

AGENDA
COMMITTEE OF THE WHOLE MEETING
Wednesday, October 14, 2026 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

1.1. Recognition of Achievement – Emma Bittorf and Casey Kruse

2. CONFIRMATION OF AGENDA

3. PUBLIC COMMENTS

Members of the public are welcome to provide comments regarding items on the agenda in person during the Council meeting, virtually, or in writing. Should you wish to provide public comments virtually or in writing, please fill out the Request to Speak at a Council Meeting form that can be located on the Town's website and submit it to: LSAdmin@strathmore.ca by the end of the day on the Sunday before the Council meeting. In order to ensure procedural fairness, Council requests that the public refrain from speaking on items that have been or will be heard through a public hearing process.

4. DELEGATIONS

Members of the public and community organizations are welcome to attend a Council Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: LSAdmin@strathmore.ca by noon, at least seven (7) days before a Council Meeting.

5. CONFIRMATION OF MINUTES

5.1. Committee of the Whole Meeting Minutes – September 9, 2026 2 - 5
[Agenda Item - AIR-26-206 - Pdf](#)

6. BUSINESS

6.1. Project Introduction – Strathmore Fire Hall 6 - 28
[Agenda Item - AIR-26-225 - Pdf](#)

6.2. Family and Community Support Services (FCSS) Grant Program Policy 29 - 50
[Agenda Item - AIR-26-228 - Pdf](#)

6.3. Community Improvement Program (CIP) Policy 51 - 66
[Agenda Item - AIR-26-227 - Pdf](#)

6.4. Strathmore Motor Products Sports Centre – Sport Court Feasibility 67 - 97
[Agenda Item - AIR-26-221 - Pdf](#)

6.5. Council Procedure Bylaw No. 26-17 98 - 201
[Agenda Item - AIR-26-229 - Pdf](#)

7. QUESTION AND ANSWER PERIOD

8. CLOSED MEETING

8.1. Council CAO Dialogue – Advice from officials – ATIA S. 29(1)(b)(iii)

9. ADJOURNMENT



Request for Decision

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 9, 2026

Meeting Date: October 14, 2026

SUBJECT:	Committee of the Whole Meeting Minutes – September 9, 2026
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RECOMMENDED MOTION: THAT Council adopt the September 9, 2026 Committee of the Whole Meeting Minutes as presented in Attachment I.

REPORT SUMMARY

KEY ISSUE(S):

For the minutes from the September 9, 2026 Committee of the Whole to be reviewed by Council for accuracy.

OBJECTIVE:

For Council to review, and adopt the Committee of the Whole Minutes as presented.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the September 9, 2026 Committee of the Whole Meeting are given to Council for adoption.

IMPLEMENTATION

NEXT STEPS:

Once signed, the September 9, 2026 Committee of the Whole Meeting Minutes will be posted on the Town's website.

ALTERNATIVE MOTIONS:

1. Council may adopt the recommended motion.
2. Council may provide further direction regarding the Committee of the Whole Meeting Minutes.

REPORT AUTHOR:

Veronica Anderson, Legislative Services Officer

ATTACHMENTS:

[Attachment I: COMMITTEE OF THE WHOLE - 09 Sep 2026 - Minutes](#)

Andrea MacInnes, Legislative Services Officer

Approved
- 17 Sep
2026



MINUTES COMMITTEE OF THE WHOLE MEETING

6:00 PM - Wednesday, September 9, 2026

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT: Deputy Mayor Richard Wegener, Councillor Claude Brown, Councillor Jim Chisholm, Councillor Matt Hyde, Councillor Melissa Langmaid, and Councillor Brent Wiley

COUNCIL ABSENT: Mayor Pat Fule

STAFF PRESENT: Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), and Kara Rusk (Director of Strategic, Administrative, and Financial Services)

1. **CALL TO ORDER**

Deputy Mayor Wegener called the September 9, 2026 Committee of the Whole to order at 6:04 p.m.

2. **CONFIRMATION OF AGENDA**

Resolution No. 030.09.26A

Moved by Councillor Brown

THAT Council adopt the September 9, 2026 Committee of the Whole agenda as presented.

FOR: Deputy Mayor Wegener, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, and Councillor Wiley

AGAINST: None.

CARRIED

3. **PUBLIC COMMENTS**

None.

4. **DELEGATIONS**

None.

5. CONFIRMATION OF MINUTES

5.1. Committee of the Whole Meeting Minutes – July 15, 2026

Resolution No. 031.09.26A

Moved by Councillor Hyde

THAT Council adopt the July 15, 2026 Committee of the Whole Meeting Minutes as presented in Attachment I.

FOR: Deputy Mayor Wegener, Councillor Brown, Councillor Chisholm, Councillor Hyde, Councillor Langmaid, and Councillor Wiley

AGAINST: None.

CARRIED

6. BUSINESS

6.1. 2027 Fees Bylaw No. 26-15

6.2. Election Signs Bylaw No. 26-08

7. QUESTION AND ANSWER PERIOD

None.

8. CLOSED MEETING

None.

9. ADJOURNMENT

Deputy Mayor Wegener adjourned the September 9, 2026 Committee of the Whole at 7:11 p.m.

Mayor

Director of Strategic, Administrative,
and Financial Services



Report for Council

To: Mayor & Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: October 1, 2026

Meeting Date: October 14, 2026

SUBJECT:	Project Introduction - Strathmore Fire Hall
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RECOMMENDED MOTION:	For information.
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REPORT SUMMARY

KEY ISSUE(S):

The Strathmore Fire Department has outgrown its current facility. The existing fire hall has limited capacity to support current operational requirements, modern firefighter health and safety practices, staffing needs, equipment, training, and the future service demands of a growing community. As Strathmore's sole fire hall, the facility is a critical component of the Town's emergency response system, and the physical layout of a fire station directly affects how personnel move through the building, access apparatus, manage contaminated equipment, train, work, and respond to emergencies.

Council has previously approved funding for design work associated with a future fire hall. That work remains on budget and has allowed the project team to further define the operational requirements, preliminary facility program, and anticipated project scope.

Current projections indicate a construction cost in the range of \$24 million to \$26 million. A formal funding request will be brought forward for Council's consideration as part of the 2027 capital budget process.

This report is intended to introduce Council to the operational need, proposed facility, preliminary capital requirements, and long-term objectives of the project in advance of those budget deliberations.

OBJECTIVE:

Administration is planning a fire hall designed around the operational needs of a modern emergency service and the community's anticipated needs over the next 20 to 30 years. The proposed facility will centralize fire emergency response operations and consolidate key organizational functions within one practical, efficient, and highly functional building.

The project is intended to:

- Maintain and enhance emergency response capability from Strathmore's sole fire station.
- Support safe and efficient movement of personnel from living, working, and training areas to the apparatus bay.
- Incorporate modern decontamination practices and separation between contaminated operational areas and clean living and administrative areas.
- Support the health and wellbeing of firefighters through improved facility design and operational workflows.
- Accommodate a staffing model that includes both full-time firefighters and paid-on-call members.
- Provide appropriate space for equipment, training, emergency coordination, administration, and daily station operations.
- Provide sufficient flexibility and capacity to accommodate anticipated community and departmental growth over the next 20 to 30 years.

The building itself is an important part of the emergency response system. Its layout, circulation, apparatus access, and functional adjacencies all influence how efficiently crews can move from the point of notification to an apparatus being underway.

Operational Goals include:

- To maintain operational readiness and efficient response from the apparatus bay.
- Providing direct and efficient circulation between crew areas and response apparatus.
- To support decontamination procedures and protect the health and wellbeing of the fire fighters as a top priority.
- To allow for both full time fire fighters and a paid-on-call capacity, which allows for better response.
- Providing appropriate space for training, equipment, emergency coordination, and daily operational requirements.
- Designing the facility around actual staff workflows rather than architectural form alone.

Facility Goals include:

- Providing sufficient capacity for future organizational growth without requiring significant near-term expansion.
- Integrating Municipal Enforcement/Bylaw Services into the facility where shared infrastructure and operational efficiencies can be achieved.
- To have room for growth that allows collaboration with other departments, such as Municipal Enforcement/Bylaw Services.
- Providing flexibility for potential future service partnerships involving the Town and Wheatland County.
- To welcome the community to access and use the space. Considerations can be made for a lobby/gallery space for antique fire truck and/or memorabilia, and outdoor space for BBQ's (Canada Day).

- To foster a relationship with the neighborhood and still maintain privacy for the fire fighters.
- To consider a hazardous materials drop-off/pick-up, as other communities provide this service at their fire stations.

FINANCIAL IMPLICATIONS:

The total project cost has not yet been finalized. Current preliminary projections indicate an estimated construction cost of approximately \$24 million to \$26 million.

Land procurement is currently underway. Once that process is complete, any required agreements will be brought forward separately for Council consideration. Design work completed to date was previously approved by Council and remains within the approved budget. Given the scale of the proposed investment, continued project development will focus on balancing operational requirements, long-term community needs, and responsible capital planning.

The facility is being planned with a 20- to 30-year service horizon. The intent is to provide sufficient capacity and flexibility to meet foreseeable operational needs while avoiding unnecessary space or premature future expansion.

The integration of Fire and Municipal Enforcement departments also provides an opportunity to share infrastructure and consolidate municipal operations within a single facility. A more detailed project budget and funding strategy will accompany the 2027 capital budget request and will identify, as available:

- Updated construction and project cost estimates.
- Land costs.
- Available reserves and other municipal funding sources.
- Potential grant opportunities.
- Debt requirements, if applicable.
- Project contingencies.
- Potential phased or optional project components.
- Long-term operating and lifecycle considerations.

This information will allow Council to evaluate both the immediate capital requirement and the long-term financial implications of the project.

BACKGROUND:

The building will consist of an apparatus bay of approximately 1,020 square meters (11,000 square feet) which supports 4 double length bays (108' long) as well as a hose tower. Administration spaces are intended to be split over 2 floors with the main floor being approximately 800 square meters (8,500 square feet) and the second floor approximately 570 square meters (6,000 square feet).

Administrative spaces are designed to provide daily necessities for the staff as well as fire fighters on shift. Additionally, spaces to accommodate training, emergency coordination, and paid-on-call staff are also being considered. Municipal Enforcement services will also move to this location and be fully integrated with the fire department.

The design approach for the station is grounded in operational flows and the input gathered through the functional program, with National Fire Protection Association (NFPA) guidelines used throughout to inform layout, adjacencies, and life safety planning. Rather than beginning from an architectural form, the plans are driven by the functional program itself, with room adjacencies and staff work flows tested against how personnel would actually move through the building and around the site over the course of a shift.

NFPA 1710 establishes performance objectives for fire departments, including a target turn out time of 80 seconds or less for fire suppression incidents, measured from the receipt of an alarm until the responding unit is en route. Within the fire hall, rapid response will be supported through efficient adjacencies, direct circulation routes, and strategic placement of crew living and sleeping areas. Meeting this standard depends heavily on the physical layout of the station, as the distance and directness of the path from wherever crew are stationed at the time of a call, whether in the dorms, day use areas, or elsewhere in the building, to the apparatus bay has a direct bearing on how quickly a truck can be underway.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

The project directly supports the following Council strategic priorities:

Financial Resilience

The proposed facility represents a significant municipal capital investment. Planning the facility around a 20- to 30-year service horizon, integrating complementary municipal functions, and incorporating flexibility for future growth are intended to reduce the likelihood of costly short-term expansion or replacement. Project development will continue to consider capital cost, lifecycle value, operational efficiency, and available funding options.

Economic Growth

Reliable emergency services are an important component of community growth and development. As residential, commercial, and industrial development continues, emergency-service infrastructure must be capable of supporting the community it serves. The proposed facility will provide the operational capacity required to support continued growth while maintaining effective emergency response.

Community Safety and Wellbeing

Fire and emergency services are a primary component of community protection. As Strathmore's sole fire station, the facility must support reliable emergency response, firefighter health and safety, appropriate staffing, training, equipment, and emergency coordination.

A modern facility designed around these functions will help ensure the Department can continue to provide effective service to the community as Strathmore grows.

COMMUNITY IMPLICATIONS:

The Strathmore Fire Department has outgrown its current location and is working with very limited resources (i.e. facility) to provide top-level service to the community. This new facility is needed to maintain service standards, firefighter health and safety.

INTERNAL IMPLICATIONS:

Implications outside of the fire service are limited.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

There are no specific legislative implications identified at this stage of the project. Applicable building, fire, occupational health and safety, accessibility, and other regulatory requirements will be incorporated through the design and construction process.

NFPA guidance is also being used to inform functional planning, emergency-response circulation, life safety, and station design.

PUBLIC ENGAGEMENT AND AWARENESS:

As this project is still in preliminary planning, public engagement has been limited prior to this report. As the project proceeds and as Council approves next steps, further information will be shared with the public.

IMPLEMENTATION

COMMUNICATIONS:

Following Council's introduction to the project, Administration will continue to develop supporting information in advance of the 2027 capital budget process. Future communications will focus on the operational need for the facility, project scope, anticipated cost, funding considerations, and major project milestones. Public communications will be coordinated as Council decisions are made and the project progresses.

NEXT STEPS:

Administration and the project team will continue to advance the project in preparation for Council's consideration during the 2027 capital budget process.

Next steps include:

- Continuing land procurement activities.
- Advancing project design and functional planning.
- Refining the construction and total project cost estimates.
- Reviewing opportunities for project efficiencies and shared municipal functions.
- Developing a proposed funding strategy.
- Identifying potential grant or external funding opportunities where available.
- Providing Council with additional project information required for the 2027 budget deliberations.

A formal funding request will be presented to Council as part of the 2027 budget process.

No capital construction approval is being requested through this report. The purpose of this report is to ensure Council has an early understanding of the operational need, proposed scope, and anticipated investment before the formal budget request is considered.

ALTERNATIVE MOTIONS:

1. Council may provide further direction.

REPORT AUTHOR:

Ethan Wilson, Manager of Infrastructure

ATTACHMENTS:

[Attachment I: Council Presentation 20261014](#)

Mark Pretzlaff, Director of Community and Protective Services

Kevin Scoble, Chief Administrative Officer

Approved
- 09 Oct
2026

Approved
- 09 Oct
2026

Veronica Anderson, Legislative Services Officer

Approved
- 09 Oct
2026

FIRE HALL PROJECT



Project Introduction

A central, modern fire hall that supports emergency response and firefighter wellbeing.



G R O W T H • R E S P O N S E • W E L L B E I N G

Where we're at

01	Context	Why the project matters
02	Decisions	Where we are today
03	Progress	Where we are going
04	Next steps	What happens next

01

SECTION

Context

Why is this needed?



A Central Location focused on Response and Wellbeing

1

A Modern Firehall

Creating a facility which allows for centralized, modern, and forward-looking Emergency Response Services for the next 30-year service horizon.

LOCATION

A central location and a design that supports prompt deployment.

RESPONSE

10-Minute Response for now and for future growth.

WELLBEING

OH&S Compliant Facilities

02

SECTION

Decisions

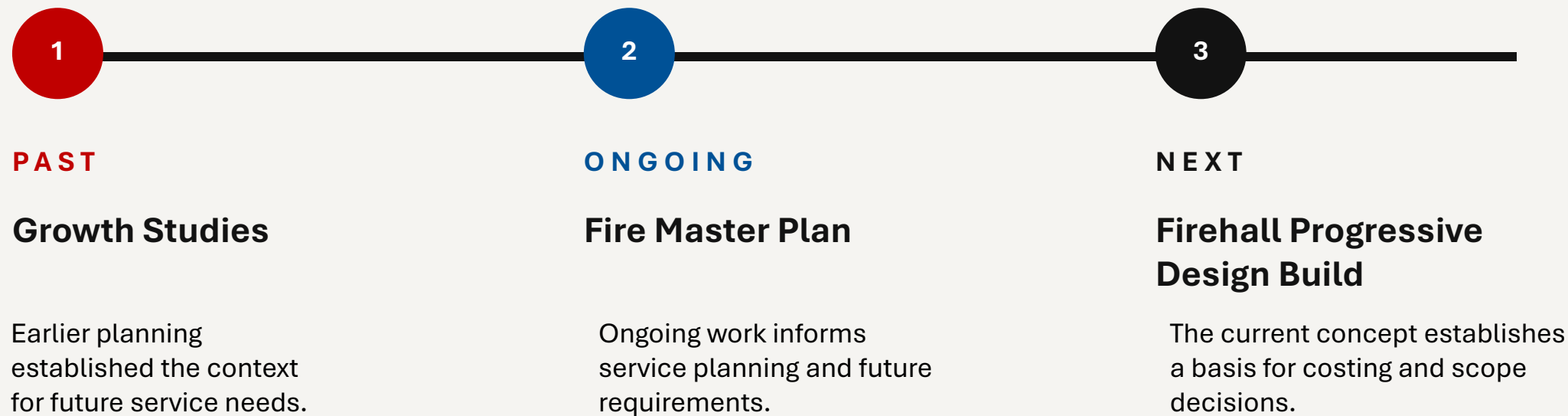
How did we get here?



DECISIONS

Various steps have been taken to get here

Progress to date is the result of multiple reviews, studies, and planning mechanisms



03

SECTION

Progress

What have we done?



FIRE HALL PROJECT

Schematic Design sets the stage for Future Decisions

The Decisions to get to this stage have allowed the project to proceed to Schematic Design



Schematic Design

3

Making the Plan

Building a Foundation for the Implementation

ASSESSING NEEDS

Providing critical spaces for fire fighter health and safety

WEIGHING WANTS

Evaluating community, the region, and other integrations

BEING EFFICIENT

Optimizing size, location, and materials for a 30-year building

NEEDS

A 30-Year Building to Serve the Region

- 01 Dedicated Green/Yellow/Red Zones For Distinct Facility Uses.
- 02 Full-Time Staff Rest & Recovery
- 03 Firefighter Health & Safety
- 04 Emergency Coordination Centre (ECC)
- 05 On-site Training & Fitness
- 06 Integration with Municipal Enforcement

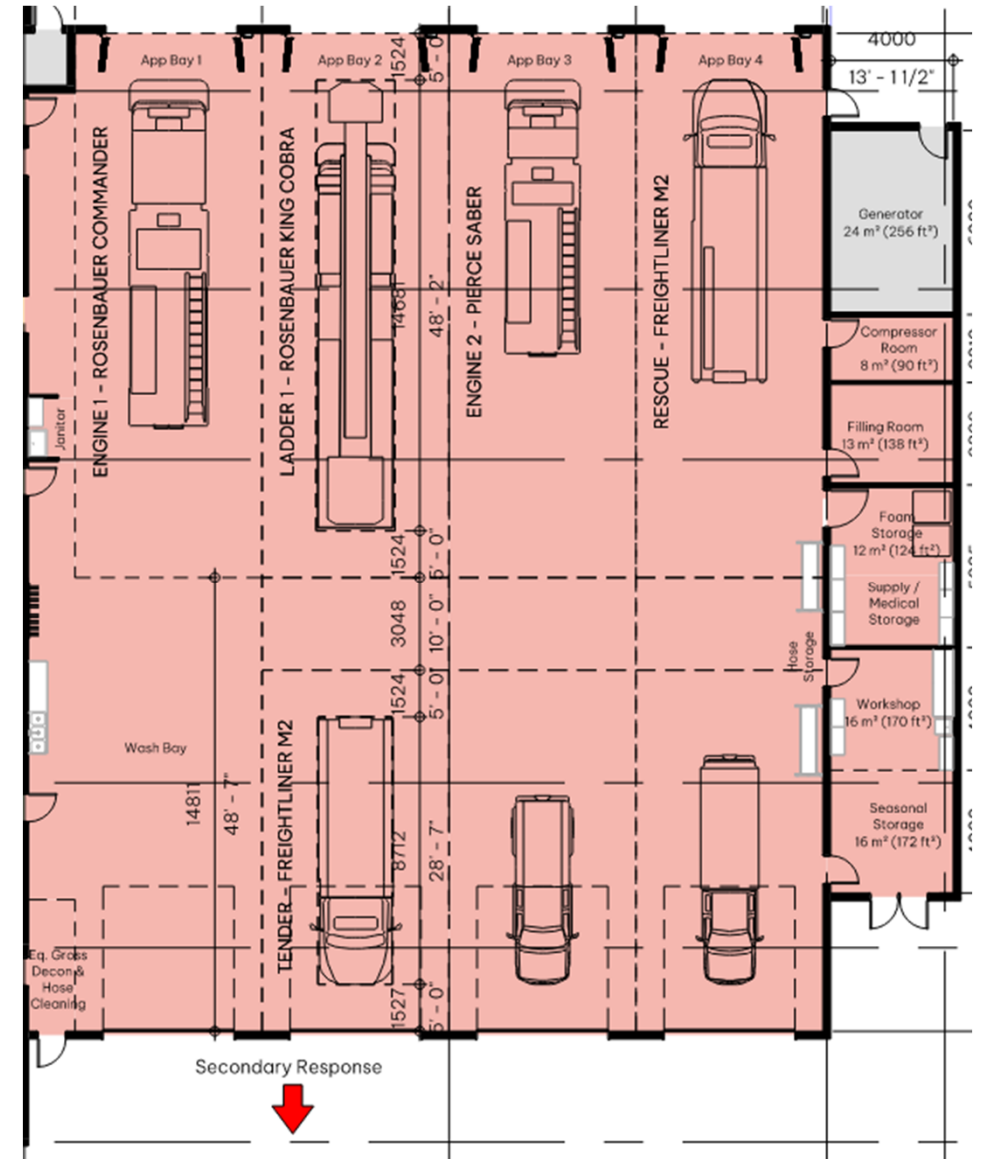
EFFICIENCIES

Improving the Needs

- 01 Providing Spaces for Paid-on-Call Firefighters
- 02 Evaluating Chute Times & Prompt Response for all response types
- 03 Evaluating Materials for Cost and Longevity
- 04 Providing a Facility for the Community, within the Community

OUTCOME

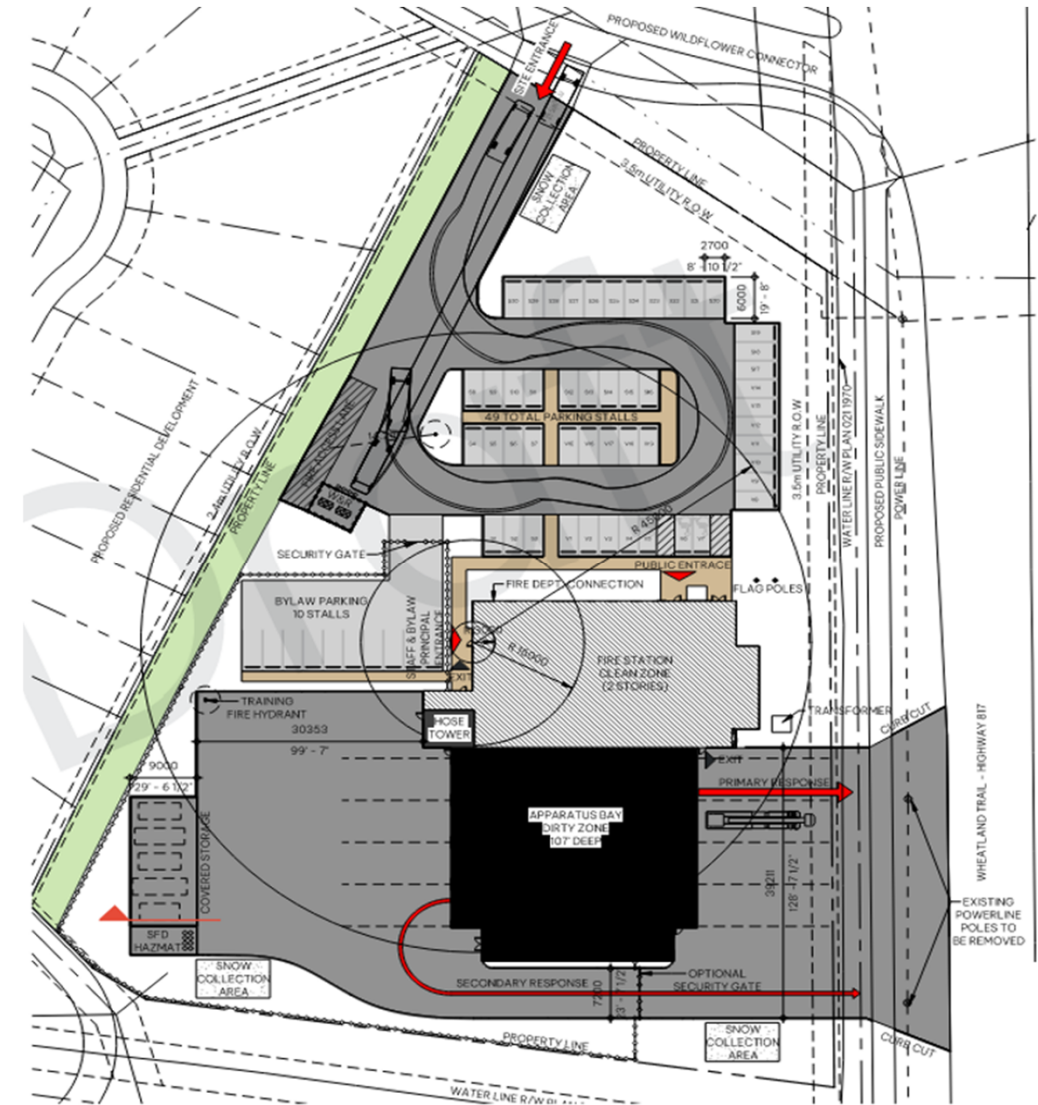
- 01 10,300SF Apparatus Space
- 02 15,400SF Administrative Space
 - 02.1 9,000SF Level 1, Including ECC & ME
 - 02.2 6,400SF Level 2
- 03 1,000 SF ECC, With a Secondary Function as a Training Space
- 04 Community Integration
- 05 Municipal Enforcement Growth (7 Staff)



OUTCOME

Central Location

- 01 Direct Access to Arterial Roadways
- 02 10-Minute Response to Current and Future Development
- 03 Adjacent but Buffered from Residential Developments
- 04 Publicly Accessible



OUTCOME

Building Concept



04

SECTION

Next Steps

What's Next?



NEXT STEPS

Progressing the Project Forward

\$24M - \$26M

Projected Project Cost

Costing and planning are underway. Administration will bring the project forward with the 2027 budget.



Questions & Discussion

Fire Chief & D.E.M.
David Sturgeon

Infrastructure Manager
Ethan Wilson



FIRE HALL PROJECT
PROGRESSIVE DESIGN BUILD



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 27, 2026

Meeting Date: October 14, 2026

SUBJECT:	Family and Community Support Services (FCSS) Grant Program Policy
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RECOMMENDED MOTION: For information.

REPORT SUMMARY

KEY ISSUE(S):

As directed by Council, Resolution 311.11.25, Administration was directed to bring amendments to the Family and Community Support Services Grant Program to consider annual funding requests from community groups.

In addition, the Family and Community Support Services Grant Program policy is outdated and needs revisions to align with current practices.

OBJECTIVE:

To revise the Family and Community Support Services Grant Program policy to consider community groups' annual funding requests, should they align with the FCSS Act and Mandate, and align with current practices.

FINANCIAL IMPLICATIONS:

There are no additional financial implications at this time.

BACKGROUND:

The Family and Community Support Services Grant Program policy was approved by Council in 2018, but as directed by Council as part of the November 20th, 2025 meeting, Administration has amended the policy so that community group funding requests will be governed by either the Community Improvement Program Committee or the FCSS Advisory Board. The policy was also updated to ensure that aligns with current practices.

Accordingly, Administration has updated policy. Here is a summary of the changes:

- Policy Statement: Change reflects the FCSS Act and Regulation and also includes the United Way agreement.
- Purpose: Updated to bring consistency to the intention of the program.

- Definitions: Added new definitions.
- Applicability: More descriptive and updated to reflect the correct policy.
- Responsibilities: Changed to align with bylaws and removed elements that are no longer applicable.
- Policy Guidelines: Revised section to align with the new 2026 FCSS Outcomes and Measures, consolidate areas of information, and outline areas on ineligible services.
- Review: Added to indicate the next date to review the policy.

*Please see Attachment I for a summary of all the changes to the policy.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has identified the continuous improvement of community safety, health, and well-being as a key priority. Updating the Family and Community Support Services Grant Program is necessary to ensure it complies with the direction of Council and current practices.

COMMUNITY IMPLICATIONS:

Should Council approve the revised policy, some funding requests from community groups will be directed to the Family and Community Support Services Grant Program for review, with the Committee providing recommendations to Council.

INTERNAL IMPLICATIONS:

There are no internal implications at this time.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

References:

- Family and Community Support Services Act, RSA 2000

- **Boards and Committee Bylaw (22-26)**
- **Boards and Committee Bylaw Amending Bylaw, Schedule A (23-12)**

PUBLIC ENGAGEMENT AND AWARENESS:

While no formal public engagement has been conducted, Administration and the Family & Community Support Services (FCSS) Advisory Board have reviewed the existing policy and identified changes that have been incorporated into the revised policy.

IMPLEMENTATION

COMMUNICATIONS:

None at this time.

NEXT STEPS:

Should Council approve the revised policy, Administration will ensure internal and external stakeholders (i.e. community groups) are aware of the updates.

ALTERNATIVE MOTIONS:

1. Council may provide further direction.
2. Council may direct Administration to prepare an updated policy.

REPORT AUTHOR:

Budd Brazier, Manager

ATTACHMENTS:

[Attachment I: FCSS Grant Program Policy Summary - Oct 2026](#)

[Attachment II: FCSS Grant Program Policy No. 5012 - Proposed](#)

[Attachment III: Current FCSS Grant Program Policy \(5102\)](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 08 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 09 Oct
2026

Veronica Anderson, Legislative Services Officer

Approved
- 09 Oct
2026

Family & Community Support Services Grant Program Policy Review

The Family & Community Support Services Grant Program Policy has not been reviewed since its adoption in 2018. The revisions are necessary to bring the policy to reflect changes to FCSS Outcomes and Measure requirements and terminology. Below is a quick reference to the changes to the existing policy and the proposed changes outlined in the chart below.

Summary of Changes:

- **Policy Statement:** Change reflects the FCSS Act and Regulation and also includes the United Way agreement.
- **Purpose:** Updated to bring consistency to the intention of the program.
- **Definitions:** Added new definitions.
- **Applicability:** More descriptive and updated to reflect the correct policy.
- **Responsibilities:** Changed to align with bylaws and removed elements that are no longer applicable.
- **Policy Guidelines:** Revised section to align with the new 2026 FCSS Outcomes and Measures, consolidate areas of information, and outline areas on ineligible services.
- **Review:** Added to indicate the next date to review the policy.

