council Committee meetings will be provided in accordance with the provisions of the *Act*.
- 20.2 For all Council or Council Committee meetings requiring notice, Legislative Services shall ensure the notice includes the time, date and location and is:

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -20-**

- 20.2.1 Issued a minimum of twenty-four (24) hours prior to the meeting date
- 20.2.2 Posted in the Morinville Civic Hall, and to the Municipal website and social media platforms;
- 20.2.3 Emailed to each Member of Council.

21.0 CANCELLATION OF MEETINGS

- 21.1 A Regular Council Meeting, Special Meeting of Council or Committee of the Whole meeting may be cancelled:
 - 21.1.1 By a two-thirds vote of Council present at a previously held meeting; or
 - 21.1.2 With the written consent of a majority of Council, provided twenty-four (24) hour notice is provided to Members of Council and the public; or
 - 21.1.3 With the written consent of two-thirds of the Council if twenty-four (24) hour notice is not provided to the public.

22.0 COUNCILLOR INQUIRIES

- 22.1 At the designated time during Regular Council Meetings, a Councillor may make a formal inquiry to obtain information from the CAO.
 - 22.1.1 The CAO may verbally answer Councillor inquiries at the meeting at which it is made or advise that a response shall be provided to Council in writing after the meeting.
 - 22.1.2 If the CAO or designates believes responding to the inquiry requires written reports at a subsequent meeting, expenditure of funds, or use of significant administrative resources to provide the requested information, the Chair will request the Councillor to put forward a motion for Council consideration.
 - 22.1.3 When making an inquiry, a Councillor may include a preamble to provide context or additional information; however, the preamble will not be recorded in the minutes or referenced in the report provided by the Chief Administrative Officer in response to the inquiry.
- 22.2 Councillor inquiries that require written reports will be presented at a subsequent meeting no later than 12 weeks following the date the inquiry was made, unless otherwise provided for in a Council resolution.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -21-**

22.3 Councillor inquiries can be made outside of Regular Council Meetings and shall be directed to the CAO for response. The CAO may seek a decision of Council if the inquiry requires written reports at a subsequent meeting, expenditure of funds, or use of significant administrative resources to provide the requested information.

22.4 The CAO shall provide a response to all Councillors, as required by the Act.

RECORDS OF COUNCIL

23.0 AGENDA

23.1 The proposed agenda for each Council meeting shall be established by Legislative Services and the Chief Administrative Officer. The submission and circulation of agenda items shall be coordinated by Legislative Services in accordance with the guidelines established.

23.2 The subject of the agenda for a Special Meeting of Council is approved by the Mayor in consultation with the Chief Administrative Officer.

23.3 The proposed agenda shall include:

23.3.1 All recommendations for resolutions received pursuant to s. 26.0 of this Bylaw;

23.3.2 All matters scheduled to that Council meeting by prior resolution of Council; and

23.3.3 Such other items of business as determined by the Mayor in consultation with the Chief Administrative Officer.

23.4 In establishing the agenda, Legislative Services will advise the Mayor and CAO of time-specific agenda items.

23.5 The first order of business at any Council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that Council may approve.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -22-**

23.6 Consent Agenda:

- 23.6.1 The Consent Agenda portion of a meeting is moved and voted on without debate as one item, regardless of the number of reports included.
 - 23.6.2 If a Councillor wishes to debate an item included in the Consent Agenda, a request to exempt the item must be made before the Chair calls the question.
 - 23.6.3 Bylaw items that have been selected for consent may be voted on together.
 - 23.6.4 Council will deal with items selected for debate in the order that they appear on the agenda, unless otherwise decided by a majority vote.
 - 23.6.5 Should a Councillor wish to discuss an item approved under Consent Agenda, a motion must be made before any exempted item is discussed.
 - 23.6.6 Public hearings, Council Board and Committee Reports, Delegations and Public Presentations, verbal reports, and items added to the Agenda under the adoption of the agenda shall not be approved under Consent Agenda.
- 23.7 After the adoption of the agenda, Members of Council present may modify the agenda by majority vote.
- 23.8 At the adoption of the agenda or after, Council may approve the addition of an agenda item, including Closed Session, for emergent items, by a majority vote.
- 23.8.1 Emergent items may be those items where Council decisions are required to meet legislative requirements (for Council meetings only), are time-sensitive, or require prompt action by Council or Committee of the Whole.
- 23.9 To add agenda items to future Council meetings, refer to Bylaw s. 2.28, 17.4, 22.1.2, 28.0, and 32.0.
- 23.10 All reports will be designated with a Request for Council Decision / Request for Council Direction / For Council Information report with the recommendation, including supporting documentation.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -23-**

23.11 Upon receipt of correspondence intended for Mayor and Council, pursuant to s. 153(1) of the *Act* and s. 2.7 of this Bylaw, the Chief Administrative Officer, or designate, shall provide a copy of the correspondence received to each Council member electronically. A copy of the same correspondence, redacted in accordance with the *FOIP Act*, will be placed in a binder and made available to the public.

23.11.1 A communication received by Legislative Services which is abusive in nature may be filed by the Chief Administrative Officer.

23.11.2 On receipt of correspondence or communication, the Mayor, in consultation with the Chief Administrative Officer, may:

- 23.11.2.1 Include it on the agenda of a future Council meeting; or
- 23.11.2.2 refer it to Administration for reply.

23.11.3 If correspondence is considered by Council, no communication on substantively the same matter can be considered for at least six (6) months unless otherwise decided by a majority vote.

23.12 Agenda packages are to be distributed to Council members on Thursday prior to the scheduled Regular Council Meeting.

23.13 Agenda packages, exclusive of Closed Session items, shall be posted on the Municipality's website for the public sometime after the distribution to Council, with the best practice being 12:00 p.m. on the Friday prior to the meeting.

24.0 MINUTES

24.1 Legislative Services shall record in the Minutes:

24.1.1 The names of person(s) who have spoken for or against a matter considered at a public hearing; and

24.1.2 The distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the Corporate Record at all Council meetings, Council Committee meetings, public hearings and public meetings.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -24-**

- 24.1.3 The vote by each Council member, whether for or against, together with a notation that the motion is carried or defeated.
- 24.1.4 The names of person(s) who are not members of Council in attendance for all Closed Session meetings.
- 24.1.5 Verbal reports from Council will be recorded in the minutes of the meeting.
- 24.1.6 For verbal reports from Public Presenters and Delegates, only the name of the presenter, their position and whether they answered Council's questions, as well as any vote resulting from the report, will be recorded in the minutes of the meeting.
- 24.2 Legislative Services shall keep a digital record of all Council meetings, Council committee meetings, public hearings and public meetings as per statutory requirements and the Municipality's retention schedule.
- 24.3 A Council Member or Council Committee Member may move that the Minutes of a meeting be amended to correct an inaccuracy or omission; however, Legislative Services should be advised of the proposed amendment to the Minutes before the meeting at which they are officially confirmed, to allow Legislative Services to review the digital recording.
- 24.4 If a Member of Council proposes an amendment to the minutes, the digital recording of the meeting may be used to help Council decide the question.
- 24.5 No change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
- 24.6 The Chair of the meeting shall request a motion to confirm the Minutes of the previous meeting.
- 24.7 The Minutes of a previous Council meeting shall not be read aloud unless directed by a majority vote.
- 24.8 Approved Minutes will be signed pursuant to s. 213 of the *Act*.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -25-**

25.0 PROCLAMATIONS

- 25.1 Requests for proclamations declaring special days, weeks or months for community-based campaigns or programs may be submitted to the Office of the Mayor.
- 25.2 Requests shall be made by charitable or registered not-for-profit organizations for proclamations that will support the improvement of the community through educational/awareness programs, charitable fund-raising or similar activities.
- 25.3 All proclamations will be reviewed and approved at the discretion of the Mayor.
- 25.4 A notice of approved proclamations will be placed in Morinville Civic Hall, on the Morinville Website and acknowledged by the Mayor during Regular Council Meetings.

MOTIONS IN MEETINGS

26.0 MOTIONS

- 26.1 Pursuant to s. 180(1) of the *Act*, Council may act only by resolution or bylaw. As a result, Administration cannot action any item unless a motion is passed in Council or Committee of the Whole, particularly if it has any financial ramifications, no matter the monetary amount or requires significant administrative resources.
- 26.2 A recommendation in a report is not a motion until a Councillor moves it.
- 26.3 A motion must be made by a Member of Council prior to any debate or vote occurring.
- 26.4 Council shall consider only one motion at a time.
- 26.5 If a motion fails, the same or substantially similar motion shall not be renewed unless:
 - 26.5.1 A general municipal election has been held;
 - 26.5.2 One year has passed since the date that the motion was defeated; or

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -26-**

26.5.3 Council passes a special resolution to have the issue renewed provided special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.

26.6 If a motion succeeds, a Councillor may introduce a motion calling on Council to rescind the motion or amend a motion previously adopted.

26.7 A motion to rescind or amend a motion previously adopted shall require a two-thirds vote.

26.8 A motion to rescind or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.

26.9 A subsequent motion requires a two-thirds vote to be adopted. A subsequent motion cannot conflict with or reverse the decision that was just previously approved.

27.0 AMENDMENTS TO MOTIONS

27.1 A Councillor who moved a motion may not move an amendment to it.

27.2 The Councillor who moved the main motion may move an amendment to the amendment.

27.3 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.

28.0 MOTION TO REFER

28.1 A motion to refer:

28.1.1 Is debatable;

28.1.2 precludes any further amendment to the main motion, until the motion to refer has been addressed by Council;

28.1.3 Shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -27-**

28.1.4 May be amended only as to the body to which the motion is referred and the instructions on the referral.

28.2 The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

28.3 Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption any amendment to the resolution so referred without regard to any amendments considered by Council prior to the referral. The resolution proposed by the referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

29.0 MOTION TO DIVIDE A QUESTION

29.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a Councillor may request that the motion be divided into parts so that each part may be voted upon individually.

29.2 The Chief Administrative Officer may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by Council.

30.0 MOTION TO TABLE

30.1 A motion to table:

30.1.1 Includes all other motions; and

30.1.2 Takes precedence over any other motion connected with the motion being tabled.

30.2 If a motion to raise a motion from the table is defeated, it may only be made again after Council has addressed some other matter or business.

30.3 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.

30.4 A motion fails if it is not raised from the table within one year of being tabled.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -28-**

31.0 MOTION TO POSTPONE

31.1 A motion may be postponed:

- 31.1.1 To later in the meeting to enable Council to deal with other more pressing matters; or
- 31.1.2 To a specified time and/or date; or
- 31.1.3 Until the occurrence of an event; or
- 31.1.4 Indefinitely.

31.2 A motion that has been postponed under s. 30.1.1 or 30.1.2 of this Bylaw, may be considered at any time by a two-thirds vote.

31.3 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

32.0 NOTICE OF MOTION

32.1 Prior to Council adjourning a Regular Council Meeting, Councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Administrative Officer with a written copy of the notice.

32.2 A notice of motion cannot be made at a Special Meeting of Council.

32.3 A notice of motion is not debatable until a Councillor moves the motion at the next Regular Council Meeting.

RULES FOR BYLAWS

33.0 BYLAWS

33.1 Legislative Services must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt prior to its inclusion in the meeting management system workflow and delivered no later than 4:00 p.m. two weeks prior to the meeting date.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -29-**

33.2 In addition to any requirements of the *Act*, each proposed bylaw that appears in the agenda must include:

- 33.2.1 The bylaw number assigned by Legislative Services;
- 33.2.2 A concise title; and
- 33.2.3 The reading to take place.

33.3 Pursuant to s. 33.1 of this Bylaw, if Legislative Services is not satisfied with the form of a proposed bylaw the bylaw will be returned to the writer with written reasons for the return.

33.4 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:

- 33.4.1 Are deemed to have received first and second readings; and
- 33.4.2 Are incorporated into the proposed bylaw.

33.5 Pursuant to s. 63 of the *Act*, the Chief Administrative Officer may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.

34.0 PROTOCOL ITEMS

34.1 At each Regular Council Meeting, the Protocol Items agenda item provides Members of Council with the opportunity to acknowledge events and announcements of significant public profile, special anniversaries, awards, and achievements, whether for Morinville, community, or local business members.

35.0 PUBLIC HEARINGS

35.1 "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.

35.2 "Close" used in relation to a public hearing means to terminate the public hearing.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -30-**

- 35.3 The Chair shall call upon those who have registered to speak first, followed by others in attendance at the meeting who wish to speak to the item. The Chair shall request those who wish to speak on the matter to state their name prior to their presentation. Any person(s) who does not identify themselves shall not be given the opportunity to speak at the Public Hearing.
- 35.4 Members of the public addressing Council at a public hearing will limit their presentations to five (5) minutes, exclusive of questions, unless Council, by motion, approves an extension of that time.
- 35.5 Individuals addressing Council shall provide their name, who they represent and provide Legislative Services with the correct spelling of their name and presentation material to Council to be included in the Corporate Record for the meeting.
- 35.6 Legislative Services shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.
- 35.7 Any Councillor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.
- 35.8 The public hearing must be closed before Council votes on second reading of the bylaw.
- 35.9 Once the public hearing is closed, Council shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.
- 35.10 If there is more than one public hearing on the agenda the Chair must declare one public hearing closed before opening another public hearing.
- 35.11 Matters that are related to the same topic may be addressed in the same public hearing.
- 35.12 The order of business for each item of a public hearing shall be:
- 35.12.1 Presentation from the Administration and questions of clarification;
 - 35.12.2 Review written submissions submitted to Legislative Services;
 - 35.12.3 Presentations from public and questions of clarification;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -31-**

- 35.12.4 Questions of the Administration from Council Members; and
- 35.12.5 Motions.

35.13 Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.

35.14 The Regular public hearing portion shall commence immediately following “Approval of Agenda”.

35.15 A Councillor must abstain from voting on a bylaw or resolution if the Councillor was absent from all of the public hearing.

ADJOURNMENT

36.0 ADJOURNING THE MEETING

- 36.1 When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair may announce that the meeting is adjourned.
- 36.2 Any Councillor may move to adjourn the meeting at any time.

SEVERABILITY

- 37.1 If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such section or parts shall be deemed to be severable, and all other section or parts of this Bylaw shall be deemed to be separate and independent therefrom and to be enacted as such.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -32-**

COMING INTO FORCE

That Bylaw 6/2021 is hereby repealed and any previously passed resolutions that conflict with this Bylaw.

This Bylaw shall come into full force and effect when it receives third reading and is duly signed.

READ a first time this day of , 2024.

READ a second time this day of , 2024.

READ a third and finally passed the day of ,2024.

Simon Boersma
Mayor

Naleen Narayan
Chief Administrative Officer

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -1-**

A BYLAW OF THE TOWN OF MORINVILLE IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may adopt bylaws in relation to the establishment and functions of Council committees and the procedure and conduct of Council and Council committees;

AND WHEREAS, pursuant to Section 203 of the *Municipal Government Act*, Council may by bylaw, delegate its powers, duties or functions to a Council committee, Chief Administrative Officer or designated officer unless any other enactment or bylaw, provides otherwise;

AND WHEREAS, the *Municipal Government Act* governs the duties and conduct of Council, Councillors, Council committees; municipal organization and administration; public participation; and the powers of a municipality;

NOW THEREFORE, the Municipal Council of Morinville, Alberta duly assembled hereby enacts as follows:

1.0 TITLE

- 1.1 This bylaw may be called the Procedure Bylaw.

