

COUNCIL MEETING PROCEDURE BYLAW
BYLAW NO. 2025-07
VILLAGE OF STANDARD

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURES OF COUNCIL, COUNCIL COMMITTEE AND OTHER BODIES AT MEETINGS.

WHEREAS Council of the Village of Standard has the authority under section 145 of the Municipal Government Act, RSA 2000 s.M26, and related amendments, to pass bylaws in relation to the establishment and functions of Council, Council Committees and other bodies:

WHEREAS Council of the Village of Standard considers it expedient and desirable for effective governance to regulate the procedures to be followed by Council, Council Committees and other bodies established by the Council of the Municipality;

NOW THEREFORE the Council of the Village of Standard enacts as follows this bylaw which shall be cited as the 'Council Procedure Meeting Bylaw" and applies to all Members attending Meetings of Council and Council Committees established by the Council of the Municipality.

DEFINITIONS:

Addendum	Addition to the agenda
Agenda	The list of items and order of business for any meeting
Amend	A motion to add context or details to a currently debated motion
Business Day	Means a full regularly schedule working day for the Administration Office.
Bylaw	A bylaw of the Village of Standard
Calendar Day	Means a full regular day according to the average Canadian Julian calendar
Call the Question	Refers to Robert's Rules of Order requesting a motion to end debate and vote on the motion at hand. If seconded and passed, the main motion is then voted on. If no second or fails, discussion continues, unless the chair chooses to end debate.
CAO	Chief Administrative Officer
Chair or Presiding Officer	The Mayor, or when the Mayor is absent, the Deputy Mayor, or when both the Mayor and Deputy Mayor are absent, a Member of Council elected to chair the current meeting only by majority vote. In the event that there is no Chair or Presiding Officer present, see section 3.d.
Council	The Municipal Council of the Village of Standard
Council Meeting	Any meeting chaired by a Member of Council within the scope of Village of Standard matters.
Councillor	The same as Member of Council
Delegation	An individual or an organization addressing the Council about a specific item on the agenda of a meeting that falls within the

	body's jurisdiction but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled.
Digital Signature	Refers to one of the two methods of signature: <ol style="list-style-type: none"> 1. A document with enabled electronic signature thereby creating a digitally signed document 2. An image of the original signature place authorized by the owner of the signature to be placed into a document and then saved into the document creating a single, whole signed document.
Electronic Means	Refers to any method of transmitting, hearing or communicating information using technology, such as computers, emails, other digital devices, or digital communication facilities rather than traditional paper-based or in-person methods.
Facilities	Refers to the means by which the electronic meeting is made available for participates including live streaming.
Member at Large	A member of the public appointed by Council to a Committee of Council.
Members of Public	An individual or group in attendance at a Council Meeting who is not on the agenda.
MGA	Municipal Government Act, RSA 2000, Chapter M-26
Minutes	The applicable notes and all motions during Council Meetings. Minutes are adopted into the only official record of Council Meetings, written or otherwise. (see 6.b)
Motion	An action presented by a Councillor or Member of a Committee and made through the Chair that requests some consideration of action by Council or Committee. For a motion to be structurally complete, it is required to address the who, what, when, where and why questions.
Municipality	The corporation of the Village of Standard
Organizational Meeting	MGA RSA 2000, Chapter M-26 s. 192(1) A special meeting that assigns Members of Council to sit on various Municipal or community boards.
Person	Includes an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
Quorum	A majority of 2/3rds of those Members elected and serving on Council.
Question	A matter that is discussed with a pending motion
Recess	A non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the Chair.
Regular Council Meeting	Monthly public meetings to discuss matters pertaining to municipal affairs.
Rules of Authority	Set of rules, procedures and protocols which guide the order of Village Council Meetings. See Appendix 1
Table	A motion to delay the consideration of any matter to a definite time, when further information is to be obtained.

Urgency or Emergent Items	An item to be added to a previously distributed Agenda, that is considered time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council or a Committee, then the Chair or Presiding Officer may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.
Village	The Village of Standard

1. Councillors Duties and Committees

- a) The Council at its organizational meeting in each year, as per MGA RSA 2000, Chapter M-26 s. 192(1), shall elect from its members, a Mayor, and a Deputy Mayor to serve for 1 year.
- b) Councillors' duties shall be appointed by Council at the organizational meeting each year.
- c) A special committee may be appointed at any time by the Council or by the Mayor acting upon the instructions of the Council, providing that a motion has been adopted specifying the matters to be dealt with by the committee.
- d) It shall be the duty of the chairman of each standing or special committee; to summon a special meeting of any such committees whenever requested in writing to do so by a majority of any such committee. In case of councillor's illness or absence from the Village, it shall be the duty of the Chief Administrative Officer.