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
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Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
Policy Statement	The Town of Strathmore provides funding through the Family and Community Support Services program to support locally delivered preventive social services that enhance the well-being of individuals, families, and communities. FCSS grant funding is in accordance with the terms of the Family and Community Support Services Act and Regulation and the United Way of Calgary and Area. Funding decisions align with Council's strategic priorities, the FCSS Act and Regulation, and the Provincial Outcomes and Measurement Framework. Funding is provided by FCSS and the United Way of Calgary and Area dollars and is provided annually and requires reapplication every calendar year.	This policy provides guiding principles to Town of Strathmore Council in providing funding to organizations that promote the FCSS mandate, align with the Town of Strathmore Council Strategic Priorities, and that meet the requirements of reporting within the Provincial Outcomes Measurement Model. Town of Strathmore Council will ensure FCSS funds are granted to local organizations and groups to deliver preventive social services within the parameters of the FCSS legislation.	This change reflects the FCSS Act and Regulation and also includes the United Way agreement.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
1.0 Purpose:	1.1 To establish a consistent and transparent framework to guide the Town of Strathmore Council, Administration, and Family and Community Support Services in allocating funding to eligible organizations that support the FCSS and United Way of Calgary and Area mandate and Council priorities. 1.2 To ensure the FCSS Grant Program is delivered in a fair, equitable, and accountable manner that supports preventive social services and strengthens community well-being. 1.3 To define clear reporting and accountability requirements aligned with the Provincial Outcomes Measurement Framework and the United Way of Calgary and Area and applicable legislation.	1.1 Provide guiding principles to the Town of Strathmore Council, Administration and Family and Community Support Services in providing funding to organizations that promote the FCSS mandate and priorities. 1.2 Ensure that the Grant Program is delivered in a fair and concise system to the community. 1.3 Provide reporting structure for accountability	This change brings consistency the intention of the program.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
2.0 Definitions:	2.6 "Review Committee" means a person appointed by Council to the Family & Community Support Services Advisory Board. 2.7 "Town" means The Town of Strathmore, a municipal corporation in the Province of Alberta and includes the area contained within the boundaries of the municipality where the context requires.	2.6 "Review Committee" means any employee(s) assigned by the Director to supervise the adjudication of the Grant Program. 2.7 NEW	Changed to align with Boards and Committee Bylaw No. 23-12, Schedule A. Added a definition of the Town.
3.0 Applicability	3.0 This policy applies to grant funding received through the Government of Alberta and budgeted through the Family and Community Support Services (FCSS) department at the Town of Strathmore. It does not apply to other municipal grant programs, including Council-directed grants or those governed under the Community Improvement Program Policy No. 7204.	3.0 This policy applies to all grant funding delivered out of the FCSS department at the Town of Strathmore. It does not have any barring of Council grants into the community or the Community Investment Fund Policy No. 1208.	Additional clarity and added correct policy.
4.0 Responsibilities	4.1 (c) establish the Family & Community Support Services Advisory Board.	New	Change to align with Bylaw No. 22-26, 23-12, Schedule A.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
4.0 Responsibilities	4.3 (c) Delete section - establish the Review Committee within the department; and	N/A	Change to align with Bylaw No. 22-26, 23-12, Schedule A.
5.0 Policy Guidelines	5.1 The purpose of this Policy is to build capacity in community social services by enhancing the social well-being of individuals, families, and communities through preventive and early intervention strategies delivered at the earliest opportunity. All programs funded under this Policy must demonstrate a primary focus on prevention, reducing the likelihood of social problems and strengthening protective factors, rather than providing crisis response, treatment, or rehabilitative services.	5.1.1 The focus of this Policy is to build capacity in community social services by enhancing the social well-being of individuals, families, and communities through prevention or intervention strategies at the earliest opportunity.	Broaden the description of prevention.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
5.0 Policy Guidelines	5.2 Alignment to FCSS Mandate All funded programs must align with the legislated purposes of the FCSS program and achieve one or more of the following outcomes: a) Help individuals and families develop independence, strengthen coping skills, and become more resilient to crisis; b) Increase awareness of social needs and available community supports; c) Enhance interpersonal and group skills that improve social functioning; d) Support individuals and communities to assume responsibility for decisions and actions affecting them; and/or e) Promote active participation and inclusion in the community.	5.1.2 The Policy must support the mandate of the FCSS Act by doing one or more of the following: a) Help people to develop independence, strengthen coping skills and become more resistant to crisis; b) Help people to develop an awareness of social needs; c) Help people to develop interpersonal and group skills; d) Help people and communities to assume responsibility for decision and actions which affect them; and/or e) Provide supports that help sustain people as active participants in the community.	Alignment to the 2026 FCSS Outcome and Measures.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
5.0 Policy Guidelines	5.3 Eligibility Requirements To be eligible for funding, programs must: • Demonstrate a clear preventive focus, with measurable social outcomes • Align with FCSS legislation, regulations, and provincial guidelines • Provide evidence of community need and benefit • Complement, rather than duplicate, existing services • Include defined outcomes, performance measures, and evaluation methods • School programs that can be funded through United Way of Calgary only	5.1.3 The Town of Strathmore has the authority to eliminate funding to any Agency if they are in violation of the FCSS Act and Regulations, has committed fraud, and/or are found to be in violation of unethical workplace practices.	Add clarity and align to the FCSS Act and Regulations and to include United Way of Calgary.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
5.0 Policy Guidelines	5.4 Ineligible Services FCSS funding shall not be used as the primary support for programs or services that: • Provide crisis intervention, treatment, or rehabilitative services • Deliver direct financial assistance, including income support or subsidies • Are primarily clinical, medical, or therapeutic in nature • Are mandated services of other government programs • Provide recreational activities without clear social development outcomes • Deliver childcare or daycare services as a primary function (unless clearly linked to preventive social outcomes) • School programs are not supported through FCSS funding	5.1.4 The Town of Strathmore has the authority to eliminate funding to any Agency if there are significant changes in programming focus, scope and/or outcomes from what was originally stated in the application must be approved by the Review Committee for continued funding under the agreement. 5.3 Ineligibility 5.3.1 The following programs and services are not eligible for FCSS Grant Program funding: a) Primarily for the recreational needs or leisure time pursuits; b) Intended to sustain an individual or family (i.e. food, clothing or shelter); c) For profit in nature; d) Primarily rehabilitative in nature; e) Duplicated services that are ordinarily provided by a government or government agency.	Updated to reflect details and accuracy and combine into one section.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
5.0 Policy Guidelines	5.5 Accountability and Compliance The Town reserves the right to monitor, evaluate, and audit all funded programs to ensure compliance with this Policy and applicable legislation. Funding recipients must: • Use funds only for approved purposes • Report on outcomes and performance indicators as required • Notify the Town of any significant changes to program scope, delivery, or outcomes • Any significant changes in program focus, scope, target population, or intended outcomes from those originally approved must receive prior approval from the Review Committee to remain eligible for continued funding.	5.4 Program Evaluation 5.4.1 Both the Multi-Year and Annual Funding streams will be reviewed every two (2) years to ensure that outcomes and expectations are being met and funding is allocated in the most sustainable and impactful way.	Updated to reflect details and accuracy and combined into one section.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
5.0 Policy Guidelines	5.6 Funding Withdrawal The Town has the authority to suspend or terminate funding to any agency that: a) Is in violation of FCSS legislation, regulations, or this Policy b) Has misused funds or committed fraud c) Fails to meet reporting or accountability requirements d) Is found to be operating in violation of ethical or professional standards e) Deviates significantly from approved program objectives without prior approval	NEW	Align and indicate more details back to the FCSS Act.
5.2 Program Streams	Delete Section	N/A	Added to Policy statement to reflect the annual budgeting process and alignment to the United Way agreement.

Family & Community Support Services Grant Program Policy Review

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or Deletes)	Rationale for Changes
6.2 Government of Alberta Funding	6.0 REVIEW 6.1 This policy shall be available for public inspection and will be posted on the Town of Strathmore's website. 6.2 This policy shall be reviewed at least once every four years. Next review date being: April 2030.	6.0 POLICY EXCEPTIONS 6.1 Emerging Social Issues 6.1.1 Funds may be diverted from the Grant Program to address sudden emerging critical social issues that require immediate attention. 6.1.2 The diversion of Funds will be approved by resolution of Council as needed. 6.2 Government of Alberta Funding 6.2.1 Funds may be diverted from the Grant Program in the event of a reduction or change in the FCSS Conditional Funding from the Government of Alberta. 6.2.2 In the event of a reduction or change in Government of Alberta Funding, multi-year grant contracts may be interrupted or adjusted. 6.2.3 The diversion of funds will be approved by resolution of Council as needed.	Section is replaced with the review process for Town Policies. Section is removed - funds governed under Bylaw No. 23-12, Schedule A and the Government of Alberta

TOWN POLICY

POLICY NUMBER: 5102

REFERENCE:

Resolution No.431.11.18

Resolution No. _____

ADOPTED BY: Town Council

PREPARED BY: Family & Community Support Services

DATE: November 21, 2018

Revised: XXXXXXXXXX

TITLE: Family & Community Support Services Grant Program

Policy Statement

The Town of Strathmore provides funding through the Family and Community Support Services program to support locally delivered preventive social services that enhance the well-being of individuals, families, and communities. FCSS grant funding is in accordance with the terms of the Family and Community Support Services Act and Regulation and the United Way of Calgary and Area. Funding decisions align with Council's strategic priorities, the FCSS Act and Regulation, and the Provincial Outcomes and Measurement Framework. Funding is provided by FCSS and the United Way of Calgary and Area dollars and is provided annually and requires reapplication every calendar year.

1.0 Purpose

- 1.1 To establish a consistent and transparent framework to guide the Town of Strathmore Council, Administration, and Family and Community Support Services in allocating funding to eligible organizations that support the FCSS and United Way of Calgary and Area mandate and Council priorities.
- 1.2 To ensure the FCSS Grant Program is delivered in a fair, equitable, and accountable manner that supports preventive social services and strengthens community well-being.
- 1.3 To define clear reporting and accountability requirements aligned with the Provincial Outcomes Measurement Framework and the United Way of Calgary and Area and applicable legislation.

2.0 Definitions

- 2.1 "Agency" means a community organization, non-profit, committee or charitable organizations providing a social service within the Town of Strathmore.
- 2.2 "Chief Administrative Officer" means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

- 2.3 "Director" means the administrator accountable for their department who may or may not directly supervise employees.
- 2.4 "Employee" means a person who is employed by the Town of Strathmore. This includes a permanent, part-time, or casual employee.
- 2.5 "FCSS Act" means the Family and Community Support Services Act, Revised Statutes of Alberta 2000, Chapter F-3, as amended from time to time.
- 2.6 "Review Committee" means a person appointed by Council to the Family & Community Support Services Advisory Board.
- 2.7 "Town" means The Town of Strathmore, a municipal corporation in the Province of Alberta and includes the area contained within the boundaries of the municipality where the context requires

3.0 Applicability

This policy applies to grant funding received through the Government of Alberta and budgeted through the Family and Community Support Services (FCSS) department at the Town of Strathmore, as well as grant funding received through the United Way of Calgary and Area under the applicable funding agreement with the Town.

This policy does not apply to other municipal grant programs, including Council-directed grants or those governed under the Community Improvement Program Policy No. 7204.

4.0 Responsibilities

- 4.1 Town of Strathmore Council is responsible to:
- a) Approve by resolution this Policy and any amendments; and
 - b) Approve by resolution grant distributions as recommended; and
 - c) Establish the Family & Community Support Services Advisory Board
- 4.2 The Chief Administrative Officer is responsible to:
- a) Approve all supporting procedures and any amendments; and
 - b) Administer the Policy.
- 4.3 The Director is responsible to:
- a) Ensure that all department employees are familiar with the Policy;
 - b) Administer the policy within the department;
 - c) Recommend changes in policy.

5.0 Guiding Principles

- 5.1 The purpose of this Policy is to build capacity in community social services by enhancing the social well-being of individuals, families, and communities through preventive and early intervention strategies delivered at the earliest opportunity. All programs funded under this Policy must demonstrate a primary focus on prevention, reducing the likelihood of social problems and strengthening protective factors, rather than providing crisis response, treatment, or rehabilitative services.

5.2 Alignment to FCSS Mandate

All funded programs must align with the legislated purposes of the FCSS program and achieve one or more of the following outcomes:

- a) Help individuals and families develop independence, strengthen coping skills, and become more resilient to crisis;
- b) Increase awareness of social needs and available community supports;
- c) Enhance interpersonal and group skills that improve social functioning;
- d) Support individuals and communities to assume responsibility for decisions and actions affecting them; and/or
- e) Promote active participation and inclusion in the community.

5.3 Eligibility Requirements

To be eligible for funding, programs must:

- Demonstrate a clear preventive focus, with measurable social outcomes.
- Align with FCSS legislation, regulations, and provincial guidelines.
- Provide evidence of community need and benefit.
- Complement, rather than duplicate, existing services.
- Include defined outcomes, performance measures, and evaluation methods.
- School-based programs can be funded through United Way of Calgary only.

5.4 Ineligible Services

FCSS funding shall not be used as the primary support for programs or services that:

- Provide crisis intervention, treatment, or rehabilitative services.
- Deliver direct financial assistance, including income support or subsidies.
- Are primarily clinical, medical, or therapeutic in nature.
- Are mandated services of other government programs.
- Provide recreational activities without clear social development outcomes.
- Deliver childcare or daycare services as a primary function (unless clearly linked to preventive social outcomes).
- School programs are not supported through FCSS Funding

5.5 Accountability and Compliance

The Town reserves the right to monitor, evaluate, and audit all funded programs to ensure compliance with this Policy and applicable legislation.

Funding recipients must:

- Use funds only for approved purposes.
- Report on outcomes and performance indicators as required.
- Notify the Town of any significant changes to program scope, delivery, or outcomes.
- Any significant changes in program focus, scope, target population, or intended outcomes from those originally approved must receive prior approval from the Review Committee to remain eligible for continued funding.

5.6 Funding Withdrawal

The Town has the authority to suspend or terminate funding to any agency that:

- a) Violates FCSS legislation, regulations, or this Policy.
- b) Has misused funds or committed fraud.
- c) Fails to meet reporting or accountability requirements.
- d) Is found to be operating in violation of ethical or professional standards

- e) Deviates significantly from approved program objectives without prior approval.

6.0 Review

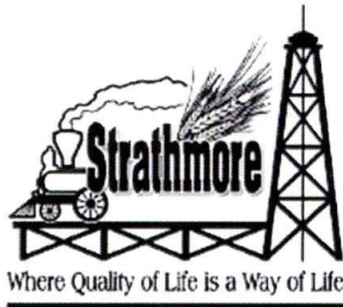
6.1 This policy shall be available for public inspection and will be posted on the Town of Strathmore's website.

6.2 This policy shall be reviewed at least once every four years. Next review date: April 2030.

7.0 End of Policy

Mayor

CAO



TOWN POLICY

POLICY NUMBER: 5102

REFERENCE:

Resolution No. 431.11.18

ADOPTED BY:

Council - November 21, 2018

PREPARED BY:

Community & Protective Services – FCSS

DATE: November 21, 2018

TITLE: Family & Community Support Services Grant Program

Page 1 of 4

POLICY STATEMENT

This policy provides guiding principles to Town of Strathmore Council in providing funding to organizations that promote the FCSS mandate, align with the Town of Strathmore Council Strategic Priorities, and that meet the requirements of reporting within the Provincial Outcomes Measurement Model. Town of Strathmore Council will ensure FCSS funds are granted to local organizations and groups to deliver preventive social services within the parameters of the FCSS legislation.

1.0 PURPOSE OF THIS POLICY

- 1.1 Provide guiding principles to the Town of Strathmore Council, Administration and Family and Community Support Services in providing funding to organizations that promote the FCSS mandate and priorities.
- 1.2 Ensure that the Grant Program is delivered in a fair and concise system to the community.
- 1.3 Provide reporting structure for accountability.

2.0 DEFINITIONS

- 2.1 “**Agencies**” means a community organization, non-profit, committee or charity providing a social service within the Town of Strathmore.
- 2.2 “**Chief Administrative Officer**” means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

- 2.3 “**Director**” means the administrator accountable for their department who may or may not directly supervise employees.
- 2.4 “**Employee**” means a person who is employed by the Town of Strathmore. This includes a permanent, part-time, or casual employee.
- 2.5 “**FCSS Act**” means the *Family and Community Support Services Act*, Revised Statutes of Alberta 2000, Chapter F-3, as amended from time to time.
- 2.6 “**Review Committee**” means any employee(s) assigned by the Director to supervise the adjudication of the Grant Program.

3.0 APPLICABILITY

This policy applies to all grant funding delivered out of the FCSS department at the Town of Strathmore. It does not have any barring of Council grants into the community or the Community Investment Fund Policy No. 1208.

4.0 RESPONSIBILITIES

- 4.1 Town of Strathmore Council is responsible to:
- a) approve by resolution this Policy and any amendments; and
 - b) approve by resolution grant distributions as recommended.
- 4.2 The Chief Administrative Officer is responsible to:
- a) approve all supporting procedures and any amendments; and
 - b) administer the Policy and procedures.
- 4.3 The Director is responsible to:
- a) ensure that all department employees are familiar with the Policy;
 - b) administer the policy within the department;
 - c) establish the Review Committee within the department; and
 - d) recommend changes in policy and procedures.
- 4.4 All Employees are responsible to:
- a) ensure that they comply with all approved policies and procedures.

5.0 POLICY GUIDELINES

5.1 Guiding Principles

- 5.1.1 The focus of this Policy is to build capacity in community social services by enhancing the social well being of individuals, families, and communities through prevention or intervention strategies at the earliest opportunity.
- 5.1.2 The Policy must support the mandate of the FCSS Act by doing one or more of the following:
- a) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - b) help people to develop an awareness of social needs;
 - c) help people to develop interpersonal and group skills;

- d) help people and communities to assume responsibility for decision and actions which affect them; and/or
- e) provide supports that help sustain people as active participants in the community.

5.1.3 The Town of Strathmore has the authority to eliminate funding to any Agency if they are in violation of the FCSS Act and Regulations, has committed fraud, and/or are found to be in violation of unethical workplace practices.

5.1.4 The Town of Strathmore has the authority to eliminate funding to any Agency if there are significant changes in programming focus, scope and/or outcomes from what was originally stated in the application must be approved by the Review Committee for continued funding under the agreement.

5.2 Program Streams

5.2.1 **Annual Funding** is FCSS funding provide annually and requires reapplication every calendar year. Annual Funding applications must meet the following criteria:

- a) agencies that are first time applicants; and/or
- b) agencies that do not have more than a three (3) year plan for projects and outcomes.

5.2.2 **Multi-Year Funding** is FCSS funding provide for up to three (3) consecutive years for a single Program. Multi-year Funding applications must meet the following criteria:

- a) agencies must have received funding from the Town of Strathmore FCSS Grant program for a minimum of three (3) previous consecutive years; and
- b) agencies must be in full compliance with previous years reporting for all FCSS Grant Program allocations.

5.3 Ineligibility

5.3.1 The following programs and services are not eligible for FCSS Grant Program funding:

- a) primarily for the recreational needs or leisure time pursuits;
- b) intended to sustain an individual or family (i.e. food, clothing or shelter);
- c) for profit in nature;
- d) primarily rehabilitative in nature; or
- e) duplicated services that are ordinarily provided by a government or government agency.

5.4 Program Evaluation

5.4.1 Both the Multi-Year and Annual Funding streams will be reviewed every two (2) years to ensure that outcomes and expectations are being met and funding is allocated in the most sustainable and impactful way.

6.0 POLICY EXCEPTIONS

6.1 Emerging Social Issues

6.1.1 Funds may be diverted from the Grant Program to address sudden emerging critical social issues that require immediate attention.

6.1.2 The diversion of Funds will be approved by resolution of Council as needed.

6.2 Government of Alberta Funding

6.2.1 Funds may be diverted from the Grant Program in the event of a reduction or change in the FCSS Conditional Funding from the Government of Alberta.

6.2.2 In the event of a reduction or change in Government of Alberta Funding, multi-year grant contracts may be interrupted or adjusted.

6.2.3 The diversion of funds will be approved by resolution of Council as needed.

7.0 END OF POLICY



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 27, 2026

Meeting Date: October 14, 2026

SUBJECT:	Community Improvement Program (CIP) Policy
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RECOMMENDED MOTION:	For information.
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REPORT SUMMARY

KEY ISSUE(S):

As directed by Council, Resolution 311.11.25, Administration was instructed to bring amendments to the Community Improvement Program (CIP) to consider annual funding requests from community groups.

Furthermore, the CIP policy is outdated and needs revisions to align with current practices.

OBJECTIVE:

To revise the Community Improvement Program (CIP) policy to consider community groups' annual funding requests and align it with current practices.

FINANCIAL IMPLICATIONS:

There are no financial implications at this time, but moving forward, the financial implications will be determined annually after funding requests from community groups.

BACKGROUND:

The Community Improvement Program (CIP) policy was approved by Council in 2019, but as directed by Council as part of the November 20th, 2025 meeting, Administration has amended the policy so that community group funding requests will be governed by either the CIP Committee or FCSS Advisory Board.

Accordingly, Administration has updated the CIP policy. A summary of the key updates include:

- **Removal of two existing streams:** the Family & Social Programs Stream and the Economic Development Stream.

- **Introduction of three new streams:** the Community Programs & Services Stream, Donations Stream, and Facility Rental Assistance Stream.
- **Proposed creation of a CIP Reserve Fund:** Any unallocated annual CIP funds will be transferred to a CIP Reserve Fund to provide additional funding for large-scale or special initiatives that have a significant community impact and require funding beyond the annual CIP allocation.
- **Introduction of reporting requirements:** Community organizations receiving CIP funding will be required to provide reporting on how the funding was used and the outcomes achieved.
- **Clarification of the approval process:** The policy now provides direction around the review and approval process for CIP applications, including the involvement of the CIP Committee, CAO or designate, and Council.

These updates align with current practices and reflect the evolving needs of the community. The addition of the Community Programs & Services Stream now provides an avenue for annual funding requests from community organizations through the Community Improvement Program.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has identified the continuous improvement of community safety, health, and well-being as a key priority. Updating the Community Improvement Program (CIP) policy is necessary to ensure it complies with the direction of Council and current practices.

COMMUNITY IMPLICATIONS:

Should Council approve the revised policy, funding requests from community groups will be directed to the Community Improvement Program (CIP) Committee for review, with the Committee providing recommendations to Council, where applicable.

INTERNAL IMPLICATIONS:

Should Council approve the revised policy, the internal implications will be limited to developing a matrix to evaluate funding applications that align with Council's Strategic Plan and the Community Improvement Program (CIP) policy.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

References:

- **Boards and Committee Bylaw (22-26)**
- **Community Improvement Program Policy (7204)**

PUBLIC ENGAGEMENT AND AWARENESS:

While no formal public engagement has been conducted, Administration and the Community Improvement Program Committee have reviewed the existing policy and identified changes that have been incorporated into the revised policy.

IMPLEMENTATION

COMMUNICATIONS:

None at this time.

NEXT STEPS:

Should Council approve the revised policy, Administration will ensure internal and external stakeholders (i.e. community groups) are aware of the updates and the new process for funding requests.

ALTERNATIVE MOTIONS:

1. Council may provide further direction.
2. Council may direct Administration to prepare an updated policy.

REPORT AUTHOR:

Marcie Mansbridge, Manager of Recreation and Culture

ATTACHMENTS:

[Attachment I: Community Improvement Program - Proposed Policy](#)

[Attachment II: Existing Community Improvement Program Policy No. 7204](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 08 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 09 Oct
2026

Veronica Anderson, Legislative Services Officer

Approved
- 09 Oct
2026



TOWN POLICY

POLICY NUMBER: 7204

REFERENCE:

ADOPTED BY:

PREPARED BY: Community & Protective Services

DATE:

TITLE: Community Improvement Program Policy

Policy Statement

The Community Improvement Program (CIP) policy exists to provide grant funding and in-kind support to eligible not-for-profit Strathmore and area community organizations. Funding supports programs, events, and projects that benefit the community and enhance recreation, culture, and social programs, contributing to Strathmore's identity, sense of place, and overall quality of life.

The Community Improvement Program provides grant funding and support through the following streams:

1. Recreation & Culture Events
2. Minor Capital Projects
3. Community Programs & Services
4. Donations
5. Facility Rental Assistance

Purpose

This policy applies to eligible community not-for-profit organizations requesting funding from the Town of Strathmore to support recreation, sports, culture, and leisure, along with other community-based programs, activities, and capital project related costs. Applications will be assessed under the funding stream that best aligns with the requested support.

1.0 DEFINITIONS

- 1.1 "Administration" means the department assigned the responsibility of managing the grant programs pursuant to this policy.
- 1.2 "Applicant" means a community association applying for a grant pursuant to this policy.

- 1.3 "Chief Administrative Officer" or "CAO" means the person appointed by the Council under section 4 and under section 205 of the Act to be Chief Administrative Officer for the Town, along with any designate appointed by the Chief Administrative Officer;
- 1.4 "Community Organization" means a not-for-profit community organization located within (or within the surrounding area), and recognized by, the Town of Strathmore as an 'eligible group' for grant programs and other community services.
- 1.5 "Community Improvement Program Grant" (the "Grant") means grants awarded by the Town of Strathmore to an applicant pursuant to this policy.
- 1.6 "Programs" means a program or service that benefits residents of the Town of Strathmore and contributes to community well-being.
- 1.7 "Council" means the Council of the Town of Strathmore, in the province of Alberta.
- 1.8 "Donation" means a contribution of goods, services, recreation passes, promotional items, or other Town resources provided without a requirement for repayment.
- 1.9 "Economic Development" means to capitalize on opportunities to improve the economic well-being and quality of life for the Town of Strathmore.
- 1.10 "Facility Rental Assistance" means funds provided to offset the cost of renting a Town-owned facility.
- 1.11 "Fundraiser" means an event or activity intended to generate financial support for an organization.
- 1.12 "In-Kind" means a non-cash contribution, such as donated labour, equipment, supplies, promotional materials, or municipal services. In-kind contributions will be valued at the Town's actual cost where applicable.
- 1.13 "Matching Funds" means applicant contributions that are equal to the Town of Strathmore's contribution towards an eligible project.
- 1.14 "Policy" means this Town of Strathmore policy together with all attachments hereto as amended from this time.
- 1.15 "Reporting" means a final report submitted by the Applicant confirming how funds were used and outlining the results and impact if the funded program, event, or project.
- 1.16 "Tangible Capital Assets" means physical and measurable assets that are used in the organization's operations. These assets may include equipment or machinery.
- 1.17 "Town" means the Town of Strathmore, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.0 GENERAL ELIGIBILITY

Applicants must meet the following minimum requirements:

- 2.1 The Applicant must be a not-for-profit community organization that has been in existence for at least one year before the application deadline.

- 2.2 The Applicant's membership and beneficiaries of its programs must be predominantly Town of Strathmore residents.
- 2.3 The Applicant must provide programs that benefit Town of Strathmore residents and contribute to community quality of life.
- 2.4 The Applicant must use CIP funding only for eligible not-for-profit purposes. Funding must not (directly or indirectly) be used to further a profit venture. All applications deemed "Economic Development" in nature will not be considered.
- 2.5 The Applicant must submit a complete application, including all required supporting documentation by the application deadline.
- 2.6 The Applicant must maintain open membership to its organization and programs, except where reasonable program requirements limit participation (e.g. geographic location).
- 2.7 The Applicant must meet any additional requirements established for the applicable funding stream.

3.0 FUNDING STREAMS & CRITERIA

3.1 Recreation & Culture Events

The Recreation and Culture Events stream provides funding to assist with the cost of recreation, sport, culture, and/or arts events that benefit residents and contribute to a sense of pride within the community.

Eligible Event Criteria (Applicants must meet at least (1) one criteria):

1. To support sporting events at the Provincial, National, or International level;
2. To support unique, recreational or cultural events;
3. To create a unique, one-time social experience that connects visitors and residents within Strathmore;
4. Recreation and/or culture related events that increase civic pride through community celebration.

Funding for the same community organization is **limited to a maximum of two years** over the lifetime of the grant program.

Application Requirements:

Applicants must provide:

- i. Detailed description of the event.
- ii. Event budget.
- iii. Expected community benefit and participation.
- iv. Any additional information requested by Administration. Applicants may be required to make a 5–10-minute presentation to the CIP Committee, followed by a question period.

3.2 Minor Capital Projects

The Minor Capital Projects stream provides funding to assist eligible community organizations with capital costs that improve, maintain, or enhance facilities, equipment, programs, or overall service delivery.

Eligible Project Criteria (Applicants must meet at least (1) one criteria):

1. Fire, health, and safety improvements.
2. Preventative maintenance.
3. Renovations or facility improvements.
4. Replacement or improvement of equipment or other tangible capital assets.

The Town of Strathmore may provide up to 50% of eligible project costs. The Applicant's contribution (at least 50%), may include:

- Cash.
- Donated equipment or supplies.
- Donated labour.
- Other approved in-kind contributions.

Application Requirements:

Applicants must provide:

- i. Detailed project description.
- ii. Project budget and quotations, where applicable.
- iii. Confirmation of matching funds or other sources of project funding.
- iv. Project Plan demonstrating the need and expected benefit.
- v. Any additional information requested by Administration.

Approved Minor Capital Projects will be subject to the Town's capital budget approval process.

3.3 **Community Programs & Services**

The Community Programs and Services stream provides funding to support new, ongoing, or revised programs that address a demonstrated need within the community.

Priority may be given to programs that:

1. Address an identified community need.
2. Focus on serving children and families.
3. Are accessible to the general public (must be open to the public).
4. Provide a benefit to Town of Strathmore residents.

Funding may only be used for eligible costs directly associated with delivering the approved program.

Application Requirements:

Applicants must provide:

- i. Detailed program description.

- ii. Program budget.
- iii. Program Plan demonstrating the need and expected benefit.
- iv. Any additional information requested by Administration. Applicants may be required to make a 5–10-minute presentation to the CIP Committee, followed by a question period.

3.4 **Donations**

The Donations stream provides in-kind donation support to eligible not-for-profit community organizations in delivering programs, events, and initiatives that benefit the community. In-kind support helps foster civic pride, strengthen community connections, and enhance Strathmore's identity, and sense of place.

The Town of Strathmore may provide in-kind donations with a **maximum combined value of \$500 per request**, which may include the following:

1. Door prizes (pins, pens, hats, water bottles...etc.);
2. Silent Action Items (Higher value promotional items including recreation facility admission passes);
3. Other in-kind municipal resources (table & chair rentals, dish rentals...etc.).

Application Requirements:

Applicants must provide:

1. Name, address and contact information for the organization;
2. A description of the event, program, or activity and associated date(s);
3. Expected attendance;
4. Request must be received at least 30 days before the date of the need for support.

Monetary donations and facility rental donations are excluded and are subject to separate provisions of this policy. All eligible in-kind donations require approval from the CAO or designate and are subject to availability. **Applicants are limited to a maximum of one (1) request per year.**

3.5 **Facility Rental Assistance**

This stream provides supports to eligible organizations whose events are held in Town-owned facilities and where facility rental costs represent a significant expense which may impact the organizations ability to deliver the event. The Town of Strathmore may provide up to **50% of the eligible rental cost** for a Town-owned facility. Funding for the same community organization is **limited to a maximum of two years** over the lifetime of the grant program.

Application Requirements:

Applicants must provide:

1. Name, address and contact information for the organization.
2. A description of the event and event date.

3. Expected attendance.
4. Event budget, including projected revenues and expenditures.
5. Any additional information requested by Administration.

Fundraising events are not eligible for support under this stream.

4.0 FUNDING

- 4.1 Funding available through the Community Improvement Program will be established annually through the Town of Strathmore's budget process.
- 4.2 Funding is subject to the availability of approved budget funds and the requirements of this policy.
- 4.3 Any unallocated annual CIP funds will be transferred to a CIP Reserve. Reserve funds may be used to provide additional funding for large-scale or special initiatives that have a significant community impact and require funding beyond the annual CIP allocation.

5.0 APPROVAL PROCESS

- 5.1 Administration will review applications for completeness and eligibility and direct eligible applications to the Community Improvement Program Committee (CIP Committee).
- 5.2 Funding is subject to the availability of approved budget funds and the requirements of this policy.
- 5.3 The CIP Committee will review eligible applications and provide recommendations to Council for the Recreation & Culture Events stream, Minor Capital Projects stream, and Community & Services stream.
- 5.4 Council has final approval authority for CIP grant funding unless otherwise delegated under this policy.
- 5.5 Donations within the approval limit, will be approved by the CAO or designate.
- 5.6 Facility Rental Assistance applications will first be reviewed and approved by the CIP Committee, then will receive final approval by the CAO or designate.
- 5.7 Minor Capital Projects will first be directed to the CIP Committee for review and approval before proceeding through the Town of Strathmore's capital budget approval process.
- 5.8 Applicants will be notified of the outcome of their application within a reasonable timeframe following the completion of the review and final approval process.
- 5.9 The Town of Strathmore reserves the right to approve an amount different from what the Applicant requests.
- 5.10 Failure to meet the requirements of this policy may result in funding being withheld or repayment being required.

6.0 REPORTING REQUIREMENTS

Applicants receiving CIP funding must submit a final report **within 60 days** of completing the funded program, event, or project.

The report must include:

1. Organization name.
2. Name and date of the event, program or project.
3. Amount requested and amount received.
4. Key achievements and outcomes.
5. Number of participants or attendees, if applicable.
6. The original projected budget, and final actual revenues and expenditures.
7. Explanation of how any deficits were covered.
8. Confirmation that CIP funding was used for its approved purpose.

The Town of Strathmore may request additional information or supporting documentation where required.

END OF POLICY



TOWN POLICY

POLICY NUMBER: 7204

REFERENCE:

Resolution No. 317.11.19

ADOPTED BY:

Town Council
November 6, 2019

PREPARED BY: Community & Protective Services

DATE: November 6, 2019

TITLE: Community Improvement Program Policy

Purpose

The Community Improvement Program policy exists to establish a grant funding program to the Strathmore and area community organizations to support of the myriad of recreation, culture, and social based programs and activities that enhance Strathmore's overall identity, sense of place and quality of life.

The foundation of this policy is grounded in Strathmore's vision of recreation, culture, and social based programs and activities contributing to its overall identity, sense of place, and quality of life.

This policy is to provide support for Strathmore and area-based not-for-profit community organizations for projects that benefit the Strathmore community and enhance the quality of life. The Town of Strathmore may provide grant funding to support:

1. Recreation & Cultural Events
2. Minor Capital Projects
3. Community Programs
4. Family & Social Programs
5. Economic Development Initiatives

Scope

This policy applies to eligible community not-for-profit organizations requesting funding from the Town of Strathmore to support recreation, sport, culture and leisure, along with other community-based programs, activities and capital project related costs.

Definitions

"Administration" means the department assigned the responsibility of managing the grant programs pursuant to this policy.

“Applicant” means a community association applying for a grant pursuant to this policy.

“Chief Administrative Officer” is the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as his designate

“Community Services” is the administrative Business Unit who is responsible for the facilitation of the Community Improvement Program guidelines and application process in support of Council for the allocation of the Community Improvement Program funds.

“Community Activity” means programs and activities provided by the community association which help residents of the Town of Strathmore to strengthen personal or community life.