2.0 DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.2 "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.3 "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- 2.4 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the Act or the designate of the Chief Administrative Officer;
- 2.5 "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a Committee of Council;
- 2.6 "Consent Agenda" means a single item on the Agenda of a Council meeting in which the recommended action is to approve, without discussion, questions, or debate the recommendations in each of the Agenda reports referenced in the Consent Agenda listing.
- 2.7 "Council" means Council of Morinville;
- 2.8 "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 s. 627 of the Act;
- 2.9 "Councillor"; "Member of Council"; "Council Member" means any Member of Council including the Mayor;


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -2-**

- 2.10 "Closed Session" means a closed or private meeting as defined by s. 1(3) of the *Act*, and as allowed pursuant to s.197 of *the Act*, or part of a meeting, at which only Councillors and other persons specified by Council may attend;
- 2.11 "Delegate" means any member of the Public who has sought, and obtained, permission to attend before Council to speak or make a presentation;
- 2.12 "Majority vote" means more than half of all votes cast are in favour of the motion;
- 2.13 "Morinville" means the Town of Morinville;
- 2.14 "peace officer" means a peace officer as defined in the *Police Act*;
- 2.15 "point of information" means an inquiry as to facts affecting the business at hand – directed to the Mayor or through the Mayor, to the CAO.
- 2.16 "point of order" means a demand by a member of Council that the Mayor enforce the Procedure Bylaw or the Council Code of Conduct;
- 2.17 "point of privilege" means a request made to the Mayor by a Member of Council on any matter related to the rights and privileges of Councillors and includes:
- 2.17.1 the comfort of Councillors
 - 2.17.2 the conduct of Morinville employees or members of the public in attendance at the meeting;
 - 2.17.3 the accuracy of the reports of Council's proceedings; and
 - 2.17.4 the reputation of Council and Councillors;
- 2.18 "postpone" means to delay the consideration of any matter, either:
- 2.18.1 to later in the meeting;
 - 2.18.2 to a specified time and/or date;
 - 2.18.3 until the occurrence of an event; or
 - 2.18.4 indefinitely;
- 2.19 "Presiding Officer" means a member of Council who is chairing a meeting of Council in the absence of the Mayor and Deputy Mayor;
- 2.20 "public hearing" means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment for the primary purpose of hearing submissions, including but not limited to hearings held pursuant to s.230 of the *Act*;
- 2.21 "public meeting" means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing and includes meetings pursuant to s.229 of the MGA;
- 2.22 "recess" means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- 2.23 "Recording Secretary" means the member of Town Administration appointed to take minutes at Council and Council Committee meetings and perform the other Recording Secretary duties under this Bylaw;


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -3-**

- 2.24 "refer" means to send a pending motion or agenda item to a future Meeting of Council, a Council Committee or the administration for investigation and report;
- 2.25 "renew" means to bring forward to a later meeting a previously defeated motion;
- 2.26 "rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- 2.27 "special resolution" means a vote where at least two thirds of all elected Councillors are in favour of the motion (e.g. if there are 7 elected Councillors the vote must be five or greater for the motion to pass). A special resolution does not require all members to be present for the vote nor does the required number in favor change if less than the full Council is present for the vote;
- 2.28 "Standing Committee" means a Council Committee that meets on a regular basis, in respect of which all members are Council members;
- 2.29 "subsequent motion" means a motion that is made immediately after a motion has been disposed of by Council. Council will allow a subsequent motion providing it pertains directly to the subject of the motion that has just been disposed of;
- 2.30 "table" means to set a matter aside until a majority of Council present decides to address the item again by means of a motion to lift from the table;
- 2.31 "term" means the length of time that an elected Council serves between two consecutive municipal elections; and
- 2.32 "two-thirds vote" means a vote where two-thirds or more of all votes cast are in favour of the motion.

3.0 APPLICATION AND INTERPRETATION

- 3.1 This bylaw shall apply to all meetings of Council, Committee of the Whole and Council Committees.
- 3.2 For Council Committees:
 - 3.2.1 any reference to the Mayor in the Procedure Bylaw shall be treated as a reference to the Presiding Officer of the Council committee;
 - 3.2.2 any reference to a Councillor in the Procedure Bylaw shall be treated as a reference to a Member of the Council committee; and
 - 3.2.3 any reference to Council in the Procedure Bylaw shall be treated as a reference to the committee.
- 3.3 The precedence of the rules governing the procedures of Council, in descending level of authority, is:
 - 3.3.1 the Act;
 - 3.3.2 other provincial legislation;
 - 3.3.3 this bylaw; and
 - 3.3.4 Current edition of Robert's Rules of Order Newly Revised
- 3.4 Council may, by bylaw, make amendments to the Procedure Bylaw, provided 3rd Reading is by special resolution.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -4-**

- 3.5 Council may, in the absence of statutory obligation, temporarily alter or suspend by special resolution any provision of this bylaw. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

ORGANIZATION OF COUNCIL & COMMITTEE

(Establishment, Responsibilities, Membership, Chair & Quorum)

4.0 INAUGURAL MEETING

- 4.1 The organizational meeting immediately following a general municipal election shall be called the inaugural meeting and the Chief Administrative Officer shall preside over the meeting until the Mayor has taken the oath of office.
- 4.2 The inaugural meeting will be held no later than two weeks after the third Monday in October.
- 4.3 At the inaugural meeting, Council shall in addition to the items listed under 5.2, perform the following:
- 4.3.1 take the oath of office as the first order of business.
 - 4.3.2 by resolution, set the schedule for Deputy Mayor rotation for the term of office.
 - 4.3.3 Confirm with all Members of Council the orientation training that will be made available to them, in accordance with s.201.1 of the *Act*. All individuals filing nomination papers will be advised by the Recording Secretary of dates of the orientation training by Nomination Day as defined by the *Local Authorities Election Act*.
- 4.4 Members of Council hold office from the beginning of the inaugural meeting following the general election to immediately before the beginning of the inaugural meeting following the next general election in accordance with the *Local Authorities Election Act*.

5.0 ORGANIZATIONAL MEETINGS

- 5.1 Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.
- 5.2 At the annual organizational meeting, Council shall establish, by resolution, for the forthcoming year:
- 5.2.1 Council appointments to Standing Committees of Council;
 - 5.2.2 annual commitment to the Council Code of Conduct Bylaw;
 - 5.2.3 the Council Meeting Calendar;
 - 5.2.4 appointments to Member at Large Committees; and
 - 5.2.5 any other thing a majority of Council deems appropriate for the meeting agenda.
- 5.3 Appointments of Members of Council to Council Committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -5-**

6.0 QUORUM

- 6.1 Quorum of Council is a majority of Councillors that comprise the Council, as defined by s.167 of the Act.
- 6.2 If quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, the Recording Secretary will document the names of those who are present and the meeting will be adjourned.
- 6.3 If at any time during a meeting quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.
- 6.4 The agenda delivered for a meeting in which quorum was not met or was lost, shall be considered at the next Regular Council Meeting prior to the consideration of the agenda for the subsequent Regular Council meeting, or it shall be the agenda for a Special Meeting called for that purpose and pursuant to s. 194 of the Act.
- 6.5 If there is a quorum at the time set for commencement of the Council meeting, but the Mayor and Deputy Mayor are absent, the Councillor next scheduled to be Deputy Mayor present at the meeting shall preside over the meeting. If no Councillor is next scheduled to be Deputy Mayor, Council shall select one member from those present to preside.
- 6.6 In order to ensure that quorum is not lost, the Mayor may recess the meeting briefly if a Member of Council wishes to leave the meeting but intends to return.

DUTIES OF OFFICIALS

7.0 DUTIES OF THE MAYOR

- 7.1 The Mayor shall, when present:
 - 7.1.1 open all Council meetings;
 - 7.1.2 chair all Council meetings;
 - 7.1.3 preserve order and decorum in all Council meetings;
 - 7.1.4 ensure Council meetings focus on the agenda, including setting time limits on speakers, if necessary;
 - 7.1.5 rule on all questions of procedure;
 - 7.1.6 ensure that each Member of Council who wishes to speak on a debatable motion is granted the opportunity to do so;
 - 7.1.7 determine the speaking order when two or more Members of Council or others wish to speak; and
 - 7.1.8 decide who, aside from Members of Council, may address Council.
- 7.2 The Mayor is an ex officio member, by virtue of office, of all Council committees, unless a bylaw establishing a committee expressly states that the Mayor is not an ex officio member of that committee.
 - 7.2.1 If the Mayor is present at a committee meeting by virtue of office the Mayor has all the rights and privileges of the other committee members including the right to make motions and vote.


Mayor


CAO

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -6-

8.0 DUTIES OF THE DEPUTY MAYOR

- 8.1 A Council must appoint one or more Councillors as Deputy Mayor so that:
 - 8.1.1 Only one Councillor will hold that office at any one time, and
 - 8.1.2 The office will be filled at all times.
- 8.2 The Deputy Mayor will act for the Mayor when necessary, pursuant to s. 152(2) of the *Act*, including fulfilling duties under s.7.1 of this Bylaw.
- 8.3 The Deputy Mayor shall be the Presiding Officer for Committee of the Whole meetings.

9.0 DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

- 9.1 The Chief Administrative Officer shall be subject to the *Act* and the Chief Administrative Officer Bylaw.

10.0 ORDER IN COUNCIL CHAMBERS – THE PUBLIC

- 10.1 No person present in Council chambers shall cause any disturbance, interrupt any speaker or interfere with the action of Council.
- 10.2 The Mayor may call to order any person who has created a disturbance and may expel that person from Council chambers.
- 10.3 An employee or member of the public who refuses to leave Council chambers upon the order of the Mayor may be removed by a peace officer.

11.0 ORDER IN COUNCIL CHAMBERS - COUNCIL

- 11.1 The Mayor may call to order any Councillor who is out of order.
- 11.2 A Councillor who is called to order must cease talking or otherwise engaging in the activity specified by the Mayor in the call to order.
- 11.3 When a Councillor has been called to order but persists in breaching the order of Council, the Mayor may name the Councillor and declare the offence.
- 11.4 The Recording Secretary shall note the offence in the minutes.
- 11.5 If a Councillor who has been named:
 - 11.5.1 apologizes to Council and withdraws the offensive statement or action, then
 - 11.5.1.1 that Councillor may remain and continue to participate in the meeting; and
 - 11.5.1.2 the Mayor may direct that the notation of the offence be removed from the minutes; or


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -7-**

11.5.2 fails or refuses to apologize and withdraw the offensive statement or action then the Mayor may impose any appropriate penalty provided for under the Council Code of Conduct Bylaw.

11.6 A Councillor who is called to order or named may immediately thereafter challenge the ruling of the Mayor and state the terms of the challenge.

11.7 When there is a challenge to the ruling of the Mayor, all further debate shall cease until the challenge has been dealt with by Council.

11.8 A challenge of the Mayor's ruling shall follow those procedures outlined in section 13.

12.0 CALLING A DELEGATE TO ORDER

12.1 When the Mayor calls a Delegate to order, the Delegate speaking shall be seated and remain seated. After the Mayor has ruled, the Delegate may explain the action resulting in the call to order.

12.2 When the Mayor has directed a Delegate to leave and the Delegate makes a satisfactory explanation and apology, the Mayor may allow the offending Delegate to remain.

13.0 CHALLENGE TO THE RULING OF THE MAYOR

13.1 When a Member of Council wishes to challenge the ruling of the Mayor, the motion, "That the decision of the Mayor be upheld" shall be made, and the question shall be put to a vote immediately without amendment or debate by decision of Council. A vote in favour of the motion is a vote to uphold the ruling of the Mayor.

14.0 PERSONS WISHING TO ADDRESS COUNCIL - DELEGATE

14.1 If a person wishes to address Council as a Delegate, that person must contact the Recording Secretary and state the reason including main points for the request to speak in the form of a one-page document. The document must be delivered no later than 4:00 p.m. two weeks prior to the meeting date. The Recording Secretary shall forward the request to the Mayor and Chief Administrative Officer for consideration.

14.2 The Mayor and Chief Administrative Officer may recommend the matter be heard by Council, by a Council Committee or refer the matter to Administration for a response. The Recording Secretary will provide the person with that decision in writing.

14.3 If it is recommended that Council hear the matter, the Recording Secretary will contact the person and provide a time in which they can speak. Confirmation will be sent outlining the time and date of the delegation. The Delegate shall provide a copy of their presentation and material to the Recording Secretary no later than 4 p.m. one week prior to the meeting date.



Mayor



CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -8-**

14.4 If the request to speak is received after the time required in s.14.1 or without the one-page document, the Chief Administrative Officer may:

- 14.4.1 Refer the matter to a Committee; or
- 14.4.2 Recommend that Council hear from the person; or
- 14.4.3 Offer to include the person on the agenda of a future Council meeting; or
- 14.4.4 Refuse to hear from the person and refer the matter to the Administration for reply.

14.5 Notwithstanding section 14.1 and 14.2.:

- 14.5.1 The provisions of this section do not apply to public hearings or public meetings called pursuant to s. 229 and 230 of *the Act*;
- 14.5.2 Council may allow a person present at a Council meeting to address a matter that is on the agenda, and may set time limits for the person's presentation;
- 14.5.3 Council may, on a two-thirds vote, allow a person to address a matter that was not on the agenda, by referring the matter to any appropriate committee, or deal with the matter itself at that or some later meeting;
- 14.5.4 No Delegate or person shall address Council for more than 15 minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council; and
- 14.5.5 The Mayor may direct a matter raised by a person at a Council meeting to a Council Committee for action.

14.6 A Council Committee must hear a Delegate or person referred to it by Council.

14.7 Persons addressing Council or Council Committees shall limit their comments to the matter contained in the report and the recommendations being discussed.

15.0 RULES GOVERNING DEBATE

15.1 A motion must be made by a Councillor before Council can debate an item before Council.

15.2 All discussion at a meeting of Council shall be directed through the Mayor.

15.3 Unless otherwise provided by resolution, a Councillor may speak only:

- 15.3.1 once in debate on any motion; and
- 15.3.2 once in debate on any amendment to a motion.


15.4 Notwithstanding 15.3:

- 15.4.1 a Councillor may ask questions of the administration or other Councillors on any motion or amendment to a motion;
- 15.4.2 a Councillor may speak to answer questions put by other Councillors; and
- 15.4.3 a Councillor who has made a motion may speak a second time to close the debate.

15.5 The Mayor may participate in debate on any matter before Council without relinquishing the chair.

15.6 The Mayor may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the chair to the Deputy Mayor until the vote on the motion has been taken.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -9-**

- 15.7 When a Member of Council wishes to leave the Council chambers while a meeting of Council is in progress:
- 15.7.1 the Member of Council shall await the formal acknowledgement of the Mayor before leaving; and
- 15.7.2 the time of the departure and return, if any, of a Member of Council, shall be recorded in the minutes.
- 15.8 No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the *Act* requires or permits them to abstain from voting.
- 15.9 A Member of Council who is speaking may be interrupted by the Mayor if:
- 15.9.1 the Council Member speaking is out of order;
- 15.9.2 the matter being addressed by the Council Member speaking is outside the jurisdiction of Council;
- 15.9.3 the matter the Council Member is addressing should be addressed only in a Closed Session; or
- 15.9.4 the Council Member is in breach of the Council Code of Conduct Bylaw.
- 15.10 If a Member of Council has been interrupted once by the Mayor pursuant s.15.9, and a second interruption is necessary, the Mayor may set a time limit on that Councillor's further comments;
- 15.11 A Member of Council who is speaking may only be interrupted by another Councillor on:
- 15.11.1 a breach of the Council Code of Conduct Bylaw;
- 15.11.2 a point of information;
- 15.11.3 a point of privilege; or
- 15.11.4 a point of order.
- 15.12 The Member of Council who is interrupted pursuant to s.15.9, 15.10 or 15.11 shall cease speaking immediately.
- 15.13 When a Councillor is interrupted pursuant to 15.9 or 15.11, the Mayor may grant permission:
- 15.13.1 to the Councillor raising the breach or point to explain the breach or point briefly; and
- 15.13.2 to the Councillor who was speaking to respond briefly; but otherwise a breach of the Council Code of Conduct Bylaw, point of order, point of information, or privilege is not debatable or amendable.
- 15.14 The Mayor must rule on the breach of the Council Code of Conduct Bylaw, point of information, point of order or point of privilege, raised pursuant to 15.9 or 15.11, and no vote will be taken unless there is a challenge by a Member of Council to the ruling.
- 15.15 The Mayor may seek advice from the Chief Administrative Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the Council.



Mayor



CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -10-**

MEETINGS OF COUNCIL & COMMITTEE

(Dates, Times, Closed Session & Notice)

16.0 REGULAR MEETINGS

- 16.1 Subject to s. 193(3) of the *Act*, all Regular Council Meetings shall be held in Council Chambers.
- 16.2 Subject to s. 193(3) of the *Act*, Regular Council Meetings shall be held on the second & fourth Tuesday of each month.
- 16.3 Subject to s. 193(3) of the *Act*, every Regular Council Meeting, the public portion shall commence at 4:00 p.m. and close no later than 8:00 p.m., unless otherwise provided for in a Council resolution.
- 16.4 If a Regular Council Meeting is still ongoing at 7:30 p.m. and there are 3 or more items to be dealt with, the Chief Administrative Officer will check off the priority items and the balance of the items are to be tabled to the following meeting. Should there be several priority items a Special Meeting of Council may be called, pursuant to s.194 of the *Act*.
- 16.5 A notice shall be posted in Council Chambers advising meetings are recorded.
- 16.6 In the year of General Election, no Regular Council Meetings shall be held between nomination day, under the *Local Authorities Election Act* and the inaugural meeting following the General Election.