2. Agendas for Council Meetings

- a) Council Meetings
 - i. The agenda for each Regular and Special Council Meeting shall be prepared by the Chief Administrative Officer.
 - ii. Any Member of Council, Village Official, Delegation or any other person wishing to have an item of business placed on the agenda, shall make the submissions to the Chief Administrative Officer not later than 12:00 noon on the 5th (fifth) day prior to the date of the meeting. The submission shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable council to deal with the matter.
 - iii. The meeting agenda and the minutes of the previous month's council meetings shall be provided to each member of council at least 5 (five) calendar days prior to the date of each regular meeting.
 - iv. The order of business on the agenda shall be as follows:
 - 1. Call to order
 - 2. Adoption of Agenda
 - 3. Delegations
 - 4. Office and Public Works Report
 - 5. Adoption of previous minutes
 - 6. Unfinished business or business arising from the minutes

7. Adoption of Financial Reports (made up of: financial statement, bank reconciliation, budget variance report)
8. Correspondence
9. New Business
10. Committee Reports
 - i) Reports should not exceed five minutes.
11. Other Business
 - [including Bylaws]
12. Councillor concerns
13. Closed Session
14. Adjourn

- b) The order of business as established in this bylaw shall apply for all Regular Council Meetings unless members of council present, by a majority of vote, agree to changes to be applied only to the present meeting.
- c) No item of business shall be considered by the council if the item has not been placed on the agenda unless members of council present agree to the item being placed on the agenda by a two-thirds majority vote. The Chair or Presiding Officer, any councillor or the Chief Administrative Officer shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

3. Call to Order & Scheduling

- a) If the Regular meeting date falls on an annual holiday, the meeting will be held within two (2) weeks of the original meeting date.
- b) Regular meetings of council shall commence at the hour of 7:00 pm, when a quorum is present. The Chair or Presiding Officer call the meeting to order. Meetings shall adjourn no later than 10:00 pm. If in session at that hour members of council present, by a two-thirds majority vote, can agree to an extension of time.
- c) In case the Mayor or Deputy Mayor is not in attendance within 15 (Fifteen) minutes after the hour appointed for a meeting, and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a chairman shall be chosen by the councillors present who shall preside for the duration of the meeting or until the arrival of the mayor or deputy mayor.
- d) If there is no quorum present within 30 (thirty) minutes after the time appointed for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the Members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment should be posted on the outside door of access to the chambers.
- e) Council may adjourn from time to time by resolution to a fixed future date any regular or special meetings of council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed. The minutes shall record the motion of adjournment and decided reconvened date.

- f) Council Meetings may be cancelled by a resolution of Council by a majority of Members at a previously held meeting.

4. Maintaining Meeting Order

- 1. When a member of council thinks that the rules of the Council Meeting are being violated, that member can make a Point of Order (or raise a Question of Order), thereby calling upon the chair or presiding officer for a ruling and an enforcement of the regular rules. The decision of the chair or presiding officer shall be final unless reversed or altered by a majority of vote of members present.
- 2. When the Chair or Presiding Officer is called on to decide a Point of Order, he shall do so without argument or comment and shall state the Rule of Authority applicable to the case.
- 3. Every member wishing to speak to a question or motion shall address himself to the Chair or Presiding Officer.
- 4. The Chair or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.

5. Motions & Point of Order

- a) All motions shall be in writing or clearly stated before being voted on except motions to adjourn, to adopt reports or to go into committee.
- b) A motion submitted to council does not require a seconder.
- c) When a motion has been made and is being considered by the council before voting, no other motion may be made and accepted, except:
 - i. a motion to refer the main question to some other person or group for consideration;
 - ii. a motion to amend the main question;
 - iii. a motion to table the main question;
 - iv. a motion to postpone the main question to some other person or group for consideration;
 - v. a motion to postpone the main question to some future time.
- d) After a motion is made it may be withdrawn at any time before decision or amendment with the permission of all the members of council present.
- e) When a motion is before the council it may be:
 - i. Carried (passed)
 - ii. Debated
 - iii. Amended (modified by a subsidiary motion. See section 5.c.)
 - iv. Defeated
 - v. Withdrawn (withdrawn at the request of the maker with the permission of all members of council present)
 - vi. Tabled (laying a pending question aside temporarily)
 - vii. Referred (turning the question over to a committee for study)

- viii. Postponed (a means of avoiding a direct vote until a later time; postpone indefinitely or to a certain and/or specified time)
- f) Where a Call to Question under consideration contains distinct propositions (meaning a motion made of more than one proposition), the vote upon each proposition shall be taken separately when any member so requests or when the mayor or other presiding officer so directs.
 - g) After any Call to Question is finally put by the mayor or other presiding officer, no member shall speak to the Question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the mayor or the presiding officer as to whether the Question has been finally put shall be conclusive.
 - h) Any councillor may submit a motion to reconsider any motion that was defeated for the motion to reconsider.
 - i) Should any issue pertaining to procedure or processes arise that is not covered under this bylaw, the MGA or any other enactment will take precedence.
 - j) Digital signature is approved for any CARRIED motion requiring signature with the exception of monetary motions. All carried motions regarding monetary issues require in-person signatures.