“Community Association” means a non-profit community association located within, and recognized by, the Town of Strathmore as an ‘eligible group’ for grant programs and other community services.

“Community Improvement Fund Grant” (the “Grant”) means grants awarded by the Town of Strathmore to an applicant pursuant to this policy.

“Constitutional Documents” means the documents by which an applicant is incorporated or created and includes, but not limited to, an Application for Incorporation, Articles of Incorporation, Memoranda of Association, Articles of Association, and bylaws.

“Crisis” means a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

“Council” means the Council of the Town of Strathmore, in the Province of Alberta.

“Economic Development” means to capitalize on opportunities to improve the economic well-being and quality of life for the Town of Strathmore.

“Matching Funds” means funds that are set to be contribute in equal amount to fund the project.

“Memorandum of Understanding” means a memorandum of understanding (MoU) or other contractual agreement between two or more parties outlined in a formal document.

“Policy” means this Town of Strathmore policy together with all attachments hereto as amended from this time.

“Tangible Capital Assets” means physical and measurable assets that are used in the organization’s operations. These assets may include buildings, equipment, and machinery.

POLICY STATEMENT

The Town of Strathmore may provide the following grant programs to support:

1. Recreation & Cultural Events

To assist with the costs of recreation, culture, and/or arts programs and events provided to community residents.

2. Minor Capital Projects
To assist with the capital costs associated with the conservation, development, and/or enhancement of programs and service delivery provided by community associations.
3. Community Programs
To assist in offsetting organizational expenses incurred in the operations of programs designed to support community associations looking to offer programs that are a demonstrated need.
4. Family & Social Programs
To assist with events and programs that align directly with Family and Community Support Services (FCSS) mandate.
5. Economic Development Initiatives
To assist with opportunities to improve the economic well-being and quality of life for the Town of Strathmore.

General Eligibility Criteria

The Applicant must satisfy the following minimum standards and must meet the Terms and Conditions set out for the specific grant program for which the application is submitted. Additional criteria and conditions may apply as outlined in Community Improvement Program Procedures.

1. The Applicant must be a registered Community Association in existence for more than one year as of the deadline date for filing the grant application.
2. The Applicant's membership and beneficiaries of its programs and activities must be predominantly residents of the Town of Strathmore.
3. The Applicant's programs and activities must be directed to the improvement of the quality of life for residents of Strathmore.
4. The Grant applied for shall be intended and used to further the Applicant's not-for-profit activities and must not either directly or indirectly be intended or used to further a profit venture. Excluding applications that are considered "Economic Development" in nature.
5. Within the deadlines, the Applicant must file and provide all documents and information outlined in the Grant application.
6. The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.
7. The Applicant shall have an open membership to its organization and programs, except for valid program factors (e.g. geographic location).
8. Applications must include:
 - a. Most recent annual financial statements;
 - b. Proof of filing of Annual Return from Corporate Registries;
 - c. Amendments to Bylaws as filed with Corporate Registries;
 - d. A current list of Board of Directors with names and positions.

Recreation & Culture Criteria

- i. To support sporting events at the Inter-Provincial, National or International level;
- ii. To support unique, recreational or cultural events (maximum of two (2) years);
- iii. To create a unique, one-time social experience that connects visitors and residents within Strathmore;
- iv. To increase civic pride through community celebration

Applications must include:

- a. Detailed description of the project
- b. Project budget

Minor Capital Projects Criteria

- i. To support associations with capital costs to enhance programs and service delivery;
- ii. Projects may be covered up to 50% of the cost of the project;
- iii. Associations' contributions may include cash, in-kind donations of equipment, supplies and donated labour;
- iv. Priorities:
 - a. Fire, Safety and Health
 - b. Preventative Maintenance
 - c. Renovations

Applications must include:

- a. Detailed description of the project
- b. Project budget
- c. Verification of matching funds
- d. Business Plan

Community Programs Criteria

- i. To support community associations looking to offer programs to the community that are a demonstrated need. Programs may focus on both ongoing program delivery and new or 'revamped' programs.
- ii. Priority of funding will be given to programs that focus on programming that fulfills a need or those focus on children and families (must be open to the public);
- iii. The grant may only be used to offset the costs associated with the program;
- iv. Require the creation of a Memorandum of Understanding.

Applications must include:

- a. Detailed description of the project
- b. Project budget
- c. Identification of community contribution (i.e., in kind donations, volunteer hours, available funding)
- d. Business Plan

Family & Social Programs Criteria

- i. Projects that fit with the Family & Community Support Services (FCSS) mission of strengthening the social well-being of individuals, families and community. All Family and Social Programs will be guided by Town of Strathmore Policy 5102 FCSS Grant Program.

Economic Development Initiatives Programs Criteria

- i. To support “For Profit Business” to position Strathmore as a destination of choice for the purpose of attracting business investment, tourism development, fostering trade and growing Strathmore.
- ii. All Economic Development Initiatives requesting Town support will do so directly with the Economic Development Office and will be evaluated on a case by case basis based on alignment with Council Strategic Priorities, Economic Development Priorities and availability of resources.

Funding

1. Funding levels for grants will be provided through the Town of Strathmore budget process.

Approvals

1. Town of Strathmore Administration will receive and prepare all grants for Committee review.
2. Community Improvement Program Committee will review and provide recommendation to Council. Council has final approval on all requests funded from the Community Improvement Program.
3. The Applicant will be notified of the grant award within a reasonable time after the application deadline.
4. The Applicant shall submit the required financial accounting as per the specific grant program guidelines.
5. The Applicant can appeal the decision of Administration to the Town of Strathmore Council.

End of Policy



Report for Council

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 24, 2026

Meeting Date: October 14, 2026

SUBJECT:	Strathmore Motor Products Sports Centre – Sport Court Feasibility
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RECOMMENDED MOTION: For information.

REPORT SUMMARY

KEY ISSUE(S):

The report provides Council with results of a feasibility assessment undertaken by Administration regarding the development of the currently undeveloped "concrete pad" at the Strathmore Motor Products Sports Centre into additional multi-use court space.

As part of this assessment, Administration conducted three main public engagement strategies to help determine the level of community support associated with the potential development and to better understand potential demand for an additional court.

Key issues for consideration include:

- **Community support and demand:** Public feedback identified a level of community support for developing additional court space. One of the engagement strategies used to gather public feedback was a 13 question community survey. Of the 75 survey respondents, 72% indicated that they support or strongly support the idea, and 71% indicated they would be likely or very likely to use the additional court space, if developed.
- **Existing court capacity:** The survey feedback indicated that some users are experiencing challenges accessing existing court space. 21% of respondents identified too many users using the same court during drop-in, and 13.33% identified a lack of rental time slots. At the same time, 33.33% reported they do not experience any major issues.
- **Nature of demand:** Additional court space would provide one of the most flexible options for the space as it would be truly multi-purpose, as opposed to dedicated to a single sport. Similar to the Magnum Cementing Services gymnasium/court, it would be lined to accommodate the following sports: basketball, volleyball, badminton, and

pickleball. In addition to these sports, the amenity could also host markets and large scale events on the specialized sport flooring, making this development option extremely versatile.

- **Community organization demand:** A question (#5) in the community survey was designed to gauge how much additional court space per week community organizations would be interested in booking, if available. The question was intended for only the community user groups to answer; however, there was an issue with the survey settings allowing all respondents to answer. This ultimately skewed the results, making that question not reflect an accurate representation of community user group demand. To provide a more accurate picture of community user group demand, Administration separately reviewed community organization representative survey responses. Collectively, these responses identified interest in booking 25 additional hours of court space per week.
- **Operational considerations:** If developed, there would be some operational implications that would need to be addressed in order to maximize usage. Additional court space would support being able to offer more Town offered programming (fitness classes...etc.), rental times, and drop-in opportunities. Having a third gymnasium space could potentially allow for being able to attract larger tournaments (volleyball, basketball, badminton...etc.), with multiple games being played on multiple courts. Additional staffing would also need to be considered. The extent of the staffing impact would depend on the level of increased utilization.

OBJECTIVE:

To provide Council with a feasibility assessment on the possibility of development of the currently undeveloped "concrete pad" at the Strathmore Motor Products Sports Centre into additional multi-use court space.

FINANCIAL IMPLICATIONS:

The proposed development represents a significant capital investment for the Town, along with ongoing operating and lifecycle replacement/asset management costs. The financial assessment below also identifies several potential revenue opportunities that could help offset a portion of the ongoing costs.

Expenses:

- Capital Investment Costs
 - New Sport Flooring - \$163,000
 - Curtain Dividers (x2) - \$69,000
 - Equipment (basketball hoops, nets...etc.) - \$112,000
 - Score Clocks (x2) - \$50,000
 - Electrical - \$40,000
 - Misc. (storage & freight) - \$8,000
 - **Total - \$442,000**
- Operating Costs

- Maintenance - \$10,200
- Utilities - \$8,000
- Cleaning - \$0
- Staffing - (unknown as dependent on demand)
- Annual Reserve Contributions (Lifecycle Replacement Costs) - \$19,500
- **Total - \$37,000**

Potential Revenues:

- Increased Town Programming - \$11,309 annually (estimate)
- Increased Rentals - \$66,217 annually (estimate)
- Increase Drop-in/Spontaneous Use - (unknown as dependent on demand)
- Sponsorship/Naming Right Opportunities - \$5,000 annually (estimate)
- **Total - \$82,526**

If developed, the project would require an initial \$442,000 capital investment and approximately \$37,7000 in annual operating costs, excluding additional staffing requirements.

Additional revenue could be generated through additional rentals and Town programming. While drop-in revenue is difficult to project, the engagement results indicate there is demand for additional drop-in court space. Increasing court capacity would likely result in greater drop-in participation and related revenue, although the actual increase will depend on usage.

Ultimately, the financial implications extend beyond the initial construction cost. If the project were to proceed, Council would be expending the level of service for the facility and would need to support both capital investment and operating costs associated with this amenity. The flooring has a lifecycle warranty of 25 years, and has low maintenance upkeep requirements compared to other flooring types like hardwood.

A Net Present Value (NPV) calculation was completed, based on a 25 year lifecycle, to determine the profitability of this project. The calculation identifies a total NVP of \$216,489.69, based on increased programming, rentals, and drop-in revenue, and indicates a projected payback period of approximately 10.3 years and the long-term financial feasibility of the project.

BACKGROUND:

The Strathmore Motor Products Sports Centre opened to the public in February of 2019.

Initially, the concrete pad was designed to accommodate a turf area for futsal; however, in discussions with the Strathmore Minor Soccer Association, Administration recommended not to develop the concrete pad and advocated for the development of an open turf area (as opposed to a boarded lacrosse amenity).

In March 2020, the facility closed due to the pandemic and when it reopened, facility utilization was limited and Administration operated the facility without developing the concrete pad. Ultimately, Administration began utilizing the undeveloped concrete pad area in a limited capacity to support George Freeman school and limited recreational usage.

Earlier in the year, on February 18, 2026, Council directed Administration to return to the April 15, 2026, Council Meeting with a cost estimate for a third sport court to be installed, with lines for badminton, basketball, volleyball, and pickleball.

During the April 15th Council Meeting, Council directed Administration to bring the Sport Court Feasibility, including financial implications, to a future Committee of the Whole Meeting.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has identified the continuous improvement of community safety, health, and well-being as a key priority.

The installation of a specialized sport flooring, over the "concrete pad", at the Strathmore Motor Products Sports Centre would provide an additional gymnasium/court space that could be used for a variety of sports (badminton, basketball, pickleball, volleyball, etc.) and other multipurpose activities. A specialized sport flooring would optimize the undeveloped area, enable greater utilization, and create another amenity to offer additional recreation programs and services to support physical activity, social connection, and quality of life.

COMMUNITY IMPLICATIONS:

There are community implications at this time. Should Council determine to proceed with the development of the "concrete pad" at the Strathmore Motor Products Sports Centre, Administration would work with community partners (GHSD, sport organizations, etc...) on next steps.

INTERNAL IMPLICATIONS:

There are no further internal implications at this time. Should Council determine to proceed with the development of the "concrete pad" at the Strathmore Motor Products Sports Centre, Administration would begin the procurement process by selecting qualified vendors with

technical expertise as per the Town's Procurement Policy, managing warranties, service agreements, and performance standards, and coordinating installation timelines with facility closures.

The new amenity would require an update or development of new policies for booking and scheduling to protect the asset and ensure consistent operations, as well as new maintenance protocols and inspection schedules. Furthermore, staffing and training/training would also need to be formalized to ensure proper use.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Not applicable at this time.

PUBLIC ENGAGEMENT AND AWARENESS:

As part of the feasibility assessment for exploring potentially developing the undeveloped concrete area into additional multi-use court space, Administration undertook three public engagement initiatives, including: a User Group Meeting, a community survey, and an Open House. The purpose of this engagement was to identify potential demand for additional court space, and determine the level of community support.

The community survey received 75 responses, including individual users, parents responding on behalf of their children or youth, and representatives of local sport and community organizations. The results indicate a generally positive level of community support for developing the existing concrete space into additional multi-use court space.

When directly asked about the potential proposed development, 72% of respondents indicated that they either support or strongly support converting the space into additional multi-use court space. Only 12% indicated that they oppose or strongly oppose the idea, while 16% remained neutral. The survey also outlined a high level of anticipated use if developed into additional court space. Approximately 71% of respondents indicated that they would be likely or very likely to use this new amenity if developed.

The Open House was held on September 17, 2026 from 5:30 - 8:00 PM. Nineteen (19) community members attended, with eighteen (18) individuals providing feedback. The questions asked at the Open House were not the same as those included in the community survey, however, four (4) related questions were asked aimed at gauging community need, potential uses, and overall community support. The Open House reflected a similar overall level of support as identified in the community survey.

Overall, the engagement results suggest general community support, and anticipated utilization, and a broad range of potential uses if additional multi-use court space were to be developed.

IMPLEMENTATION

COMMUNICATIONS:

Not applicable at this time.

NEXT STEPS:

Not applicable at this time.

ALTERNATIVE MOTIONS:

1. Council may provide further direction to Administration.

REPORT AUTHOR:

Marcie Mansbridge, Manager of Recreation and Culture

ATTACHMENTS:

[Attachment I: Strathmore Motor Products Sports Centre - Sport Court Feasibility Survey - Default Report](#)

[Attachment II: Pulastic Classic 110 Flooring - Information Sheet](#)

[Attachment III: Court \(Line\) Layout Drawings](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 09 Oct
2026

Kevin Scoble, Chief Administrative Officer

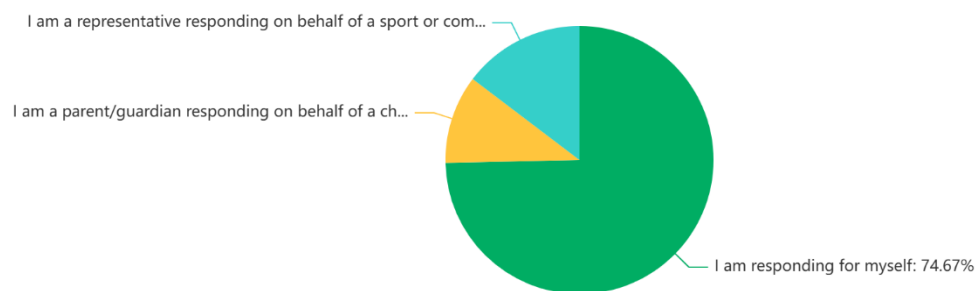
Approved
- 09 Oct
2026

Veronica Anderson, Legislative Services Officer

Approved
- 09 Oct
2026

Strathmore Motor Products Sports Centre - Sport Court Feasibility Survey

1. What best describes you?



Answer Choices	Responses	Responses Percentage
I am responding for myself	56	74.67%
I am a parent/guardian responding on behalf of a child or youth	8	10.67%
I am a representative responding on behalf of a sport or community organization	11	14.67%
Valid Count Per Participant	75	

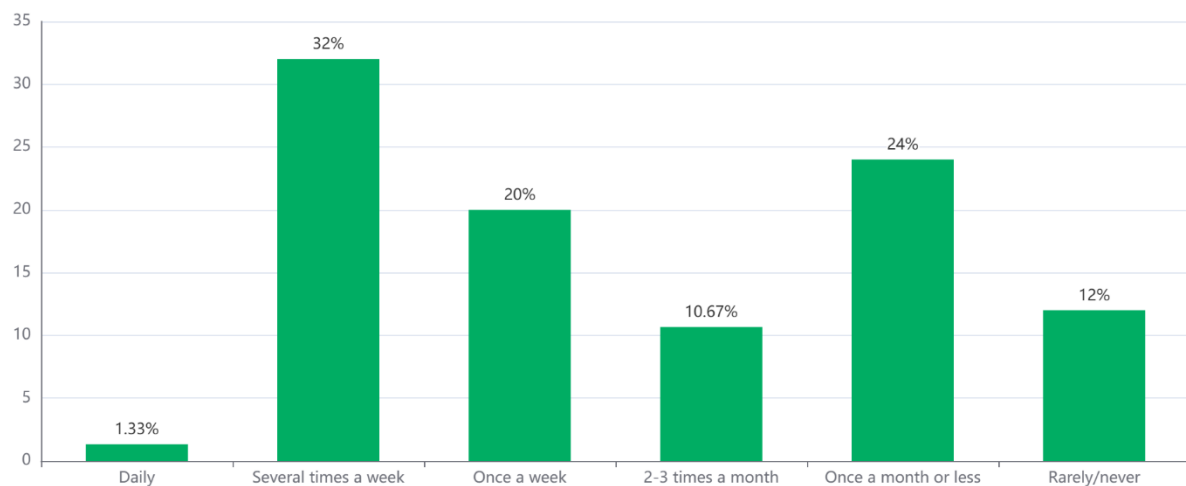
2. If you responded, 'I am a representative responding on behalf of a sport or community organization', please state

your name, title, and the organization (e.g. Jane Doe, Club President, Strathmore Badminton Club)

Answers:

- Indoor Lawn Bowling
- Westmount Elementary
- Jr. Beast Training
- Private Basketball Bookings (G.B)
- Strathmore Gymnastics Club
- Strathmore Lacrosse
- Hope Bridges
- 5 for Life
- Rural Route Agriculture Academy
- Tuesday/Thursday Pickleball Group
- Strathmore Volleyball Club
- Strathmore High School

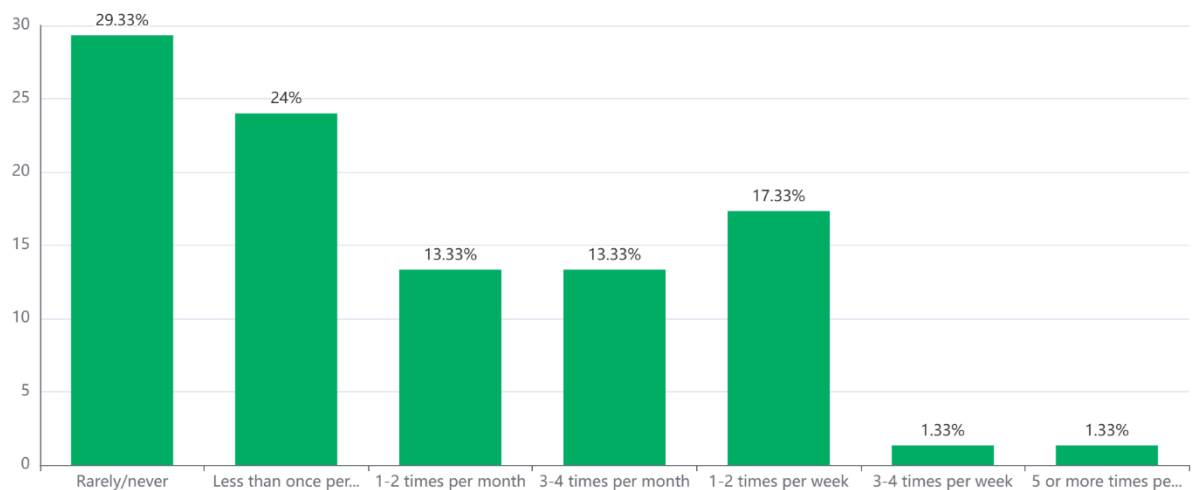
3. How often do you currently visit the Strathmore Motor Products Sports Centre?



Answer Choices	Responses	Responses Percentage
Daily	1	1.33%

Answer Choices	Responses	Responses Percentage
Several times a week	24	32%
Once a week	15	20%
2-3 times a month	8	10.67%
Once a month or less	18	24%
Rarely/never	9	12%
Valid Count Per Participant	75	

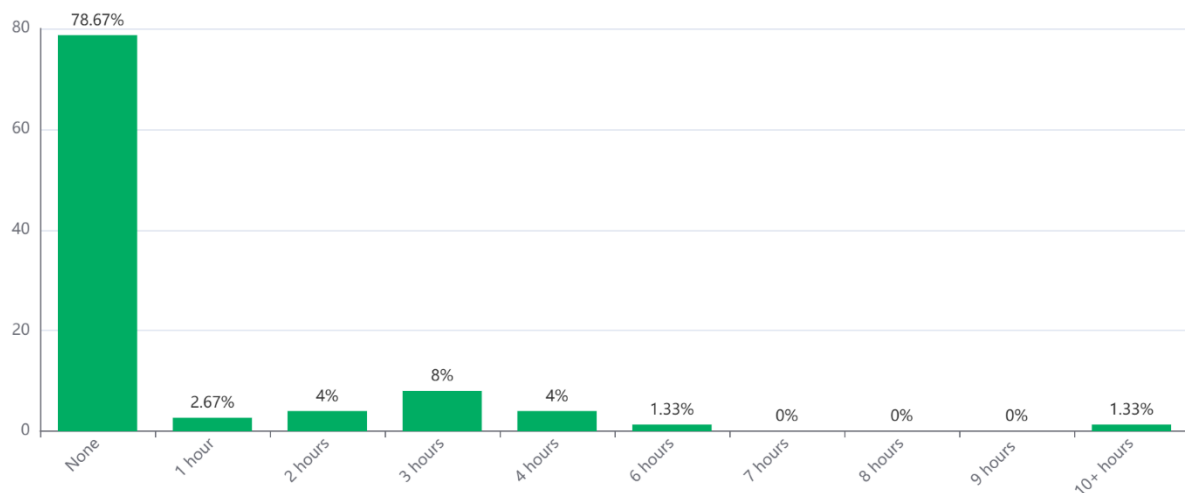
4. How often do you use the court space at Strathmore Motor Products Sports Centre?



Answer Choices	Responses	Responses Percentage
Rarely/never	22	29.33%

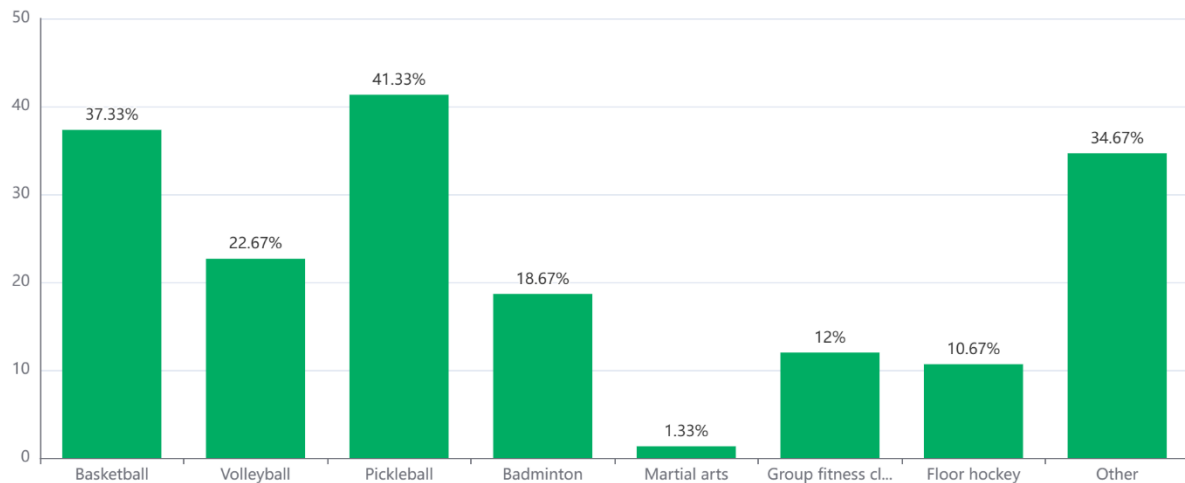
Answer Choices	Responses	Responses Percentage
Less than once per month	18	24%
1-2 times per month	10	13.33%
3-4 times per month	10	13.33%
1-2 times per week	13	17.33%
3-4 times per week	1	1.33%
5 or more times per week	1	1.33%
Valid Count Per Participant	75	

5. *Answer only if you are responding as a representative of a sport or community organization*** If an additional multi-use court was developed, how many additional hours per week would you be interested in booking?**



Answer Choices	Responses	Responses Percentage
None	59	78.67%
1 hour	2	2.67%
2 hours	3	4%
3 hours	6	8%
4 hours	3	4%
6 hours	1	1.33%
7 hours	0	0%
8 hours	0	0%
9 hours	0	0%
10+ hours	1	1.33%
Valid Count Per Participant	75	

6. What activities do you currently use the existing courts for? (Select all that apply)



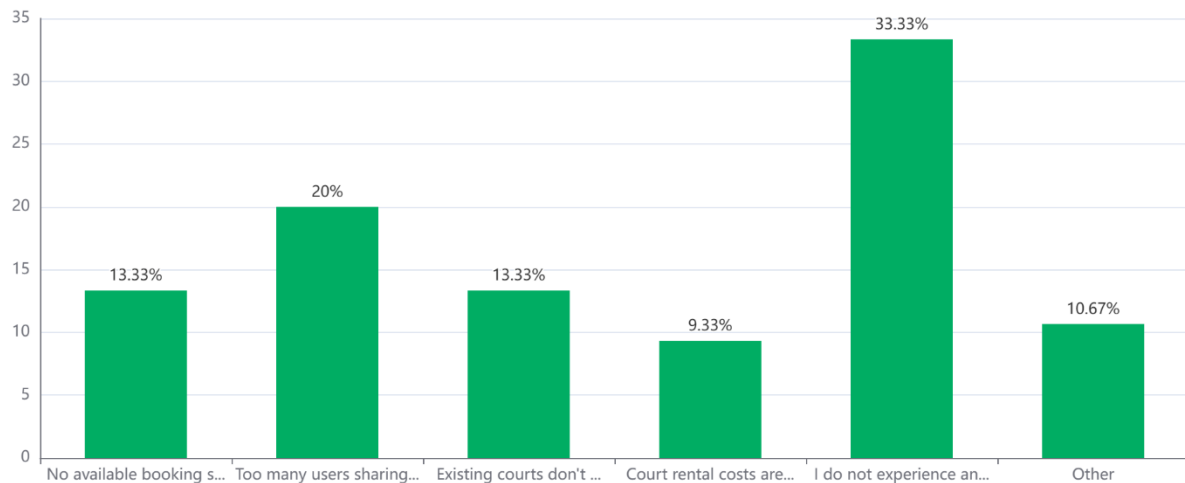
Answer Choices	Responses	Responses Percentage
Basketball	28	37.33%
Volleyball	17	22.67%
Pickleball	31	41.33%
Badminton	14	18.67%
Martial arts	1	1.33%
Group fitness classes	9	12%
Floor hockey	8	10.67%
Other	26	34.67%
Valid Count Per Participant	75	

7. If you selected 'other' to the question above, please specify what activity and/or sport below:

Answers:

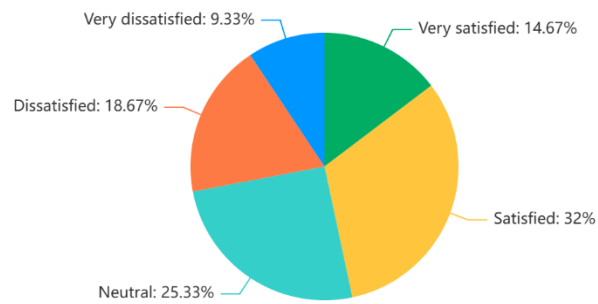
- Indoor lawn bowling
- Lacrosse
- Nothing
- Never use courts
- General/basic use
- Walking court
- During the summer and flex Fridays we use the camp programs offered by the Town.
- Flag football on the turf, not the court
- Basketball
- None. Need more ice not courts
- Baseball cage
- Cornhole
- Lacrosse
- My child attends GFS and uses the court space for the Town's day camps when school is not in session.
- Kids program ages 3-5
- Use the turf and batting cage
- Birthday parties
- Child care drop-in provided by the Town
- Soccer
- I only attend markets/birthday parties
- Track and bike
- Baseball
- Pickleball
- Parties, personal events, & markets

8. What is the biggest challenge you face when accessing or using the existing courts?



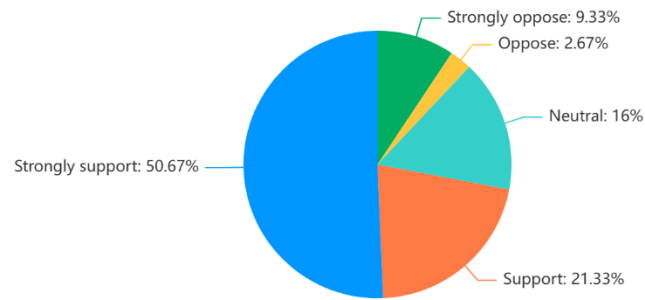
Answer Choices	Responses	Responses Percentage
No available booking slots during the times I'm looking for	10	13.33%
Too many users sharing the same court during drop-in hours	15	20%
Existing courts don't accommodate my needs	10	13.33%
Court rental costs are too high	7	9.33%
I do not experience any major issues	25	33.33%
Other	8	10.67%
Valid Count Per Participant	75	

9. How satisfied are you with indoor court space in the community?



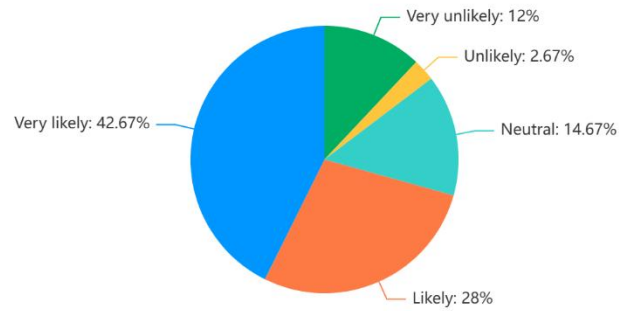
Answer Choices	Responses	Responses Percentage
Very satisfied	11	14.67%
Satisfied	24	32%
Neutral	19	25.33%
Dissatisfied	14	18.67%
Very dissatisfied	7	9.33%
Valid Count Per Participant	75	

10. To what extent would you support a potential plan to convert the undeveloped concrete area into additional multi-purpose court space?



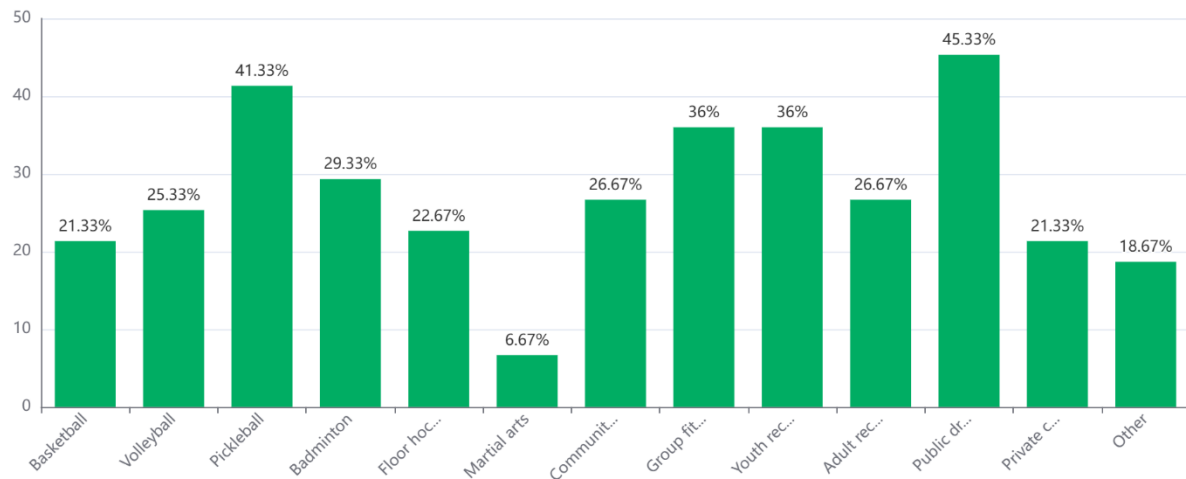
Answer Choices	Responses	Responses Percentage
Strongly oppose	7	9.33%
Oppose	2	2.67%
Neutral	12	16%
Support	16	21.33%
Strongly support	38	50.67%
Valid Count Per Participant	75	

11. If the additional multi-purpose court space is developed, how likely are you to use this new amenity?



Answer Choices	Responses	Responses Percentage
Very unlikely	9	12%
Unlikely	2	2.67%
Neutral	11	14.67%
Likely	21	28%
Very likely	32	42.67%
Valid Count Per Participant	75	

12. Which activities would you want the new additional court space to accommodate? (Select all that apply)



Answer Choices	Responses	Responses Percentage
Basketball	16	21.33%
Volleyball	19	25.33%
Pickleball	31	41.33%
Badminton	22	29.33%
Floor hockey	17	22.67%
Martial arts	5	6.67%
Community events (markets...etc.)	20	26.67%
Group fitness classes	27	36%
Youth recreational sports programs	27	36%
Adult recreational leagues	20	26.67%
Public drop-in	34	45.33%

Answer Choices	Responses	Responses Percentage
Private court rentals	16	21.33%
Other	14	18.67%
Valid Count Per Participant	75	

13. Do you have any additional comments, suggestions, or concerns about the development of the new additional multi-purpose court space?