17.0 SPECIAL MEETINGS

- 17.1 The Mayor may direct that a Special Council Meeting be held, in accordance with s.194 of the *Act*.
- 17.2 If a matter is not specified in the notice of a Special Council Meeting, it may not be dealt with, unless all Members of Council are present and a special resolution is passed by Council to deal with the matter.

18.0 CLOSED SESSION MEETINGS – COUNCILLORS TO PARTICIPATE IN CLOSED SESSION VIA TELECONFERENCE

- 18.1 No item shall be considered in closed session unless one of the exceptions to disclosure in Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c.F-25 (FOIP Act)* or when provisions of the regulations passed pursuant to s.197 of the *Act* apply.
- 18.2 Before Council proceeds into a closed session, it will pass a resolution in accordance with s.197 of the *Act*.
- 18.3 A Meeting held in closed session subject to the *Act* and the *FOIP Act* may exclude the Administration, but not the Chief Administrative Officer unless authorized by a special resolution. Councillors may only be excluded as allowed by the provisions of the Council Code of Conduct Bylaw.



Mayor



CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -11-**

- 18.4 The items on the closed session agenda must be approved by the Agenda Review Committee or by the Mayor in consultation with the Chief Administrative Officer in accordance with the provisions of the *Act*.
- 18.5 In accordance with the *Act*, Section 153 and the *FOIP Act*, all Members of Council, Administration and invited guests are required to keep in confidence matters discussed in closed session until the item is discussed at a Meeting held in public and not to share information with Members of Council not in attendance.
- 18.6 When a Member of Council attends a closed session via electronic attendance, they will be required to confirm that they have attended the closed session alone in keeping with the definition in this bylaw of closed session by providing a statutory declaration or affidavit sworn or declared before the Recording Secretary or Commissioner for Oaths prior to the next Regular Council Meeting.

19.0 COMMITTEE OF THE WHOLE

- 19.1 There shall be a Committee of the Whole comprising all Councillors.
- 19.2 Every regular Committee of the Whole meeting shall be held on the Third Tuesday of each month. Meetings shall commence at 4:00 p.m. and close no later than 8:00 p.m., unless otherwise provided for in a Council resolution.
- 19.3 By majority vote, Council may schedule additional Committee of the Whole meetings or may resolve itself into Committee of the Whole.
- 19.4 Subject to the *Act*, Committee of the Whole may consider any matter that Council may consider, including but not limited to detailed consideration of the following matters:
 - 19.4.1 the budget;
 - 19.4.2 the audit;
 - 19.4.3 transportation issues;
 - 19.4.4 development issues;
 - 19.4.5 strategic planning;
 - 19.4.6 legislative reform;
 - 19.4.7 policing matters; and
 - 19.4.8 policy formulation.
- 19.5 Committee of the Whole may:
 - 19.5.1 receive delegations and submissions;
 - 19.5.2 refer items to Council for consideration;
 - 19.5.3 refer items to Committees of Council.
- 19.6 Council may receive briefings in Committee of the Whole.
- 19.7 In addition to the restrictions contained in section 203(2) of the *Act*, the Committee of the Whole shall not hold public hearings.
- 19.8 The Mayor may call for a meeting of the Committee of the Whole at any time. The Recording Secretary must give 24 hours' notice to all Council members and the public. A Committee of the Whole meeting may be held with less than 24 hours' notice if every member of Council agrees in writing to waive this notice.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -12-**

- 19.9 Any Councillor may move that Council move into Committee of the Whole to consider any matter either at the current Council meeting or at another date. Instructions to the Committee of the Whole may be included in this motion.
- 19.10 A motion to move into Committee of the Whole may be debated only regarding the desirability of committing the main motion but not on the main motion itself.
- 19.11 Quorum of Committee of the Whole will be a quorum of Council, as defined by s.167 of the Act.
- 19.12 In the Committee of the Whole, the procedures of Council shall be relaxed as follows:
- 19.12.1 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;
 - 19.12.2 a Councillor may speak more than once, provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
- 19.13 Members of the public shall be restricted to public seating areas.
- 19.14 Committee of the Whole may be moved in to closed session, in accordance with the Act and the FOIP Act.
- 19.15 No bylaw, resolution, or motion shall be passed when Committee of the Whole is sitting in closed session except motions to return to the public forum.
- 19.16 When Council moves into Committee of the Whole within a Council meeting with the intention of returning to Council for a decision at the same meeting, Committee of the Whole is not required to vote on a recommendation to Council.
- 19.17 When Council moves into Committee of the Whole to consider a matter delegated to it by Council, Councillors are required to vote on a recommendation to Council.
- 19.18 When chairing the Committee of the Whole, the Presiding officer assumes the duties of the Mayor as prescribed in Sections 7.1 and Section 11 apply to the Presiding Officer of the Committee of the Whole.

20.0 AGENDA REVIEW COMMITTEE

- 20.1 The Agenda Review committee meets to review items proposed for consideration by Council, Committee of the Whole or Committee meetings, and manage the agendas for upcoming meetings, including long-term planning.
- 20.2 Membership of the Agenda Review Committee includes the Mayor, Deputy Mayor, Chief Administrative Officer and Recording Secretary.
- 20.3 The Agenda Review Committee will meet regularly to review and manage agendas for upcoming Council; Committee of the Whole and Committee meetings.
- 20.4 At each Agenda Review Committee meeting, the Chief Administrative Officer will present a list of items proposed to be included on the agenda for upcoming Council, Committee of the Whole and Committee meetings.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -13-**

- 20.5 Any member of Council may submit in writing to the Agenda Review Committee any item or topic they would like to add to a future Regular Meeting of Council or Committee of the Whole meeting. The written request shall include sufficient detail and/or documentation to provide the Agenda Review Committee with enough information to consider the request. The item will be considered by the Agenda Review Committee at the first meeting opportunity, and the result of the consideration shall be reported to all members of Council.
- 20.6 The Agenda Review Committee will review each proposed agenda and may:
- 20.6.1 assign items to an agenda for an upcoming Council, Committee of the Whole or Committee meeting;
 - 20.6.2 direct that an item be discussed at a specific time on an agenda;
 - 20.6.3 recommend an item be postponed or directed to a different meeting; and/or
 - 20.6.4 do any other thing necessary to appropriately manage upcoming agendas.
- 20.7 If an Agenda Review Committee meeting is cancelled, the Chief Administrative Officer will set the agendas for any upcoming Council, Committee of the Whole or Committee meeting.

21.0 ELECTRONIC ATTENDANCE

- 21.1 A Council meeting or Council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the Act and bylaws, policies and procedures adopted by Council.
- 21.2 Members of Council may attend a Council meeting by means of electronic communication if the chosen method is able to ensure that all Council Members participating in the meeting are able to communicate effectively. Acceptable alternatives include: through the use of a telephone; through the use of a personal computer; or other means as technology advances.
- 21.3 A Member of Council may attend Regular or Special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council, and is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 21.4 The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Member of Council is attending the meeting by means of electronic communications.
- 21.5 When a vote is called, Members of Council attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members of Council present at the meeting have cast their votes by a show of hands.
- 21.6 A Member of Council who wishes to attend a closed session Council meeting by way of electronic communication, must notify the Chief Administrative Officer in advance of the meeting of their intention to do so.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -14-**

- 21.7 In advance of the Council meeting, a Member of Council relying on s.21.6 must also provide the Chief Administrative Officer with a statutory declaration or sworn affidavit that outlines the measures they will take to ensure their attendance by electronic communications will not breach their duty under s.153(e) of the Act. A two-thirds vote will decide whether the measures are sufficient to allow the Council Member to participate in the closed session portion of the meeting.

22.0 PROVIDING NOTICE OF MEETINGS

- 22.1 Notice of Council and Council Committee meetings will be provided in accordance with the provisions of the Act.
- 22.2 For all Council or Council Committee meetings requiring notice, the Recording Secretary shall ensure the notice includes the time, date and location and is:
- 22.2.1 issued a minimum 24 hours prior to the meeting date
 - 22.2.2 posted in the Civic Plaza complex & specifies the time, date, location;
 - 22.2.3 emailed to each Member of Council.
 - 22.2.4 advertised using media outlets in accordance with the Advertising Bylaw.

23.0 CANCELLATION OF MEETINGS

- 23.1 A Regular Council Meeting, Special Meeting of Council or Committee of the Whole meeting may be cancelled:
- 23.1.1 by a two-thirds vote of Council present at a previously held Meeting; or
 - 23.1.2 with the written consent of a majority of Council, provided twenty-four (24) hours' notice is provided to Members of Council and the public; or
 - 23.1.3 with the written consent of two-thirds of the Members of the whole Council if twenty-four (24) hours' notice is not provided to the public.

RECORDS OF COUNCIL

24.0 AGENDA

- 24.1 The proposed agenda for each Council meeting shall be established by the Agenda Review Committee as described in section 20.0.
- 24.2 The subject of the Agenda for a Special Meeting of Council other than a strategic planning meeting is approved by the Mayor in consultation with the Chief Administrative Officer.
- 24.3 The proposed agenda shall include:
- 24.3.1 all recommendations for resolutions received in accordance with sections 27.1 and 27.2;
 - 24.3.2 all matters scheduled to that Council meeting by prior resolution of Council; and
 - 24.3.3 such other items of business as determined by the Mayor in consultation with the Chief Administrative Officer.
- 24.4 In establishing the agenda, the Mayor, in consultation with the Agenda Review Committee or Chief Administrative Officer, may establish a specific time for the introduction of and debate on any agenda item.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -15-**

- 24.5 The first order of business at any Council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that Council may approve.
- 24.6 Consent Agenda:
- 24.6.1 The Consent Agenda portion of a Meeting is moved and voted on without debate as one item regardless of the number of reports included.
- 24.6.2 A Councillor may require that any item or items be removed from the Consent Agenda and placed on the agenda according to the provisions in Section 24.6.4.
- 24.6.3 Bylaw items that have been selected for consent may be voted on together.
- 24.6.4 Council will deal with items selected for debate in the order that they appear on the Agenda, unless otherwise decided by a majority vote.
- 24.6.5 A motion must be made before any exempted item is discussed.
- 24.7 After adoption of the agenda, Members of Council present may modify the agenda by majority vote.
- 24.8 Deadline for submission of agenda items is 2 weeks prior to the scheduled Council Meeting to which the item is proposed to be discussed, in order to allow sufficient time for review by the Agenda Review Committee.
- 24.9 Any Member of Council may add a Closed Session agenda item either through the Agenda Review Committee or in the case of an emergent item, at the beginning or end of the meeting prior to proceeding into Closed Session.
- 24.10 All reports will be designated with a Request for Council Decision / Request for Council Direction / For Council Information report with the recommendation including supporting documentation.
- 24.11 When a person wishes to have correspondence or communication considered by Council or a Committee, it shall be addressed to Council, and shall:
- 24.11.1 Clearly set out the matter at issue and the request; and
- 24.11.1.1 For written correspondence; must be printed, typewritten or legibly written, be signed with the name of the writer and contain the mailing address of the writer; or
- 24.11.1.2 For electronic communication; must contain the name of the writer and both the mailing and electronic address of the writer.
- 24.11.2 Include a statement requesting the correspondence be added to the next Regular Council Meeting or Committee of the Whole.
- 24.11.3 A communication received by the Recording Secretary which does not meet the conditions in subsection (1) or is abusive in nature may be filed by the Chief Administrative Officer.
- 24.12 On receipt of correspondence or communication, the Mayor in consultation with the Chief Administrative Officer may;
- 24.12.1 Include it on the agenda of the next Regular Council Meeting or Committee of the Whole; or
- 24.12.2 Refer it to Administration for reply.
- 24.13 Once considered, no communication on substantively the same matter can be considered for at least 6 months unless otherwise decided by a majority vote.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -16-**

24.14 Agenda packages are to be prepared and distributed Thursday prior to the scheduled Council or Committee of the Whole meeting.

24.15 Agenda packages shall be posted on the Municipality's website by 12:00 p.m. on the Friday prior to regularly scheduled meetings.

25.0 MINUTES

25.1 The Recording Secretary shall record in the Minutes:

25.1.1 the names of persons who have spoken for or against a matter considered at a public hearing or public meeting; and

25.1.2 the distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the Corporate Record at all Council Meetings, Council Committee Meetings, public hearings and public meetings.

25.1.3 The vote by each Council member, whether for or against, together with a notation that the motion is carried or defeated.

25.1.4 The names of persons who are not members of Council in attendance for all Closed Session meetings.

25.2 The Recording Secretary shall keep a digital record of all Council Meetings, Council Committee Meetings, public hearings and public meetings as per Morinville's retention schedule.

25.3 A Council Member or Council Committee Member may move that the Minutes of a meeting be amended to correct an inaccuracy or omission, however, the Recording Secretary should be advised of the proposed amendment to the Minutes before the Meeting at which they are officially confirmed, to allow the Recording Secretary to review the digital recording.

25.4 If a Member of Council proposes an amendment to the minutes, the digital recording of the meeting may be used to help Council decide the question.

25.5 No change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.

25.6 The Mayor, or Presiding Officer of the meeting, shall request a motion to confirm the Minutes of the previous meeting.

25.7 The Minutes of a previous Council meeting shall not be read aloud unless directed by a majority vote.

25.8 Approved Minutes will be signed in accordance with s. 213 of the Act.

26.0 PROCLAMATIONS

26.1 Requests for proclamations declaring special days, weeks or months for community-based campaigns or programs may be submitted to the Office of the Mayor.


Mayor


CAO

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -17-

- 26.2 Requests shall be made by charitable or registered not-for-profit organizations for proclamations that will support the improvement of the community through educational/awareness programs, charitable fund-raising or similar activities.
- 26.3 All proclamations will be reviewed and approved at the discretion of the Mayor.
- 26.4 A notice of approved proclamations will be placed in Civic Place, on the Town of Morinville Website and acknowledged by the Mayor during Regular Council meetings.

MOTIONS IN MEETINGS

27.0 MOTIONS

- 27.1 An item, together with a recommendation and/or motion to be made at a Council meeting must be given to the Chief Administrative Officer in writing at least 5 working days before the Council meeting at which the item is to be considered.
- 27.2 At least 3 working days before a Regular Council Meeting, the Chief Administrative Officer shall make all recommendations filed under section 27.1 available to the Councillors.
- 27.3 A recommendation in a report is not a motion until a Councillor moves it.
- 27.4 A motion must be made by a Member of Council prior to any debate or vote occurring.
- 27.5 Council shall consider only one motion at a time.
- 27.6 If a motion fails, the same motion shall not be renewed unless:
 - 27.6.1 a general municipal election has been held;
 - 27.6.2 one year has passed since the date that the motion was defeated; or
 - 27.6.3 Council passes a special resolution to have the issue renewed.
- 27.7 If a motion succeeds, a Councillor may introduce a motion calling on Council to rescind the motion or amend a motion previously adopted.
- 27.8 A motion to rescind or amend a motion previously adopted shall require a two-thirds vote.
- 27.9 A motion to rescind or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.
- 27.10 A subsequent motion requires a two-thirds vote to be adopted. A subsequent motion cannot conflict with or reverse the decision that was just previously approved.

28.0 AMENDMENTS TO MOTIONS

- 28.1 A Councillor who moved a motion may move an amendment to it.
- 28.2 The Councillor who moved the main motion may move an amendment to the amendment.


Mayor


CAO

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -18-

28.3 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.

29.0 MOTION TO REFER

- 29.1 A motion to refer:
- 29.1.1 is debatable;
 - 29.1.2 precludes any further amendment to the main motion, until the motion to refer has been addressed by Council;
 - 29.1.3 shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
 - 29.1.4 may be amended only as to the body to which the motion is referred and the instructions on the referral.
- 29.2 The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.
- 29.3 Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by Council prior to the referral. The resolution proposed by the referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

30.0 MOTION TO DIVIDE A QUESTION

- 30.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a Councillor may request that the motion be divided into parts so that each part may be voted upon individually.
- 30.2 The Chief Administrative Officer may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by Council.

31.0 MOTION TO TABLE

- 31.1 A motion to table:
- 31.1.1 includes all other motions; and
 - 31.1.2 takes precedence over any other motion connected with the motion being tabled.
- 31.2 If a motion to raise a motion from the table is defeated, it may only be made again after Council has addressed some other matter or business.
- 31.3 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.
- 31.4 A motion fails if it is not raised from the table within one year of being tabled.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -19-**

32.0 MOTION TO POSTPONE

- 32.1 A motion may be postponed:
- 32.1.1 to later in the meeting to enable Council to deal with other more pressing matters; or
 - 32.1.2 to a specified time and/or date; or
 - 32.1.3 until the occurrence of an event; or
 - 32.1.4 indefinitely.
- 32.2 A motion that has been postponed under section 32.1.1 or 32.1.2 may be considered at any time by a two-thirds vote.
- 32.3 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

33.0 NOTICE OF MOTION

- 33.1 Prior to Council adjourning a Regular Council meeting, Councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Administrative Officer with a written copy of the notice.
- 33.2 A notice of motion cannot be made at a Special Council meeting.
- 33.3 A notice of motion is not debatable until a Councillor moves the motion.