6. Official Records

- a) The Chief Administrative Officer may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
- b) The written minutes taken and subsequently adopted shall be the only official record of Council Meetings, written or otherwise.
- c) If a member of council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
- d) The Chief Administrative Officer shall record in the minutes each time a member of council excuses himself by reason of pecuniary interest, adhering to Municipal Government Act, RSA 2000 s.M26, 172 .
- e) Voting on all matters shall be done by raising of the hand in such a clear manner that the hands may be easily counted by the presiding officer.
 - i. The Chair or Presiding Officer will announce the result of the vote and any instructions:
 - a. CARRIED — the majority of Councillors present voted in favour of the motion
 - b. CARRIED UNANIMOUS — all Councillors present voted in favour of the motion
 - c. DEFEATED — the majority or all Councillors present voted against the motion
 - d. All Members of Council are required to vote on matters before council unless the councillor is required or permitted to abstain as per Municipal Government Act, RSA 2000 s.M26, 174(f).

Should any Member present not vote in accordance with section 6 (e) of this Bylaw the Chair or Presiding Officer will instruct the Official Record to state, "Let the record show that [Councillor Name] did not vote."

f) Audio and/or Video Recordings

- i. Whole meetings may be audio and/or video recorded excluding Closed Sessions.
- ii. Only the Chief Administrative Officer's audio and/or video recordings are presumed authorized and deemed official. The official audio and/or video recordings:
 - a. will be shared on the Village website when possible only as a non-obligatory courtesy.
 - b. will not be adopted into the official record unless put to Question and then carried by a 2/3rds majority.
 - c. will be deleted from devices and the website, if posted, once the written minutes have been approved. Personal recordings by those in attendance are not required to delete their files, however, neither will the personal recordings be considered official in any capacity.
 - d. Official written minutes will include the note, "This meeting was [audio recording/video recorded] by the CAO office":
 - i) and, if posted will include: "and was posted on [date] and deleted on [date]."
 - ii) or, if not posted, will include: "and was not posted."
- iii. To preserve the integrity of Council Meetings any Council Member who is audio/video recording the meeting in any form must disclose such at the beginning of the meeting.
 - i) The Official written minutes will include the following note, "[Name of Council Member] disclosed the intention to personally [audio or video] record this meeting."

All recording devices will be muted or shut off during in-Closed sessions.

- i. The CAO and/or Members of Council are not obligated to inform Members of Public or Delegations of recording devices. Attending public meetings is presumed consent by all participating parties, being aligned with Alberta and Canada's one-party consent rule.

7. Electronic Meetings

1. Electronic or other communication facilities may be used to conduct Council Meetings as outlined in the Municipal Government Act, as amended from time to time.

2. A Meeting may be conducted by means of electronic or other communication facilities if:
 - i. Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - ii. The facilities enable the public to watch or listen to the meeting at a place specified in the notice;
 - iii. The facilities enable all the meeting's participants to watch and hear each other.
3. Members participating in a meeting by means of electronic communications are deemed present at the meeting.

8. Meetings and Hearings by Electronic Means

- a) Electronic communication may be used to hold Council meetings (inaugural, organizational, regular and special meetings), Council committee meetings, and hearings.
- b) The following types of electronic hearing and communication are authorized for use to hold meetings and hearings:
 - i. Telephone or speakerphones with or without internet support.
 - ii. Full-featured internet, or combination internet/telephone, meeting services with integrated audio (and optionally video).
- c) Electronic meetings shall be subject to all procedures in this bylaw as well as the following regarding electronic participation:
 - i. Members shall announce themselves at the first opportunity after joining the telephone call or identify themselves as required to sign into the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
 - ii. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
 - iii. Each member is responsible for their telephone, audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
 - iv. The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so shall be announce during the meeting and recorded in the minutes.
 - v. All votes shall be taken by audible roll call. The Chair's announcement of the voting result shall include the number of members voting on each side of the question.
- d) Public may attend a meeting utilizing electronic communications, in accordance with the Act, and any related regulations.
- e) Participants in electronic meetings are deemed to be present at the meeting and their electronic participation is to be recorded in the minutes.
- f) In the event that the Act provisions allow for Public Hearings to be conducted by electronic means and Council determines it appropriate to hold a Public

Hearing through the use of electronic means, the following procedures will apply:

- i. Individuals will be encouraged to Pre-Register to speak to provide for hearing efficiency by submitting their contact information and file number (if applicable) of the hearing they will be participating in to the Chief Executive Officer by 4:00pm on the day before the Public Hearing.
- ii. Individuals will be required to provide their contact information to be used in the event that they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The Village will make a reasonable attempt to re-connect with any pre-registered speaker in the event that they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.
- iii. During the Public Hearing Process, all individual will be requested to mute their microphones until they are granted the opportunity to speak by the Chair.
- iv. The Chair shall open the Public Hearing and introduce the subject of the Hearing by reading the subject of the Bylaw.
- v. The Chair shall request that the application be read by the Chief Administrative Officer.
- vi. The Applicant shall be invited to provide new or additional information for the Council's consideration.
- vii. After the Applicant's presentation, Individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentation to Council. They will be provided five (5) minutes for their presentation unless an extension is granted by the Chair.
- viii. Council is provided the opportunity to ask questions. The questions asked shall be limited to questions concerning the subject of the Public Hearing.
- ix. The Chief Administrative Officer is given the opportunity to provide closing remarks.
- x. The Applicant is given the opportunity to provide closing remarks. The applicant may speak in rebuttal to those in opposition during closing comments providing no new information is provided.
- xi. Council is asked whether they have any final questions, Council members may not debate the issues before the Hearing is closed.
- xii. Council may choose to recess a Public Hearing to another time, date or place. However, once the Hearing has been closed, no new information may be provided to Council. Council may receive updated information for clarification on subjects discussed as part of the public hearing providing new information is not introduced that would create an unfair approval process by restricting the public's ability to provide input.
- xiii. Once the Chair is satisfied that all pertinent information has been provided and that Council has no further questions, the Public hearing will be closed.
- xiv. Council will proceed to consider the Bylaw in accordance with section 216.4 of the Municipal Government Act.

9. Public Participation

a) Attendance at meetings, in person or virtually, by Delegations or Members of Public is presumed consent by those Delegations or Members of Public to abide by this Bylaw as stated in the Preamble.

b) Delegations

- i. Council shall hear all delegations who have brought their items of business onto the agenda in accordance with Section 2.a,ii, in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of council in this Bylaw shall apply to each and every member of the delegation.
- ii. All comments and presentations made by Delegations are presumed public and will become part of the Official Record.
- iii. Delegations are granted no more than 10 minutes to address the Council unless previous arrangements have been made or a request s made to Council and is then approved by a two-thirds majority.

c) Public Presence at Meetings

- i. Pursuant to Section 197 of the MGA, the public may attend and observe Public Meetings.
- ii. Members of the public who attend Council Meetings are not permitted to address council unless the Chair or Presiding Officer officially recognizes the Member of the Public.
- iii. When officially recognized, Members of the Public are granted no more than five (5) minutes to address Council unless request is made to council and approved by 2/3rds of majority.
- iv. A statement addressed to Council on a matter or Question by a Members of Public who address council with or without official recognition will have their statements made part of the Official Record in as much as it pertains to the matter or Question.
- v. Pursuant to Section 198 of the MGA, the Chair or Presiding Officer can expel a person from the meeting for:
 - a. Interrupting or causing distraction during a speech or action by a Member of Council, Administration, or any person or Delegation addressing Council;
 - b. Address the Members of Council or Administration without permission of the Chair or Presiding Officer; iii. Engaging in demonstration or protest within Council Chambers;
 - c. Wearing or displaying of materials that are inappropriate for a community setting or are deemed by the Chair or Presiding Officer to be offensive;

- d. Any activity or behaviour that, in the opinion of the Chair or Presiding Officer, is inappropriate or distracts from the completion of business.
- vi. A person expelled by the Chair or Presiding Officer for violating sec.9 c) v, shall be provided with (5) five minutes to vacate the building in which the meeting is being held, or to exit the meeting facility if electronically attending. Failure to willingly comply will result in enforcement:
 - a. If electronically, the CAO as host of the electronic meeting facility will sever the connection to the meeting.
 - b. If in person, the Chair or Presiding Officer may request RCMP assistance.

10. Severability

Each provision of the Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

- a) Any matter of meeting procedure which is not herein provided for shall be determined by the presiding Chair.
- b) This bylaw shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended
 - i. by a bylaw unanimously passed at a regular or special meeting of the council at which all the members thereof are present, or
 - ii. by a bylaw passed at a regular meeting of council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.
- c) Bylaw 2025-04 is hereby repealed.

READ a first time this **12th** day of **NOVEMBER**, 2025

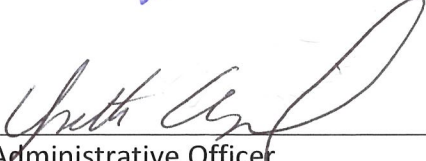
READ a second time this **10th** day of **DECEMBER**, 2025.

READ a third time this **10th** day of **DECEMBER**, 2025.

SIGNED this **14th** day of **JANUARY**, 2026.



Mayor



Chief Administrative Officer