Responses:

- I would like to see it offer different opportunities not just current users getting more space.
- We are lacking lacrosse space. I suggest we put up hockey boards and run it like a soccer center in Calgary. Those spaces can be used for many sports. It can be used for lacrosse, soccer, roller hockey, ball hockey, dryland training. You can even use the space for markets if you want. We'd probably find that putting boards on the current soccer field is beneficial and it would likely be rented out 30-40 hours weekly.
- More time for drop in would be nice. Sports groups should be a bit earlier in the night.
- A ymca or a community gym.
- We need actual hard court to host sanctioned events. It's a shame we can't with the flooring we have as a reason. You need hardwood flooring with regulation painted lines for sanctioned events like provincials.
- Just want a pickleball court.
- Squash courts.
- Hoping to start learning pickleball.
- Thanks for asking your community for input.
- Tai chi. No tai chi classes in the area. Valuable to older folks for flexibility.
- I wish that some way the town camps could offer funding for low income families who struggle during the summer for child care services. It could make child care and this facility accessible to more families who need it.

-Turn the space into a large fitness area with gym equipment. It is a key wellness option that is missing from the facility.

-Seeing the courts sit empty during summer it would make more sense to try and put something in there that would be used all year. Like a fitness facility or indoor play place.

-In reality we just need more recreation spaces in town in general as it's growing so rapidly - we have neighborhoods without play grounds - not enough swimming - ect . The town needs to grow with how fast we are adding members to the community.

-Another full gymnasium space like the existing spaces would be ideal for the community center. It is the most versatile and accommodates multiple sports. This would also allow for larger tournaments for basketball, volleyball and badminton.

-town needs to invest in what we need, which is a ice rink. THIS IS A HOCKEY TOWN.

-Better batting cage space.

-Before developing the concrete space address issues with the turf. The turf space should be correctly laid (currently had ripples), and have board rather than netting so that indoor soccer can be played correctly in that space.

-Please consider putting a boarded arena there to support Lacrosse and an option for an indoor soccer field similar to the soccer Center. This gives both Lacrosse athletes and indoor soccer athletes the ability to use a local facility. This also benefits the arena to leave one ice arena in all year around. Staying local and giving families the ability to practice and have games in our own town versus always traveling to Calgary.

-I'd like to see this space developed into a Parkour zone, making it a unique space in town, and opening up use to individuals, parties, who are currently going to Calgary to find these types of places.

-I'd like to see the facility have extended hours beyond 8/9pm. Many adults in town can't use the facility until our family life is looked after and our Kid's activities are over. Adult rec leagues typically start at 8pm or later, one can't even organize this type of league in town while attempting to use the current facility as they are closed too early. Many rec facilities in Calgary are open until 11pm or 12pm, if you have adult rec leagues running during these later times, the fees collected from the league will pay for the staff to have on hand at these times.

-there is a really good opportunity here to host full tournaments at your facility, in order to confidently do this I would in the space add: lines for two secondary volleyball courts, a main basketball court and a main volleyball court. the two extra courts brings the capacity to 6 games running at once meaning teams dont need to organize travel between SHS, CMJHS, and GF all for one tournament. Running 6 games at once for a tournament means more teams involved which means more profit for the host and easier logistics and planning. in my past experience it has been chaotic trying to plan and coordinate.

-Would be great to be able to rescue actual gym space at an affordable amount to have court just for friends to use for an hour at a good price rather than trying to share courts when learning new sports where others may not want you playing on the same court.

-The issue with new court space, is that the recreation facilities be it the Sports Centre, Arena, or Pool. The fees are too expensive to access. I visited the sports centre open gym twice in the summer months of 2026. For pickleball/B-ball with my son. On both occasions there was less than 6 people in the whole facility, I was shocked at how under utilized it was. Lowering fees & increasing utilization should come first before additional court development. Compare fees / monthly / annual to surrounding communities. Calgary, Airdrie, Brooks, Chestermere...you will find some stark differences. Strathmore needs to fix their fee structure and passes to increase utilization of recreation facilities. Adding more courts to an already too high admission/access.

-We need a public gym, like a YMCA with machines.

-What will happen to the batting cage if the cement is turned into a court. Will it stay there on the court?

-Would like a completed court for safety in playing.

-Try to always have at least 1/2 court open for the public. During bookings for a club volleyball they'll take up the whole facility and if you leave one corner open for anyone to use for the public.

-I do know that it's a privilege to have this facility, however the costs are rather high. At times it's very loud and for someone who brings people with special needs this is difficult. I would love to see some more accessible activities. Lower basketball hoops. More access to equipment that we can try and adapt to needs of everyone.

-A new fitness equipment area would be a valuable asset to the community. Memberships could include access to this area. Resistance training equipment, cardio equipment, etc. A variety of equipment, for all abilities and age ranges.

-Would be nice to see the town add an indoor playground like Airdrie has in Genesis Place. Younger children need indoor space to play in winter months.

-It seems a cost analysis has been done and the cost doesn't make completing the court doesn't make the center money. It would be nice to have a "third space" in town for people to meet. Maybe a cafe, seating for homework/work, soft play for toddlers, climbing or belay wall. The town seems to be short sighted and isn't planning for the future but plans for immediate wants, specifically by the pickleball community. If the sports center accommodates for the 0-5 crowd with parents and home schoolers, there would be an increase in revenue.

-All I want for the court area is an improved floor with some cushion and grip. Current floor is dangerously for any sport to be played.

-More child care options. If I am at a different school and my after school care program is fully booked I would like an option for my children to take a bus or for me to drop my child off for after school care as an option. I wish that the town could accept more subsidy support from the government. If my child is at WestMount and their after care is fully booked, if George freeman isn't I feel like this is another good way to still receive child care for parents who need to work after hours till 5 or 6pm.

-Right now this place is amazing.

-Staff are very accommodating and the court is clean. Very satisfied of the gym.

-Fitness centre.

-Do it right. Look at other organizations and how they did their flooring/shared spaces etc. What kind of flooring was used. How did they create schedules so that multi sports could use the space.

-The main reason I haven't gone is trying to figure out times/payment and costs has been a lot. Often only see kids programs there.

-As a group of 20 or so seniors, we love using the space two or three times a week, all winter long. The main concern we have is the slippery concrete floor is a poor surface to play on. Any number of proper court surfaces would work, from hardwood to the rubberized surface in the current gym diagonally opposite the concrete pad.

-I would love to be able to run up to six courts in the facility for tournaments, local events, and camps.

-I feel a space for a weight gym, or a better environment for workout classes would benefit the community.

-It's ridiculous this town did not build an actual recreation complex. That is what should be considered for this feasibility. It should have a full service fitness centre with weight lifting equipment and machines as well as cardio equipment. The town has its recreation facilities all over the place. Convert the concrete courts to full proper pickle ball/tennis courts. Any new use should be add ons to the building. A town the size of strathmore should have a proper recreation building where all facilities are together, including hockey arenas, curling rinks, and a swimming pool. This would bring the town together.

-Need a new floor to avoid injuries.

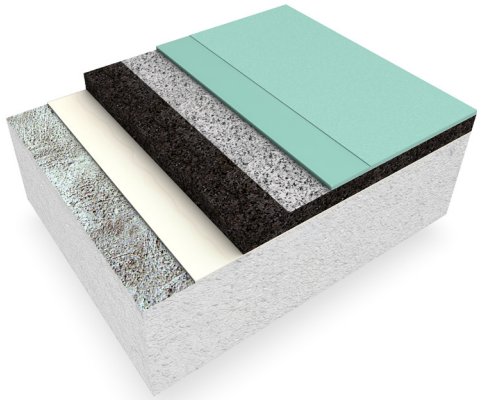
-I would love a gym equipment area to be added to the space. I think this is a sector that is lacking in the current Recreation Facilities. An area for weight training, free weights, mats, treadmills, ellipticals, stairclimbers...etc.

-I would like to suggest a fitness gym. I have had many conversations with people about how a town gym would be greatly appreciated.

PULASTIC CLASSIC 110

A seamless multi-purpose sports floor that provides strength and performance for all levels of play and competition

**25 YEAR
WARRANTY!**



PULASTIC®
SPORTS FLOORING

- Pulastic Classic 110 is approved according to the EN 14904 Standard - Category P1
- Approved by FIBA and IHF
- Manufactured under ISO 9001, ISO 14001, and CSR Level 3 (ISO 26000)
- Good resiliency for comfort and injury prevention
- Seamless, non-porous and smooth surface for easy maintenance, repair and resurface options
- Excellent contact noise reduction for outstanding acoustic isolation
- Sustainability through high content of recycled and rapidly renewable raw materials
- Water based finish for very low odor during installation and maximum indoor clean air protection during use
- Outstanding mechanical strength and wear resistance for optimal life cycle cost and maximum usability



**PROVEN
Safety**

**PROVEN
Performance**

**PROVEN
Winners**

INDOOR | MULTI-PURPOSE | BASKETBALL | VOLLEYBALL
AEROBICS | TRAINING FACILITY | COMPETITION LEVEL

Product Specifications

 <i>Nominal Thickness</i>	11 mm	
 <i>Character</i>	Point-Elastic	
 <i>Shock Absorption</i>	28%	EN 14808
 <i>Vertical Deformation</i>	1.4 mm	EN 14809
 <i>Ball Bounce</i>	98%	EN 12235
 <i>Resistance to Rolling Load</i>	≥ 1500 N	EN 1569
 <i>Resistance to Impact</i>	≥ 800 gr @ 10°C	EN 1517
	≥ 1200 gr @ 17°C	EN 1517
 <i>Resistance to Indentation</i>	0.35 mm @ 5 min	EN 1516
	0.15 mm @ 24 hrs	EN 1516
 <i>V.O.C. Content- Adhesive</i>	Solvent Free	
<i>V.O.C. Content- Finish</i> 	45 gr/lit	ASTM D 3960
 <i>Elongation at break- Structure</i>	150%	DIN 53455
<i>Tensile Strength- Structure</i>	8 N/mm ²	DIN 53455
<i>Tear Strength- Structure</i>	25 N/mm	DIN 53515
 <i>Warranty</i>	25 YEAR manufacturer's warranty	

16 Classic Colors to Choose From



*Custom color options available. Due to printer variation, actual floor colors may be slightly different from colors above. Consult your dealer for color accuracy.

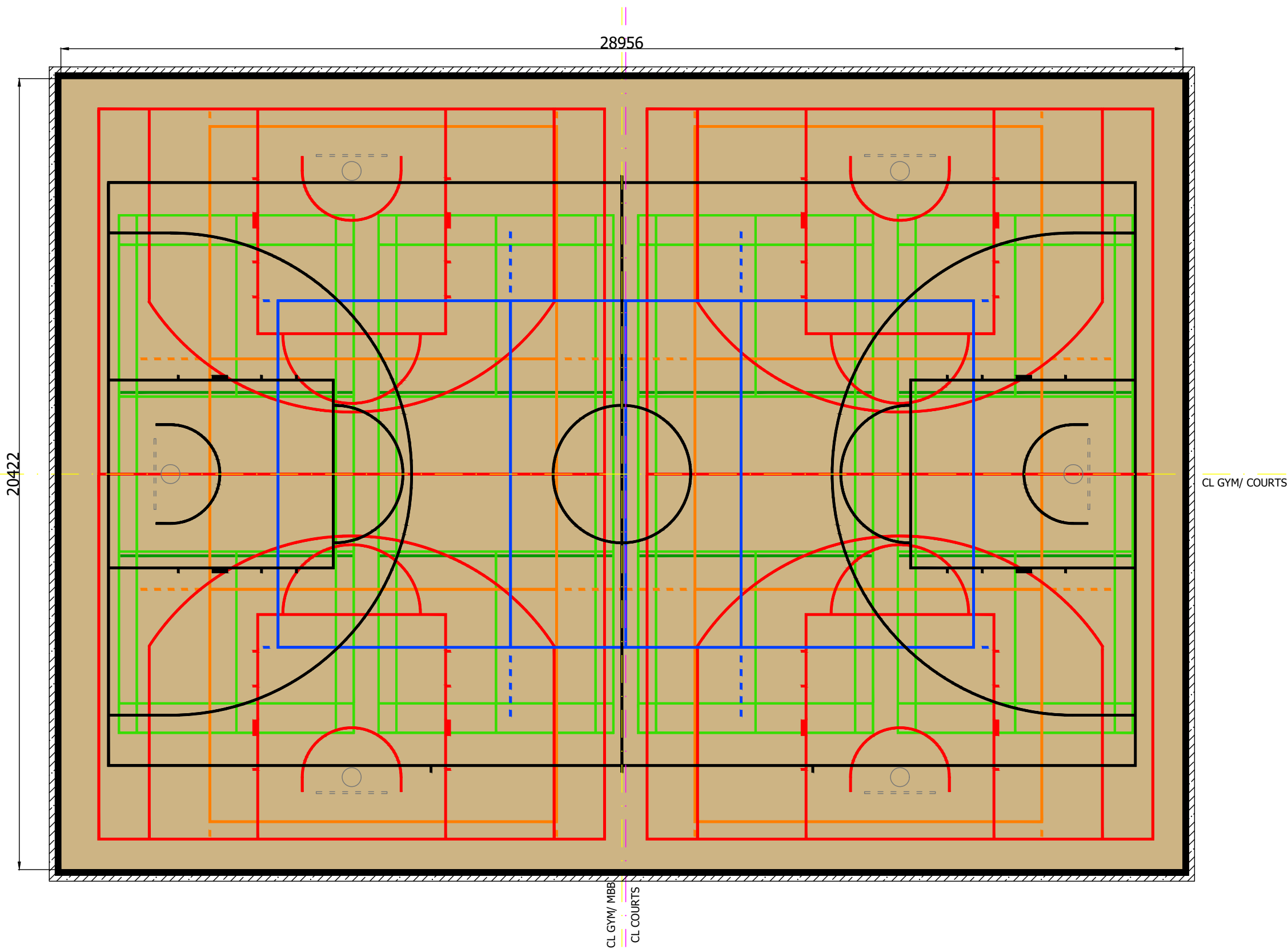
Classic 110 Meets the Following Organizational Approvals



robbinsfloor.com | 1.800.543.1913

Robbins, Inc. | 4777 Eastern Avenue | Cincinnati, OH 45226

MARKINGS & PRIORITY	LINE WIDTH:	COLOUR:
BASKETBALL	50	BLACK
VOLLEYBALL	50	SIGNAL BLUE
X BASKETBALL	50	RUBY RED
X VOLLEYBALL	50	PASTEL ORANGE
BADMINTON	40	LIGHT GREEN
PICKLEBALL	50	DARK GREEN
FLOOR COLOR	N/A	SAND BEIGE #205



- GENERAL NOTES:**
- A. ALL NOTES WRITTEN LINE COLOURS, WIDTHS, & PRIORITIES SHALL TAKE PRECEDENT OVER GRAPHICS WHERE CONTRADICTORY.
 - B. ARCHITECT SHALL REVIEW LAYOUT WITH THE OWNER (PRIOR TO RETURN OF DRAWINGS) TO ENSURE THE NEEDS PERTAINING TO THE INTENDED USE OF THE FACILITY ARE MET. OWNER REPRESENTATION WILL NOT BE PERMITTED WHILE LINES AND FINISH ARE BEING APPLIED UNLESS OTHERWISE INDICATED BY CENTAUR INSTALLATION STAFF.
 - C. ALL DIMENSIONS INDICATED SHALL BE TAKEN FROM ARCHITECTURAL CENTRE OF THE ROOM.
 - D. GENERAL CONTRACTOR SHALL COORDINATE LOCATIONS OF GAMES LINES & ALL OTHER EQUIPMENT TO BE USED WITHIN THE ROOM.
 - E. LOCATION, ORIENTATION, & SIZE OF ALL COURTS SHALL BE GOVERNED BY THE LOCATION OF THEIR RESPECTIVE FIXED EQUIPMENT.
 - F. INTERSECTING LINES SHALL BE SEPARATED BY 25mm.

- CONFIRMATIONS TO BE PROVIDED UPON DRAWING RETURN:**
- 1. LINES COLOURS (SELECTED FROM COLOUR SHEETS PROVIDED)
 - 2. AGREEMENT WITH / CHANGES TO COURTS INDICATED
 - 3. EVIDENCE OF OWNER/CLIENT REVIEW & SIGN-OFF
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PROJECT:

Strathmore Sports Center

DRAWN BY: MONA VAHABIAN

SCALE: N.T.S.

DATE: APRIL 2024

JOB #: A11530

REV #	DATE:	DESCRIPTION:
1	APR.16th.2024	GAMELINE DRAWINGS

DRAWING:

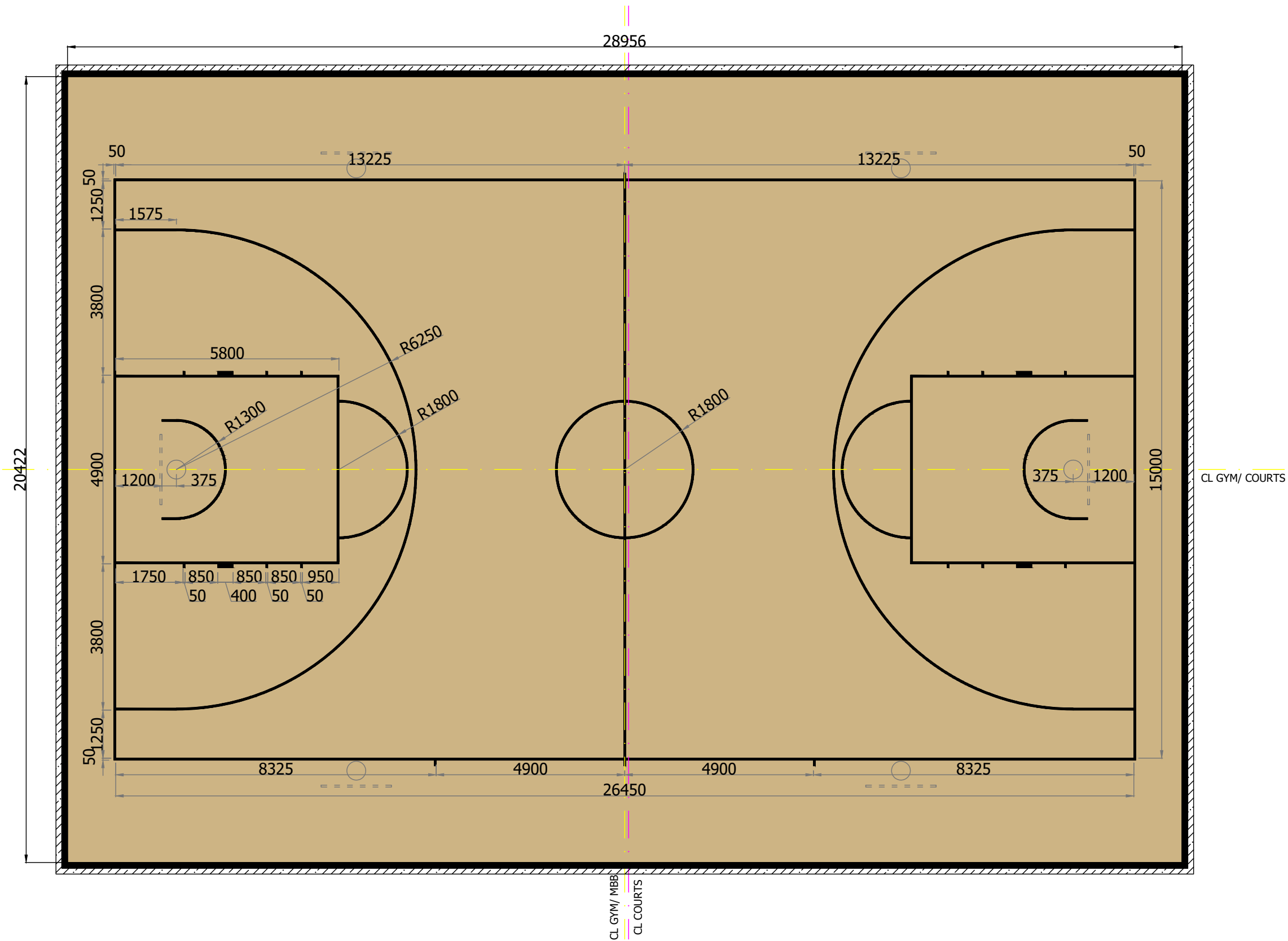
COMPOSITE COURTS LAYOUT



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SHEET No:

GL - 1



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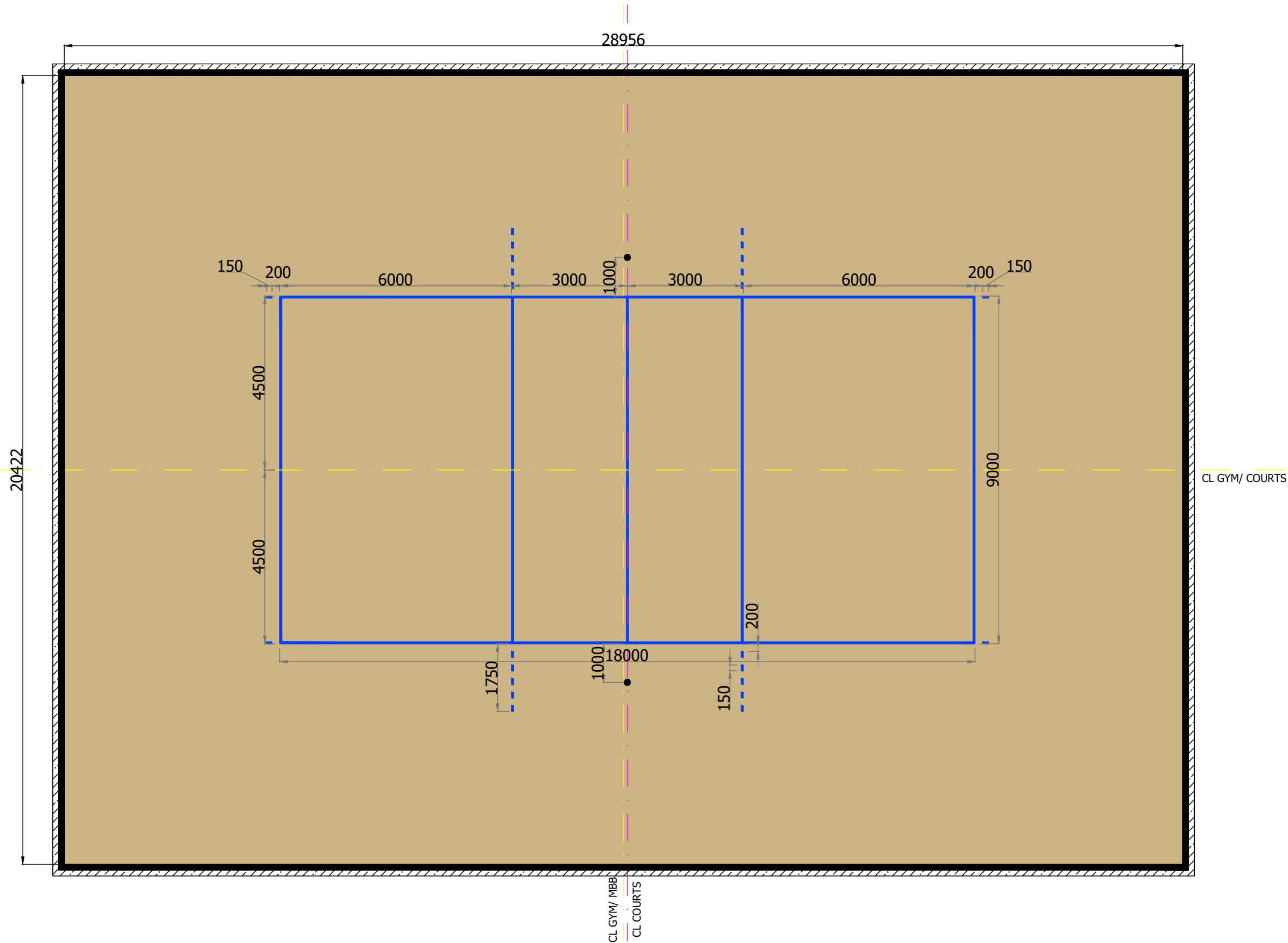
BASKETBALL LINES LAYOUT



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SHEET No:

GL - 2



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SCALE: N.T.S.

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DRAWING:

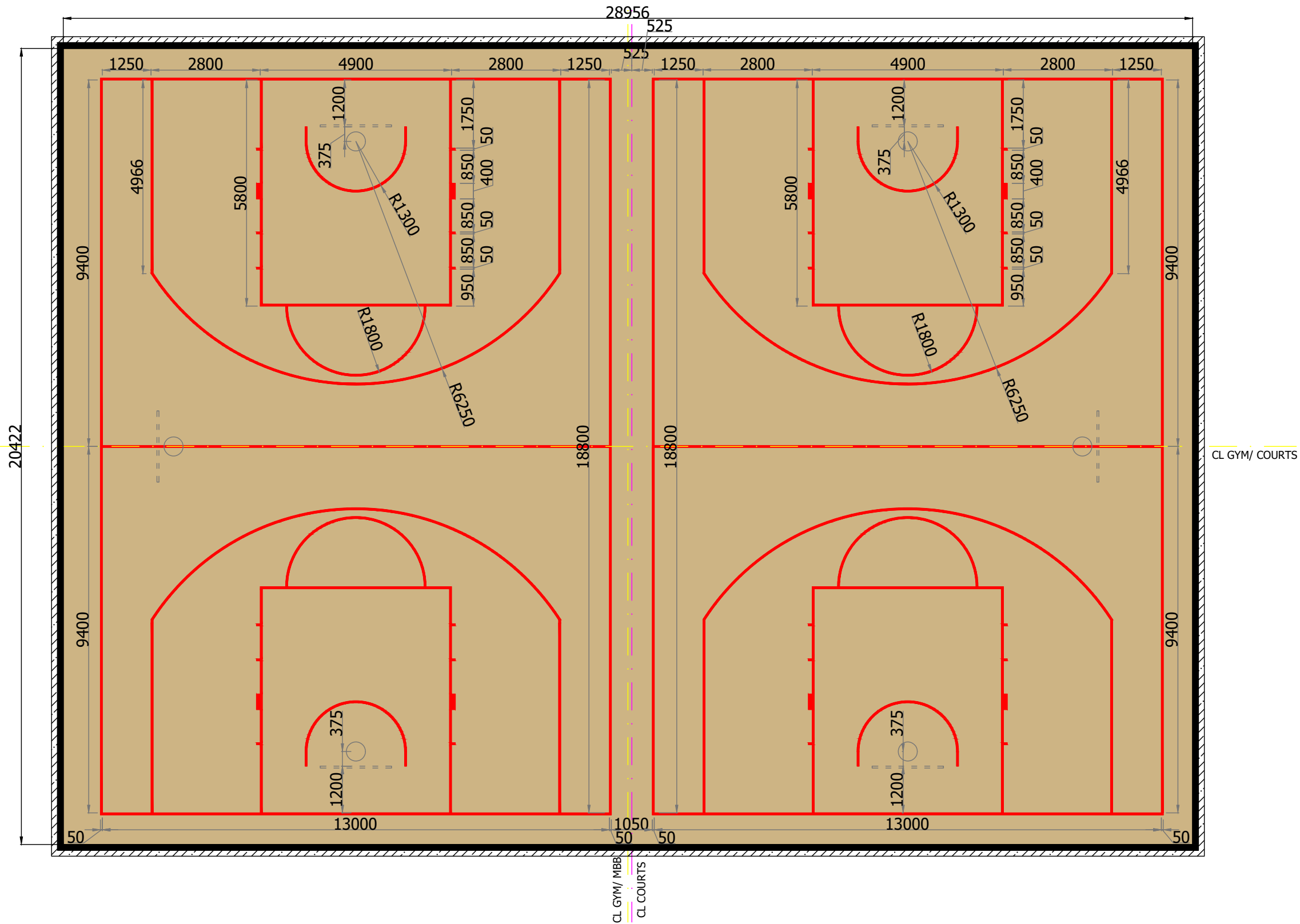
VOLLEYBALL LINES LAYOUT



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DRAWN BY: MONA VAHABIAN

SCALE: N.T.S.

DATE: APRIL 2024

JOB #: A11530

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1	APR.16th.2024	GAMELINE DRAWINGS

DRAWING:

X BASKETBALL LINES LAYOUT

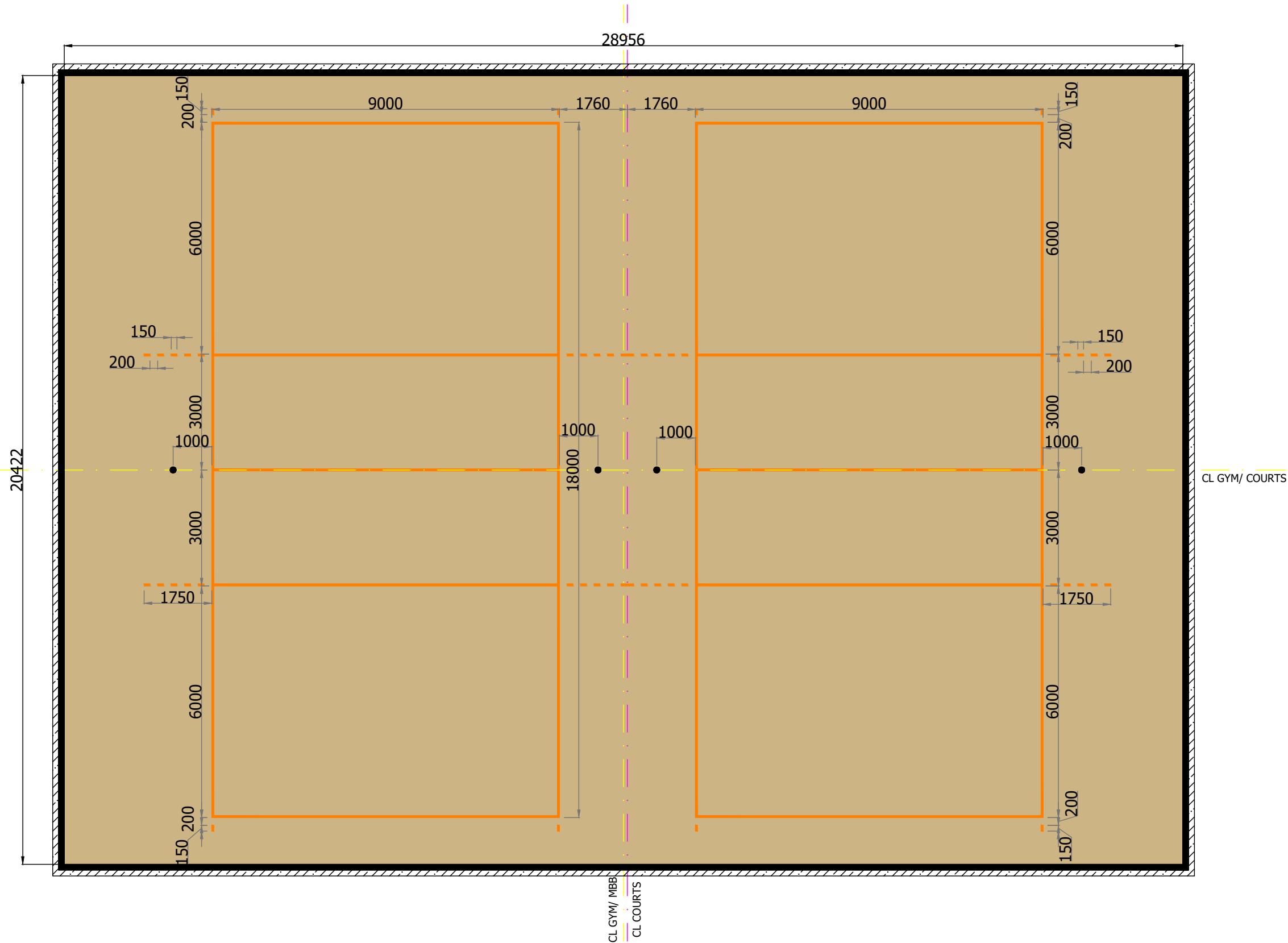


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SHEET No:

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SCALE: N.T.S.