RULES FOR BYLAWS

34.0 BYLAWS

- 34.1 The Chief Administrative Officer must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may adopt from time to time by resolution.
- 34.2 In addition to any requirements of the *Act*, each proposed bylaw must include:
- 34.2.1 the bylaw number assigned to it;
 - 34.2.2 a concise title; and
 - 34.2.3 the reading to take place.
- 34.3 If the Chief Administrative Officer is not satisfied with the form of a proposed bylaw, the Chief Administrative Officer shall include a note to that effect on the agenda of Council and Council may refuse to consider the bylaw until it is in the proper form.
- 34.4 The bylaw number, concise title of a proposed bylaw and the reading to take place must be included on the agenda of the meeting at which the bylaw is to be introduced.
- 34.5 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:
- 34.5.1 are deemed to have received first and second reading; and
 - 34.5.2 are incorporated into the proposed bylaw.


Mayor


CAO

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -20-**

- 34.6 Without limiting s. 63 of the *Act*, The Chief Administrative Officer may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.

35.0 PROTOCOL ITEMS

- 35.1 At each Regular Council meeting, the Protocol Items agenda item provides Members of Council with the opportunity to acknowledge events and announcements of significant public profile, special anniversaries, awards, achievements, whether for the Town of Morinville, community or local business members.

36.0 PUBLIC HEARINGS

- 36.1 "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.
- 36.2 "Close" used in relation to a public hearing means to terminate the public hearing.
- 36.3 Members of the public addressing Council at a public hearing will limit their presentations to 10 minutes, exclusive of questions, unless Council, by motion, approves an extension of that time.
- 36.4 Individuals addressing Council shall provide their name, who they represent and provide the Recording Secretary the correct spelling of their name and presentation material to Council to be included in the Corporate Record for the Meeting.
- 36.5 The Chief Administrative Officer shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.
- 36.6 Subject to s.36.3, any person who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the Council in person or through an agent, as per Section 230(4) of the *Act*.
- 36.7 Any Councillor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.
- 36.8 Council Members shall not ask questions of the Administration until all of the public or representatives have been heard.
- 36.9 The public hearing must be closed before Council votes on second reading of the bylaw.
- 36.10 Once the public hearing is closed, Council shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.
- 36.11 If there is more than one public hearing on the agenda, there shall be a motion to adjourn or close one public hearing before the Mayor opens another public hearing.
- 36.12 Matters that are related to the same topic may be addressed in the same public hearing.
- 36.13 The order of business for each item of a public hearing shall be:


Mayor


CAO

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -21-

- 36.13.1 Presentation from the Administration and questions of clarification;
 - 36.13.2 Public hearing presentations by
 - Those speaking in favor,
 - Those speaking against, and
 - Follow-up questions from Council Members.
 - 36.13.3 Questions of the administration from Council Members; and
 - 36.13.4 Motions.
- 36.14 Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.
- 36.15 The Regular public hearing portion shall commence immediately following “Adoption of Agenda”.

ADJOURNMENT

37.0 ADJOURNING THE MEETING

- 37.1 When the Mayor is satisfied that all the business and purposes of a meeting have been addressed, the Mayor requests a motion to adjourn the meeting.
- 37.2 Any Councillor may move to adjourn the meeting at any time.

(This section intentionally left blank.)


Mayor


CAO

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 6/2021
PROCEDURE BYLAW
PAGE -22-

38.0 SEVERABILITY

38.1 If any section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

COMING INTO FORCE AND REPEAL

That Bylaw 13/2020 is hereby repealed.

This bylaw shall come into effect on the date of final passing thereof.

READ a first time this 9th day of March, 2021.

READ a second time this 11th day of May, 2021.

READ a third and finally passed this 11th day of May, 2021.


Barry Turner
Mayor
Stephane Labonne
Chief Administrative Officer

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -1-**

A BYLAW OF THE TOWN OF MORINVILLE IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

WHEREAS, pursuant to ~~sections~~ 145 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may adopt bylaws in relation to the establishment and functions of Council committees and the procedure and conduct of Council and Council committees;

AND WHEREAS, pursuant to ~~Sections~~ 203 of the *Municipal Government Act*, Council may by bylaw, delegate its powers, duties or functions to a Council committee, Chief Administrative Officer or designated officer unless any other enactment or bylaw, provides otherwise;

AND WHEREAS, the *Municipal Government Act* governs the duties and conduct of Council, Councillors, Council committees; municipal organization and ~~administration~~Administration; public participation; and the powers of a municipality;

NOW THEREFORE, the Municipal Council of Morinville, Alberta duly assembled hereby enacts as follows:

1.0 TITLE

1.1 This ~~bylaw may~~Bylaw shall be ~~called~~cited as the "Procedure Bylaw".

2.0 DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- 2.2 "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.3 "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- 2.4 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the *Act* or the designate of the Chief Administrative Officer;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -2-**

- 2.5 "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a Committee of Council;
- 2.6 "Consent Agenda" means a single item on the ~~Agenda~~agenda of a Council meeting in which the recommended action is to approve, without discussion, questions, or debate, the recommendations in each of the ~~Agenda~~agenda reports referenced in the Consent Agenda listing;
- 2.7 "correspondence" means a letter received from a Delegate, municipal corporations, organizations and groups, or communication received from person(s) requesting the correspondence be forwarded to Council;
- 2.7.8 "Council" means Council of Morinville;
- 2.8.9 "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 ~~sections~~ 454 of the *Act* or a subdivision and development appeal board established under s. 627 of the *Act*;
- 2.9.10 "Councillor"; "Member of Council"; "Council Member" means any Member of Council including the Mayor;
- 2.10.11 "Closed Session" means a closed or private meeting as defined by s. 1(3) of the *Act*, and as allowed pursuant to s.197 of the *Act*, or part of a meeting, at which only Councillors and other ~~persons~~person(s) specified by Council may attend;
- 2.11.12 "Delegate" means any ~~member~~representative of the ~~Public~~public delegation, including but not limited to boards and committees, intergovernmental groups, or organizations required to report to Council through legislation or contractual obligations; who has sought, and obtained, permission to attend before Council to speak or make a presentation;
- 2.13 "FOIP Act" means *Freedom of Information and Protection of Privacy Act*;
- 2.14 "Law Enforcement" means law enforcement personnel, including Peace Officers authorized under the *Peace Officer Act*, or Police Officers and Royal Canadian Mounted Police (RCMP) appointed under the *Police Act*;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -3-**

2.15 "Legislative Services" means the business unit appointed to take minutes at Council meetings and perform the Legislative Service duties under this Bylaw;

2.12.16 "Majority vote" means more than half of all votes cast are in favour of the motion;

2.13.17 "Morinville" or "Municipality" means the ~~Town~~ Municipal Corporation of Morinville;

~~2.14~~ ~~"peace officer" means a peace officer as defined in the Police Act;~~

2.18 "offensive" means any utterance or action that is obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or breaches commonly accepted standards of decent and proper speech.

2.18.19 "point of information" means an inquiry as to facts affecting the business at hand – directed to the Mayor or, through the Mayor, to the CAO;

2.19.20 "point of order" means a demand by a member of Council that the ~~Mayor~~ Chair enforce the Procedure Bylaw or the Council Code of Conduct;

2.20.21 "point of privilege" means a request made to the Mayor by a Member of Council on any matter related to the rights and privileges of Councillors and includes:

2.20.12.21.1 the comfort of Councillors

2.20.22.21.2 the conduct of Morinville employees or members of the public in attendance at the meeting;

2.20.32.21.3 the accuracy of the reports of Council's proceedings; and

2.20.42.21.4 the reputation of Council and Councillors;

2.21.22 "postpone" means to delay the consideration of any matter, either:

2.21.12.22.1 to later in the meeting;

2.21.22.22.2 to a specified time and/or date;

2.21.32.22.3 until the occurrence of an event; or

2.21.42.22.4 indefinitely;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -4-**

2.22.23 “Presiding Officer” means ~~at~~^{the} member of Council who is chairing a meeting of Council in the absence of the Mayor and Deputy Mayor;

2.23.24 “public hearing” means a meeting or portion of a meeting that Council is required to hold under the Act or ~~another enactment for the primary purpose of hearing submissions, including but not limited to hearings held pursuant to s.230 of the Act~~^{any other enactment};

2.24.25 “public meeting” means a meeting of Council or Committee of the Whole at which members of the public may attend and may be invited to make submissions to Council, ~~but which is not a public hearing and includes meetings pursuant to s.229 of the MGA~~;

2.26 “Public Presenter” means ~~an individual who has sought and obtained permission to attend before Council to speak or make a presentation~~;

2.25.27 “recess” means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;

~~2.15 “Recording Secretary” means the member of Town Administration appointed to take minutes at Council and Council Committee meetings and perform the other Recording Secretary duties under this Bylaw;~~

2.27 “refer” means to send a pending motion or agenda item to a future ~~Meeting~~^{meeting} of Council, a Council Committee or the ~~administration~~^{Administration} for investigation and report;

2.28 “renew” means to bring forward to a later meeting a previously defeated motion;

2.29 “rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;

2.30 “special resolution” means a vote where at least two-thirds of all ~~elected Councillors~~^{Council} are in favour of the motion (e.g., if there are ~~seven~~ ⁽⁷⁾ elected Councillors the vote must be five ~~(5)~~ or greater for the motion to pass). A special resolution does not require all members to be present for the vote, nor

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -5-**

does the required number in favor change if less than the full Council is present for the vote;

- 2.31 "Standing Committee" means a Council Committee that meets on a regular basis, in respect of which all members are Council members;
- 2.32 "subsequent motion" means a motion that is made immediately after a motion has been disposed of by Council. Council will allow a subsequent motion, providing it pertains directly to the subject of the motion that has just been disposed of;
- 2.33 "table" means to set a matter aside until a majority of Council present decides to address the item again by means of a motion to lift from the table; and
- ~~2.16 "term" means the length of time that an elected Council serves between two consecutive municipal elections; and~~
- 2.34 "two-thirds vote" means a vote where two-thirds or more of all votes cast are in favour of the motion.

3.0 APPLICATION AND INTERPRETATION

~~2.17~~ This ~~bylaw~~Bylaw shall apply to all meetings of Council, Committee of the Whole, and Council Committees:

~~2.18 For Council Committees:~~

~~2.18.1 any reference to the Mayor in the Procedure Bylaw shall be treated as a reference to the Presiding Officer of the Council committee;~~

~~2.18.2 any reference to a Councillor in the Procedure Bylaw shall be treated as a reference to a Member of the Council committee; and~~

3.1 ~~any reference to Council in the Procedure Bylaw shall be treated as a reference to the committee~~identified.

3.2 The precedence of the rules governing the procedures of Council, in descending level of authority, is:

~~the~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -6-**

- 3.2.1 ~~The~~ Act;
 3.2.2 ~~other~~ Other provincial legislation;
 3.2.3 ~~this bylaw~~ This Bylaw
 3.2.4 ~~Council Code of Conduct Bylaw~~; and
 3.2.5 ~~Current edition of Robert's Rules of Order Newly Revised~~

~~2.19 — Council may, by bylaw, make amendments to the Procedure Bylaw, provided 3rd Reading is by special resolution.~~

~~2.20 — Council may, in the absence of statutory obligation, temporarily alter or suspend by special resolution any provision of this bylaw. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.~~

ORGANIZATION OF COUNCIL & COMMITTEE

~~(Establishment, Responsibilities, Membership, Chair & Quorum)~~

4.0 INAUGURAL MEETING

- 4.1 The organizational meeting immediately following a general municipal election shall be called the ~~inaugural meeting~~ Inaugural Meeting, and the Chief Administrative Officer shall preside over the meeting until the Mayor has taken the oath of office.
- 4.2 The ~~inaugural meeting~~ Inaugural Meeting will be held ~~no not~~ later than two weeks after the third Monday in October pursuant to s. 192(1) of the Act.
- 4.3 At the ~~inaugural meeting~~ Inaugural Meeting, Council shall, in addition to the items listed under 5.2, perform the following:
- 4.3.1 ~~take~~ Take the oath of office as the first order of business.
- 4.3.2 ~~by~~ By resolution, set the schedule for Deputy Mayor rotation for the term of office and appoint a Deputy Mayor.
- 4.3.3 Confirm with all ~~Members of~~ Council the orientation training that will be made available to them, ~~in accordance with~~ pursuant to s. 201.1 of the Act. All individuals filing nomination papers will be advised by ~~the~~ Recording Secretary Legislative Services of the dates of the orientation

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -7-**

training by Nomination Day as defined by the *Local Authorities Election Act*.

- 4.4 Members of Council hold office from the beginning of the ~~inaugural meeting~~inaugural Meeting following the general election to immediately before the beginning of the ~~inaugural meeting~~inaugural Meeting following the next general election in accordance with the *Local Authorities Election Act*.

5.0 ORGANIZATIONAL MEETINGS

- 5.1 Council shall hold an ~~organizational meeting~~Organizational Meeting each year not later than two weeks after the third Monday in October pursuant to s. 192(1) of the Act.
- 5.2 At the annual ~~organizational meeting~~Organizational Meeting, Council shall establish, by resolution, for the forthcoming year:
- 5.2.1 Council appointments to Standing Committees of Council;
 - 5.2.2 ~~annual~~Annual commitment to the Council Code of Conduct Bylaw;
 - 5.2.3 ~~the~~The Council Meeting Calendar;
 - 5.2.4 ~~appointments~~Appointments to Member-at-Large Committees; and
 - 5.2.5 ~~any other thing a majority~~Other related business as required by the Act.
- ~~2.20.1 Appointments of Council deems appropriate for the meeting agenda.~~
- 5.3 ~~Appointments of Members of Council~~Councillors to Council ~~Committees~~boards and committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

6.0 QUORUM

- 6.1 ~~Quorum~~A quorum of Council is a majority of Councillors that comprise the Council, ~~as defined by~~ pursuant to s. 167 of the Act.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -8-**

- 6.2 If a quorum is not achieved within 15 minutes after the time the meeting was scheduled to begin, ~~the Recording Secretary~~ Legislative Services will document the names of those who are present, and the meeting will be adjourned.
- 6.3 If at any time during a meeting a quorum is lost, the meeting shall be recessed and if a quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.
- 6.4 The agenda delivered for a meeting in which a quorum was not met or was lost, shall be considered at the next Regular Council Meeting prior to the consideration of the agenda for the subsequent Regular Council ~~meeting~~ Meeting, or it shall be the agenda for a Special Meeting called for that purpose and pursuant to s. 194 of the Act. Meeting minutes shall reflect that the meeting was called to order and adjourned due to lack of a quorum.
- 6.5 ~~#Once~~ there is a quorum ~~at of Council after~~ the scheduled start time ~~set for commencement~~ of the ~~Council~~ meeting, ~~but the Chair may call the meeting to order. In the case where neither~~ the Mayor ~~and nor~~ Deputy Mayor are ~~absent, in attendance at~~ the ~~Councillor next~~ scheduled ~~to start time of a meeting, and a~~ quorum is present, the Presiding Officer shall be the previous Deputy Mayor ~~present at the meeting shall to~~ preside over the meeting. If there is no Councillor is next scheduled to be previous Deputy Mayor available, Council shall select one member from those present to preside.
- 6.6 In order to ensure that a quorum is not lost, the ~~Mayor~~ Chair may recess the meeting briefly if a ~~Member of Council~~ Councillor wishes to leave the meeting but intends to return.

DUTIES OF OFFICIALS

7.0 DUTIES OF THE MAYOR

- 7.1 The Mayor shall, when present:
- ~~open~~
- 7.1.1 Open all Council meetings;
 - 7.1.2 ~~chair~~ Chair all Council meetings;
 - 7.1.3 ~~preserve~~ Preserve order and decorum in all Council meetings;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -9-**

- 7.1.4 ~~ensure~~Ensure Council meetings focus on the agenda, including setting time limits on speakers, if necessary;
 - 7.1.5 ~~rule~~Rule on all questions of procedure;
 - 7.1.6 ~~ensure~~Ensure that each Member of Council who wishes to speak on a debatable motion is granted the opportunity to do so;
 - 7.1.7 ~~determine~~Determine the speaking order when two or more Members of Council or others wish to speak; and
 - 7.1.8 ~~decide~~Decide who, aside from Members of Council, may address Council.
- 7.2 The Mayor is an ex officio member, by virtue of office, of all Council committees, unless a bylaw establishing a committee expressly states that the Mayor is not an ex officio member of that committee.
- 7.2.1 If the Mayor is present at a committee meeting by virtue of office, the Mayor has all the rights and privileges of the other committee members, including the right to make motions and vote.