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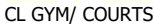
VOLLEYBALL LINES LAYOUT



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SHEET No:

GL - 5



CL GYM/ MBB
CL COURTS

A. ALL NOTES WRITTEN LINE COLOURS, WIDTHS, & PRIORITIES SHALL TAKE PRECEDENT OVER GRAPHICS WHERE CONTRADICTORY.

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Strathmore Sports Center

SCALE: N.T.S.

JOB #: A11530

DRAWING:

BADMINTON LINES LAYOUT

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Request for Further Direction

To: Council

Contact: Kevin Scoble, Chief Administrative Officer

Date Prepared: September 30, 2026

Meeting Date: October 14, 2026

SUBJECT:	Council Procedure Bylaw No. 26-17
-----------------	--

RECOMMENDED MOTION:	For direction from Council.
----------------------------	-----------------------------

REPORT SUMMARY

KEY ISSUE(S):

Council Procedure Bylaw No. 23-17 was identified as a bylaw requiring review. Council is being asked to consider whether it wishes to amend this Procedure Bylaw to align with both the *Municipal Government Act* and further recommendations provided by Legal Counsel.

OBJECTIVE:

To ensure the bylaw reflects current needs, Council is being asked to provide feedback on the amended Council Procedure Bylaw (drafted as Bylaw No. 26-17), as presented in Attachment I.

FINANCIAL IMPLICATIONS:

There are no financial implications other than staff time needed to prepare this report.

BACKGROUND:

Council Procedure Bylaw No. 23-17 was drafted in 2023 to establish rules and provisions to regulate the conduct of business in Council Meetings and Council Committee Meetings. Subsequently, Council Procedure Bylaw Amending Bylaws No. 23-28 and 25-15 included amendments such as: timelines for rescinding motions, mandating that all votes are recorded, updating the definition of electronic communications, and procedural recommendations for the time Public Hearings are set, and the order of business for a Public Hearing.

In order to properly consolidate the previous amendments and add in new changes Administration is recommending that Bylaw No. 23-17 be repealed and replaced with Council Procedure Bylaw No. 26-17.

The new changes to proposed bylaw No. 26-17 include:

- The replacement of references to the *Freedom of Information and Privacy Act* with the *Access to Information Act*.
- The removal of 35.1, reference to the Code of Conduct, which was repealed in 2025.
- Expansion of the requirements for Public Comments in regards to length of time permitted to speak, and clarification of purpose.
- The Delegations section to have the CAO responsible for reviewing and allowing Delegations, and a new section that provides criteria for matters that will not be considered.
- The removal of the schedules.

OTHER IMPLICATIONS

STRATEGIC PRIORITIES IMPACTED:



Community
Connection



Managing
Growth



Financial
Resilience



Economic
Growth



Protecting
Water and
Green
Spaces



Community
Safety and
Wellbeing

HOW THE STRATEGIC PRIORITIES ARE MET:

Council's Procedure Bylaw governs how Council Meetings are run. By reviewing the Bylaw and making necessary changes, Council is able to ensure that meetings run smoothly and decisions are made effectively.

COMMUNITY IMPLICATIONS:

An updated Council Procedure Bylaw will clarify for residents the options available for speaking at Council meetings.

LEGISLATIVE IMPLICATIONS AND REFERENCES:

Municipal Government Act - Bylaw readings- S.187(1) and 187(2):

187(1) Every proposed bylaw must have 3 distinct and separate readings.

(2) Each councillor present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.

IMPLEMENTATION

NEXT STEPS:

Administration to bring a revised bylaw to a future Regular Council Meeting for adoption.

Motions that may be considered at that next meeting:

THAT Council give First Reading to Bylaw No. 26-17, being the Council Procedure Bylaw.

THAT Council give Second Reading to Bylaw No. 26-17, being the Council Procedure Bylaw.

THAT Council give unanimous consent to give Third and Final Reading to Bylaw No. 26-17, being the Council Procedure Bylaw.

THAT Council give Third Reading to Bylaw No. 26-17, being the Council Procedure Bylaw.

Should Council decide to adopt this revised bylaw, it will be signed and published to the Town's website.

ALTERNATIVE MOTIONS:

1. Council may choose to direct Administration to make further changes.
2. Council may choose to ask Administration to bring this bylaw back to a future Council meeting for further discussion.

REPORT AUTHOR:

Kara Rusk, Director of Strategic, Administrative, and Financial Services

ATTACHMENTS:

[Attachment I: Council Procedure Bylaw No. 26-17 - CLEAN DRAFT](#)

[Attachment II: Council Procedure Bylaw - Proposed Revisions October 2026 \(Redlined\)](#)

[Attachment III: 23-17 Council Procedure Bylaw - signed](#)

[Attachment IV: 23-28 Council Procedure Bylaw amending Bylaw - signed](#)

[Attachment V: 25-15 Council Procedure Bylaw amending Bylaw - signed](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 09 Oct
2026

Kevin Scoble, Chief Administrative Officer

Approved
- 09 Oct
2026

BYLAW NO. 26-17
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO REGULATE COUNCIL AND COMMITTEE OF THE WHOLE PROCEEDINGS IN THE TOWN OF STRATHMORE.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings, Council Committee Meetings and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1. This Bylaw may be cited as the "Council Procedure Bylaw."

2. DEFINITIONS

- 2.1. "Access to Information" or "ATIA" means the *Access to Information Act*, SA 2024, c. A-1.4, together with any Regulations made thereunder and any amendments thereto.
- 2.2. "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26 and regulations made under the *Municipal Government Act*.
- 2.3. "Acting Mayor" means the Councillor selected by Council to preside at any Council Meeting in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
- 2.4. "Administration" means the administrative and operational arm of the Town, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.5. "Adjourn/Adjourned/Adjournment" means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor.

-
- 2.6. "Agenda" means the order of items of business for any Council Meeting or Committee of the Whole Meeting and the associated reports, Bylaws, and other supporting documentation.
- 2.7. "Amend" means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.
- 2.8. "Approved Speaker" means an individual or multiple individuals who have been authorized by Council to speak to an item on the Council Agenda.
- 2.9. "Call the Question" means when the Mayor ends debate and Council or Committee of the Whole must vote on the Motion that has been made.
- 2.10. "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer for the Town or his or her designate.
- 2.11. "Closed Meeting" means a Council Meeting or Committee of the Whole Meeting held in the absence of public pursuant to Division 2 of Part 1 of the *Access to Information Act* or any other enactment that provides for holding all or part of a meeting in the absence of the public.
- 2.12. "Committee of the Whole" or "COTW" means collectively those Councillors present when Council moves to sit as a Committee.
- 2.13. "Committee of the Whole Meeting" means the meetings that have been scheduled when Council moves to sit as a Committee of the Whole.
- 2.14. "Committee of the Whole Member(s)" means any Councillor present when Council moves to sit as a Committee of the Whole.
- 2.15. "Consent Agenda" means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- 2.16. "Council" means the municipal Council governing the Town.
- 2.17. "Council Committee" means a Council board, commission or committee established in accordance with the *Municipal Government Act*.
- 2.18. "Council Meeting" means a Regular Council Meeting, Organizational Meeting and Special Council Meeting.
- 2.19. "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.
- 2.20. "Defer" means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter by Council.
- 2.21. "Delegation" means a person who has received permission to appear before Council or a Council Committee in accordance with this Bylaw.

- 2.22. "Deputy Mayor" means the Councillor appointed by Council, pursuant to the *Municipal Government Act* and the Bylaw, to act as the Mayor in the absence or incapacity of the Mayor or in the case where the Mayor chooses to step down.
- 2.23. "Electronic Communications" shall mean that members of Council may attend a meeting through electronic communications. This can include using personal computer, telephone with the use of the speaker, or other means as technology advances.
- 2.24. "General Municipal Election" means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- 2.25. "Inaugural Meeting" means the Organizational Meeting immediately following a General Municipal Election.
- 2.26. "Majority Vote" means more than half of the votes cast by Councillors, excluding abstentions, at a properly called Council Meeting at which a Quorum is present.
- 2.27. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town or his or her designate.
- 2.28. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.
- 2.29. "Minutes" means the record of decisions of a Council Meeting or Committee of the Whole Meeting recorded in the English language.
- 2.30. "Motion" means a resolution that has been moved by the Mayor or Councillor but not yet voted on.
- 2.31. "Notice of Motion" means the method by which a Councillor brings forward an item that he or she wishes to be considered at a subsequent Council Meeting.
- 2.32. "Omnibus Motion" means a Motion to place on the floor and adopt, without debate, the recommendations of two or more reports.
- 2.33. "Organizational Meeting" means the Council Meeting held as described in Section 5 of this Bylaw, including the Inaugural Meeting.
- 2.34. "Point of Order" means a demand that the Presiding Officer enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.
- 2.35. "Point of Privilege" means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members and includes, but is not limited to the:

- a) Organization or existence of Council/Committee of the Whole;
 - b) Comfort of Councillors/Committee of the Whole Members;
 - c) Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; and
 - d) Reputation of Councillors, Committee of the Whole Members or Council as a whole.
- 2.36. "Public Hearing" means an advertised Council Meeting convened to hear matters and in accordance with this Bylaw, *Municipal Government Act*, or any other enactment.
- 2.37. "Quorum" means the majority of all Councillors or Committee of the Whole Members.
- 2.38. "Recess" means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.
- 2.39. "Refer" means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.
- 2.40. "Regular Council Meeting" means a Council Meeting scheduled at the annual Organizational Meeting and held in accordance with the *Municipal Government Act*.
- 2.41. "Robert's Rules of Order" means the manual of parliamentary procedure that governs meetings.
- 2.42. "Special Council Meeting" means a Council Meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 2.43. "Suspension of the Rules" means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw or Robert's Rules of Order for a specific purpose.
- 2.44. "Table" means a motion to delay consideration of any matter to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.
- 2.45. "Town" means the municipal corporation of the Town of Strathmore.
- 2.46. "Unanimous Vote" means all the Councillors on Council that are in attendance vote in favour of the Motion made.
- 2.47. "Withdraw" means to withdraw a Motion that has been made during a Council Meeting or Committee of the Whole Meeting.

3. STRUCTURE OF COUNCIL

- 3.1. The Council of the Town of Strathmore shall consist of seven (7) members of Council.
- 3.2. All Councillors shall be elected by vote of electors in the Town.
- 3.3. The chief elected official shall be elected by a vote of the electors of the Town.
- 3.4. The chief elected official shall be designated the title of "Mayor" and addressed as Mayor (last name).
- 3.5. Councillors of the Town shall be designated as the title "Councillor" (last name).
- 3.6. Councillors may serve a term as Deputy Mayor, rotating in the manner agreed upon by Council.
Organizational Meeting – June 30
July 1 – February 28 or 29
March 1 – October 31
November 1 – June 30
July 1 – February 28 or 29
March 1 – Organizational Meeting
- 3.7. Should a Councillor decline to serve a term as Deputy Mayor, Council will appoint a member to serve the declining Councillor's term by resolution.
- 3.8. The Mayor shall preside when in attendance at the meeting of Council. In the Mayor's absence, the Deputy Mayor shall preside over the meeting. If both the Mayor and the Deputy Mayor are unable to attend a meeting, the Councillor next in the Deputy Mayor rotation will serve as Acting Mayor.

4. APPLICATION

- 4.1. This Bylaw shall govern the conduct of Council Meetings and Committee of the Whole Meetings.
- 4.2. Where this Bylaw applies to Committee of the Whole, it shall apply with all necessary modifications, and
 - a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee;
 - b) Any reference to a Councillor shall be treated as a reference to a member of the Committee; and

- c) Any reference to Council shall be treated as a reference to the Committee.
- 4.3. To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to Robert's Rules of Order Newly Revised.
- 4.4. The order of precedence of the rules governing the procedures of Council are:
 - a) The Act;
 - b) Other provincial legislation;
 - c) This Bylaw; and
 - d) Robert's Rules of Order Newly Revised.
- 4.5. Council or Committee of the Whole may waive or modify the application of any part of this Bylaw by a Suspension of the Rules resolution, provided that such waiver or modification does not conflict with the *Municipal Government Act* or any other enactment.
- 4.6. Unless otherwise stated in this Bylaw or enactment, Council may only act by Bylaw or resolution and the Committee of the Whole may only act by resolution.

5. INAUGURAL AND ORGANIZATIONAL MEETINGS

- 5.1. Council must hold its Inaugural Meeting, in accordance with the *Municipal Government Act*, no later than two (2) weeks after each General Municipal Election. At this Council Meeting:
 - a) All Councillors must take the Oath of Office as prescribed by the Oaths of Office Act;
 - b) All Councillors shall review the Council Code of Conduct Bylaw in accordance with the Code of Conduct for Elected Officials Regulation and sign the Council Covenant;
 - c) A presentation shall be made by Administration regarding the Council Procedure Bylaw together with any pertinent Council Policies;
 - d) The seating of Councillors in Council Chambers shall be adopted by Council;
 - e) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - f) Regular Council Meeting dates for the year shall be set by Council;
 - g) Committee of the Whole Meeting dates for the year shall be set by Council;
 - h) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council;

- i) Members of the public shall be appointed to Council Committees by Council, if required; and
 - j) Signing authorities within Council shall be determined by Council.
- 5.2. An Organizational Meeting must be held annually, in accordance with the Act, no later than two (2) weeks after the third (3rd) Monday in October. At this Council Meeting:
 - a) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - b) Regular Council Meeting dates for the following year shall be set by Council;
 - c) Committee of the Whole Meeting dates for the year shall be set by Council;
 - d) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council; and
 - e) Members of the public shall be appointed to Council Committees by Council, if required.

6. EDUCATIONAL SESSION

- 6.1. Councillors must attend Council Orientation as offered by the Municipality within 90 days after the Councillor takes the Oath of Office. Attendance at additional training sessions throughout the Council term is discretionary.
- 6.2. Educational sessions will be provided to Council at the discretion of the Chief Administrative Officer. Councillors may request educational sessions from the Chief Administrative Officer. If the Chief Administrative Officer determines a monetary expenditure must be made for the workshop outside of the existing budget, then a motion of Council will be required.
- 6.3. Sessions for educational purposes may be held as required, based on the following criteria:
 - a) Sessions are optional and do not require quorum;
 - b) Are strictly educational (one-way information), allowing for clarifying questions;
 - c) Do not progress matters within Council's jurisdiction;
 - d) Minutes shall not be taken;
 - e) Information provided may be shared with the public (not confidential);
 - f) Where no directions or instructions shall be given to Administration; and

- g) Where no procedural or Council business decisions are made by the Councillors.

7. COUNCIL MEETINGS

- 7.1. A Council Meeting is properly constituted if:
 - a) Proper notice is provided to Councillors by emailing the date, time, and location of the Council Meeting;
 - b) Proper notice is provided to the public in accordance with the *Municipal Government Act*;
 - c) There is a Quorum of Council in attendance;
 - d) The Mayor, Deputy Mayor, or Acting Mayor is presiding over the Council Meeting; and
 - e) The Minutes are recorded.
- 7.2. Councillors must attend and participate in Council Meetings in accordance with the requirements of the *Municipal Government Act*.

8. REGULAR AND SPECIAL MEETINGS

- 8.1. The first Regular Council Meeting of every month will begin with a traditional land acknowledgement that is prepared in conjunction with Siksika Nation.
- 8.2. Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.
- 8.3. If there are changes to the date and time of a Regular Council Meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Councillors and post the notice in a public office. Posting a public notice in the front foyer of Strathmore's Municipal Building and on the Town's website is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
- 8.4. All meetings will be open to the public, except for Closed Meeting portions of the meeting approved by motion including the related section of the FOIP Act and following the requirements of the Act.
- 8.5. A Regular Council Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.

- 8.6. Special Council Meetings may be called in accordance with the Municipal Government Act.
- 8.7. A Special Council Meeting may be cancelled:
- a) By the Mayor if twenty-four (24) hours' written notice is provided to all members and the public, or
 - b) By the Mayor with the written consent of two-thirds (2/3) of all members of Council, if less than twenty-four (24) hours' notice is provided to all Councillors.

9. QUORUM

- 9.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Council Meeting, the Manager of Legislative Services shall record the names of the Councillors present and the Council Meeting shall stand Adjourned until the next scheduled meeting date.
- 9.2. If Quorum is lost after the Council Meeting is called to order, the respective meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Council Meeting shall stand Adjourned.
- 9.3. Whenever a vote on any matter before Council cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute, then the matter shall be the first business item to proceed with at the next Regular Council Meeting.
- 9.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Council Meeting is Adjourned.

10. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 10.1. Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.
- 10.2. If a Councillor leaves the meeting while attending through electronic communications, the Councillor must inform Council of the times when they leave and when they re-join the meeting.
- 10.3. A Councillor attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.

- 10.4. The Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 10.5. When a Councillor attends a Closed Meeting through electronic communications, they will ensure they are alone for the In Camera discussion.
- 10.6. If only the public will be present at the Council Chambers in the Town's Municipal Building and all Councillors are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, on the Town's webpage, and on social media accounts, twenty-four (24) hours prior to the meeting, indicating the manner in which the meeting will be conducted.

11. LIVESTREAMING MEETINGS AND RECORDING DEVICES

- 11.1. Council Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings. Failure to record and livestream a Council Meeting does not invalidate a Council Meeting.
- 11.2. Committee of the Whole Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings.
- 11.3. At the start of a Meeting, the Mayor will notify those present that the Meeting is being livestreamed and a recording will be made available after the Meeting is adjourned.
- 11.4. The Mayor may, at any time and at his or her discretion, direct the termination or interruption of a livestream.
- 11.5. If there are technical difficulties while livestreaming, the Mayor will advise those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the Town's website.
- 11.6. Meeting recordings will be retained and provided in accordance with the Town's records management bylaws, policies, and procedures.
- 11.7. Meeting recordings will only be transcribed by the Town if required by the CAO in connection with any litigation, audit, or investigation.

12. PUBLIC HEARINGS

- 12.1. Council shall hold Public Hearings in accordance with the *Municipal Government Act*.
- 12.2. Where Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.

- 12.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the directions of Council.
- 12.4. Public Hearings may be held at a Regular Council Meeting or Special Council Meeting and commence at 6:00 p.m. unless otherwise directed by a resolution of Council.
- 12.5. All written submissions from the public must be received at least ten (10) days prior to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the Manager of Legislative Services who will advise Council the late submission has been received during the Public Hearing and include the submission in the Public Hearing record.
- 12.6. The order of business for a Public Hearing will be as follows:
- a) The Mayor shall declare the Public Hearing in session;
 - b) The Manager of Legislative Services shall introduce the resolution, bylaw or non-statutory item and shall briefly state the intended purpose including acknowledgement of written submissions received by the deadline;
 - c) Presentation(s) from Administration;
 - d) Presentation(s) from the public supporting the bylaw, resolution, or non-statutory item;
 - e) Presentation(s) from the public opposing the bylaw, resolution, or non-statutory item;
 - f) Any other person deemed to be affected by the bylaw, resolution, or non-statutory item;
 - g) Questions of clarification from Council; and
 - h) The Mayor shall close the Public Hearing.
- 12.7. The following rules of conduct shall be followed during a Public Hearing:
- a) No person shall address Council without the permission of the Mayor;
 - b) No person shall speak more than once or for more than five (5) minutes, exclusive of the time required to answer questions from Council;
 - c) No Councillor may debate the bylaw or item that is the subject of the Public Hearing;
 - d) Respect for staff, Council, and the public shall always be maintained; and
 - e) Any person who wishes to address Council, shall state and spell their name

and provide their municipal address for the record.

- 12.8. The Mayor has the authority to extend public presentations to ensure the integrity of the Public Hearing.
- 12.9. When a Councillor is absent from all of a Public Hearing on a proposed bylaw or resolution, he or she must declare and disclose the absence prior to any discussion of the matter and abstain from voting on the matter at subsequent Council Meetings.
- 12.10. When a Councillor is absent from a part of a Public Hearing on a proposed bylaw or resolution, he or she may abstain from voting on the matter at subsequent Council Meetings.
- 12.11. Where a Councillor is required or permitted to abstain from voting as a result of being absent from all or a part of a Public Hearing, the Manager of Legislative Services shall ensure that the Minutes indicate the abstention and reasons for the abstention, if applicable.
- 12.12. In order to ensure procedural fairness, no person shall address Council regarding a matter that has been the subject of a Public Hearing following the conclusion of the Public Hearing.
- 12.13. Following the Adjournment of a Public Hearing, the Manager of Legislative Services shall prepare a record of the Public Hearing that includes:
 - a) A copy of the approved Council Meeting Minutes;
 - b) Written submissions received from Administration and the public; and
 - c) An electronic recording of the Public Hearing, if one was made.
- 12.14. Members of the Public must register with Legislative Services by 12 p.m. on the day that the Public Hearing is held if they wish to participate in the public hearing virtually. Should the attendee lose connectivity during the public hearing, Council may call a recess to allow the attendee to re-join the meeting.

13. COMMITTEES AND BOARDS

- 13.1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement, or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.
- 13.2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference of the committee.

- 13.3. It shall be the duty of the Chair of each board or committee (or his or her designee) to summon members for meetings.
- 13.4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act, unless otherwise provided by Council.
- 13.5. As an ex-officio member of Council (internal) committees and bodies, the Mayor may attend these meetings and is authorized to vote in circumstances where there is a tie.
- 13.6. Appointed Councillors shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council, by providing meeting minutes or reports following each meeting or updates when urgent matters arise through their Councillor Committee reports for inclusion on the Agenda.
- 13.7. Administration in conjunction with Councillors who sit on the committees and boards will arrange to have the committee or board, or a representative from the committee or board, update Council on an annual basis or when a financial decision arises that could directly affect the Town.
- 13.8. Councillors recognize they have fiduciary responsibilities as members of Town Council and as representatives of the boards and committees they serve on.

14. COMMITTEE OF THE WHOLE

- 14.1. The Committee of the Whole is hereby established.
- 14.2. The Town's elected officials will comprise the Committee of the Whole.
- 14.3. The Committee of the Whole enables Committee members to review upcoming and important issues and opportunities with members of Administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:
 - a) Receive updates on emerging and ongoing projects and initiatives; and
 - b) Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make decisions.
- 14.4. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

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- 14.5. Committee of the Whole Meetings will be held on the second Wednesday of each month at 6:00 p.m. No regularly scheduled Committee of the Whole Meetings will be held in August.
- 14.6. A Committee of the Whole Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 14.7. The Committee of the Whole may:
- a) Conduct non-statutory public hearings;
 - b) Receive delegations and submissions;
 - c) Meet in a Closed Meeting pursuant to the *Municipal Government Act* and the *Access to Information Act*, approved by motion including the related section of the ATI Act;
 - d) Receive information from Administration on emerging items;
 - e) Discuss and debate policy matters to formulate recommendations to Council;
 - f) Committee members may make an inquiry to obtain information from the CAO; and
 - g) Discuss arising issues amongst committee members.
- 14.8. The Committee may make the following motions:
- a) To recess the Meeting;
 - b) To receive agenda reports as information;
 - c) To refer matters to Administration or a Committee for review;
 - d) To make recommendations to Council; and
 - e) To move into a Closed Meeting or to revert to an open meeting.
- 14.9. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.
- 14.10. The Mayor is the Chair for all meetings, unless this responsibility is delegated by the Mayor to another Committee member or Deputy Mayor.
- 14.11. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has granted that person permission.

15. CLOSED MEETINGS

- 15.1. Council and Committee of the Whole may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Access to Information Act*.
- 15.2. No resolution or bylaw may be passed when a Council Meeting is closed to the public except a resolution to reconvene to a Meeting held in public.
- 15.3. When a Meeting is closed to the public, Councillors and Committee of the Whole Members shall respect the confidentiality of matters discussed and shall not disclose the subject or substance of these discussions.
- 15.4. If Council or the Committee of the Whole is provided with a written report of an item discussed in a closed Meeting, Councillors and Committee of the Whole Members shall also keep the written report confidential unless otherwise directed or required by an enactment.

16. AGENDAS FOR COUNCIL MEETINGS

- 16.1. Agendas shall be prepared by the Chief Administrative Officer in consultation with the Mayor and may include a Consent Agenda that is approved by an Omnibus Motion.
- 16.2. A Consent Agenda may include, but is not limited to:
 - a) Minutes;
 - b) Board, commission, committee or agency reports that are provided for information purposes; and
 - c) Reports from Administration that are being presented for information purposes.
- 16.3. A Consent Agenda must not include proposed bylaws or briefing notes that have been prepared for Public Hearings.
- 16.4. The Manager of Legislative Services shall distribute the Agenda for Council Meetings to all Councillors and post the Agenda on the Town's website at least three (3) days prior to the meeting date. Failure to meet the deadline does not invalidate the Agenda.
- 16.5. Submissions for inclusion in the Council Meeting Agendas must be submitted to the Manager of Legislative Services in accordance with the Council Agenda Deadlines calendar that is approved by the Chief Administrative Officer. Submissions from Councillors for inclusion in the Council Meeting Agendas must be submitted by Thursday at noon prior to the Meeting.

- 16.6. Only material received by the Manager of Legislative Services in the time set out in section 16.5 shall be considered at the Council Meeting for which the Agenda is prepared.
- 16.7. Notwithstanding section 16.6, in exceptional circumstances brought forward by Councillors or the Chief Administrative Officer, items may be added to the Agenda and distributed to Council as soon as they are available.
- 16.8. Council must vote to adopt the Agenda prior to transacting other business and may:
- a) Add new items to the Agenda or change the order of the Agenda by a Majority Vote of Council present at the meeting; and
 - b) Remove any matter from the Agenda by Unanimous Vote.
- 16.9. The adoption of the Consent Agenda shall be done by Omnibus Motion. A Councillor may select one or more reports from a Consent Agenda for debate, but such requests must be made before the Mayor calls the Omnibus Motion.
- 16.10. Reports in a Consent Agenda which have been selected for debate will be excluded from the Omnibus Motion and will be moved to the respective portion of the Agenda.

17. MINUTES

- 17.1. The Manager of Legislative Services shall prepare all Council Minutes which will include:
- a) The names of the Councillors present and absent from the Council Meeting;
 - b) All resolutions, direction and recommendations; and
 - c) Any declarations of Pecuniary Interest made under the *Municipal Government Act* by any Councillor or any abstentions from voting.
- 17.2. The Manager of Legislative Services will distribute draft Minutes of prior meetings as part of the Agenda of a subsequent meeting.
- 17.3. If the Minutes of prior Council Meetings are included on an Agenda, Council must consider the Minutes, regardless of whether the same Councillors were in attendance, and:
- a) If there are no errors or omissions, pass a resolution approving the Minutes; or
 - b) If there are errors or omissions, pass a motion to amend and approve the amended Minutes.

- 17.4. Any Councillor may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission, but no change shall be allowed which would alter or affect in a material way the actual decision made.
- 17.5. Clerical, typographical, and grammatical errors in Minutes may be corrected by the Manager of Legislative Services and does not require a Motion from Council.
- 17.6. If a Councillor wishes to challenge the accuracy of the Minutes of a previous Council Meeting, the Councillor must make the challenge known to the Chief Administrative Officer before the Minutes have been adopted.
- 17.7. Once approved at a subsequent Council Meeting, Minutes must be signed by the Mayor and Chief Administrative Officer.
- 17.8. The Minutes of a Public Hearing shall record the names of Administration who presented. The Minutes shall also include the names of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality along with the municipal address provided by the member of the public.
- 17.9. Motions shall be recorded in the Minutes as "Unanimously Carried", "Carried", or "Defeated."

18. GENERAL RULES

- 18.1. Council meetings shall adjourn at 10:00 p.m. (if in session at that hour). If a meeting is still in session at 10:00 p.m., the meeting will be adjourned and the remaining items will be added to the next Regular Council Meeting agenda. Council may make a motion to extend the meeting past 10:00 p.m.
- 18.2. A motion to recess may be made at any time and must include a time to reconvene. A motion to recess has precedence and is neither debatable nor amendable except as to the time to reconvene.
- 18.3. There is no requirement for a motion to call the question or adjourn a Council Meeting.

19. ROLES AND RESPONSIBILITIES OF THE MAYOR

- 19.1. The Mayor shall:
 - a) Preside over and preserve order and decorum for all Council Meetings and Committee of the Whole Meetings;
 - b) Decide Points of Order and Points of Privilege without debate or comment;

- c) Determine the order in which Councillors may speak;
- d) Ensure that all Councillors who wish to speak to a Motion have spoken, confirm that the Councillors are ready to vote, and subsequently call the question;
- e) Authorize, at Council Meetings, the distribution of additional material for the record; and
- f) Rule when a motion is out of order.

19.2. The Mayor may ask questions or speak to an item on the Agenda for a Council Meeting.

20. ROLES AND RESPONSIBILITIES OF COUNCILLORS

20.1. A Councillor wishing to speak shall obtain the approval of the Mayor before speaking.

20.2. When a Councillor is speaking, every other Councillor shall:

- a) Remain quiet and seated;
- b) Not interrupt the speaker, except on a Point of Order or Point of Privilege; and
- c) Not carry on a private conversation.

20.3. A Councillor shall:

- a) Not speak disrespectfully of His Majesty the King or official representatives of his government;
- b) Not use offensive words in referring to another Councillor, Administration, or member of the public;
- c) Not reflect on the motives of the Councillor who moved or voted on a Motion;
- d) Not shout, use an immoderate tone of voice, profane, vulgar, or offensive language, violate this Bylaw or disturb the proceedings;
- e) Not leave their seat while a vote is being taken;
- f) Not engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved bylaw or policy; and
- g) Not reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered.

21. CHALLENGING THE MAYOR

- 21.1. Councillors wishing to challenge the ruling of the Mayor shall make the motion, "THAT the decision of the Mayor be overruled." The question shall be immediately put to a vote without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.
- 21.2. The Mayor shall be governed by the vote of the majority of Councillors present.
- a) If the Mayor refuses to put the motion to a vote, the Deputy Mayor or Chair shall proceed with putting the motion to a vote.
 - b) A resolution carried under 21.2(a) of this Bylaw, is effectual and binding as if carried with the Mayor.

22. PUBLIC ATTENDANCE

- 22.1. Members of the public are welcome and encouraged to attend Council Meetings and Committee of the Whole Meetings.
- 22.2. Members of the public shall not:
- a) Address Council during a Council Meeting unless invited to do so by the Mayor;
 - b) Applaud or otherwise interrupt any speech or action of the Councillors, or any other person addressing Council; and
 - c) Use offensive words in the Council Meeting and shall refrain from abusive conduct, attacks upon the character or motives of Councillors, Council Committees, Administration or the public.
- 22.3. The Mayor may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled. The Mayor may request law enforcement to remove persons if they do not leave voluntarily.
- 22.4. No person shall use any form of audio or visual recording device during a Council Meeting unless authorized to do so by this Bylaw or by a Unanimous Vote of Councillors present.
- 22.5. Electronic and cellular devices shall be set on silent and no person shall talk on a cellular phone while in attendance at a Council Meeting.

23. RULES OF DEBATE

- 23.1. An item on a Council Meeting Agenda will be discussed as follows:
- a) The Mayor may request that the Chief Administrative Officer provide

introductory remarks;

- b) The Approved Speaker(s) may present;
- c) Councillors may ask relevant questions of the Approved Speaker(s);
- d) Councillors may ask the Chief Administrative Officer questions;
- e) Councillors may make any motion necessary to provide direction on the item; and
- f) Councillors may speak to the motion or ask questions about the Motion made.

23.2. Councillors may only speak to the question in debate.

23.3. Unless otherwise directed by the Mayor, speakers will be heard in a panel and Councillors may ask questions of any speaker on the panel.

23.4. A Councillor who wishes to speak at a Council Meeting must be recognized by the Mayor before speaking.

23.5. Councillors may ask questions in the order determined by the Mayor. Councillors will be limited to three consecutive questions and may ask further questions once all Members have had the opportunity to ask questions.

23.6. Councillors shall not speak for longer than five (5) consecutive minutes; however, the Councillor's speaking time may be extended at the discretion of the Mayor.

23.7. A Councillor who wishes to leave the Council Meeting prior to Adjournment shall so advise the Mayor and the time of departure shall be noted in the Minutes.

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

23.9. 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.

23.10. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this time frame the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.

24. PECUNIARY INTEREST

24.1. If a Councillor is in a conflict of interest under the Act, by reason of a pecuniary interest, the Councillor shall, prior to the discussion or vote upon the matter which creates the conflict, state that he or she has a pecuniary interest (the conflict of

interest), and the nature of the pecuniary interest and shall leave the meeting.

24.2. Where the Councillor has left the meeting under section 24.1:

- a) The reason for and time of the Councillor's departure, and return, if any, shall be recorded in the minutes;
- b) If Council amends the motion before it, Council shall recess to allow the Chief Administrative Officer to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether he/she remains in a conflict of interest; and
- c) Council shall not consider any other agenda item until the Chief Administrative Officer has advised the Councillor who left the meeting because of a conflict of interest that there is a new agenda item before the meeting.

25. BYLAWS

25.1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall cause the number, short title and brief description of the bylaw to appear on the agenda.

25.2. The following shall apply to the passage of all bylaws:

- a) every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
- b) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
- c) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i. Council may debate the substance of the bylaw;
 - ii. Council may propose and consider amendments to the bylaw; and
 - iii. Council may, by motion, refer the bylaw to Administration for further information or a Committee for further review prior to second reading.
- d) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
- e) a bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the meeting unanimously agree that the bylaw

may be presented for third reading at the same Meeting at which it received two readings; and

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

25.3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

25.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

- a) Does not receive third reading within one (1) year of the first reading; or
- b) Is defeated on second or third reading.

25.5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Chief Administrative Officer, and shall be impressed with the corporate seal of the Town.

25.6. Clerical, typographical and grammatical errors in bylaws may be corrected by the Manager of Legislative Services.

25.7. The Manager of Legislative Services is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.

25.8. A copy of any bylaw, resolution or record certified by the Manager of Legislative Services as a true copy of the original is prima facie proof of the bylaw, resolution, or record.

26. PUBLIC COMMENTS

26.1. The Public Comment session of the agenda will be limited to 10 minutes. Council may, by resolution, extend the time by an additional 5 minutes.

26.2. A person may make a comment or ask a question for clarification on an item on the agenda that is to be discussed in open session. The Public Comment session is not an opportunity to debate matters with Council or Administration. A person who wishes to speak to Council for a longer period should request a Delegation.

26.3. A person shall be limited to one question or comment per Public Comment session. If there are no other people in line to speak and there is time remaining in the Public Comment session, the Mayor, at the Mayor's discretion, may allow a person who has already spoken an opportunity to speak again.

- 26.4. A person who wishes to speak during the Public Comment session must be present in person at the Council Meeting, provide their full name and identify which item on the agenda they are speaking to.
- 26.5. The Mayor, who may consult with the CAO, may direct how any question asked during the Public Comment session may be addressed. Answers may:
- a) be provided orally by Council or Administration in the meeting;
 - b) be provided orally by Council or Administration at a future meeting;
 - c) be provided in writing by Administration after the meeting; or
 - d) not be provided if the question is not inappropriate as defined in section 27.2.

27. DELEGATIONS

- 27.1. A person may submit a Delegation request form to the Manager of Legislative Services to appear as a Delegation. A request that does not include the following information will not be considered:
- a) the full name of the person making the request, including the full name of any organization they represent;
 - b) email and telephone contact information; and
 - c) a summary of the purpose of the presentation.
- 27.2. Delegation requests about the following matters are considered inappropriate and will not be allowed:
- a) matters outside the jurisdiction of Council;
 - b) matters related to any legal or court actions, tribunal or board hearings or enforcement matters;
 - c) matters related to personnel issues, including disciplinary or workplace matters;
 - d) matters governed by privacy legislation, privilege or confidentiality;
 - e) matters related to any commercial or business enterprises or sales requests;
 - f) matters that are or will be scheduled for a statutory public hearing.
- 27.3. The Chief Administrative Officer will review all Delegation requests and the Chief Administrative Officer, at the Chief Administrative Officer's discretion, may:

- a) allow the Delegation request and provide a date on which the Delegation will be scheduled; or
 - b) deny the Delegation request and provide reasons why the Delegation request is not allowed.
- 27.4. Delegations are limited to 5 minutes subject to the Chief Administrative Officer providing an extension of time based on a specific reasoned request from the person making the Delegation request.
- 27.5. No more than two Delegations shall be included on any single Agenda unless otherwise scheduled by the Chief Administration Officer. Delegations must present in-person.
- 27.6. Delegations who wish to provide or use written, audio or visual materials must provide the materials to the Manager of Legislative Services by noon, five business days before the scheduled Delegation. Materials will not be returned and will be made public as part of the agenda package. The Chief Administrative Officer has the authority to redact or reject inappropriate or offensive materials and may cancel the Delegation as a result.
- 27.7. Delegations may only speak to the matter outlined in the approved Delegation. The Mayor may limit or refuse a Delegation that speaks to other matters or matters that are inappropriate or offensive.
- 27.8. Council may ask questions for clarification of a Delegation after the Delegation's presentation is complete.
- 27.9. After a Delegation, Council may, by resolution:
- a) accept the Delegation presentation for information and take no further action; or
 - b) accept the Delegation presentation for information and direct Administration to take action or provide a response to the Delegation at a future Council Meeting.
- 27.10. Same or similar Delegations who present on the same or similar topics shall not be scheduled to be heard by Council until six months have passed since their last presentation. At the discretion of the Chief Administration Officer, Delegations may be allowed before the six-month period if the Delegation has new information.

28. MOTIONS

- 28.1. During the discussion of any item on an Agenda, a Councillor may make any motion related to the item.

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- 28.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.
- 28.3. All motions must be moved by a Councillor.
- 28.4. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.
- 28.5. The Mayor may speak to a motion at any time after it has been moved.
- 28.6. When a matter is under debate, no motion shall be received other than a motion to:
- a) Amend;
 - b) Defer;
 - c) Postpone Indefinitely;
 - d) Recess;
 - e) Refer;
 - f) Suspend the Rules;
 - g) Table; or
 - h) Withdraw.
- 28.7. The individual who moved the motion may withdraw the motion without permission of Council prior to the beginning of debate.
- 28.8. All motions to amend that have been moved shall be voted on in accordance with this Bylaw.
- 28.9. A motion may not:
- a) Have the effect of contravening any applicable legislation; or
 - b) Exceed the mandate of Council.
- 28.10. Council may not reconsider an item at the same Council Meeting that it was previously heard to allow additional time for reflection and consideration of the topic before debating it again.
- 28.11. Council shall not pass motions to receive reports for information unless required by a bylaw or enactment.
- 28.12. A motion to rescind a motion which has been passed, or review a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescind motion is:
- a) brought more than 6 months after the date of the original motion;

- b) a member who voted with the prevailing side may move to reconsider a motion; or
- c) brought after a general municipal election which has taken place since the date of the original motion.

29. VOTING

29.1. A vote on any motion will be conducted as follows:

- a) The Mayor will call the question;
- b) All Councillors present must be silent and remain in their seats from the moment the vote is called until the results of the vote are declared;
- c) All Councillors present must vote by the raising of hands, or through the use of an electronic or computerized voting system; and
- d) The Mayor must declare the result of the vote.

29.2. All votes taken by Council will be a recorded vote

29.3. When a vote is recorded, the Minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

29.4. Each Councillor present must vote on every motion as outlined in the *Municipal Government Act*, unless it or any other enactment requires or permits the Councillor to abstain, in which case the Councillor must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the Minutes.

29.5. Councillors who have a reasonable belief that they have a Pecuniary Interest (as defined in the *Municipal Government Act*) in any matter before Council, or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the Pecuniary Interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.

29.6. After the Mayor declares the result of a vote, no Councillor may change their vote for any reason. Notwithstanding this section, if immediately after a vote the Mayor determines that either the voting procedures prescribed in this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Mayor may recall the vote and immediately call for another vote.

30. NOTICE OF MOTION

- 30.1. A Councillor may submit a Notice of Motion at a Council Meeting by submitting the Motion in writing to the Chief Administrative Officer no later than the Thursday prior to the meeting. A Notice of Motion must stand on its own but supporting documentation may be submitted with the Notice of Motion.
- 30.2. When required, Council may waive the requirement for notice under section 30.1 by a majority vote and add the matter to the Agenda as urgent business.

31. COUNCILLOR INFORMATION AND INQUIRIES

- 31.1. Councillors may submit requests for information at any time to the Office of the CAO. Requests may be made via email, phone, in person, or at a Council Meeting during the Question and Answer Period or Administrative Inquiry sections on the Agenda.
- 31.2. During the Question and Answer Period of a Regular Council Meeting or Committee of the Whole Meeting, Councillors may make an inquiry to obtain information from the Chief Administrative Officer about the operation or administration of the Town. An inquiry during the Question and Answer Period must:
- a) Be limited to the gathering of readily available information about the operation or administration of the Town;
 - b) Not require any requests for budgetary estimates, analysis, or significant interpretation on a matter; and
 - c) Not require the expenditure of funds or use of significant administrative resources to gather the requested information.
 - d) Answers during the Question and Answer Period will be included in the Meeting Minutes. However, answers to a Councillor's Question may be given to all of Council via email after the meeting or at a subsequent meeting.
- 31.3. A Councillor making an Administrative Inquiry for an answer at a subsequent Meeting shall put the Administrative Inquiry in writing and, prior to or during the Meeting, hand it to the Manager of Legislative Services. The Councillor will read their inquiry out loud during the Administrative Inquiry section on the Agenda.
- a) Unless an Administrative Inquiry specifies that the Councillor wishes the answer to appear on a subsequent Council Agenda, the Administration may answer the question at the same meeting in which it was asked.

- b) Where Administration provides information relevant to the operation or administration of the Town directly to a Councillor, including in response to an Administrative Inquiry, Administration must also provide the information in question to all other Councillors as soon as is practicable.
 - c) When the Administrative Inquiry involves a written answer for a future Regular Council Meeting and the cost to the Town, which would be incurred by reason of:
 - i. time of Town employees which must be taken from performance of their regular duties or overtime which must be worked;
 - ii. the need to hire additional employees; or
 - iii. the necessity of obtaining and paying for the information from other than Town employees.
 - d) If an Inquiry is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the Administration shall report the anticipated cost to Council before undertaking the Administrative Inquiry. When the Administration has reported, Council may:
 - i. by resolution, direct that the Administration proceed with the investigation necessary to answer the Administrative Inquiry; and
 - ii. shall provide for the payment of the costs.
 - e) Information in an Administrative Inquiry is not debatable.
 - f) A Councillor who requested an Administrative Inquiry may, at a Regular Council Meeting where the Administrative Inquiry was made, instruct the Administration to abandon the Inquiry.
 - g) A Councillor making an Administrative Inquiry may ask that the Answer to their Administrative Inquiry be made public in a Council Meeting Agenda.
- 31.4. Councillors may make a motion to direct Administration to review a matter during the Councillor Information and Inquiries section of the Agenda.

32. COUNCIL CORRESPONDENCE

- 32.1. The Manager of Legislative Services may, on behalf of Council, receive correspondence addressed or directed to Council.
- 32.2. All correspondence shall be included in the Council Agenda provided that it is:
 - a) In writing:

- b) Legible;
- c) Not libelous, irrelevant, offensive, or improper; and
- d) Signed with the writer's name and address.

Personal information, other than the name of the individual who submitted the correspondence, shall be redacted.

33. CAMPAIGN PERIOD

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

34. DELEGATION OF AUTHORITY

- 34.1. The Chief Administrative Officer and Manager of Legislative Services may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

35. MISCELLANEOUS

- 35.1. Councillors will refrain from using electronic communications for communicating with external sources during Council meetings.

36. REVIEW OF BYLAW

- 36.1. This Bylaw shall be reviewed at least once per term of every Town Council.

37. SEVERABILITY

- 37.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be severable from all other sections of this bylaw.

38. REPEAL AND EFFECTIVE DATE

- 38.1. Bylaw No. 23-17 is hereby repealed.
- 38.2. Bylaw No. 23-28 is hereby repealed.
- 38.3. Bylaw No. 25-15 is hereby repealed.
- 38.4. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this ____ day of October 2026.

READ A SECOND TIME this ____ day of October 2026.

READ A THIRD AND FINAL TIME this ____ day of October 2026.

Mayor

Director of Strategic,
Administrative, and Financial Services

DRAFT

BYLAW NO. 23-1726-17
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO REGULATE COUNCIL AND COMMITTEE OF THE WHOLE PROCEEDINGS IN THE TOWN OF STRATHMORE.**

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings, [Council Committee Meetings](#) and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

1.1. This Bylaw may be cited as the "Council Procedure Bylaw."

2. DEFINITIONS

2.1. *"Access to Information" or "ATIA" means the [Access to Information Act](#), SA 2024, c. A-1.4, together with any Regulations made thereunder and any amendments thereto.*

2.1.2.2. "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26 and regulations made under the *Municipal Government Act*.

2.2.2.3. "Acting Mayor" means the Councillor selected by Council to preside at any Council Meeting in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.

2.3.2.4. "Administration" means the administrative and operational arm of the Town, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.

2.4.2.5. "Adjourn/Adjourned/Adjournment" means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor.

2.5.2.6. "Agenda" means the order of items of business for any Council

Meeting or Committee of the Whole Meeting and the associated reports, Bylaws, and other supporting documentation.

~~2.6.2.7.~~ “Amend” means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.

~~2.7.2.8.~~ “Approved Speaker” means an individual or multiple individuals who have been authorized by Council to speak to an item on the Council Agenda.

~~2.8.2.9.~~ “Call the Question” means when the Mayor ends debate and Council or Committee of the Whole must vote on the Motion that has been made.

~~2.9.2.10.~~ “Chief Administrative Officer” means the individual appointed to the position of the Chief Administrative Officer for the Town or his or her designate.

~~2.10.2.11.~~ “Closed Meeting” means a Council Meeting or Committee of the Whole Meeting held in the absence of public pursuant to Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Access to Information Act* or any other enactment that provides for holding all or part of a meeting in the absence of the public.

~~2.11.2.12.~~ “Committee of the Whole” or “COTW” means collectively those Councillors present when Council moves to sit as a Committee.

~~2.12.2.13.~~ “Committee of the Whole Meeting” means the meetings that have been scheduled when Council moves to sit as a Committee of the Whole.

~~2.13.2.14.~~ “Committee of the Whole Member(s)” means any Councillor present when Council moves to sit as a Committee of the Whole.

~~2.14.2.15.~~ “Consent Agenda” means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.

~~2.15.2.16.~~ “Council” means the municipal Council governing the Town.

~~2.16.2.17.~~ “Council Committee” means a Council board, commission or committee established in accordance with the *Municipal Government Act*.

~~2.17.2.18.~~ “Council Meeting” means a Regular Council Meeting, Organizational Meeting and Special Council Meeting.

~~2.18.2.19.~~ “Councillor” means an individual elected to the position of Mayor or Councillor for the Town.

~~2.19.2.20.~~ “Defer” means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter by Council.

~~2.20.2.21.~~ “Delegation” means ~~person(s) acting on behalf of themselves or~~

~~authorized to act as a representative for another person(s), group or organization appearing before Council at a Council Meeting to make a request or provide a presentation a person who has received permission to appear before Council or a Council Committee in accordance with this Bylaw.~~

~~2.21.~~ **2.22.** "Deputy Mayor" means the Councillor appointed by Council, pursuant to the *Municipal Government Act* and the Bylaw, to act as the Mayor in the absence or incapacity of the Mayor or in the case where the Mayor chooses to step down.

~~2.22.~~ **2.23.** "Electronic Communications" shall mean that members of Council may attend a meeting through electronic communications. This can include using personal computer, telephone with the use of the speaker, or other means as technology advances.

~~2.23. "Freedom of Information and Protection of Privacy Act" or "FOIP" means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, together with any Regulations made thereunder and any amendments thereto.~~

2.24. "General Municipal Election" means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.

2.25. "Inaugural Meeting" means the Organizational Meeting immediately following a General Municipal Election.

2.26. "Majority Vote" means more than half of the votes cast by Councillors, excluding abstentions, at a properly called Council Meeting at which a Quorum is present.

2.27. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town or his or her designate.

2.28. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.

2.29. "Minutes" means the record of decisions of a Council Meeting or Committee of the Whole Meeting recorded in the English language.

2.30. "Motion" means a resolution that has been moved by the Mayor or Councillor but not yet voted on.

2.31. "Notice of Motion" means the method by which a Councillor brings forward an item that he or she wishes to be considered at a subsequent Council Meeting.

2.32. "Omnibus Motion" means a Motion to place on the floor and adopt, without

debate, the recommendations of two or more reports.

- 2.33. "Organizational Meeting" means the Council Meeting held as described in Section 5 of this Bylaw, including the Inaugural Meeting.
- 2.34. "Point of Order" means a demand that the Presiding Officer enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.
- 2.35. "Point of Privilege" means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members and includes, but is not limited to the:
- a) Organization or existence of Council/Committee of the Whole;
 - b) Comfort of Councillors/Committee of the Whole Members;
 - c) Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; and
 - d) Reputation of Councillors, Committee of the Whole Members or Council as a whole.
- 2.36. "Public Hearing" means an advertised Council Meeting convened to hear matters and in accordance with this Bylaw, *Municipal Government Act*, or any other enactment.
- 2.37. "Quorum" means the majority of all Councillors or Committee of the Whole Members.
- 2.38. "Recess" means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.
- 2.39. "Refer" means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.
- 2.40. "Regular Council Meeting" means a Council Meeting scheduled at the annual Organizational Meeting and held in accordance with the *Municipal Government Act*.
- 2.41. "Robert's Rules of Order" means the manual of parliamentary procedure that governs meetings.
- 2.42. "Special Council Meeting" means a Council Meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 2.43. "Suspension of the Rules" means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw or Robert's Rules of Order for a specific purpose.
- 2.44. "Table" means a motion to delay consideration of any matter to deal with

more pressing matters, which does not set a specific time to resume consideration of the matter.

- 2.45. "Town" means the municipal corporation of the Town of Strathmore.
- 2.46. "Unanimous Vote" means all the Councillors on Council that are in attendance vote in favour of the Motion made.
- 2.47. "Withdraw" means to withdraw a Motion that has been made during a Council Meeting or Committee of the Whole Meeting.

3. STRUCTURE OF COUNCIL

- 3.1. The Council of the Town of Strathmore shall consist of seven (7) members of Council.
- 3.2. All Councillors shall be elected by vote of electors in the Town.
- 3.3. The chief elected official shall be elected by a vote of the electors of the Town.
- 3.4. The chief elected official shall be designated the title of "Mayor" and addressed as Mayor (last name).
- 3.5. Councillors of the Town shall be designated as the title "Councillor" (last name).
- 3.6. Councillors may serve a term as Deputy Mayor, rotating in the manner agreed upon by Council.

Organizational Meeting – June 30

July 1 – February 28 or 29

March 1 – October 31

November 1 – June 30

July 1 – February 28 or 29

March 1 – Organizational Meeting

- 3.7. Should a Councillor decline to serve a term as Deputy Mayor, Council will appoint a member to serve the declining Councillor's term by resolution.
- 3.8. The Mayor shall preside when in attendance at the meeting of Council. In the Mayor's absence, the Deputy Mayor shall preside over the meeting. If both the Mayor and the Deputy Mayor are unable to attend a meeting, the Councillor next in the Deputy Mayor rotation will serve as Acting Mayor.

4. APPLICATION

- 4.1. This Bylaw shall govern the conduct of Council Meetings and Committee of the Whole Meetings.

- 4.2. Where this Bylaw applies to Committee of the Whole, it shall apply with all necessary modifications, and
- a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee;
 - b) Any reference to a Councillor shall be treated as a reference to a member of the Committee; and
 - c) Any reference to Council shall be treated as a reference to the Committee.
- 4.3. To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to Robert's Rules of Order Newly Revised.
- 4.4. The order of precedence of the rules governing the procedures of Council are:
- a) The Act;
 - b) Other provincial legislation;
 - c) This Bylaw; and
 - d) Robert's Rules of Order Newly Revised.
- 4.5. Council or Committee of the Whole may waive or modify the application of any part of this Bylaw by a Suspension of the Rules resolution, provided that such waiver or modification does not conflict with the *Municipal Government Act* or any other enactment.
- 4.6. Unless otherwise stated in this Bylaw or enactment, Council may only act by Bylaw or resolution and the Committee of the Whole may only act by resolution.

5. INAUGURAL AND ORGANIZATIONAL MEETINGS

- 5.1. Council must hold its Inaugural Meeting, in accordance with the *Municipal Government Act*, no later than two (2) weeks after each General Municipal Election. At this Council Meeting:
- a) All Councillors must take the Oath of Office as prescribed by the Oaths of Office Act;
 - b) All Councillors shall review the Council Code of Conduct Bylaw in accordance with the Code of Conduct for Elected Officials Regulation and sign the Council Covenant;
 - c) A presentation shall be made by Administration regarding the Council Procedure Bylaw together with any pertinent Council Policies;
 - d) The seating of Councillors in Council Chambers shall be adopted by

Council;

- e) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
- f) Regular Council Meeting dates for the year shall be set by Council;
- g) Committee of the Whole Meeting dates for the year shall be set by Council;
- h) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council;
- i) Members of the public shall be appointed to Council Committees by Council, if required; and
- j) Signing authorities within Council shall be determined by Council.

5.2. An Organizational Meeting must be held annually, in accordance with the Act, no later than two (2) weeks after the third (3rd) Monday in October. At this Council Meeting:

- a) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
- b) Regular Council Meeting dates for the following year shall be set by Council;
- c) Committee of the Whole Meeting dates for the year shall be set by Council;
- d) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council; and
- e) Members of the public shall be appointed to Council Committees by Council, if required.

6. EDUCATIONAL SESSION

- 6.1. Councillors must attend Council Orientation as offered by the Municipality within 90 days after the Councillor takes the Oath of Office. Attendance at additional training sessions throughout the Council term is discretionary.
- 6.2. Educational sessions will be provided to Council at the discretion of the Chief Administrative Officer. Councillors may request educational sessions from the Chief Administrative Officer. If the Chief Administrative Officer determines a monetary expenditure must be made for the workshop outside of the existing budget, then a motion of Council will be required.
- 6.3. Sessions for educational purposes may be held as required, based on the following criteria:

- a) Sessions are optional and do not require quorum;
- b) Are strictly educational (one-way information), allowing for clarifying questions;
- c) Do not progress matters within Council's jurisdiction;
- d) Minutes shall not be taken;
- e) Information provided may be shared with the public (not confidential);
- f) Where no directions or instructions shall be given to Administration; and
- g) Where no procedural or Council business decisions are made by the Councillors.

7. COUNCIL MEETINGS

7.1. A Council Meeting is properly constituted if:

- a) Proper notice is provided to Councillors by emailing the date, time, and location of the Council Meeting;
- b) Proper notice is provided to the public in accordance with the *Municipal Government Act*;
- c) There is a Quorum of Council in attendance;
- d) The Mayor, Deputy Mayor, or Acting Mayor is presiding over the Council Meeting; and
- e) The Minutes are recorded.

7.2. Councillors must attend and participate in Council Meetings in accordance with the requirements of the *Municipal Government Act*.

8. REGULAR AND SPECIAL MEETINGS

- 8.1. The first Regular Council Meeting of every month will begin with a traditional land acknowledgement that is prepared in conjunction with Siksika Nation.
- 8.2. Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.
- 8.3. If there are changes to the date and time of a Regular Council Meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Councillors and post the notice in a public office. Posting a public notice in the front foyer of Strathmore's Municipal Building and on the Town's website is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.

- 8.4. All meetings will be open to the public, except for Closed Meeting portions of the meeting approved by motion including the related section of the FOIP Act and following the requirements of the Act.
- 8.5. A Regular Council Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 8.6. Special Council Meetings may be called in accordance with the Municipal Government Act.
- 8.7. A Special Council Meeting may be cancelled:
 - a) By the Mayor if twenty-four (24) hours' written notice is provided to all members and the public, or
 - b) By the Mayor with the written consent of two-thirds (2/3) of all members of Council, if less than twenty-four (24) hours' notice is provided to all Councillors.

9. QUORUM

- 9.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Council Meeting, the Manager of Legislative Services shall record the names of the Councillors present and the Council Meeting shall stand Adjourned until the next scheduled meeting date.
- 9.2. If Quorum is lost after the Council Meeting is called to order, the respective meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Council Meeting shall stand Adjourned.
- 9.3. Whenever a vote on any matter before Council cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute, then the matter shall be the first business item to proceed with at the next Regular Council Meeting.
- 9.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Council Meeting is Adjourned.

10. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 10.1. Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.
- 10.2. If a Councillor leaves the meeting while attending through electronic

communications, the Councillor must inform Council of the times when they leave and when they re-join the meeting.

- 10.3. A Councillor attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 10.4. The Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 10.5. When a Councillor attends a Closed Meeting through electronic communications, they will ensure they are alone for the In Camera discussion.
- 10.6. If only the public will be present at the Council Chambers in the Town's Municipal Building and all Councillors are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, on the Town's webpage, and on social media accounts, twenty-four (24) hours prior to the meeting, indicating the manner in which the meeting will be conducted.

11. LIVESTREAMING MEETINGS AND RECORDING DEVICES

- 11.1. Council Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings. Failure to record and livestream a Council Meeting does not invalidate a Council Meeting.
- 11.2. Committee of the Whole Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings.
- 11.3. At the start of a Meeting, the Mayor will notify those present that the Meeting is being livestreamed and a recording will be made available after the Meeting is adjourned.
- 11.4. The Mayor may, at any time and at his or her discretion, direct the termination or interruption of a livestream.
- 11.5. If there are technical difficulties while livestreaming, the Mayor will advise those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the Town's website.
- 11.6. Meeting recordings will be retained and provided in accordance with the Town's records management bylaws, policies, and procedures.
- 11.7. Meeting recordings will only be transcribed by the Town if required by the CAO in connection with any litigation, audit, or investigation.

12. PUBLIC HEARINGS

- 12.1. Council shall hold Public Hearings in accordance with the *Municipal*

Government Act.

- 12.2. Where Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.
- 12.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the directions of Council.
- 12.4. Public Hearings may be held at a Regular Council Meeting or Special Council Meeting and commence at 6:00 p.m. unless otherwise directed by a resolution of Council.
- 12.5. All written submissions from the public must be received at least ten (10) days prior to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the Manager of Legislative Services who will advise Council the late submission has been received during the Public Hearing and include the submission in the Public Hearing record.
- 12.6. The order of business for a Public Hearing will be as follows:
 - a) The Mayor shall declare the Public Hearing in session;
 - b) The Manager of Legislative Services shall introduce the resolution, bylaw or non-statutory item and shall briefly state the intended purpose including acknowledgement of written submissions received by the deadline;
 - c) Presentation(s) from Administration;
 - d) Presentation(s) from the public supporting the bylaw, resolution, or non-statutory item;
 - e) Presentation(s) from the public opposing the bylaw, resolution, or non-statutory item;
 - f) Any other person deemed to be affected by the bylaw, resolution, or non-statutory item;
 - g) Questions of clarification from Council; and
 - h) The Mayor shall close the Public Hearing.
- 12.7. The following rules of conduct shall be followed during a Public Hearing:
 - a) No person shall address Council without the permission of the Mayor;
 - b) No person shall speak more than once or for more than five (5) minutes, exclusive of the time required to answer questions from Council;

- c) No Councillor may debate the bylaw or item that is the subject of the Public Hearing;
 - d) Respect for staff, Council, and the public shall always be maintained; and
 - e) Any person who wishes to address Council, shall state and spell their name and provide their municipal address for the record.
- 12.8. The Mayor has the authority to extend public presentations to ensure the integrity of the Public Hearing.
- 12.9. When a Councillor is absent from all of a Public Hearing on a proposed bylaw or resolution, he or she must declare and disclose the absence prior to any discussion of the matter and abstain from voting on the matter at subsequent Council Meetings.
- 12.10. When a Councillor is absent from a part of a Public Hearing on a proposed bylaw or resolution, he or she may abstain from voting on the matter at subsequent Council Meetings.
- 12.11. Where a Councillor is required or permitted to abstain from voting as a result of being absent from all or a part of a Public Hearing, the Manager of Legislative Services shall ensure that the Minutes indicate the abstention and reasons for the abstention, if applicable.
- 12.12. In order to ensure procedural fairness, no person shall address Council regarding a matter that has been the subject of a Public Hearing following the conclusion of the Public Hearing.
- 12.13. Following the Adjournment of a Public Hearing, the Manager of Legislative Services shall prepare a record of the Public Hearing that includes:
- a) A copy of the approved Council Meeting Minutes;
 - b) Written submissions received from Administration and the public; and
 - c) An electronic recording of the Public Hearing, if one was made.
- 12.14. Members of the Public must register with Legislative Services by 12 p.m. on the day that the Public Hearing is held if they wish to participate in the public hearing virtually. Should the attendee lose connectivity during the public hearing, Council may call a recess to allow the attendee to re-join the meeting.

13. COMMITTEES AND BOARDS

- 13.1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement, or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.

- 13.2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference of the committee.
- 13.3. It shall be the duty of the Chair of each board or committee (or his or her designee) to summon members for meetings.
- 13.4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act, unless otherwise provided by Council.
- 13.5. As an ex-officio member of Council (internal) committees and bodies, the Mayor may attend these meetings and is authorized to vote in circumstances where there is a tie.
- 13.6. Appointed Councillors shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council, by providing meeting minutes or reports following each meeting or updates when urgent matters arise through their Councillor Committee reports for inclusion on the Agenda.
- 13.7. Administration in conjunction with Councillors who sit on the committees and boards will arrange to have the committee or board, or a representative from the committee or board, update Council on an annual basis or when a financial decision arises that could directly affect the Town.
- 13.8. Councillors recognize they have fiduciary responsibilities as members of Town Council and as representatives of the boards and committees they serve on.

14. COMMITTEE OF THE WHOLE

- 14.1. The Committee of the Whole is hereby established.
- 14.2. The Town's elected officials will comprise the Committee of the Whole.
- 14.3. The Committee of the Whole enables Committee members to review upcoming and important issues and opportunities with members of Administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:
 - a) Receive updates on emerging and ongoing projects and initiatives; and
 - b) Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make decisions.
- 14.4. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to

commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

- 14.5. Committee of the Whole Meetings will be held on the second Wednesday of each month at 6:00 p.m. No regularly scheduled Committee of the Whole Meetings will be held in August.
- 14.6. A Committee of the Whole Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 14.7. The Committee of the Whole may:
 - a) Conduct non-statutory public hearings;
 - b) Receive delegations and submissions;
 - c) Meet in a Closed Meeting pursuant to the *Municipal Government Act* and the ~~*Freedom of Information and Protection of Privacy*~~*Access to Information Act*, approved by motion including the related section of the ~~ATIFOIP~~ Act;
 - d) Receive information from Administration on emerging items;
 - e) Discuss and debate policy matters to formulate recommendations to Council;
 - f) Committee members may make an inquiry to obtain information from the CAO; and
 - g) Discuss arising issues amongst committee members.
- 14.8. The Committee may make the following motions:
 - a) To recess the Meeting;
 - b) To receive agenda reports as information;
 - c) To refer matters to Administration or a Committee for review;
 - d) To make recommendations to Council; and
 - e) To move into a Closed Meeting or to revert to an open meeting.
- 14.9. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.
- 14.10. The Mayor is the Chair for all meetings, unless this responsibility is delegated by the Mayor to another Committee member or Deputy Mayor.
- 14.11. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has granted that person permission.

15. CLOSED MEETINGS

- 15.1. Council and Committee of the Whole may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *~~Freedom of Information and Protection of Privacy~~ Access to Information Act*.
- 15.2. No resolution or bylaw may be passed when a Council Meeting is closed to the public except a resolution to reconvene to a Meeting held in public.
- 15.3. When a Meeting is closed to the public, Councillors and Committee of the Whole Members shall respect the confidentiality of matters discussed and shall not disclose the subject or substance of these discussions.
- 15.4. If Council or the Committee of the Whole is provided with a written report of an item discussed in a closed Meeting, Councillors and Committee of the Whole Members shall also keep the written report confidential unless otherwise directed or required by an enactment.

16. AGENDAS FOR COUNCIL MEETINGS

- 16.1. Agendas shall be prepared ~~in the form agreed upon~~ by the Chief Administrative Officer ~~and their consultation with the~~ Mayor and may include a Consent Agenda that is approved by an Omnibus Motion.
- 16.2. A Consent Agenda may include, but is not limited to:
 - a) Minutes;
 - b) Board, commission, committee or agency reports that are provided for information purposes; and
 - c) Reports from Administration that are being presented for information purposes.
- 16.3. A Consent Agenda must not include proposed bylaws or briefing notes that have been prepared for Public Hearings.
- 16.4. The Manager of Legislative Services shall distribute the Agenda for Council Meetings to all Councillors and post the Agenda on the Town's website at least three (3) days prior to the meeting date. Failure to meet the deadline does not invalidate the Agenda.
- 16.5. Submissions for inclusion in the Council Meeting Agendas must be submitted to the Manager of Legislative Services in accordance with the Council Agenda Deadlines calendar that is approved by the Chief Administrative Officer. Submissions from Councillors for inclusion in the Council Meeting Agendas must be submitted by Thursday at noon prior to the Meeting.
- 16.6. Only material received by the Manager of Legislative Services in the time set out in section 16.5 shall be considered at the Council Meeting for which the

Agenda is prepared.

- 16.7. Notwithstanding section 16.6, in exceptional circumstances brought forward by Councillors or the Chief Administrative Officer, items may be added to the Agenda and distributed to Council as soon as they are available.
- 16.8. Council must vote to adopt the Agenda prior to transacting other business and may:
 - a) Add new items to the Agenda or change the order of the Agenda by a Majority Vote of Council present at the meeting; and
 - b) Remove any matter from the Agenda by Unanimous Vote.
- 16.9. The adoption of the Consent Agenda shall be done by Omnibus Motion. A Councillor may select one or more reports from a Consent Agenda for debate, but such requests must be made before the Mayor calls the Omnibus Motion.
- 16.10. Reports in a Consent Agenda which have been selected for debate will be excluded from the Omnibus Motion and will be moved to the respective portion of the Agenda.