8.0 DUTIES OF THE DEPUTY MAYOR

- 8.1 A Council must appoint one or more Councillors as Deputy Mayor so that:
- 8.1.1 Only one Councillor will hold that office at any one time, and
 - 8.1.2 The office will be filled at all times.
- 8.2 The Deputy Mayor will act for the Mayor when necessary, pursuant to s. 152(2) of the Act, including fulfilling duties under s. 7.1 of this Bylaw.
- 8.3 The Deputy Mayor shall be the ~~Presiding Officer for~~ Chair of Committee of the Whole ~~meetings~~.

~~3.0 DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER~~

- ~~3.1 The Chief Administrative Officer shall be subject to the Act and the Chief Administrative Officer Bylaw.~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -10-**

9.0 ORDER IN COUNCIL CHAMBERS – THE PUBLIC

9.1 Members of the public shall be restricted to public seating areas.

9.19.2 No person or groups of persons present in Council chambers shall cause any disturbance, interrupt any speaker, or interfere with the action of Council.

9.2.1 No offensive language or gestures are allowed at any time in Council meetings, including clothing, signs, or banners of any kind.

9.29.3 The ~~Mayor~~Chair may call to order any person(s) who has created a disturbance and may expel ~~that any~~ person(s) from Council chambers. Administration may power off microphones used by any person(s) called to order.

9.39.4 ~~An employee or member of the public~~ Any person(s) who refuses to leave Council chambers upon the order of the ~~Mayor~~Chair may be removed by ~~a peace officer. Law Enforcement.~~ The Chair may recess the meeting until the expelled person(s) have left Council chambers.

10.0 ORDER IN COUNCIL CHAMBERS - COUNCIL

10.1 The ~~Mayor~~Chair may call to order any Councillor who is out of order.

10.2 A Councillor who is called to order must cease talking or otherwise engaging in the activity specified by the ~~Mayor~~Chair in the call to order.

10.3 When a Councillor has been called to order but persists in breaching the order of Council, the ~~Mayor~~Chair may name the Councillor and declare the offence.

10.4 ~~The Recording Secretary~~Legislative Services shall note the offence in the minutes.

10.5 If a Councillor who has been named:

10.5.1 ~~apologizes~~Apologizes to Council and withdraws the offensive statement or action, then:

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -11-**

- 10.5.1.1 ~~that~~That Councillor may remain and continue to participate in the meeting; and
- 10.5.1.2 ~~the Mayor~~The Chair may direct that the notation of the offence be removed from the minutes; or

10.5.2 ~~fails~~Fails or refuses to apologize and withdraw the offensive statement or action, then the ~~Mayor~~Chair may impose any appropriate penalty provided for under the Council Code of Conduct Bylaw.

10.6 A Councillor who is called to order or named may immediately thereafter challenge the ruling of the ~~Mayor~~Chair and state the terms of the challenge.

10.7 When there is a challenge to the ruling of the ~~Mayor~~Chair, all further debate shall cease until the challenge has been dealt with by Council.

10.8 A challenge of the ~~Mayor's~~Chair's ruling shall follow those procedures outlined in ~~section 13~~s. 12.0 of this Bylaw.

11.0 **CALLING A DELEGATE OR PUBLIC PRESENTER TO ORDER**

~~3.2~~ — When the ~~Mayor~~Chair calls a Delegate or any Public Presenter to order, the ~~Delegate~~person(s) speaking shall be seated and remain seated. After the ~~Mayor~~Chair has ruled, the ~~Delegate~~person(s) may explain the action resulting in the call to order.

11.1 ~~When~~ If the ~~Mayor has directed a Delegate to leave and the Delegate~~person(s) makes a satisfactory explanation and apology, the ~~Mayor~~Chair may allow the ~~offending Delegate~~person(s) to remain.

11.2 Should the Chair direct the person(s) to leave the meeting and vacate Council chambers, the person(s) shall do so immediately. If the person(s) does not voluntarily leave, s. 9.4 of this Bylaw will be enacted.

12.0 **CHALLENGE TO THE RULING OF THE MAYOR**

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -12-**

- 12.1 When a Member of Council wishes to challenge the ruling of the Mayor, the motion, "That the decision of the Mayor be upheld", shall be made, and the question shall be put to a vote immediately without amendment or debate by decision of Council. A vote in favour of the motion is a vote to uphold the ruling of the Mayor.

13.0 PERSONS WISHING TO ADDRESS COUNCIL - DELEGATE & PUBLIC PRESENTERS

- 13.1 If a person or group of persons wishes to address Council as a Delegate, ~~that person or a Public Presenter, they~~ must ~~contact~~complete the ~~Recording Secretary and state~~Delegation/Public Presentation Request form on the ~~reason including main points for the request~~Municipal website and either email or deliver it to ~~Legislative Services~~Legislative Services. The document must be delivered no later than 4:00 p.m. two weeks prior to the meeting date. ~~The Recording Secretary~~Legislative Services shall forward the request to the Mayor and Chief Administrative Officer for consideration.

13.1.1 The Delegation/Public Presentation Request form must clearly identify the topic to be discussed and the request being made to Council.

- 13.2 The Mayor and Chief Administrative Officer may recommend the matter be heard by Council, by a Council Committee or refer the matter to Administration for a response. ~~The Recording Secretary~~Legislative Services will provide the ~~person with that~~ decision in writing.
- 13.3 If it is recommended that Council hear the matter, ~~the Recording Secretary~~Legislative Services will contact the person(s) and provide a time in which they can speak. Confirmation will be sent outlining the time and date of the ~~delegation~~presentation. The ~~Delegate~~person(s) addressing Council shall provide a copy of their presentation ~~and material~~materials to ~~the Recording Secretary~~Legislative Services no later than 4:00 p.m. one week prior to the meeting date.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -13-**

13.4 If the request to speak is received after the time required in s. ~~14~~ 13.1 ~~or without the one-page document of this Bylaw~~, the Chief Administrative Officer may:

13.4.1 Refer the matter to a Committee; or

13.4.2 Recommend that Council hear from the person ~~;~~ (s); or

13.4.3 Offer to include the person (s) on the agenda of a future Council meeting;
or

13.4.4 Refuse to hear from the person (s) and refer the matter to the Administration for reply.

~~3.3 Notwithstanding section 14.1 and 14.2.:~~

~~3.3.1 The provisions of this section do not apply to public hearings or public meetings called pursuant to s. 229 and 230 of the Act;~~

~~3.3.2 Council may allow a person present at a Council meeting to address a matter that is on the agenda, and may set time limits for the person's presentation;~~

~~3.3.3 Council may, on a two-thirds vote, allow a person to address a matter that was not on the agenda, by referring the matter to any appropriate committee, or deal with the matter itself at that or some later meeting;~~

13.5 ~~No Delegate or person~~ shall address Council for more than 15 minutes, and no Public Presenter shall address Council for more than ~~155~~ minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council.

13.6 ~~Delegates and Public Presenters addressing Council or Council Committees shall limit their comments to the matter identified in the Delegation/Public Presenter Request Form; otherwise, the Chair may call the person(s) to order pursuant to Bylaw s. 11.0.~~

13.7 Notwithstanding Bylaw s. 13.1 and 13.2:

13.7.1 ~~The provisions of this section do not apply to public hearings pursuant to the Act;~~

~~13.4.5~~ 13.7.2 ~~Council may allow the public to sign up for a verbal presentation at a Council meeting to address a matter that is on the agenda and limit~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -14-**

the person(s) to 5 minutes to address Council, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council; ~~and~~

~~3.3.4 The Mayor may direct a matter raised by a person at a Council meeting to a Council Committee for action.~~

~~3.4 A Council Committee must hear a Delegate or person referred to it by Council.~~

~~13.4.6~~ 13.7.3 ~~Persons~~ Person(s) addressing Council or Council Committees shall limit their comments to the matter contained in the report and the recommendations being discussed; otherwise, the Chair may call the person(s) to order pursuant to Bylaw s. 11.0.

13.8 Matters raised during a Delegation, Public Presentations, or verbal presentations pursuant to Bylaw s. 13.6, shall not be debated unless unanimously agreed to by Council.

13.8.1 Matters unanimously agreed to by Council for debate shall be added as the last item under the Business header of the agenda.

13.9 The Chair may direct a matter raised by a Delegate or person(s) at a Council meeting to a Council Committee for action or refer to a future meeting of Council.

13.10 A Council Committee must hear a Delegate or person(s) referred to it by Council.

14.0 RULES GOVERNING DEBATE

14.1 A motion must be made by a Councillor before Council can debate an item before Council.

14.2 All discussion at a meeting of Council shall be directed through the ~~Mayor~~ Chair.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -15-**

- 14.3 Unless otherwise provided by resolution, a Councillor may speak only:
- 14.3.1 ~~once~~Once in debate on any motion; and
 - 14.3.2 ~~once~~Once in debate on any amendment to a motion.
- 14.4 Notwithstanding ~~15.3~~Bylaw s. 14.2:
- 14.4.1 ~~a~~A Councillor may ask questions of the ~~administration~~Administration or other Councillors on any motion or amendment to a motion;
 - 14.4.2 ~~a~~A Councillor may speak to answer questions put by other Councillors; and
 - 14.4.3 ~~a~~A Councillor who has made a motion may speak a second time to close the debate.
- 14.5 The Mayor may participate in debate on any matter before Council without relinquishing the ~~chair~~Chair.
- 14.6 The Mayor may make a motion on any matter on the agenda, but before doing so, the Mayor must relinquish the ~~chair~~Chair to the Deputy Mayor or Presiding Officer in the absence of Deputy Mayor, until the vote on the motion has been taken.
- 14.7 When a Member of Council wishes to leave the Council chambers while a meeting of Council is in progress:
- 14.7.1 ~~the~~The Member of Council shall await the formal acknowledgement of the ~~Mayor~~Chair before leaving; and
 - 14.7.2 ~~the~~The time of the departure and return, if any, of a Member of Council, shall be recorded in the minutes.
- 14.8 No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless the Act requires or permits them to abstain from voting.
- 14.9 A Member of Council who is speaking may be interrupted by the ~~Mayor~~Chair if:
- 14.9.1 ~~the~~The Council Member speaking is out of order;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -16-**

- 14.9.2 ~~the~~The matter being addressed by the Council Member speaking is outside the jurisdiction of Council;
- 14.9.3 ~~the~~The matter the Council Member is addressing should be addressed only in a Closed Session; or
- 14.9.4 ~~the~~The Council Member is in breach of the Council Code of Conduct Bylaw.
- 14.10 If a Member of Council has been interrupted once by the ~~Mayor~~Chair pursuant ~~Bylaw s.15.9~~ 14.8, and a second interruption is necessary, the ~~Mayor~~Chair may set a time limit on that Councillor's further comments~~;~~.
- 14.11 A Member of Council who is speaking may only be interrupted by another Councillor on:
- 14.11.1 ~~a~~A breach of the Council Code of Conduct Bylaw;
 - 14.11.2 ~~a~~A point of information;
 - 14.11.3 ~~a~~A point of privilege; or
 - 14.11.4 ~~a~~A point of order.
- 14.12 The Member of Council who is interrupted pursuant to ~~Bylaw s.15~~ 14.8, 14.9-15 or 14.10 ~~or 15.11~~ shall cease speaking immediately.
- 14.13 When a Councillor is interrupted pursuant to ~~15.9~~14.8 or ~~15.11~~14.10, the ~~Mayor~~Chair may grant permission:
- ~~to~~
- 14.13.1 To the Councillor raising the breach or point to explain the breach or point briefly; and
 - 14.13.2 ~~to~~To the Councillor who was speaking to respond briefly; but otherwise, a breach of the Council Code of Conduct Bylaw, point of order, point of information, or privilege is not debatable or amendable.
- 14.14 The ~~Mayor~~Chair must rule on ~~the breach of the Council Code of Conduct Bylaw,~~a point of information, point of order, or point of privilege, raised pursuant to ~~15.9~~Bylaw s. 14.8 or ~~15.11~~14.10, and no vote will be taken unless there is a challenge by a Member of Council to the ruling.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -17-**

14.15 The Mayor~~The Chair~~, in consultation with Legislative Services and the Chief Administrative Officer, must rule on an informal breach of the Code of Conduct. A formal breach of the Code of Conduct must be referred to the Chief Administrative Officer Recruitment and Evaluation Committee.

~~14.15~~14.16 The Chair may seek advice from the Chief Administrative Officer on a point of order or privilege or to determine whether a matter is within the jurisdiction of the Council.

MEETINGS OF COUNCIL & COMMITTEE

~~(Dates, Times, Closed Session & Notice)~~

15.0 REGULAR MEETINGS

15.1 Subject to s. 193(3) of the Act, all Regular Council Meetings shall be held in Council ~~Chambers~~chambers unless otherwise provided for in a Council resolution.

15.2 Subject to s. 193(3) of the Act, the dates of Regular Council Meetings shall be ~~held on the second & fourth Tuesday of each month~~established by resolution at the annual Organizational Meeting or at a Regular Meeting of Council following the Organizational Meeting, in accordance with the Act.

15.3 Subject to s. 193(3) of the Act, every Regular Council Meeting, the public portion shall commence at 4:00 p.m. and close no later than 8:00 p.m., unless otherwise provided for in a Council resolution.

15.4 Subject to s. 193(3) of the Act, Council may change the date, time, or place of Regular Council Meetings, the Municipality must give at least twenty-four (24)

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -18-**

hours' notice of the change to any Councillor not present at the meeting the resolution passed and to the public.

~~15.4~~15.5 If a Regular Council Meeting is still ongoing at 7:30 p.m. and there are three (3) or more items to be dealt with, the Chief Administrative Officer will check off the priority items, and the balance of the items are to be tabled to the following meeting. Should there be several priority items, a Special Meeting of Council may be called, pursuant to s.194 of the Act.

~~15.5~~15.6 A notice shall be posted in Council ~~Chambers~~chambers advising meetings are recorded.

~~15.6~~15.7 In the year of a General Election, no Regular Council Meetings shall be held between nomination day, under the *Local Authorities Election Act* and the inaugural meeting following the General Election.

16.0 SPECIAL MEETINGS

16.1 The Mayor or majority of Council may direct that a Special Council Meeting be held, in accordance with s. 194 of the Act.

16.2 If a matter is not specified in the notice of a Special Council Meeting, it may not be dealt with, unless all Members of Council are present and a special resolution is passed by Council to deal with the matter.

17.0 CLOSED SESSION MEETINGS – COUNCILLORS TO PARTICIPATE IN CLOSED SESSION VIA TELECONFERENCE

~~3.5~~ **No item shall be considered in closed session****Closed Session unless the matter meets one of the exceptions to disclosure requirements in Division 2 Part 1 of the Freedom of Information and Protection of Privacy Act, RSA 2000,**

17.1 ~~6.F-25 (FOIP Act)~~, or when provisions of the regulations passed pursuant to s. 197 of the Act apply.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -19-**

- 17.2 Before Council proceeds into a ~~closed session~~Closed Session, it will pass a resolution in accordance with s. 197 of the Act.
- 17.3 A ~~Meeting~~meeting held in ~~closed session~~Closed Session subject to the Act and the FOIP Act may exclude the Administration, but not the Chief Administrative Officer, unless authorized by a special resolution. Councillors may only be excluded as allowed by the provisions of the Council Code of Conduct Bylaw.
- 17.4 The items on the ~~closed session~~Closed Session agenda must be approved ~~by the Agenda Review Committee or~~ by the Mayor in consultation with the Chief Administrative Officer in accordance with the provisions of the Act.
- 17.5 ~~In accordance with~~Pursuant to s. 153 of the Act, ~~Section 153~~ and the FOIP Act, all Members of Council, Administration and invited guests are required to keep in confidence matters discussed in ~~closed session~~Closed Session until the item is discussed at a ~~Meeting~~meeting held in public and not to share information with Members of Council not in attendance.
- 17.6 When a Member of Council attends a ~~closed session~~Closed Session via electronic attendance, they will be required to confirm that they have attended the ~~closed session~~Closed Session alone in keeping with the ~~definition~~requirements set out in this the Act and their duly executed Council Code of Conduct.
- 17.617.7 While meeting in Closed Session, no resolution or bylaw ~~of closed session~~ by providing may be passed at the meeting, except a ~~statutory declaration or affidavit sworn or declared before the Recording Secretary or Commissioner for Oaths prior~~ resolution to ~~the next~~ revert to a Regular Council Meeting held in public.