17. MINUTES

- 17.1. The Manager of Legislative Services shall prepare all Council Minutes which will include:
 - a) The names of the Councillors present and absent from the Council Meeting;
 - b) All resolutions, direction and recommendations; and
 - c) Any declarations of Pecuniary Interest made under the *Municipal Government Act* by any Councillor or any abstentions from voting.
- 17.2. The Manager of Legislative Services will distribute draft Minutes of prior meetings as part of the Agenda of a subsequent meeting.
- 17.3. If the Minutes of prior Council Meetings are included on an Agenda, Council must consider the Minutes, regardless of whether the same Councillors were in attendance, and:
 - a) If there are no errors or omissions, pass a resolution approving the Minutes; or
 - b) If there are errors or omissions, pass a motion to amend and approve the amended Minutes.
- 17.4. Any Councillor may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission, but no change shall be allowed which would alter or affect in a material way the actual decision made.

- 17.5. Clerical, typographical, and grammatical errors in Minutes may be corrected by the Manager of Legislative Services and does not require a Motion from Council.
- 17.6. If a Councillor wishes to challenge the accuracy of the Minutes of a previous Council Meeting, the Councillor must make the challenge known to the Chief Administrative Officer before the Minutes have been adopted.
- 17.7. Once approved at a subsequent Council Meeting, Minutes must be signed by the Mayor and Chief Administrative Officer.
- 17.8. The Minutes of a Public Hearing shall record the names of Administration who presented. The Minutes shall also include the names of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality along with the municipal address provided by the member of the public.
- 17.9. Motions shall be recorded in the Minutes as "Unanimously Carried", "Carried", or "Defeated."

18. GENERAL RULES

- 18.1. Council meetings shall adjourn at 10:00 p.m. (if in session at that hour). If a meeting is still in session at 10:00 p.m., the meeting will be adjourned and the remaining items will be added to the next Regular Council Meeting agenda. Council may make a motion to extend the meeting past 10:00 p.m.
- 18.2. A motion to recess may be made at any time and must include a time to reconvene. A motion to recess has precedence and is neither debatable nor amendable except as to the time to reconvene.
- 18.3. There is no requirement for a motion to call the question or adjourn a Council Meeting.

19. ROLES AND RESPONSIBILITIES OF THE MAYOR

- 19.1. The Mayor shall:
 - a) Preside over and preserve order and decorum for all Council Meetings and Committee of the Whole Meetings;
 - b) Decide Points of Order and Points of Privilege without debate or comment;
 - c) Determine the order in which Councillors may speak;
 - d) Ensure that all Councillors who wish to speak to a Motion have spoken, confirm that the Councillors are ready to vote, and subsequently call the question;
 - e) Authorize, at Council Meetings, the distribution of additional material

for the record; and

f) Rule when a motion is out of order.

19.2. The Mayor may ask questions or speak to an item on the Agenda for a Council Meeting.

20. ROLES AND RESPONSIBILITIES OF COUNCILLORS

20.1. A Councillor wishing to speak shall obtain the approval of the Mayor before speaking.

20.2. When a Councillor is speaking, every other Councillor shall:

- a) Remain quiet and seated;
- b) Not interrupt the speaker, except on a Point of Order or Point of Privilege; and
- c) Not carry on a private conversation.

20.3. A Councillor shall:

- a) Not speak disrespectfully of His Majesty the King or official representatives of his government;
- b) Not use offensive words in referring to another Councillor, Administration, or member of the public;
- c) Not reflect on the motives of the Councillor who moved or voted on a Motion;
- d) Not shout, use an immoderate tone of voice, profane, vulgar, or offensive language, violate this Bylaw or disturb the proceedings;
- e) Not leave their seat while a vote is being taken;
- f) Not engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved bylaw or policy; and
- g) Not reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered.

21. CHALLENGING THE MAYOR

21.1. Councillors wishing to challenge the ruling of the Mayor shall make the motion, "THAT the decision of the Mayor be overruled." The question shall be immediately put to a vote without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

21.2. The Mayor shall be governed by the vote of the majority of Councillors present.

- a) If the Mayor refuses to put the motion to a vote, the Deputy Mayor or Chair shall proceed with putting the motion to a vote.
- b) A resolution carried under 21.2(a) of this Bylaw, is effectual and binding as if carried with the Mayor.

22. PUBLIC ATTENDANCE

- 22.1. Members of the public are welcome and encouraged to attend Council Meetings and Committee of the Whole Meetings.
- 22.2. Members of the public shall not:
 - a) Address Council during a Council Meeting unless invited to do so by the Mayor;
 - b) Applaud or otherwise interrupt any speech or action of the Councillors, or any other person addressing Council; and
 - c) Use offensive words in the Council Meeting and shall refrain from abusive conduct, attacks upon the character or motives of Councillors, Council Committees, Administration or the public.
- 22.3. The Mayor may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled. The Mayor may request law enforcement to remove persons if they do not leave voluntarily.
- 22.4. No person shall use any form of audio or visual recording device during a Council Meeting unless authorized to do so by this Bylaw or by a Unanimous Vote of Councillors present.
- 22.5. Electronic and cellular devices shall be set on silent and no person shall talk on a cellular phone while in attendance at a Council Meeting.

23. RULES OF DEBATE

- 23.1. An item on a Council Meeting Agenda will be discussed as follows:
 - a) The Mayor may request that the Chief Administrative Officer provide introductory remarks;
 - b) The Approved Speaker(s) may present;
 - c) Councillors may ask relevant questions of the Approved Speaker(s);
 - d) Councillors may ask the Chief Administrative Officer questions;
 - e) Councillors may make any motion necessary to provide direction on the item; and
 - f) Councillors may speak to the motion or ask questions about the Motion made.

- 23.2. Councillors may only speak to the question in debate.
- 23.3. Unless otherwise directed by the Mayor, speakers will be heard in a panel and Councillors may ask questions of any speaker on the panel.
- 23.4. A Councillor who wishes to speak at a Council Meeting must be recognized by the Mayor before speaking.
- 23.5. Councillors may ask questions in the order determined by the Mayor. Councillors will be limited to three consecutive questions and may ask further questions once all Members have had the opportunity to ask questions.
- 23.6. Councillors shall not speak for longer than five (5) consecutive minutes; however, the Councillor's speaking time may be extended at the discretion of the Mayor.
- 23.7. A Councillor who wishes to leave the Council Meeting prior to Adjournment shall so advise the Mayor and the time of departure shall be noted in the Minutes.
- 23.8. The Mayor may participate in debate on any matter before Council without relinquishing the Chair.
- 23.9. 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.
- 23.10. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this time frame the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.

24. PECUNIARY INTEREST

- 24.1. If a Councillor is in a conflict of interest under the Act, by reason of a pecuniary interest, the Councillor shall, prior to the discussion or vote upon the matter which creates the conflict, state that he or she has a pecuniary interest (the conflict of interest), and the nature of the pecuniary interest and shall leave the meeting.
- 24.2. Where the Councillor has left the meeting under section 24.1:
 - a) The reason for and time of the Councillor's departure, and return, if any, shall be recorded in the minutes;
 - b) If Council amends the motion before it, Council shall recess to allow the Chief Administrative Officer to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether he/she remains in a conflict of interest; and

- c) Council shall not consider any other agenda item until the Chief Administrative Officer has advised the Councillor who left the meeting because of a conflict of interest that there is a new agenda item before the meeting.

25. BYLAWS

25.1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall cause the number, short title and brief description of the bylaw to appear on the agenda.

25.2. The following shall apply to the passage of all bylaws:

- a) every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
- b) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
- c) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i. Council may debate the substance of the bylaw;
 - ii. Council may propose and consider amendments to the bylaw; and
 - iii. Council may, by motion, refer the bylaw to Administration for further information or a Committee for further review prior to second reading.
- d) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
- e) a bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same Meeting at which it received two readings; and
- f) a bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

25.3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Town and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

- 25.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) Does not receive third reading within one (1) year of the first reading; or
 - b) Is defeated on second or third reading.
- 25.5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Chief Administrative Officer, and shall be impressed with the corporate seal of the Town.
- 25.6. Clerical, typographical and grammatical errors in bylaws may be corrected by the Manager of Legislative Services.
- 25.7. The Manager of Legislative Services is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.
- 25.8. A copy of any bylaw, resolution or record certified by the Manager of Legislative Services as a true copy of the original is prima facie proof of the bylaw, resolution, or record.

26. PUBLIC COMMENTS

- 26.1. The Public Comment session of the agenda will be limited to 10 minutes. Council may, by resolution, extend the time by an additional 5 minutes.
- 26.2. ~~Members of the public~~A person may make a comment or ask a question for clarification on an item on the agenda that ~~was~~ **is to be** discussed in open session. The Public Comment session is not an opportunity to debate matters with Council or Administration. A person who wishes to speak to Council for a longer period should request a Delegation.
- 26.3. A person shall be limited to one question or comment per Public Comment session. If there are no other people in line to speak and there is time remaining in the Public Comment session, the Mayor, at the Mayor's discretion, may allow a person who has already spoken an opportunity to speak again.
- 26.4. A person who wishes to speak during the Public Comment session must be present in person at the Council Meeting, provide their full name and identify which item on the agenda they are speaking to.
- 26.5. The Mayor, who may consult with the CAO, may direct how any question asked during the Public Comment session may be addressed. Answers may:
- a) be provided orally by Council or Administration in the meeting;
 - b) be provided orally by Council or Administration at a future meeting;

- c) be provided in writing by Administration after the meeting; or
- d) not be provided if the question is not inappropriate as defined in section ~~27.2~~ [insert from Delegation section 27.2].

~~26.1. shall be offered the opportunity to make comments during the Public Comments section on the Regular Council Agenda in accordance with the following:~~

- ~~a) The person must be acknowledged by the Mayor;~~
- ~~b) The person shall not speak for longer than five (5) minutes exclusive of the time required to answer questions from Council;~~
- ~~c) Comments must address items contained within the current Agenda but may not be made in relation to an item that has been heard or will be heard in a Public Hearing; and~~
- ~~d)e) Responses may be provided by any Councillor or Administration or referred to Administration for further review and direction.~~

27. DELEGATIONS

27.1. A person may submit a Delegation ~~r~~Request ~~f~~Form to the Manager of Legislative Services to appear as a Delegation ~~at a Regular Council Meeting or a Committee of the Whole Meeting. A request that does not include the following information will not be considered:~~

- a) the full name of the person making the request, including the full name of any organization they represent;
- b) email and telephone contact information; and
- c) a summary of the purpose of the presentation.

~~if the person has not addressed Council on the same matter within the previous six (6) months and the matter does not pertain to any undecided matter that has been the subject of a Public Hearing.~~

27.2. Delegation requests about the following matters are considered inappropriate and will not be allowed:

- a) matters outside the jurisdiction of Council;
- b) matters related to any legal or court actions, tribunal or board hearings or enforcement matters;
- c) matters related to personnel issues, including disciplinary or workplace matters;
- d) matters governed by privacy legislation, privilege or confidentiality;
- e) matters related to any commercial or business enterprises or sales

requests;

f) matters that are or will be scheduled for a statutory public hearing.

27.3. The Chief Administrative Officer will review all Delegation requests and the Chief Administrative Officer, at the Chief Administrative Officer's discretion, may:

a) allow the Delegation request and provide a date on which the Delegation will be scheduled; or

a)b) deny the Delegation request and provide reasons why the Delegation request is not allowed. If the request is approved, the person must provide a description of the matter they wish to address along with any supporting documentation at least two (2) weeks prior to the Council Meeting that they wish to attend.

27.4. Delegations are limited to 5 minutes subject to the Chief Administrative Officer providing an extension of time based on a specific reasoned request from the person making the Delegation request.

27.5. No more than two~~No more than two (2)~~ Delegations shall be included on any single Agenda unless approved otherwise scheduled by the ~~Mayor~~

- 27.6. ~~Chief Administration Officer~~. Delegations must present in-person.
- 27.7. Delegations who wish to provide or use written, audio or visual materials must provide the materials to the Manager of Legislative Services by noon, five business days ~~[insert date and time see section 16.5 about timing and ensure alignment]~~ before the scheduled Delegation. Materials will not be returned and will be made public as part of the agenda package. The Chief Administrative Officer has the authority to redact or reject inappropriate or offensive materials and may cancel the Delegation as a result.
- 27.8. Delegations may only speak to the matter outlined in the approved Delegation. The Mayor may limit or refuse a Delegation that speaks to other matters or matters that are inappropriate or offensive.
- 27.9. Council may ask questions for clarification of a Delegation after the Delegation's presentation is complete.
- 27.10. After a Delegation, Council may, by resolution:
- a) accept the Delegation presentation for information and take no further action; or
 - b) accept the Delegation presentation for information and direct Administration to take action or provide a response to the Delegation at a future Council Meeting.
- ~~27.2.~~ 27.11. Same or similar Delegations who present on the same or similar topics shall not be scheduled to be heard by Council until six months have passed since their last presentation. At the discretion of the Chief Administration Officer, Delegations may be allowed before the six-month period if the Delegation has new information
- ~~27.3. No Delegation shall address Council for longer than ten (10) minutes, exclusive of the time required to answer questions from Council, unless granted a time extension by a majority vote of Councillors present.~~
- ~~27.4. Following the conclusion of the presentation, Council may refer the request to Administration or a Council Committee for further research, review, and recommendation.~~

28. MOTIONS

- 28.1. During the discussion of any item on an Agenda, a Councillor may make any motion related to the item.
- 28.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.
- 28.3. All motions must be moved by a Councillor.
- 28.4. A recommendation in a report does not constitute a motion until a Councillor

has expressly moved it.

- 28.5. The Mayor may speak to a motion at any time after it has been moved.
- 28.6. When a matter is under debate, no motion shall be received other than a motion to:
- a) Amend;
 - b) Defer;
 - c) Postpone Indefinitely;
 - d) Recess;
 - e) Refer;
 - f) Suspend the Rules;
 - g) Table; or
 - h) Withdraw.
- 28.7. The individual who moved the motion may withdraw the motion without permission of Council prior to the beginning of debate.
- 28.8. All motions to amend that have been moved shall be voted on in accordance with this Bylaw.
- 28.9. A motion may not:
- a) Have the effect of contravening any applicable legislation; or
 - b) Exceed the mandate of Council.
- 28.10. Council may not reconsider an item at the same Council Meeting that it was previously heard to allow additional time for reflection and consideration of the topic before debating it again.
- 28.11. Council shall not pass motions to receive reports for information unless required by a bylaw or enactment.
- Amending Bylaw No. 23-28 28.12. A motion to rescind a motion which has been passed, or review a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescind motion is:
- a) brought more than 6 months after the date of the original motion;
 - b) a member who voted with the prevailing side may move to reconsider a motion; or
 - c) brought after a general municipal election which has taken place since the date of the original motion.

29. VOTING

29.1. A vote on any motion will be conducted as follows:

- a) The Mayor will call the question;
- b) All Councillors present must be silent and remain in their seats from the moment the vote is called until the results of the vote are declared;
- c) All Councillors present must vote by the raising of hands, or through the use of an electronic or computerized voting system; and
- d) The Mayor must declare the result of the vote.

Amending Bylaw No. 23-28

29.2. All votes taken by Council will be a recorded vote

29.3. When a vote is recorded, the Minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

29.4. Each Councillor present must vote on every motion as outlined in the *Municipal Government Act*, unless it or any other enactment requires or permits the Councillor to abstain, in which case the Councillor must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the Minutes.

29.5. Councillors who have a reasonable belief that they have a Pecuniary Interest (as defined in the *Municipal Government Act*) in any matter before Council, or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the Pecuniary Interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.

29.6. After the Mayor declares the result of a vote, no Councillor may change their vote for any reason. Notwithstanding this section, if immediately after a vote the Mayor determines that either the voting procedures prescribed in this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Mayor may recall the vote and immediately call for another vote.

30. NOTICE OF MOTION

30.1. A Councillor may submit a Notice of Motion at a Council Meeting by submitting the Motion in writing to the Chief Administrative Officer no later than the Thursday prior to the meeting. A Notice of Motion must stand on its own but supporting documentation may be submitted with the Notice of Motion.

30.2. When required, Council may waive the requirement for notice under section

30.1 by a majority vote and add the matter to the Agenda as urgent business.

31. COUNCILLOR INFORMATION AND INQUIRIES

- 31.1. Councillors may submit requests for information at any time to the Office of the CAO. Requests may be made via email, phone, in person, or at a Council Meeting during the Question and Answer Period or Administrative Inquiry sections on the Agenda.
- 31.2. During the Question and Answer Period of a Regular Council Meeting or Committee of the Whole Meeting, Councillors may make an inquiry to obtain information from the Chief Administrative Officer about the operation or administration of the Town. An inquiry during the Question and Answer Period must:
- a) Be limited to the gathering of readily available information about the operation or administration of the Town;
 - b) Not require any requests for budgetary estimates, analysis, or significant interpretation on a matter; and
 - c) Not require the expenditure of funds or use of significant administrative resources to gather the requested information.
 - d) Answers during the Question and Answer Period will be included in the Meeting Minutes. However, answers to a Councillor's Question may be given to all of Council via email after the meeting or at a subsequent meeting.
- 31.3. A Councillor making an Administrative Inquiry for an answer at a subsequent Meeting shall put the Administrative Inquiry in writing and, prior to or during the Meeting, hand it to the Manager of Legislative Services. The Councillor will read their inquiry out loud during the Administrative Inquiry section on the Agenda.
- a) Unless an Administrative Inquiry specifies that the Councillor wishes the answer to appear on a subsequent Council Agenda, the Administration may answer the question at the same meeting in which it was asked.
 - b) Where Administration provides information relevant to the operation or administration of the Town directly to a Councillor, including in response to an Administrative Inquiry, Administration must also provide the information in question to all other Councillors as soon as is practicable.
 - c) When the Administrative Inquiry involves a written answer for a future Regular Council Meeting and the cost to the Town, which would be

incurred by reason of:

- i. time of Town employees which must be taken from performance of their regular duties or overtime which must be worked;
 - ii. the need to hire additional employees; or
 - iii. the necessity of obtaining and paying for the information from other than Town employees.
- d) If an Inquiry is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the Administration shall report the anticipated cost to Council before undertaking the Administrative Inquiry. When the Administration has reported, Council may:
- i. by resolution, direct that the Administration proceed with the investigation necessary to answer the Administrative Inquiry; and
 - ii. shall provide for the payment of the costs.
- e) Information in an Administrative Inquiry is not debatable.
- f) A Councillor who requested an Administrative Inquiry may, at a Regular Council Meeting where the Administrative Inquiry was made, instruct the Administration to abandon the Inquiry.
- g) A Councillor making an Administrative Inquiry may ask that the Answer to their Administrative Inquiry be made public in a Council Meeting Agenda.

31.4. Councillors may make a motion to direct Administration to review a matter during the Councillor Information and Inquiries section of the Agenda.

32. COUNCIL CORRESPONDENCE

32.1. The Manager of Legislative Services may, on behalf of Council, receive correspondence addressed or directed to Council.

32.2. All correspondence shall be included in the Council Agenda provided that it is:

- a) In writing;
- b) Legible;
- c) Not libelous, irrelevant, offensive, or improper; and
- d) Signed with the writer's name and address.

Personal information, other than the name of the individual who submitted the correspondence, shall be redacted.

33. CAMPAIGN PERIOD

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

34. DELEGATION OF AUTHORITY

34.1. The Chief Administrative Officer and Manager of Legislative Services may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

35. MISCELLANEOUS

~~35.1. Councillors shall follow the Town's Code of Conduct Bylaw.~~

~~35.2.~~35.1. Councillors will refrain from using electronic communications for communicating with external sources during Council meetings.

36. REVIEW OF BYLAW

36.1. This Bylaw shall be reviewed at least once per term of every Town Council.

37. SEVERABILITY

37.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be severable from all other sections of this bylaw.

38. REPEAL AND EFFECTIVE DATE

38.1. Bylaw No. ~~22-10~~23-17 is hereby repealed.

38.2. Bylaw No. 23-28 is hereby repealed.

38.3. Bylaw No. 25-15 is hereby repealed.

~~38.1.~~

~~38.2.~~38.4. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this ~~1~~7th day of ~~May~~October 2023.

READ A SECOND TIME this ~~1~~7th day of ~~May~~October, 2023.

READ A THIRD AND FINAL TIME this ~~1~~7th day of ~~May~~October, 2023.

~~Signature on file on original~~

Mayor

~~Signature on file on original~~

Director of Strategic, Administrative, and
Financial Services

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

Procedure Bylaw Quick Reference Guide

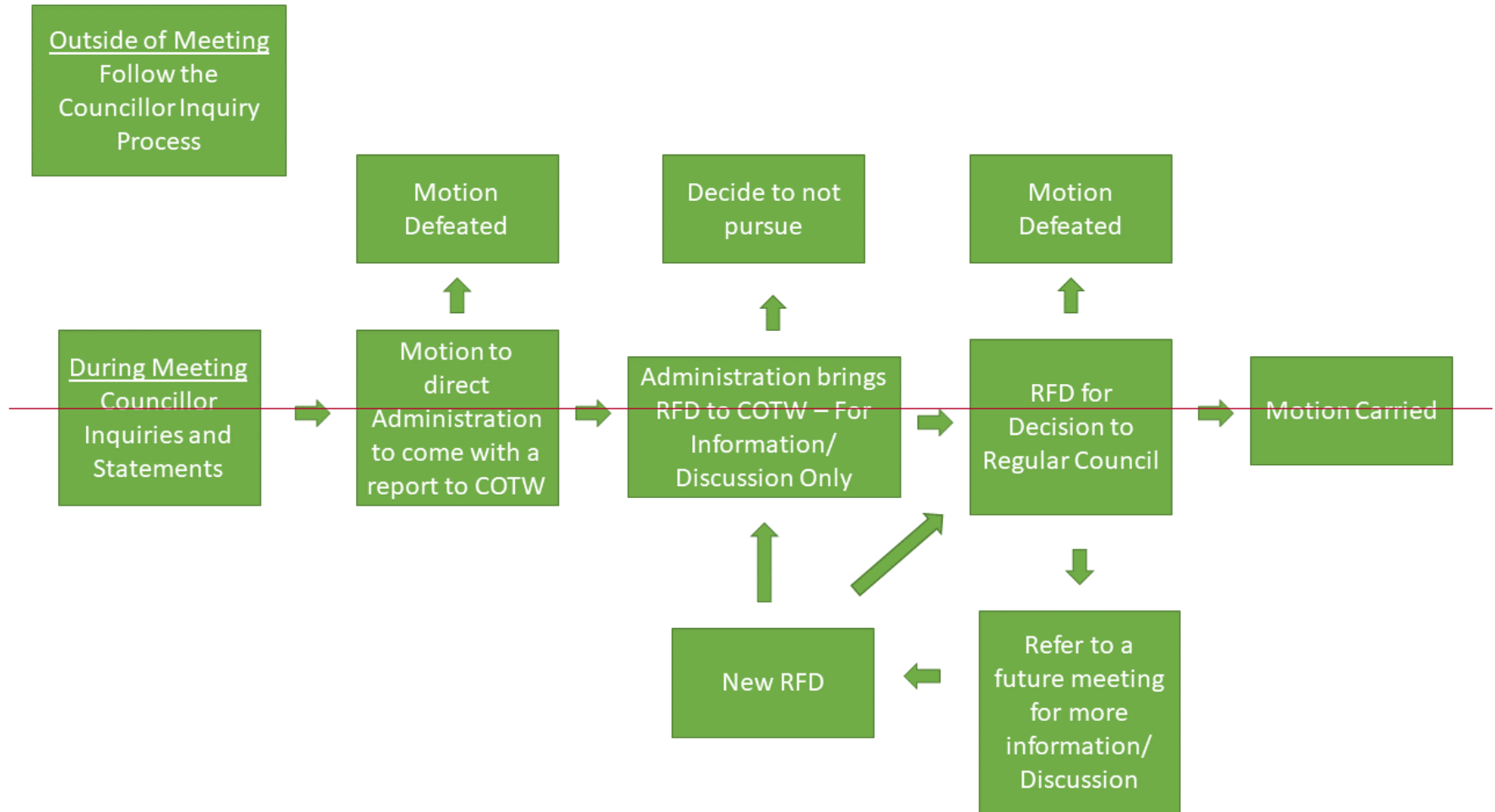
Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn	Means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor/Chair.	Is there any objection to Adjourning the Council Meeting/Committee of the Whole Meeting? Seeing none, the Council Meeting/Committee of the Whole Meeting on <date> is Adjourned at <time>.	No	No	It is the role of the Mayor/Chair to Adjourn the meeting.
Amend	Means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.	I move that the wording of the Motion is amended to read...	Yes	Yes	
Call the Question	Means when the Mayor/Chair ends debate and Council or Committee of the Whole must vote on the Motion that has been made.	Are we ready for the question? All in favour? All opposed?	No	No	It is the role of the Mayor/Chair to Call the Question.
Defer	Means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter.	I move that we Defer <description of item> until <date/time>.	Yes	Yes	
Point of Order	Means a demand that the Mayor/Chair enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.	Point of Order	Mayor/Chair decides	No	
Point of Privilege	Means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members	Point of Privilege	Mayor/Chair decides	No	

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
	and includes, but is not limited to the: • Organization or existence of Council/Committee of the Whole; • Comfort of Councillors/Committee of the Whole Members; • Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; • Reputation of Councillors, Committee of the Whole Members or Council as a whole.				
Postpone-Indefinitely	Means to dispense of the pending Motion without a direct vote but such a Motion can be renewed at a subsequent Council Meeting or Committee of the Whole Meeting.	I move that we Postpone Indefinitely voting on....	Yes	Yes	
Recess	Means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.	I move that we Recess the Council Meeting/Committee of the Whole Meeting on <date> for <length of time of recess>.	Yes	Yes	Any member of Council or Committee of the Whole may request a Recess.
Reconsider	Means to review a matter previously decided upon by Council or Committee of the Whole.	I move that Council/Committee of the Whole. Reconsider our action relative to....	Yes	Only if the original Motion was debatable	
Refer	Means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.	I move that this matter be referred to...	Yes	Yes	

~~Schedule "A" — Council Procedure Bylaw Quick Reference Guide~~

Schedule "B" Councillor Information and Inquiries Chart



BYLAW NO. 23-17
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO REGULATE COUNCIL AND COMMITTEE OF THE WHOLE PROCEEDINGS IN THE TOWN OF STRATHMORE.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1. This Bylaw may be cited as the "Council Procedure Bylaw."

2. DEFINITIONS

- 2.1. "Act" means the *Municipal Government Act*, RSA 2000, Chapter M-26 and regulations made under the *Municipal Government Act*.
- 2.2. "Acting Mayor" means the Councillor selected by Council to preside at any Council Meeting in the absence or incapacity of both the Mayor and the Deputy Mayor or in the case where the Mayor and/or Deputy Mayor choose to step down.
- 2.3. "Administration" means the administrative and operational arm of the Town, comprised of the various departments and business units and includes all employees who operate under the leadership and supervision of the Chief Administrative Officer.
- 2.4. "Adjourn/Adjourned/Adjournment" means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor.
- 2.5. "Agenda" means the order of items of business for any Council Meeting or Committee of the Whole Meeting and the associated reports, Bylaws, and other supporting documentation.
- 2.6. "Amend" means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.

- 2.7. "Approved Speaker" means an individual or multiple individuals who have been authorized by Council to speak to an item on the Council Agenda.
- 2.8. "Call the Question" means when the Mayor ends debate and Council or Committee of the Whole must vote on the Motion that has been made.
- 2.9. "Chief Administrative Officer" means the individual appointed to the position of the Chief Administrative Officer for the Town or his or her designate.
- 2.10. "Closed Meeting" means a Council Meeting or Committee of the Whole Meeting held in the absence of public pursuant to Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* or any other enactment that provides for holding all or part of a meeting in the absence of the public.
- 2.11. "Committee of the Whole" or "COTW" means collectively those Councillors present when Council moves to sit as a Committee.
- 2.12. "Committee of the Whole Meeting" means the meetings that have been scheduled when Council moves to sit as a Committee of the Whole.
- 2.13. "Committee of the Whole Member(s)" means any Councillor present when Council moves to sit as a Committee of the Whole.
- 2.14. "Consent Agenda" means a group of items which are not expected to require discussion and/or debate and may be adopted by a single (omnibus) Motion.
- 2.15. "Council" means the municipal Council governing the Town.
- 2.16. "Council Committee" means a Council board, commission or committee established in accordance with the *Municipal Government Act*.
- 2.17. "Council Meeting" means a Regular Council Meeting, Organizational Meeting and Special Council Meeting.
- 2.18. "Councillor" means an individual elected to the position of Mayor or Councillor for the Town.
- 2.19. "Defer" means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter by Council.
- 2.20. "Delegation" means person(s) acting on behalf of themselves or authorized to act as a representative for another person(s), group or organization appearing before Council at a Council Meeting to make a request or provide a presentation.
- 2.21. "Deputy Mayor" means the Councillor appointed by Council, pursuant to the *Municipal Government Act* and the Bylaw, to act as the Mayor in the absence or incapacity of the Mayor or in the case where the Mayor chooses to step

down.

- 2.22. "Electronic Communications" shall mean that members of Council may attend a meeting through electronic communications. This can include using personal computer, telephone with the use of the speaker, or other means as technology advances.
- 2.23. "*Freedom of Information and Protection of Privacy Act*" or "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25, together with any Regulations made thereunder and any amendments thereto.
- 2.24. "General Municipal Election" means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- 2.25. "Inaugural Meeting" means the Organizational Meeting immediately following a General Municipal Election.
- 2.26. "Majority Vote" means more than half of the votes cast by Councillors, excluding abstentions, at a properly called Council Meeting at which a Quorum is present.
- 2.27. "Manager of Legislative Services" means the individual in the leadership role that directly oversees the Legislative Services division for the Town or his or her designate.
- 2.28. "Mayor" means the individual elected to the position of Chief Elected Official for the Town.
- 2.29. "Minutes" means the record of decisions of a Council Meeting or Committee of the Whole Meeting recorded in the English language.
- 2.30. "Motion" means a resolution that has been moved by the Mayor or Councillor but not yet voted on.
- 2.31. "Notice of Motion" means the method by which a Councillor brings forward an item that he or she wishes to be considered at a subsequent Council Meeting.
- 2.32. "Omnibus Motion" means a Motion to place on the floor and adopt, without debate, the recommendations of two or more reports.
- 2.33. "Organizational Meeting" means the Council Meeting held as described in Section 5 of this Bylaw, including the Inaugural Meeting.
- 2.34. "Point of Order" means a demand that the Presiding Officer enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.
- 2.35. "Point of Privilege" means matters affecting the rights of Council or

Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members and includes, but is not limited to the:

- a) Organization or existence of Council/Committee of the Whole;
 - b) Comfort of Councillors/Committee of the Whole Members;
 - c) Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; and
 - d) Reputation of Councillors, Committee of the Whole Members or Council as a whole.
- 2.36. "Public Hearing" means an advertised Council Meeting convened to hear matters and in accordance with this Bylaw, *Municipal Government Act*, or any other enactment.
- 2.37. "Quorum" means the majority of all Councillors or Committee of the Whole Members.
- 2.38. "Recess" means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.
- 2.39. "Refer" means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.
- 2.40. "Regular Council Meeting" means a Council Meeting scheduled at the annual Organizational Meeting and held in accordance with the *Municipal Government Act*.
- 2.41. "Robert's Rules of Order" means the manual of parliamentary procedure that governs meetings.
- 2.42. "Special Council Meeting" means a Council Meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 2.43. "Suspension of the Rules" means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw or Robert's Rules of Order for a specific purpose.
- 2.44. "Table" means a motion to delay consideration of any matter to deal with more pressing matters, which does not set a specific time to resume consideration of the matter.
- 2.45. "Town" means the municipal corporation of the Town of Strathmore.
- 2.46. "Unanimous Vote" means all the Councillors on Council that are in attendance vote in favour of the Motion made.

- 2.47. "Withdraw" means to withdraw a Motion that has been made during a Council Meeting or Committee of the Whole Meeting.

3. STRUCTURE OF COUNCIL

- 3.1. The Council of the Town of Strathmore shall consist of seven (7) members of Council.
- 3.2. All Councillors shall be elected by vote of electors in the Town.
- 3.3. The chief elected official shall be elected by a vote of the electors of the Town.
- 3.4. The chief elected official shall be designated the title of "Mayor" and addressed as Mayor (last name).
- 3.5. Councillors of the Town shall be designated as the title "Councillor" (last name).
- 3.6. Councillors may serve a term as Deputy Mayor, rotating in the manner agreed upon by Council.