18.0 COMMITTEE OF THE WHOLE

- 18.1 There shall be a Committee of the Whole comprising all Councillors.
- 18.2 Every regular Committee of the Whole meeting shall be ~~held on the Third Tuesday of each month. Meetings shall commence at 4:00 p.m. and close no~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -20-**

~~later than 8:00 p.m., unless otherwise provided for in a Council resolution~~
standing item on the Council agenda in all Regular Council Meetings.

18.3 By majority vote, Council may schedule additional Committee of the Whole meetings or may resolve itself into Committee of the Whole.

18.4 At the first regular Committee of the Whole each month, the following items will be on the agenda:

18.4.1 The Chief Administrative Officer shall provide a written CAO Update Reports delivered to Legislative Services no later than 4:00 p.m. one week prior to the meeting date.

18.4.2 Verbal CAO Updates are to be summarized and appended to the meeting minutes, exclusively for emergent items or others justified in nature.

18.4.3 Members of Council shall provide a written Council Board / Committee / Commission Reports delivered to Legislative Services no later than 4:00 p.m. one week prior to the meeting date.

18.4.4 Legislative Services shall provide Action Tracking List.

~~18.4~~18.5 Subject to the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to detailed consideration of the following matters:

~~18.4.1~~18.5.1 ~~the~~The budget;

~~18.4.2~~18.5.2 ~~the~~The audit;

~~18.4.3~~18.5.3 ~~transportation~~Transportation issues;

~~18.4.4~~18.5.4 ~~development~~Development issues;

~~18.4.5~~18.5.5 ~~strategie~~Strategic planning;

~~18.4.6~~18.5.6 ~~legislative~~Legislative reform;

~~18.4.7~~18.5.7 ~~policing~~Policing matters; and

~~18.4.8~~18.5.8 ~~policy~~Policy formulation.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -21-**

~~18.5~~18.6 Committee of the Whole may:

~~18.5.1~~18.6.1 ~~receive~~Receive delegations and submissions;

~~18.6.2~~ ~~refer~~Receive Requests for Information and Requests for Direction

~~18.5.2~~18.6.3 Refer items to Council for consideration, including Request for Decisions, expenditure of funds, or use of significant administrative resources;

~~18.5.3~~18.6.4 ~~refer~~Refer items to Committees of Council-;

~~3.6~~ — ~~Council may receive briefings in Committee of the Whole.~~

18.6.5 To accept the meeting agenda;

18.6.6 To comply with Closed Session items.

~~18.6~~18.7 In addition to the restrictions ~~contained in section~~pursuant to s. 203(2) of the Act, the Committee of the Whole shall not hold public hearings.

~~18.7~~18.8 The Mayor may call for a meeting of the Committee of the Whole at any time. ~~The Recording Secretary~~Legislative Services must give twenty-four (24 hours') hours' notice to all Council members and the public. A Committee of the Whole meeting may be held with less than ~~24 hours'~~twenty-four (24) hours' notice if every member of Council agrees in writing to waive this notice.

~~18.8~~18.9 Any Councillor may move that Council move into Committee of the Whole to consider any matter either at the current Council meeting or at another date. Instructions to the Committee of the Whole may be included in this motion.

~~18.9~~18.10 A motion to move into Committee of the Whole may be debated only regarding the desirability of committing the main motion but not on the main motion itself.

~~18.10~~18.11 ~~Quorum~~A quorum of Committee of the Whole will be a quorum of Council, as defined by s. 167 of the Act.

~~18.11~~18.12 In the Committee of the Whole, the procedures of Council shall be relaxed as follows:

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -22-**

~~18.11.1~~ 18.12.1 ~~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;

~~18.11.2~~ 18.12.2 ~~a~~ A Councillor may speak more than once, provided that each Councillor who wishes to speak to the matter has already been permitted to do so;

~~3.7 — Members of the public shall be restricted to public seating areas.~~

~~18.12~~ 18.13 Committee of the Whole may be moved ~~in to closed session, in accordance with~~ into Closed Session, pursuant to the Act and the FOIP Act.

~~3.8 — No bylaw, resolution, or motion shall be passed when Committee of the Whole is sitting in closed session except motions to return to the public forum.~~

~~18.13~~ 18.14 When Council moves into Committee of the Whole within a Council meeting with the intention of returning to Council for a decision at the same meeting, Committee of the Whole is not required to vote on a recommendation to Council.

~~18.14~~ 18.15 When Council moves into Committee of the Whole to consider a matter delegated to it by Council, Councillors are required to vote on a recommendation to Council.

~~18.15~~ 18.16 When ~~chairing~~ Chairing the Committee of the Whole, the Deputy Mayor or Presiding officer ~~Officer~~ assumes the duties of the Mayor as prescribed in ~~Sections~~ 7.1 and Section 11 apply to the Presiding Officer ~~10.0 of the Committee of the Whole~~ this Bylaw.

~~4.0 — AGENDA REVIEW COMMITTEE~~

~~4.1 — The Agenda Review committee meets to review items proposed for consideration by Council, Committee of the Whole or Committee meetings, and manage the agendas for upcoming meetings, including long term planning.~~

~~4.2 — Membership of the Agenda Review Committee includes the Mayor, Deputy Mayor, Chief Administrative Officer and Recording Secretary.~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -23-**

- ~~4.3 — The Agenda Review Committee will meet regularly to review and manage agendas for upcoming Council; Committee of the Whole and Committee meetings.~~
- ~~4.4 — At each Agenda Review Committee meeting, the Chief Administrative Officer will present a list of items proposed to be included on the agenda for upcoming Council, Committee of the Whole and Committee meetings.~~
- ~~4.5 — Any member of Council may submit in writing to the Agenda Review Committee any item or topic they would like to add to a future Regular Meeting of Council or Committee of the Whole meeting. The written request shall include sufficient detail and/or documentation to provide the Agenda Review Committee with enough information to consider the request. The item will be considered by the Agenda Review Committee at the first meeting opportunity, and the result of the consideration shall be reported to all members of Council.~~
- ~~4.6 — The Agenda Review Committee will review each proposed agenda and may:~~
- ~~4.6.1 — assign items to an agenda for an upcoming Council, Committee of the Whole or Committee meeting;~~
 - ~~4.6.2 — direct that an item be discussed at a specific time on an agenda;~~
 - ~~4.6.3 — recommend an item be postponed or directed to a different meeting; and/or~~
 - ~~4.6.4 — do any other thing necessary to appropriately manage upcoming agendas.~~
- ~~4.7 — If an Agenda Review Committee meeting is cancelled, the Chief Administrative Officer will set the agendas for any upcoming Council, Committee of the Whole or Committee meeting.~~

19.0 ELECTRONIC ATTENDANCE

- 19.1 A Council meeting or Council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the Act and bylaws, policies and procedures adopted by Council.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -24-**

- 19.2 Members of Council may attend a Council meeting by means of electronic communication if the chosen method is able to ensure that all Council Members participating in the meeting are able to communicate effectively. Acceptable alternatives include: ~~through~~ the use of a telephone; ~~through the use of~~ a personal computer; ~~or~~ other means as technology advances.
- 19.3 A ~~Member of Council~~ Councillor may attend Regular or Special Council ~~meetings~~ Meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council, and is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 19.4 The ~~Mayor, Deputy Mayor or Presiding Officer~~ Chair shall announce to those in attendance at the Council meeting that a ~~Member of Council~~ Councillor is attending the meeting by means of electronic communications.
- 19.5 When a vote is called, Members of Council attending the meeting by means of electronic communications shall be asked to state their vote only after all other Members of Council present at the meeting have cast their votes by a show of hands.
- 19.6 A Member of Council who wishes to attend a ~~closed-session Council meeting~~ Closed Session by way of electronic communication, must notify the Chief Administrative Officer in advance of the meeting of their intention to do so.
- ~~4.8 In advance of the Council meeting, a Member of Council relying on s.21.6 must also provide the Chief Administrative Officer with a statutory declaration or sworn affidavit that outlines the measures they will take to ensure their attendance by electronic communications will not breach their duty under s.153(e) of the Act. A two-thirds vote will decide whether the measures are sufficient to allow the Council Member to participate in the closed-session portion of the meeting.~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -25-**

20.0 PROVIDING NOTICE OF MEETINGS

20.1 Notice of Council and Council Committee meetings will be provided in accordance with the provisions of the *Act*.

20.2 For all Council or Council Committee meetings requiring notice, ~~the Recording Secretary~~ Legislative Services shall ensure the notice includes the time, date and location and is:

issued

20.2.1 ~~Issued~~ a minimum of twenty-four (24) hours prior to the meeting date

20.2.2 ~~posted~~ Posted in the Morinville Civic Plaza complex & specifies Hall, and to the time, date, location Municipal website and social media platforms;

20.2.3 ~~emailed~~ Emailed to each Member of Council.

~~4.8.1 advertised using media outlets in accordance with the Advertising Bylaw.~~

21.0 CANCELLATION OF MEETINGS

21.1 A Regular Council Meeting, Special Meeting of Council or Committee of the Whole meeting may be cancelled:

by

21.1.1 ~~By~~ a two-thirds vote of Council present at a previously held ~~Meeting~~ meeting; or

21.1.2 ~~with~~ With the written consent of a majority of Council, provided twenty-four (24) ~~hours~~ hour notice is provided to Members of Council and the public; or

21.1.3 ~~with~~ With the written consent of two-thirds of the ~~Members of the whole~~ Council if twenty-four (24) ~~hours~~ hour notice is not provided to the public.

22.0 COUNCILLOR INQUIRIES

22.1 At the designated time during Regular Council Meetings, a Councillor may make a formal inquiry to obtain information from the CAO.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -26-**

22.1.1 The CAO may verbally answer Councillor inquiries at the meeting at which it is made or advise that a response shall be provided to Council in writing after the meeting.

22.1.2 If the CAO or designates believes responding to the inquiry requires written reports at a subsequent meeting, expenditure of funds, or use of significant administrative resources to provide the requested information, the Chair will request the Councillor to put forward a motion for Council consideration.

22.1.3 When making an inquiry, a Councillor may include a preamble to provide context or additional information; however, the preamble will not be recorded in the minutes or referenced in the report provided by the Chief Administrative Officer in response to the inquiry.

22.2 Councillor inquiries that require written reports will be presented at a subsequent meeting no later than 12 weeks following the date the inquiry was made, unless otherwise provided for in a Council resolution.

22.3 Councillor inquiries can be made outside of Regular Council Meetings and shall be directed to the CAO for response. The CAO may seek a decision of Council if the inquiry requires written reports at a subsequent meeting, expenditure of funds, or use of significant administrative resources to provide the requested information.

22.4 The CAO shall provide a response to all Councillors, as required by the Act.

RECORDS OF COUNCIL

22.023.0 AGENDA

22.123.1 The proposed agenda for each Council meeting shall be established by ~~the Agenda Review Committee as described~~ Legislative Services and the Chief Administrative Officer. The submission and circulation of agenda items shall be coordinated by Legislative Services in section 20.0 ~~accordance with the guidelines established.~~

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -27-**

22.223.2 The subject of the ~~Agenda~~agenda for a Special Meeting of Council ~~other than a strategic planning meeting~~ is approved by the Mayor in consultation with the Chief Administrative Officer.

22.323.3 The proposed agenda shall include:

~~all~~

22.3.123.3.1 ~~All~~ recommendations for resolutions received ~~in accordance with sections 27.1 and 27.2~~pursuant to s. 26.0 of this Bylaw;

22.3.223.3.2 ~~all~~All matters scheduled to that Council meeting by prior resolution of Council; and

22.3.323.3.3 ~~such~~Such other items of business as determined by the Mayor in consultation with the Chief Administrative Officer.

22.423.4 In establishing the agenda, Legislative Services will advise the Mayor, ~~in consultation with the Agenda Review Committee or Chief Administrative Officer, may establish a and CAO of time-specific time for the introduction of and debate on any agenda item.~~items.

22.523.5 The first order of business at any Council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that Council may approve.

22.623.6 Consent Agenda:

22.6.123.6.1 -The Consent Agenda portion of a ~~Meeting~~meeting is moved and voted on without debate as one item, regardless of the number of reports included.

22.6.223.6.2 ~~If a~~ Councillor ~~may require that any~~wishes to debate an item ~~or items be removed from~~included in the Consent Agenda ~~and placed on~~a request to exempt the ~~agenda according to~~item

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -28-

must be made before the ~~provisions in Section 24.6.4~~ Chair calls the question.

~~22.6.3~~ 23.6.3 Bylaw items that have been selected for consent may be voted on together.

~~22.6.4~~ 23.6.4 Council will deal with items selected for debate in the order that they appear on the ~~Agenda~~ agenda, unless otherwise decided by a majority vote.

~~22.6.5~~ 23.6.5 ~~A~~ Should a Councillor wish to discuss an item approved under Consent Agenda, a motion must be made before any exempted item is discussed.

23.6.6 Public hearings, Council Board and Committee Reports, Delegations and Public Presentations, verbal reports, and items added to the Agenda under the adoption of the agenda shall not be approved under Consent Agenda.

~~22.7~~ 23.7 After the adoption of the agenda, Members of Council present may modify the agenda by majority vote.

~~4.9~~ Deadline for submission of agenda items is 2 weeks prior to the scheduled Council Meeting to which the item is proposed to be discussed, in order to allow sufficient time for review by the Agenda Review Committee.

~~23.8~~ Any Member At the adoption of the agenda or after, Council may ~~add a~~ approve the addition of an agenda item, including Closed Session ~~agenda item either through the Agenda Review, for emergent items, by a majority vote.~~

23.8.1 Emergent items may be those items where Council decisions are required to meet legislative requirements (for Council meetings only), are time-sensitive, or require prompt action by Council or Committee ~~or in the case of an emergent item, at the beginning or end of the meeting prior~~ Whole.

~~22.8~~ 23.9 To add agenda items to future Council meetings, refer to ~~proceeding into Closed Session~~ Bylaw s. 2.27, 17.4, 22.1.2, 28.0, and 32.0.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -29-**

22.923.10 All reports will be designated with a Request for Council Decision / Request for Council Direction / For Council Information report with the recommendation, including supporting documentation.

~~4.10~~ ~~When a person wishes to have~~ Upon receipt of correspondence ~~or communication considered by intended for Mayor and Council or a Committee, it shall be addressed to Council, and shall:~~

~~4.10.1~~ ~~Clearly set out the matter at issue and the request; and~~

~~4.10.1.1~~ ~~For written correspondence; must be printed, typewritten or legibly written, be signed with the name of the writer and contain the mailing address, pursuant to s. 153(1) of the writer; or~~

~~4.10.1.2~~ ~~For electronic communication; must contain the name~~ Act and s. 2.7 of the writer and both the mailing and electronic address this Bylaw, the Chief Administrative Officer, or designate, shall provide a copy of the writer.

~~22.1023.11~~ ~~Include a statement requesting the~~ correspondence received to each Council member electronically. A copy of the same correspondence be added, redacted in accordance with the FOIP Act, will be placed in a binder and made available to the next Regular Council Meeting or Committee of the Whole public.

~~22.10.123.11.1~~ ~~A communication received by the Recording Secretary~~ Legislative Services which does not meet the conditions in subsection (1) or is abusive in nature may be filed by the Chief Administrative Officer.

~~22.10.223.11.2~~ ~~On receipt of correspondence or communication, the Mayor, in consultation with the Chief Administrative Officer, may:~~

~~22.10.2.123.11.2.1~~ ~~Include it on the agenda of the next Regular future Council Meeting meeting; or Committee of the Whole; or~~

~~22.10.2.223.11.2.2~~ ~~Refer refer~~ it to Administration for reply.

~~22.10.323.11.3~~ ~~Once~~ if correspondence is considered by Council, no communication on substantively the same matter can be considered for at least six (6) months unless otherwise decided by a majority vote.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -30-**

~~22.11~~23.12 Agenda packages are to be ~~prepared and~~ distributed to Council members on Thursday prior to the scheduled Regular Council ~~or Committee of the Whole meeting-Meeting.~~

~~22.12~~23.13 Agenda packages, exclusive of Closed Session items, shall be posted on the Municipality's website by for the public sometime after the distribution to Council, with the best practice being 12:00 p.m. on the Friday prior to ~~regularly scheduled meetings~~the meeting.

~~23.0~~24.0 MINUTES

~~23.1~~24.1 ~~The Recording Secretary~~Legislative Services shall record in the Minutes:

~~23.1.1~~24.1.1 ~~the~~The names of ~~persons~~person(s) who have spoken for or against a matter considered at a public hearing ~~or public meeting~~; and

~~23.1.2~~24.1.2 ~~the~~The distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the Corporate Record at all Council ~~Meetings~~meetings, Council Committee ~~Meetings~~meetings, public hearings and public meetings.

~~23.1.3~~24.1.3 The vote by each Council member, whether for or against, together with a notation that the motion is carried or defeated.

~~23.1.4~~24.1.4 The names of ~~persons~~person(s) who are not members of Council in attendance for all Closed Session meetings.

~~24.1.5~~ ~~The Recording Secretary~~Verbal reports from Council will be recorded in the minutes of the meeting.

~~24.1.6~~ For verbal reports from Public Presenters and Delegates, only the name of the presenter, their position and whether they answered Council's questions, as well as any vote resulting from the report, will be recorded in the minutes of the meeting.

~~23.2~~24.2 Legislative Services shall keep a digital record of all Council ~~Meetings~~meetings, Council ~~Committee Meetings~~committee meetings, public

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -31-**

hearings and public meetings as per Morinville's statutory requirements and the Municipality's retention schedule.

23.324.3 A Council Member or Council Committee Member may move that the Minutes of a meeting be amended to correct an inaccuracy or omission; however, the Recording Secretary Legislative Services should be advised of the proposed amendment to the Minutes before the Meeting meeting at which they are officially confirmed, to allow the Recording Secretary Legislative Services to review the digital recording.

23.424.4 If a Member of Council proposes an amendment to the minutes, the digital recording of the meeting may be used to help Council decide the question.

23.524.5 No change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.

23.624.6 The Mayor, or Presiding Officer Chair of the meeting, shall request a motion to confirm the Minutes of the previous meeting.

23.724.7 The Minutes of a previous Council meeting shall not be read aloud unless directed by a majority vote.

23.824.8 Approved Minutes will be signed in accordance with pursuant to s. 213 of the Act.

25.0 PROCLAMATIONS

25.1 Requests for proclamations declaring special days, weeks or months for community-based campaigns or programs may be submitted to the Office of the Mayor.

25.2 Requests shall be made by charitable or registered not-for-profit organizations for proclamations that will support the improvement of the community through educational/awareness programs, charitable fund-raising or similar activities.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -32-**

- 25.3 All proclamations will be reviewed and approved at the discretion of the Mayor.
- 25.4 A notice of approved proclamations will be placed in Morinville Civic Place Hall, on the ~~Town of~~ Morinville Website and acknowledged by the Mayor during Regular Council ~~meetings~~ Meetings.

MOTIONS IN MEETINGS

26.0 MOTIONS

~~4.11 — An item, together with a recommendation and/or motion to be made at a Council meeting must be given to the Chief Administrative Officer in writing at least 5 working days before the Council meeting at which the item is to be considered.~~

~~4.12 — At least 3 working days before a Regular Council Meeting, the Chief Administrative Officer shall make all recommendations filed under section 27.1 available to the Councillors.~~

26.1 Pursuant to s. 180(1) of the Act, Council may act only by resolution or bylaw. As a result, Administration cannot action any item unless a motion is passed in Council or Committee of the Whole, particularly if it has any financial ramifications, no matter the monetary amount or requires significant administrative resources.

26.2 A recommendation in a report is not a motion until a Councillor moves it.

26.3 A motion must be made by a Member of Council prior to any debate or vote occurring.

26.4 Council shall consider only one motion at a time.

26.5 If a motion fails, the same or substantially similar motion shall not be renewed unless:

26.5.1 a general municipal election has been held;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -33-**

~~26.4.2~~ 26.5.2 ~~one~~ One year has passed since the date that the motion was defeated; or

~~26.4.3~~ 26.5.3 Council passes a special resolution to have the issue renewed provided special circumstances or significant new developments have occurred in respect of the issue to warrant further consideration.

~~26.5~~ 26.6 If a motion succeeds, a Councillor may introduce a motion calling on Council to rescind the motion or amend a motion previously adopted.

~~26.6~~ 26.7 A motion to rescind or amend a motion previously adopted shall require a two-thirds vote.

~~26.7~~ 26.8 A motion to rescind or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.

~~26.8~~ 26.9 A subsequent motion requires a two-thirds vote to be adopted. A subsequent motion cannot conflict with or reverse the decision that was just previously approved.

27.0 AMENDMENTS TO MOTIONS

27.1 A Councillor who moved a motion may not move an amendment to it.

27.2 The Councillor who moved the main motion may move an amendment to the amendment.

27.3 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.

28.0 MOTION TO REFER

28.1 A motion to refer:

~~is~~

28.1.1 Is debatable;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -34-**

- 28.1.2 precludes any further amendment to the main motion, until the motion to refer has been addressed by Council;
- 28.1.3 ~~shall~~Shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
- 28.1.4 ~~may~~May be amended only as to the body to which the motion is referred and the instructions on the referral.

28.2 The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

28.3 Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by Council prior to the referral. The resolution proposed by the referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

29.0 MOTION TO DIVIDE A QUESTION

- 29.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a Councillor may request that the motion be divided into parts so that each part may be voted upon individually.
- 29.2 The Chief Administrative Officer may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by Council.

30.0 MOTION TO TABLE

- 30.1 A motion to table:
 - 30.1.1 ~~includes~~Includes all other motions; and
 - 30.1.2 ~~takes~~Takes precedence over any other motion connected with the motion being tabled.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -35-**

- 30.2 If a motion to raise a motion from the table is defeated, it may only be made again after Council has addressed some other matter or business.
- 30.3 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.
- 30.4 A motion fails if it is not raised from the table within one year of being tabled.

31.0 MOTION TO POSTPONE

- 31.1 A motion may be postponed:
- 31.1.1 ~~to~~To later in the meeting to enable Council to deal with other more pressing matters; or
 - 31.1.2 ~~to~~To a specified time and/or date; or
 - 31.1.3 ~~until~~Until the occurrence of an event; or
 - 31.1.4 ~~indefinitely~~Indefinitely.
- 31.2 A motion that has been postponed under ~~section 32s. 30~~.1.1 or ~~32~~30.1.2 of this Bylaw, may be considered at any time by a two-thirds vote.
- 31.3 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

32.0 NOTICE OF MOTION

- 32.1 Prior to Council adjourning a Regular Council ~~meeting~~Meeting, Councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the Chief Administrative Officer with a written copy of the notice.
- 32.2 A notice of motion cannot be made at a Special Meeting of Council ~~-meeting~~.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -36-**

- 32.3 A notice of motion is not debatable until a Councillor moves the motion at the next Regular Council Meeting.

RULES FOR BYLAWS

33.0 BYLAWS

- 33.1 ~~The Chief Administrative Officer~~Legislative Services must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that Council may ~~adopt from time to time by resolution~~adopte prior to its inclusion in the meeting management system workflow and delivered no later than 4:00 p.m. two weeks prior to the meeting date.
- 33.2 In addition to any requirements of the Act, each proposed bylaw that appears in the agenda must include:
- the
- 33.2.1 The bylaw number assigned ~~to it~~by Legislative Services;
- 33.2.2 ~~a~~A concise title; and
- 33.2.3 ~~the~~The reading to take place.
- ~~4.13 If the Chief Administrative Officer~~Pursuant to s. 33.1 of this Bylaw, if Legislative Services is not satisfied with the form of a proposed bylaw, ~~the Chief Administrative Officer shall include a note to that effect on the agenda of Council and Council may refuse to consider~~ the bylaw until it is in will be returned to the proper form.
- 33.3 ~~The bylaw number, concise title of a proposed bylaw and~~writer with written reasons for the ~~reading to take place must be included on the agenda of the meeting at which the bylaw is to be introduced~~return.
- 33.4 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:
- are
- 33.4.1 Are deemed to have received first and second ~~reading~~readings; and
- 33.4.2 ~~are~~Are incorporated into the proposed bylaw.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -37-**

33.5 ~~Without limiting~~ Pursuant to s. 63 of the Act, ~~The~~the Chief Administrative Officer may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.

34.0 PROTOCOL ITEMS

34.1 At each Regular Council ~~meeting~~Meeting, the Protocol Items agenda item provides Members of Council with the opportunity to acknowledge events and announcements of significant public profile, special anniversaries, awards, and achievements, whether for ~~the Town of~~ Morinville, community, or local business members.

35.0 PUBLIC HEARINGS

35.1 "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.

35.2 "Close" used in relation to a public hearing means to terminate the public hearing.

35.3 The Chair shall call upon those who have registered to speak first, followed by others in attendance at the meeting who wish to speak to the item. The Chair shall request those who wish to speak on the matter to state their name prior to their presentation. Any person(s) who does not identify themselves shall not be given the opportunity to speak at the Public Hearing.

~~35.3~~35.4 Members of the public addressing Council at a public hearing will limit their presentations to ~~10~~five (5) minutes, exclusive of questions, unless Council, by motion, approves an extension of that time.

~~35.4~~35.5 Individuals addressing Council shall provide their name, who they represent and provide ~~the Recording Secretary~~Legislative Services with the correct spelling of their name and presentation material to Council to be included in the Corporate Record for the ~~Meeting~~meeting.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -38-**

~~35.5~~35.6 ~~The Chief Administrative Officer~~Legislative Services shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.

~~4.14 Subject to s.36.3, any person who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the Council in person or through an agent, as per Section 230(4) of the Act.~~

~~35.6~~35.7 Any Councillor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.

~~4.15 Council Members shall not ask questions of the Administration until all of the public or representatives have been heard.~~

~~35.7~~35.8 The public hearing must be closed before Council votes on second reading of the bylaw.

~~35.8~~35.9 Once the public hearing is closed, Council shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.

~~35.9~~35.10 If there is more than one public hearing on the agenda, ~~there shall be a motion to adjourn or close~~ the Chair must declare one public hearing closed before ~~the Mayor opens~~opening another public hearing.

~~35.10~~35.11 Matters that are related to the same topic may be addressed in the same public hearing.

~~35.11~~35.12 The order of business for each item of a public hearing shall be:

~~35.11~~35.12.1 Presentation from the Administration and questions of clarification;

~~4.15.1 Public hearing presentations by~~
~~1. Those speaking in favor,~~

35.12.2 Those speaking against,Review written submissions submitted to
Legislative Services;
~~2. Presentations from public~~ and

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -39-**

~~35.11.2~~35.12.3 ~~Follow-up~~ questions ~~from Council Members of~~
clarification;

~~35.11.3~~35.12.4 Questions of the ~~administration~~Administration from
Council Members; and

~~35.11.4~~35.12.5 Motions.

~~35.12~~35.13 Council may hold public meetings to solicit input from the public on
issues for which a public hearing is not required.

~~35.13~~35.14 The Regular public hearing portion shall commence immediately
following "~~Adoption~~Approval of Agenda".

35.15 A Councillor must abstain from voting on a bylaw or resolution if the Councillor
was absent from all of the public hearing.

ADJOURNMENT

36.0 ADJOURNING THE MEETING

36.1 When the ~~Mayor~~Chair is satisfied that all the business and purposes of a meeting
have been addressed, the ~~Mayor requests a motion to adjourn~~Chair may
announce that the meeting is adjourned.

36.2 Any Councillor may move to adjourn the meeting at any time.

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
PROCEDURE BYLAW
BYLAW 1/2024
PAGE -40-

SEVERABILITY

~~36.3~~37.1 If any section or parts of this ~~bylaw~~Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such ~~Section~~section or parts shall be deemed to be severable, and all other ~~Section~~section or parts of this ~~bylaw~~Bylaw shall be deemed to be separate and independent ~~there~~from~~therefrom~~ and to be enacted as such.

COMING INTO FORCE ~~AND REPEAL~~

That Bylaw ~~13/2020~~6/2021 is hereby repealed, and any previously passed resolutions that conflict with this Bylaw.

This ~~bylaw~~Bylaw shall come into full force and effect ~~on the date of final passing thereof, when it receives third reading and is duly signed.~~

READ a first time this ~~9th~~ day of ~~March, 2021~~, 2024.

READ a second time this ~~11th~~ day of ~~May, 2021~~, 2024.

READ a third and finally passed ~~this 11th~~the day of ~~May, 2021~~, 2024.

Simon Boersma

Mayor

Naleen Narayan

Chief Administrative Officer

Report to Council

- ☒ For Council Decision
 ☐ For Council Direction
☐ For Council Information



TOPIC:	New - 2024 Support Grant Funding Applications	April 9, 2024
---------------	---	---------------

PURPOSE:

The purpose of this report is to provide Council with the applications for the Support Grant as per the Community Grant and Support Policy.

RECOMMENDATION:

That Council provide direction to Administration regarding the 2024 Community Grant and Support Applications and allotment.

REPORT INFORMATION:

On December 12, 2023, Council approved the updated Community Grant and Support Policy. The Community Grant and Support Policy has two funding categories:

- Community Grant applicants may apply for up to \$2,500, with a requirement to match 50% of the requested amount either in funds, in-kind contributions, or a combination of both. These applications are reviewed and approved by Community Services Administration as per intake timelines.
- Support Grant applicants may apply for up to \$5,000, with a similar requirement to match 50% of the requested amount either in funds, in-kind contributions, or a combination of both. These applications are reviewed by Community Services Administration and approved by the CAO or Council.

The Support Grant funding is for community-based events, activities, groups or persons that conform with the guidelines set out in the Community Grant and Support Policy, and are of an emergent nature that Council may, by motion:

- provide financial support of up to \$5000 (policy annual total) once per calendar year
- provide an applicant exemption from the matching contribution
- provide an applicant exemption for fundraising

Applications for the Support Grant funding that are submitted are within a specified area, have specific criteria, and fall within eligible expense ranges. Applications are reviewed and evaluated by Community Services Administration for each area before being forwarded to the CAO and Council.

Current applications include:

- | | |
|---------------------------------------|-----------------|
| • Arts & Culture | No applications |
| • Community Development | No applications |
| • Family & Community Support Services | No applications |

- Sports/Recreation 2 applications

1) Morinville Curling Club

Support Grant funding has been requested for facility rental, contracted services, hosting the Provincial Master's Championship, specialized equipment, Operating, Marketing and Capital expenses (not including Staff Wages and Salaries). The amount requested is \$5,000.

2) Sturgeon Hockey Club

Support Grant funding has been requested for ice fees for the 2024-2025 hockey season due to the loss of one of their main arenas to construction and having to secure ice elsewhere with an increased cost. The amount requested is \$5,000.

In considering the distribution of the Support Grant funds, Council has several options to weigh. These include:

Option 1:

Allocate a percentage of the funds to either or both the Morinville Curling Club and Sturgeon Hockey Club.

Option 2:

Allocate the full amount of the funds (\$5000) to either Morinville Curling Club or Sturgeon Hockey Club.

Option 3:

Postpone the allocation of funds to either organization and await further applications in 2024.

IMPACT:

Option 1:

Allocate a percentage of the funds to either or both the Morinville Curling Club and Sturgeon Hockey Club.

This option would address some of the immediate financial needs of either or both organizations, allowing them to proceed with planned activities and initiatives outlined in their applications. It demonstrates Council's responsiveness to urgent community needs and supports the vibrancy of Morinville's sports and recreational landscape.

Option 2:

Allocate the full amount of the funds (\$5000) to either Morinville Curling Club or Sturgeon Hockey Club.

This option allows Council to prioritize funding allocation based on the severity of need or potential community impact. It ensures that available funds are directed where they can make the greatest immediate difference. However, it may result in disappointment or frustration for the organization whose request is not selected for funding, or for an organization who has yet to apply, and careful consideration of each application's merits is necessary.

Option 3:

Postpone the allocation of funds to either organization and await further applications in 2024.

This option provides a broader range of community initiatives to be considered for funding. It allows Council to assess all applications received in a given year and make funding decisions based on a comprehensive review of needs and priorities. However, it may prolong the uncertainty for the Morinville Curling Club and Sturgeon Hockey Club, therefore delaying the implementation of their planned activities.

BUDGET/RESOURCE IMPLICATIONS:

2024 Support Grant funding Total	\$5,000.00
Total Support Grant funding requests YTD	\$10,000.00
Support Grant funding balance remaining if fully allocated	\$0.00

NEXT STEPS:

Upon disbursement of the funds, if in full, the Support Grant funding will be closed until January of 2025.

If Support Grant funds are not disbursed, Community Services Administration will continue to accept future applications in 2024.

PREVIOUS COUNCIL ACTION:

At the December 12, 2023, Regular Meeting of Council, Council approved the Community Grant and Support Policy.

At the October 24th, 2023, Regular Meeting of Council, Council directed Administration to bring back to a future Regular Meeting of Council the following amendments to the Community Grant and Support Policy:

- identifying, and communicating, guidelines relative to applying for the grant
- possibility of increasing maximum grant funds
- change eligible criteria so that groups can apply for the grant
- change eligible criteria so that grants can be given to support community wide events

At the July 11th, 2023, Regular Meeting of Council, Council directed Administration return to Council with a new Community Grant and Sponsorship Policy that combines and refines the two existing policies.

At the July 11th, 2023. Regular Meeting of Council, Council directed the funding of \$5,000 from the Morinville Sponsorship Policy to be awarded to the Morinville Curling Club.

ALIGNMENT:

Morinville 2022-2025 Strategic Plan:

Goal 1 Community Building

1.2. Residents and businesses are actively engaged in and aware of decision making and planning our future.

Goal 3 - Financial Stewardship

3.1 Operational spending and service levels reflect the principles of relevance, efficiency, and effectiveness.

CONSULTATION/ENGAGEMENT:

The applications underwent review by Community Services Administration, ensuring alignment with policy guidelines and eligibility criteria. Stakeholders were informed of the updated Community Grant and Support Policy in 2024. The Community Grant has been regularly promoted since Q4 of 2023, and promotion of the Support Grant is scheduled for Q2 of 2024, dependant upon Council's decisions about the current applications.

PRESENTER:	J. Potocnik, Manager, Community Services	ATTACHMENTS: <ul style="list-style-type: none">Community Grant and Support Policy CP284-2023
PREPARED BY:	B. Adamson, Community Development Supervisor L. Mudryk, Family & Community Support Services Supervisor	
CLEARANCES:	N. Narayan, Chief Administrative Officer S. Edwards, General Manager, Community and Infrastructure Services J. Potocnik, Manager, Community Services	

Council Policy



Community Grant and Support

Policy Number: CP284/2023

Approval Date: December 12, 2023

Supersedes Policy: CP155-2021 Community Grant Policy & CA155-2019 Morinville Sponsorship Policy

SECTION A

1.0 Policy Purpose

- 1.1 Morinville has established a Community Grant Policy that offers grants to not-for-profit community groups, teams, organizations, associations and residents of Morinville for community development purposes. Initiatives focused on attaining positive outcomes for the community may be funded through the Community Grant Program.
- 1.2 The Community grant program is a strategic tool for community building by supporting innovation and addressing community needs which are in line with Council's vision for Morinville.
- 1.3 This policy provides an equitable, efficient, transparent and sustainable framework for administrative evaluation that assists in the allocation of Council's approved community grant funds to: not-for-profit community groups, teams, organizations, associations, and residents of Morinville.
- 1.4 To establish clear guidelines under which Council may provide financial support to qualifying individuals or groups.
- 1.5 The purpose of this policy is to establish guidelines and procedures for requests of support from applicants.

2.0 Definitions

- 2.1 "Applicants" refers to not-for-profit community groups, teams, organizations, associations, and/or residents of Morinville requesting support under the community grant program:
 - 2.1.1 Not-for-profit means an organization is incorporated under the Societies Act;

- 2.1.2 Teams means a sport which involves players working together towards a shared objective;
- 2.1.3 Organization/Association means a group of people organized for a joint purpose. Volunteer hours are equivalent on a one-to-one ratio as per the minimum wage as defined by the Alberta Government (<http://culture.alberta.ca/cip/default.aspx>); and
- 2.1.4 Resident means a person who lives permanently in Morinville.
- 2.2 “Capital Cost” means one-time expense incurred in goods and services that the applicant will use for more than one year.
- 2.3 “Council” means the duly elected officers of the Town of Morinville and the Chief Elected Officer or Mayor.
- 2.4 “Morinville” means the Town of Morinville and the Department(s) designated by the Chief Administrative Officer (CAO).
- 2.5 “Services in Kind” are those services provided by the Town of Morinville to an applicant and are not invoiced for.
- 2.6 “Support” means the act of supporting an event, activity, person or organization financially or through the provision of products or services.
- 2.7 “Community” refers to the Town of Morinville, and surrounding municipalities within the Edmonton Metropolitan region.

3.0 Policy Statements

- 3.1 Council approves the budget for the Community Grant and Support Policy funding through the annual budget process.
- 3.2 Eligibility - Consideration of applications will be given only in the Applicants meet the following criteria:
 - 3.2.1 The applicants in a Morinville not-for-profit community groups, teams, organizations, associations, or resident will have first priority;
 - 3.2.2 The applicant may be from outside of Morinville if they are a not-for-profit community group, team, organization, association, with a supporting initiative within Morinville ; and
 - 3.2.3 The applicant must match 50% of the requested amount up to \$2500.00 either in funds, in-kind or a combination of both.
- 3.3 Accountability Statement – The applicant must demonstrate the significant value and benefit that the application will have to Morinville by enhancing the quality of life for Morinville residents and/or promotes Morinville values to the greater region.

- 3.4 Applicants applying for this grant must be in good standing with Morinville:
- 3.4.1 not-for-profit community groups, teams, organizations, associations, and resident applicants must not have outstanding fees with the municipality prior to approval of the application; and
 - 3.4.2 Previous applicants will have completed the required final report before a new application will be considered as eligible.
- 3.5 Joint applications are acceptable and encouraged, however responsibility for finances and accountability must be clearly defined.
- 3.6 Applicants are eligible to submit one application per calendar year.
- 3.6.1 Applicants may submit 1 additional application each year to be considered if funding is available.
 - 3.6.2 Priority will be given to applicants who are submitting for the first time in the current year over an applicant that has previously submitted an application in the current year.
- 3.7 Priority will be given to applications that demonstrate long term sustainability.
- 3.8 Fundraising or for-profit applications do not qualify.
- 3.9 Any not-for-profit community group, team, organization or association that receives annual funding from the Town of Morinville approved operating budget is not eligible (i.e. The Morinville Community Library, The Musee Morinville Museum)
- 3.10 Funding is subject to the total amount of funds approved by Council as per the approved annual budget. Morinville has the right to refuse any application or reduce amounts as needed or whereas evaluate as appropriate.
- 3.11 For community-based events, activities, groups or persons that conform with the guidelines set out in this policy, and are of an emergent nature, Council may, by motion:
- 3.11.1 provide financial support of up to \$5000 (policy annual total) once per calendar year;
 - 3.11.2 provide an applicant exemption from the matching contribution outlined in 3.2.3;
 - 3.11.3 provide an applicant exemption for fundraising.
- 3.12 Council delegates the responsibility for final review and approval of emergent financial support requests to the CAO or his/her designate.

- 3.13 Administration will receive and track all Community Grant and Support requests, coordinate the provision of awards, and report to the Community Services Advisory Committee on a quarterly basis.
- 3.14 Marketing Requirements:
- 3.14.1 Applicants must contact Morinville's Communications Department prior to using Morinville's logo to ensure compliance with corporate identity. Failure to meet corporate logo standards and authorization prior to the use of the logo will result in returning of the full funding allotment. Successful applicants are required to acknowledge Morinville in all promotional material.
 - 3.14.2 Final design of marketing material must be approved by the Town of Morinville Communication Department.
 - 3.14.3 Failure to comply will result in the applicant being required to return the full funding allotment.
- 3.15 As per the Election Finances and Contributions Disclosure Act, direct or indirect political contributions to any political party, constituency association, or candidate for public office are prohibited.

4.0 Review Date

- 4.1 For the purpose of ensuring this Policy is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this policy expires December 31, 2024.
- 4.2 This policy shall remain in effect if the review date passes prior to formal review.

SECTION B

1.0 Reference to other Policy and Legislation

1.1 Election Finances and Contributions Disclosure Act

2.0 Persons Affected

2.1 Not-for-profit community groups, teams, organizations, associations and residents of Morinville as well as Community Services, Communication and Finance Departments.

3.0 Divisional/Departmental Responsibility

Community and Infrastructure Services / Community Services

4.0 Review/Revision History and Author

4.1 December 2023: rescinded Community Grant Policy CP155/2021 and the Morinville Sponsorship Policy CA155/2019.

4.2 January 2021: Revised by Community Services

4.3 November 2016: Revised by Community Services

ORIGINAL SIGNED

Simon Boersma
Mayor

ORIGINAL SIGNED

Naleen Narayan
Chief Administrative Officer

2023/24 Council Committees

(As Amended, February 27, 2024)

Committees of Council (MGA S. 145, 146)

Committee*	Appointee(s)	Alternate
Chief Administrative Officer Recruitment and Evaluation Committee	Mayor Boersma Councillor Richardson Councillor St. Denis	N/A
Community Services Advisory Committee	Councillor J. Anheliger Councillor Dafoe	N/A
Emergency Management Committee	All members of Council Mayor as Chair	N/A
Morinville / Sturgeon County Intermunicipal Affairs Committee	All members of Council Mayor as Co-Chair	N/A
Sturgeon Regional Emergency Management Partnership	Councillor St. Denis	Councillor Anheliger
Alexander First Nation / Town of Morinville Joint Partnership Task Force	Councillor Richardson Councillor St. Denis Ms. Sarah Hall, Member at Large	N/A

Legislated Committees

Committee**	Appointee(s)	Alternate
Agricultural Pests Act Appeal Committee	All members of Council Mayor as Chair	N/A
Assessment Review Board *** (2 Councillors)	Councillor Anheliger Councillor Balanko	N/A
Edmonton Metropolitan Region Board (EMRB)	Mayor Boersma	Councillor Balanko
Morinville Public Library Board	Councillor Anheliger Councillor St. Denis	N/A
Rosieridge Waste Management Services Commission	Councillor Dafoe	Councillor Anheliger
Subdivision and Development Appeal Board ***	Councillor Anheliger Councillor St. Denis	N/A
Weed Control Act Appeal Committee	All members of Council Mayor as Chair	N/A

* Mayor is ex officio member on Council Committees

** Terms of reference (TOR) for Legislated Committees are reviewed as necessary by Council prior to their Organizational Meeting, excluding Rosieridge Waste Management and Edmonton Metropolitan Region Board (EMRB). TOR are brought to Council for ratification as required.

*** The MGA states the following persons may not be appointed as members of a subdivision and development appeal board: an employee of the municipality, a person who carries out subdivision or development powers, duties and functions on behalf of the municipality. Members can sit on both the Assessment Review Board and Subdivision and Development Appeal Board.

2023/24 Council Committees

(As Amended, February 27, 2024)

Committees with Council Representation Requested

Committee	Appointee(s)	Alternate
Arrow Utilities Board of Directors (Prev. known as Alberta Capital Region Wastewater Commission)	Councillor Dafoe	N/A
Edmonton Global Shareholder Group	Mayor Boersma	Councillor Richardson
Edmonton Metropolitan Region Board Committee of the Whole	Mayor Boersma	Councillor Anheliger
Edmonton Metropolitan Region Board Regional Governance and Human Resources Committee	Mayor Boersma	Councillor White
Edmonton Metropolitan Region Board Audit and Finance Committee	Mayor Boersma	Councillor Anheliger
Edmonton Metropolitan Region Board Dispute Resolution Committee	Mayor Boersma	N/A
Edmonton Metropolitan Region Board Growth Plan Five Year Interim Review Task Force	Mayor Boersma	Councillor Balanko
Edmonton Region Waste Advisory Committee	Councillor Richardson	N/A
Edmonton Salutes Committee (Two-year term, must be re-appointed by Morinville Council in 2024)	Councillor Balanko	N/A
Homeland Housing	Councillor St. Denis	N/A
Morinville & District Chamber of Commerce	Councillor White	Councillor Richardson
Morinville Historical & Cultural Society	Councillor White	N/A
Morinville – St. Albert Constituency, Transportation & Infrastructure Committee	Mayor Boersma	N/A
Northern Lights Library System	Councillor Anheliger	Councillor Dafoe
Sturgeon Regional Partnership Committee	Mayor Boersma	Deputy Mayor
Sturgeon River Watershed Alliance	Councillor Balanko	Councillor White

Council Tracking List - Governance (Motions - Action Driven) Related Items

Note: Does not include Procedural Motions related to the passing of bylaws, approvals, receiving reports for information, etc.

Focus on tracking motions where action is required.

Green Shading: Information Requests

Date	Item	Raised By (Councillor)	Assigned to	Comments	Due Date (For Council Meeting)	Status
March 26/2024	7.1.1 Tax Rate Bylaw	R. White	Fin	That Council direct Administration to reduce the overall tax levy by the total amount of additional revenue generated through assessment growth (\$108,479).	23-Apr-24	Complete upon third reading
March 26/2024	8.1.1 Utility Bylaws RFI	J. Anheliger	IS	That Council direct Administration to provide additional information on the following water conservation measures as part of the utility bylaw updates targeted for Quarter 2 of 2024: - No Daytime Lawn Watering - Water Barrel Program - Broom Program - Utility Rate Model Changes	28-May-24	Scheduled
March 12/2024	Recommended Motion Passed -	R. Balanko	Leg. Svcs	That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024, requiring written CAO Update Reports at the first regular Committee of the Whole each month.	9-Apr-24	Scheduled
March 12/2024	Recommended Motion Passed -	J. Anheliger	Leg. Svcs	That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024, requiring verbal CAO Reports Updates to be summarized and appended to the meeting minutes, exclusively for emergent items or others justified in nature.	9-Apr-24	Scheduled
March 12/2024	Recommended Motion Passed -	S. Dafoe	Leg. Svcs	That Council directs Administration to include the following term in the Procedure Bylaw No. 1/2024: “Offensive” means any utterance or action that is obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or breaches commonly accepted standards of decent and proper speech.	9-Apr-24	Scheduled

<i>Green Shading: Information Requests</i>						
Date	Item	Raised By (Councillor)	Assigned to	Comments	Due Date (For Council Meeting)	Status
February 27/2024	Recommended Motion Passed -	J. Anheliger	HR	That Council directs Administration to establish a Council Remuneration Review Committee, consisting of five Morinville electors and the Manager, Human Resource Services as the Administrative facilitator, to review the Council Remuneration Review results, the Council Remuneration Policy CP194/2022, and develop recommendations for Council consideration.	9-Apr-24	Complete upon third reading
February 13/2024	Notice of Motion Passed	R. White	HR	That Council direct Administration to bring forward the Council Remuneration Policy CP194/2022 with an amendment to clause 4.2.1.1 to allow Council to vote on whether or not they receive the Cost of Living Adjustment.	Pending	To be scheduled with the feedback from the Committee
February 13/2024	8.1.2 Procedure Bylaw	J. Anheliger	Leg. Svcs	That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024, requiring written reports for Council Boards / Committees / Commission reports delivered no later than 4:00 p.m. one week prior to the meeting date.	9-Apr-24	Scheduled
February 13/2024	8.1.2 Procedure Bylaw	J. Anheliger	Leg. Svcs	That Council directs Administration to include a provision in the Procedure Bylaw No. 1/2024 to only have Council Boards / Committee / Commission Reports and Action Tracking List at the first regular Committee of the Whole each month.	9-Apr-24	Scheduled
February 13/2024	8.1.2 Procedure Bylaw	R. White	Leg. Svcs	That Council directs Administration to amend section 22.2 of the Procedure Bylaw No. 1/2024 that written reports be presented within a reasonable amount of time but no later than 12 weeks.	9-Apr-24	Scheduled

<i>Green Shading: Information Requests</i>						
Date	Item	Raised By (Councillor)	Assigned to	Comments	Due Date (For Council Meeting)	Status
February 13/2024	Edmonton Global Presentation	S. Richardson	OCAO	That Council refer the discussion of Edmonton Global to a future Committee of the Whole meeting in June 2024 after the Special Shareholder Meeting with Edmonton Global.	Jun-24	To be scheduled
November 28/2023	Police Committee	S. Boersma	CIS	That Council directs Administration to come back in May 2024 reporting engagement opportunities with the RCMP and community.	28-May-24	Scheduled
November 28/2023	Police Committee	S. Richardson	CIS	That Council directs Administration to come back in May 2024 with a report for information regarding options for a formal committee.	28-May-24	Scheduled
November 23/2021	Resident Concerns	S. Dafoe 314/2021	Leg. Svcs	That Council directs the Agenda Review Committee to add resident concerns update to the standing list of items for Committee of the Whole meetings.	Procedure Bylaw	Scheduled - This motion needs to be closed by CAO
April 13/21	Verbal Reports	S. Dafoe 115/2021	Leg. Svcs	That a summary of any verbal report to Council be added to the meeting minutes.	Procedure Bylaw	Ongoing