Organizational Meeting – June 30

July 1 – February 28 or 29

March 1 – October 31

November 1 – June 30

July 1 – February 28 or 29

March 1 – Organizational Meeting

- 3.7. Should a Councillor decline to serve a term as Deputy Mayor, Council will appoint a member to serve the declining Councillor's term by resolution.
- 3.8. The Mayor shall preside when in attendance at the meeting of Council. In the Mayor's absence, the Deputy Mayor shall preside over the meeting. If both the Mayor and the Deputy Mayor are unable to attend a meeting, the Councillor next in the Deputy Mayor rotation will serve as Acting Mayor.

4. APPLICATION

- 4.1. This Bylaw shall govern the conduct of Council Meetings and Committee of the Whole Meetings.
- 4.2. Where this Bylaw applies to Committee of the Whole, it shall apply with all necessary modifications, and
- a) Any reference to the Mayor shall be treated as a reference to the Chair of the Committee;

- b) Any reference to a Councillor shall be treated as a reference to a member of the Committee; and
 - c) Any reference to Council shall be treated as a reference to the Committee.
- 4.3. To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to Robert's Rules of Order Newly Revised.
- 4.4. The order of precedence of the rules governing the procedures of Council are:
 - a) The Act;
 - b) Other provincial legislation;
 - c) This Bylaw; and
 - d) Robert's Rules of Order Newly Revised.
- 4.5. Council or Committee of the Whole may waive or modify the application of any part of this Bylaw by a Suspension of the Rules resolution, provided that such waiver or modification does not conflict with the *Municipal Government Act* or any other enactment.
- 4.6. Unless otherwise stated in this Bylaw or enactment, Council may only act by Bylaw or resolution and the Committee of the Whole may only act by resolution.

5. INAUGURAL AND ORGANIZATIONAL MEETINGS

- 5.1. Council must hold its Inaugural Meeting, in accordance with the *Municipal Government Act*, no later than two (2) weeks after each General Municipal Election. At this Council Meeting:
 - a) All Councillors must take the Oath of Office as prescribed by the Oaths of Office Act;
 - b) All Councillors shall review the Council Code of Conduct Bylaw in accordance with the Code of Conduct for Elected Officials Regulation and sign the Council Covenant;
 - c) A presentation shall be made by Administration regarding the Council Procedure Bylaw together with any pertinent Council Policies;
 - d) The seating of Councillors in Council Chambers shall be adopted by Council;
 - e) Rotation schedules for the position of Deputy Mayor shall be determined by Council;

- f) Regular Council Meeting dates for the year shall be set by Council;
 - g) Committee of the Whole Meeting dates for the year shall be set by Council;
 - h) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council;
 - i) Members of the public shall be appointed to Council Committees by Council, if required; and
 - j) Signing authorities within Council shall be determined by Council.
- 5.2. An Organizational Meeting must be held annually, in accordance with the Act, no later than two (2) weeks after the third (3rd) Monday in October. At this Council Meeting:
- a) Rotation schedules for the position of Deputy Mayor shall be determined by Council;
 - b) Regular Council Meeting dates for the following year shall be set by Council;
 - c) Committee of the Whole Meeting dates for the year shall be set by Council;
 - d) Councillors shall be appointed to Council Committees as well as external agencies, boards, committees, and commissions by Council; and
 - e) Members of the public shall be appointed to Council Committees by Council, if required.

6. EDUCATIONAL SESSION

- 6.1. Councillors must attend Council Orientation as offered by the Municipality within 90 days after the Councillor takes the Oath of Office. Attendance at additional training sessions throughout the Council term is discretionary.
- 6.2. Educational sessions will be provided to Council at the discretion of the Chief Administrative Officer. Councillors may request educational sessions from the Chief Administrative Officer. If the Chief Administrative Officer determines a monetary expenditure must be made for the workshop outside of the existing budget, then a motion of Council will be required.
- 6.3. Sessions for educational purposes may be held as required, based on the following criteria:
 - a) Sessions are optional and do not require quorum;
 - b) Are strictly educational (one-way information), allowing for clarifying

questions;

- c) Do not progress matters within Council's jurisdiction;
- d) Minutes shall not be taken;
- e) Information provided may be shared with the public (not confidential);
- f) Where no directions or instructions shall be given to Administration;
and
- g) Where no procedural or Council business decisions are made by the Councillors.

7. COUNCIL MEETINGS

7.1. A Council Meeting is properly constituted if:

- a) Proper notice is provided to Councillors by emailing the date, time, and location of the Council Meeting;
- b) Proper notice is provided to the public in accordance with the *Municipal Government Act*;
- c) There is a Quorum of Council in attendance;
- d) The Mayor, Deputy Mayor, or Acting Mayor is presiding over the Council Meeting; and
- e) The Minutes are recorded.

7.2. Councillors must attend and participate in Council Meetings in accordance with the requirements of the *Municipal Government Act*.

8. REGULAR AND SPECIAL MEETINGS

- 8.1. The first Regular Council Meeting of every month will begin with a traditional land acknowledgement that is prepared in conjunction with Siksika Nation.
- 8.2. Regular Council Meetings will be scheduled for the first and third Wednesday of any given month, commencing at 6:00 p.m. at Strathmore's Municipal Building. There will be no scheduled meetings during the first week of January or during the month of August.
- 8.3. If there are changes to the date and time of a Regular Council Meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Councillors and post the notice in a public office. Posting a public notice in the front foyer of Strathmore's Municipal Building and on the Town's website is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
- 8.4. All meetings will be open to the public, except for Closed Meeting portions of

the meeting approved by motion including the related section of the FOIP Act and following the requirements of the Act.

- 8.5. A Regular Council Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 8.6. Special Council Meetings may be called in accordance with the Municipal Government Act.
- 8.7. A Special Council Meeting may be cancelled:
 - a) By the Mayor if twenty-four (24) hours' written notice is provided to all members and the public, or
 - b) By the Mayor with the written consent of two-thirds (2/3) of all members of Council, if less than twenty-four (24) hours' notice is provided to all Councillors.

9. QUORUM

- 9.1. If Quorum, as defined in the *Municipal Government Act*, is not present within fifteen (15) minutes after the time fixed for a Council Meeting, the Manager of Legislative Services shall record the names of the Councillors present and the Council Meeting shall stand Adjourned until the next scheduled meeting date.
- 9.2. If Quorum is lost after the Council Meeting is called to order, the respective meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Council Meeting shall stand Adjourned.
- 9.3. Whenever a vote on any matter before Council cannot be taken because of a loss of a Quorum resulting from any abstention allowed or required by statute, then the matter shall be the first business item to proceed with at the next Regular Council Meeting.
- 9.4. If a Quorum is lost for any reason other than the aforementioned reasons, the Council Meeting is Adjourned.

10. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 10.1. Councillors may attend a Council meeting by means of electronic communication. Acceptable modes of electronic communication include through the use of a personal computer, telephone (with the speaker on), and other means as technology advances. Councillors will prioritize the use of video calling when possible.
- 10.2. If a Councillor leaves the meeting while attending through electronic

communications, the Councillor must inform Council of the times when they leave and when they re-join the meeting.

- 10.3. A Councillor attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 10.4. The Mayor shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- 10.5. When a Councillor attends a Closed Meeting through electronic communications, they will ensure they are alone for the In Camera discussion.
- 10.6. If only the public will be present at the Council Chambers in the Town's Municipal Building and all Councillors are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, on the Town's webpage, and on social media accounts, twenty-four (24) hours prior to the meeting, indicating the manner in which the meeting will be conducted.

11. LIVESTREAMING MEETINGS AND RECORDING DEVICES

- 11.1. Council Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings. Failure to record and livestream a Council Meeting does not invalidate a Council Meeting.
- 11.2. Committee of the Whole Meetings will be recorded and livestreamed to the public with the exception of Closed Meetings.
- 11.3. At the start of a Meeting, the Mayor will notify those present that the Meeting is being livestreamed and a recording will be made available after the Meeting is adjourned.
- 11.4. The Mayor may, at any time and at his or her discretion, direct the termination or interruption of a livestream.
- 11.5. If there are technical difficulties while livestreaming, the Mayor will advise those present at the Meeting that the livestream is not available. Notice of the technical difficulties will be provided on the Town's website.
- 11.6. Meeting recordings will be retained and provided in accordance with the Town's records management bylaws, policies, and procedures.
- 11.7. Meeting recordings will only be transcribed by the Town if required by the CAO in connection with any litigation, audit, or investigation.

12. PUBLIC HEARINGS

- 12.1. Council shall hold Public Hearings in accordance with the *Municipal Government Act*.
- 12.2. Where Council is required to hold a Public Hearing on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.
- 12.3. Council may direct Administration through a resolution of Council to hold a non-statutory Public Hearing in accordance with the directions of Council.
- 12.4. Public Hearings may be held at a Regular Council Meeting or Special Council Meeting and commence at 6:00 p.m. unless otherwise directed by a resolution of Council.
- 12.5. All written submissions from the public must be received at least ten (10) days prior to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the Manager of Legislative Services who will advise Council the late submission has been received during the Public Hearing and include the submission in the Public Hearing record.
- 12.6. The order of business for a Public Hearing will be as follows:
 - a) The Mayor shall declare the Public Hearing in session;
 - b) The Manager of Legislative Services shall introduce the resolution, bylaw or non-statutory item and shall briefly state the intended purpose including acknowledgement of written submissions received by the deadline;
 - c) Presentation(s) from Administration;
 - d) Presentation(s) from the public supporting the bylaw, resolution, or non-statutory item;
 - e) Presentation(s) from the public opposing the bylaw, resolution, or non-statutory item;
 - f) Any other person deemed to be affected by the bylaw, resolution, or non-statutory item;
 - g) Questions of clarification from Council; and
 - h) The Mayor shall close the Public Hearing.
- 12.7. The following rules of conduct shall be followed during a Public Hearing:
 - a) No person shall address Council without the permission of the Mayor;
 - b) No person shall speak more than once or for more than five (5) minutes, exclusive of the time required to answer questions from

Council;

- c) No Councillor may debate the bylaw or item that is the subject of the Public Hearing;
 - d) Respect for staff, Council, and the public shall always be maintained; and
 - e) Any person who wishes to address Council, shall state and spell their name and provide their municipal address for the record.
- 12.8. The Mayor has the authority to extend public presentations to ensure the integrity of the Public Hearing.
- 12.9. When a Councillor is absent from all of a Public Hearing on a proposed bylaw or resolution, he or she must declare and disclose the absence prior to any discussion of the matter and abstain from voting on the matter at subsequent Council Meetings.
- 12.10. When a Councillor is absent from a part of a Public Hearing on a proposed bylaw or resolution, he or she may abstain from voting on the matter at subsequent Council Meetings.
- 12.11. Where a Councillor is required or permitted to abstain from voting as a result of being absent from all or a part of a Public Hearing, the Manager of Legislative Services shall ensure that the Minutes indicate the abstention and reasons for the abstention, if applicable.
- 12.12. In order to ensure procedural fairness, no person shall address Council regarding a matter that has been the subject of a Public Hearing following the conclusion of the Public Hearing.
- 12.13. Following the Adjournment of a Public Hearing, the Manager of Legislative Services shall prepare a record of the Public Hearing that includes:
- a) A copy of the approved Council Meeting Minutes;
 - b) Written submissions received from Administration and the public; and
 - c) An electronic recording of the Public Hearing, if one was made.

13. COMMITTEES AND BOARDS

- 13.1. Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement, or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.
- 13.2. Council may make appointments to a board or committee at any time, providing that Council has adopted a bylaw specifying the terms of reference

of the committee.

- 13.3. It shall be the duty of the Chair of each board or committee (or his or her designee) to summon members for meetings.
- 13.4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act, unless otherwise provided by Council.
- 13.5. As an ex-officio member of Council (internal) committees and bodies, the Mayor may attend these meetings and is authorized to vote in circumstances where there is a tie.
- 13.6. Appointed Councillors shall keep the rest of Council informed of the actions of committees or boards to which they are appointed by Council, by providing meeting minutes or reports following each meeting or updates when urgent matters arise through their Councillor Committee reports for inclusion on the Agenda.
- 13.7. Administration in conjunction with Councillors who sit on the committees and boards will arrange to have the committee or board, or a representative from the committee or board, update Council on an annual basis or when a financial decision arises that could directly affect the Town.
- 13.8. Councillors recognize they have fiduciary responsibilities as members of Town Council and as representatives of the boards and committees they serve on.

14. COMMITTEE OF THE WHOLE

- 14.1. The Committee of the Whole is hereby established.
- 14.2. The Town's elected officials will comprise the Committee of the Whole.
- 14.3. The Committee of the Whole enables Committee members to review upcoming and important issues and opportunities with members of Administration where deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered. The purpose of the COTW is to:
 - a) Receive updates on emerging and ongoing projects and initiatives; and
 - b) Meet principally as a forum for discussion rather than as a decision-making arena, enabling all Committee members to discuss key items without the requirement to make decisions.
- 14.4. The operation of the Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no power to commit funds. Matters requiring further direction will be forwarded as a

recommendation to Council.

- 14.5. Committee of the Whole Meetings will be held on the second Wednesday of each month at 6:00 p.m. No regularly scheduled Committee of the Whole Meetings will be held in August.
- 14.6. A Committee of the Whole Meeting may be cancelled by a vote of the majority of Councillors at a previously held meeting or by the Mayor with two-thirds (2/3) written support of Council as a whole.
- 14.7. The Committee of the Whole may:
 - a) Conduct non-statutory public hearings;
 - b) Receive delegations and submissions;
 - c) Meet in a Closed Meeting pursuant to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*, approved by motion including the related section of the FOIP Act;
 - d) Receive information from Administration on emerging items;
 - e) Discuss and debate policy matters to formulate recommendations to Council;
 - f) Committee members may make an inquiry to obtain information from the CAO; and
 - g) Discuss arising issues amongst committee members.
- 14.8. The Committee may make the following motions:
 - a) To recess the Meeting;
 - b) To receive agenda reports as information;
 - c) To refer matters to Administration or a Committee for review;
 - d) To make recommendations to Council; and
 - e) To move into a Closed Meeting or to revert to an open meeting.
- 14.9. The CAO and other required administrative staff will be in attendance at Committee meetings to make presentations and answer questions.
- 14.10. The Mayor is the Chair for all meetings, unless this responsibility is delegated by the Mayor to another Committee member or Deputy Mayor.
- 14.11. Every person wishing to speak during a COTW meeting shall address their comments through the Chair. The Chair shall be addressed as "Mister Chair" or "Madam Chair", and no person shall be permitted to speak unless the Chair has granted that person permission.

15. CLOSED MEETINGS

- 15.1. Council and Committee of the Whole may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 15.2. No resolution or bylaw may be passed when a Council Meeting is closed to the public except a resolution to reconvene to a Meeting held in public.
- 15.3. When a Meeting is closed to the public, Councillors and Committee of the Whole Members shall respect the confidentiality of matters discussed and shall not disclose the subject or substance of these discussions.
- 15.4. If Council or the Committee of the Whole is provided with a written report of an item discussed in a closed Meeting, Councillors and Committee of the Whole Members shall also keep the written report confidential unless otherwise directed or required by an enactment.

16. AGENDAS FOR COUNCIL MEETINGS

- 16.1. Agendas shall be prepared in the form agreed upon by the Chief Administrative Officer and the Mayor and may include a Consent Agenda that is approved by an Omnibus Motion.
- 16.2. A Consent Agenda may include, but is not limited to:
 - a) Minutes;
 - b) Board, commission, committee or agency reports that are provided for information purposes; and
 - c) Reports from Administration that are being presented for information purposes.
- 16.3. A Consent Agenda must not include proposed bylaws or briefing notes that have been prepared for Public Hearings.
- 16.4. The Manager of Legislative Services shall distribute the Agenda for Council Meetings to all Councillors and post the Agenda on the Town's website at least three (3) days prior to the meeting date. Failure to meet the deadline does not invalidate the Agenda.
- 16.5. Submissions for inclusion in the Council Meeting Agendas must be submitted to the Manager of Legislative Services in accordance with the Council Agenda Deadlines calendar that is approved by the Chief Administrative Officer. Submissions from Councillors for inclusion in the Council Meeting Agendas must be submitted by Thursday at noon prior to the Meeting.
- 16.6. Only material received by the Manager of Legislative Services in the time set

out in section 16.5 shall be considered at the Council Meeting for which the Agenda is prepared.

- 16.7. Notwithstanding section 16.6, in exceptional circumstances brought forward by Councillors or the Chief Administrative Officer, items may be added to the Agenda and distributed to Council as soon as they are available.
- 16.8. Council must vote to adopt the Agenda prior to transacting other business and may:
 - a) Add new items to the Agenda or change the order of the Agenda by a Majority Vote of Council present at the meeting; and
 - b) Remove any matter from the Agenda by Unanimous Vote.
- 16.9. The adoption of the Consent Agenda shall be done by Omnibus Motion. A Councillor may select one or more reports from a Consent Agenda for debate, but such requests must be made before the Mayor calls the Omnibus Motion.
- 16.10. Reports in a Consent Agenda which have been selected for debate will be excluded from the Omnibus Motion and will be moved to the respective portion of the Agenda.

17. MINUTES

- 17.1. The Manager of Legislative Services shall prepare all Council Minutes which will include:
 - a) The names of the Councillors present and absent from the Council Meeting;
 - b) All resolutions, direction and recommendations; and
 - c) Any declarations of Pecuniary Interest made under the *Municipal Government Act* by any Councillor or any abstentions from voting.
- 17.2. The Manager of Legislative Services will distribute draft Minutes of prior meetings as part of the Agenda of a subsequent meeting.
- 17.3. If the Minutes of prior Council Meetings are included on an Agenda, Council must consider the Minutes, regardless of whether the same Councillors were in attendance, and:
 - a) If there are no errors or omissions, pass a resolution approving the Minutes; or
 - b) If there are errors or omissions, pass a motion to amend and approve the amended Minutes.
- 17.4. Any Councillor may make a motion requesting that the Minutes be amended

to correct any inaccuracy or omission, but no change shall be allowed which would alter or affect in a material way the actual decision made.

- 17.5. Clerical, typographical, and grammatical errors in Minutes may be corrected by the Manager of Legislative Services and does not require a Motion from Council.
- 17.6. If a Councillor wishes to challenge the accuracy of the Minutes of a previous Council Meeting, the Councillor must make the challenge known to the Chief Administrative Officer before the Minutes have been adopted.
- 17.7. Once approved at a subsequent Council Meeting, Minutes must be signed by the Mayor and Chief Administrative Officer.
- 17.8. The Minutes of a Public Hearing shall record the names of Administration who presented. The Minutes shall also include the names of the public who provided written and/or verbal submissions along with a general indication of support, opposition, or neutrality along with the municipal address provided by the member of the public.
- 17.9. Motions shall be recorded in the Minutes as "Unanimously Carried", "Carried", or "Defeated."

18. GENERAL RULES

- 18.1. Council meetings shall adjourn at 10:00 p.m. (if in session at that hour). If a meeting is still in session at 10:00 p.m., the meeting will be adjourned and the remaining items will be added to the next Regular Council Meeting agenda. Council may make a motion to extend the meeting past 10:00 p.m.
- 18.2. A motion to recess may be made at any time and must include a time to reconvene. A motion to recess has precedence and is neither debatable nor amendable except as to the time to reconvene.
- 18.3. There is no requirement for a motion to call the question or adjourn a Council Meeting.

19. ROLES AND RESPONSIBILITIES OF THE MAYOR

- 19.1. The Mayor shall:
 - a) Preside over and preserve order and decorum for all Council Meetings and Committee of the Whole Meetings;
 - b) Decide Points of Order and Points of Privilege without debate or comment;
 - c) Determine the order in which Councillors may speak;
 - d) Ensure that all Councillors who wish to speak to a Motion have spoken,

confirm that the Councillors are ready to vote, and subsequently call the question;

- e) Authorize, at Council Meetings, the distribution of additional material for the record; and
- f) Rule when a motion is out of order.

19.2. The Mayor may ask questions or speak to an item on the Agenda for a Council Meeting.

20. ROLES AND RESPONSIBILITIES OF COUNCILLORS

20.1. A Councillor wishing to speak shall obtain the approval of the Mayor before speaking.

20.2. When a Councillor is speaking, every other Councillor shall:

- a) Remain quiet and seated;
- b) Not interrupt the speaker, except on a Point of Order or Point of Privilege; and
- c) Not carry on a private conversation.

20.3. A Councillor shall:

- a) Not speak disrespectfully of His Majesty the King or official representatives of his government;
- b) Not use offensive words in referring to another Councillor, Administration, or member of the public;
- c) Not reflect on the motives of the Councillor who moved or voted on a Motion;
- d) Not shout, use an immoderate tone of voice, profane, vulgar, or offensive language, violate this Bylaw or disturb the proceedings;
- e) Not leave their seat while a vote is being taken;
- f) Not engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved bylaw or policy; and
- g) Not reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered.

21. CHALLENGING THE MAYOR

21.1. Councillors wishing to challenge the ruling of the Mayor shall make the motion, "THAT the decision of the Mayor be overruled." The question shall be immediately put to a vote without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Chair.

- 21.2. The Mayor shall be governed by the vote of the majority of Councillors present.
- a) If the Mayor refuses to put the motion to a vote, the Deputy Mayor or Chair shall proceed with putting the motion to a vote.
 - b) A resolution carried under 21.2(a) of this Bylaw, is effectual and binding as if carried with the Mayor.

22. PUBLIC ATTENDANCE

- 22.1. Members of the public are welcome and encouraged to attend Council Meetings and Committee of the Whole Meetings.
- 22.2. Members of the public shall not:
- a) Address Council during a Council Meeting unless invited to do so by the Mayor;
 - b) Applaud or otherwise interrupt any speech or action of the Councillors, or any other person addressing Council; and
 - c) Use offensive words in the Council Meeting and shall refrain from abusive conduct, attacks upon the character or motives of Councillors, Council Committees, Administration or the public.
- 22.3. The Mayor may order any member of the public who disturbs the proceedings of Council by words or actions to be expelled. The Mayor may request law enforcement to remove persons if they do not leave voluntarily.
- 22.4. No person shall use any form of audio or visual recording device during a Council Meeting unless authorized to do so by this Bylaw or by a Unanimous Vote of Councillors present.
- 22.5. Electronic and cellular devices shall be set on silent and no person shall talk on a cellular phone while in attendance at a Council Meeting.

23. RULES OF DEBATE

- 23.1. An item on a Council Meeting Agenda will be discussed as follows:
- a) The Mayor may request that the Chief Administrative Officer provide introductory remarks;
 - b) The Approved Speaker(s) may present;
 - c) Councillors may ask relevant questions of the Approved Speaker(s);
 - d) Councillors may ask the Chief Administrative Officer questions;
 - e) Councillors may make any motion necessary to provide direction on the item; and

- f) Councillors may speak to the motion or ask questions about the Motion made.
- 23.2. Councillors may only speak to the question in debate.
- 23.3. Unless otherwise directed by the Mayor, speakers will be heard in a panel and Councillors may ask questions of any speaker on the panel.
- 23.4. A Councillor who wishes to speak at a Council Meeting must be recognized by the Mayor before speaking.
- 23.5. Councillors may ask questions in the order determined by the Mayor. Councillors will be limited to three consecutive questions and may ask further questions once all Members have had the opportunity to ask questions.
- 23.6. Councillors shall not speak for longer than five (5) consecutive minutes; however, the Councillor's speaking time may be extended at the discretion of the Mayor.
- 23.7. A Councillor who wishes to leave the Council Meeting prior to Adjournment shall so advise the Mayor and the time of departure shall be noted in the Minutes.
- 23.8. The Mayor may participate in debate on any matter before Council without relinquishing the Chair.
- 23.9. 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.
- 23.10. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this time frame the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.

24. PECUNIARY INTEREST

- 24.1. If a Councillor is in a conflict of interest under the Act, by reason of a pecuniary interest, the Councillor shall, prior to the discussion or vote upon the matter which creates the conflict, state that he or she has a pecuniary interest (the conflict of interest), and the nature of the pecuniary interest and shall leave the meeting.
- 24.2. Where the Councillor has left the meeting under section 24.1:
 - a) The reason for and time of the Councillor's departure, and return, if any, shall be recorded in the minutes;
 - b) If Council amends the motion before it, Council shall recess to allow

the Chief Administrative Officer to advise the Councillor who has left the meeting of the amendment so that the Councillor may determine whether he/she remains in a conflict of interest; and

- c) Council shall not consider any other agenda item until the Chief Administrative Officer has advised the Councillor who left the meeting because of a conflict of interest that there is a new agenda item before the meeting.

25. BYLAWS

25.1. Where a bylaw is presented to a meeting for enactment, the Chief Administrative Officer shall cause the number, short title and brief description of the bylaw to appear on the agenda.

25.2. The following shall apply to the passage of all bylaws:

- a) every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading;
- b) a proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate;
- c) a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - i. Council may debate the substance of the bylaw;
 - ii. Council may propose and consider amendments to the bylaw; and
 - iii. Council may, by motion, refer the bylaw to Administration for further information or a Committee for further review prior to second reading.
- d) all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
- e) a bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same Meeting at which it received two readings; and
- f) a bylaw shall be passed when a majority of the Councillors present vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

25.3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of the Town and is effective

immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

- 25.4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) Does not receive third reading within one (1) year of the first reading; or
 - b) Is defeated on second or third reading.
- 25.5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Chief Administrative Officer, and shall be impressed with the corporate seal of the Town.
- 25.6. Clerical, typographical and grammatical errors in bylaws may be corrected by the Manager of Legislative Services.
- 25.7. The Manager of Legislative Services is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one (1) bylaw, and omit a provision that has been repealed or that has expired.
- 25.8. A copy of any bylaw, resolution or record certified by the Manager of Legislative Services as a true copy of the original is prima facie proof of the bylaw, resolution, or record.

26. PUBLIC COMMENTS

- 26.1. Members of the public shall be offered the opportunity to make comments during the Public Comments section on the Regular Council Agenda in accordance with the following:
- a) The person must be acknowledged by the Mayor;
 - b) The person shall not speak for longer than five (5) minutes exclusive of the time required to answer questions from Council;
 - c) Comments must address items contained within the current Agenda but may not be made in relation to an item that has been heard or will be heard in a Public Hearing; and
 - d) Responses may be provided by any Councillor or Administration or referred to Administration for further review and direction.

27. DELEGATIONS

- 27.1. A person may submit a Delegation Request Form to the Manager of Legislative Services to appear as a Delegation at a Regular Council Meeting or a Committee of the Whole Meeting if the person has not addressed

Council on the same matter within the previous six (6) months and the matter does not pertain to any undecided matter that has been the subject of a Public Hearing.

- 27.2. If the request is approved, the person must provide a description of the matter they wish to address along with any supporting documentation at least two (2) weeks prior to the Council Meeting that they wish to attend.
- 27.3. No more than two (2) Delegations shall be included on any single Agenda unless approved by the Mayor.
- 27.4. No Delegation shall address Council for longer than ten (10) minutes, exclusive of the time required to answer questions from Council, unless granted a time extension by a majority vote of Councillors present.
- 27.5. Following the conclusion of the presentation, Council may refer the request to Administration or a Council Committee for further research, review, and recommendation.

28. MOTIONS

- 28.1. During the discussion of any item on an Agenda, a Councillor may make any motion related to the item.
- 28.2. A motion does not need to be made prior to the discussion of an item listed on an Agenda.
- 28.3. All motions must be moved by a Councillor.
- 28.4. A recommendation in a report does not constitute a motion until a Councillor has expressly moved it.
- 28.5. The Mayor may speak to a motion at any time after it has been moved.
- 28.6. When a matter is under debate, no motion shall be received other than a motion to:
 - a) Amend;
 - b) Defer;
 - c) Postpone Indefinitely;
 - d) Recess;
 - e) Refer;
 - f) Suspend the Rules;
 - g) Table; or
 - h) Withdraw.

- 28.7. The individual who moved the motion may withdraw the motion without permission of Council prior to the beginning of debate.
- 28.8. All motions to amend that have been moved shall be voted on in accordance with this Bylaw.
- 28.9. A motion may not:
- a) Have the effect of contravening any applicable legislation; or
 - b) Exceed the mandate of Council.
- 28.10. Council may not reconsider an item at the same Council Meeting that it was previously heard to allow additional time for reflection and consideration of the topic before debating it again.
- 28.11. Council shall not pass motions to receive reports for information unless required by a bylaw or enactment.

29. VOTING

- 29.1. A vote on any motion will be conducted as follows:
- a) The Mayor will call the question;
 - b) All Councillors present must be silent and remain in their seats from the moment the vote is called until the results of the vote are declared;
 - c) All Councillors present must vote by the raising of hands, or through the use of an electronic or computerized voting system; and
 - d) The Mayor must declare the result of the vote.
- 29.2. Before a vote is taken by Council, a Councillor may request that the vote be recorded.
- 29.3. When a vote is recorded, the Minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 29.4. Each Councillor present must vote on every motion as outlined in the *Municipal Government Act*, unless it or any other enactment requires or permits the Councillor to abstain, in which case the Councillor must cite the legislative authority for abstaining, and the abstention and reasons must be recorded in the Minutes.
- 29.5. Councillors who have a reasonable belief that they have a Pecuniary Interest (as defined in the *Municipal Government Act*) in any matter before Council, or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the Pecuniary Interest prior to any discussion

of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.

- 29.6. After the Mayor declares the result of a vote, no Councillor may change their vote for any reason. Notwithstanding this section, if immediately after a vote the Mayor determines that either the voting procedures prescribed in this Bylaw were not followed or one or more Councillors may have been mistaken as to the subject matter of the vote, the Mayor may recall the vote and immediately call for another vote.

30. NOTICE OF MOTION

- 30.1. A Councillor may submit a Notice of Motion at a Council Meeting by submitting the Motion in writing to the Chief Administrative Officer no later than the Thursday prior to the meeting. A Notice of Motion must stand on its own but supporting documentation may be submitted with the Notice of Motion.
- 30.2. When required, Council may waive the requirement for notice under section 30.1 by a majority vote and add the matter to the Agenda as urgent business.

31. COUNCILLOR INFORMATION AND INQUIRIES

- 31.1. Councillors may submit requests for information at any time to the Office of the CAO. Requests may be made via email, phone, in person, or at a Council Meeting during the Question and Answer Period or Administrative Inquiry sections on the Agenda.
- 31.2. During the Question and Answer Period of a Regular Council Meeting or Committee of the Whole Meeting, Councillors may make an inquiry to obtain information from the Chief Administrative Officer about the operation or administration of the Town. An inquiry during the Question and Answer Period must:
- a) Be limited to the gathering of readily available information about the operation or administration of the Town;
 - b) Not require any requests for budgetary estimates, analysis, or significant interpretation on a matter; and
 - c) Not require the expenditure of funds or use of significant administrative resources to gather the requested information.
 - d) Answers during the Question and Answer Period will be included in the Meeting Minutes. However, answers to a Councillor's Question may be given to all of Council via email after the meeting or at a subsequent

meeting.

31.3. A Councillor making an Administrative Inquiry for an answer at a subsequent Meeting shall put the Administrative Inquiry in writing and, prior to or during the Meeting, hand it to the Manager of Legislative Services. The Councillor will read their inquiry out loud during the Administrative Inquiry section on the Agenda.

- a) Unless an Administrative Inquiry specifies that the Councillor wishes the answer to appear on a subsequent Council Agenda, the Administration may answer the question at the same meeting in which it was asked.
- b) Where Administration provides information relevant to the operation or administration of the Town directly to a Councillor, including in response to an Administrative Inquiry, Administration must also provide the information in question to all other Councillors as soon as is practicable.
- c) When the Administrative Inquiry involves a written answer for a future Regular Council Meeting and the cost to the Town, which would be incurred by reason of:
 - i. time of Town employees which must be taken from performance of their regular duties or overtime which must be worked;
 - ii. the need to hire additional employees; or
 - iii. the necessity of obtaining and paying for the information from other than Town employees.
- d) If an Inquiry is likely to be more than \$1,000.00 and no appropriation has been made for such expenditure in the budget, the Administration shall report the anticipated cost to Council before undertaking the Administrative Inquiry. When the Administration has reported, Council may:
 - i. by resolution, direct that the Administration proceed with the investigation necessary to answer the Administrative Inquiry; and
 - ii. shall provide for the payment of the costs.
- e) Information in an Administrative Inquiry is not debatable.
- f) A Councillor who requested an Administrative Inquiry may, at a Regular Council Meeting where the Administrative Inquiry was made, instruct the Administration to abandon the Inquiry.
- g) A Councillor making an Administrative Inquiry may ask that the Answer

to their Administrative Inquiry be made public in a Council Meeting Agenda.

- 31.4. Councillors may make a motion to direct Administration to review a matter during the Councillor Information and Inquiries section of the Agenda.

32. COUNCIL CORRESPONDENCE

- 32.1. The Manager of Legislative Services may, on behalf of Council, receive correspondence addressed or directed to Council.
- 32.2. All correspondence shall be included in the Council Agenda provided that it is:
- a) In writing;
 - b) Legible;
 - c) Not libelous, irrelevant, offensive, or improper; and
 - d) Signed with the writer's name and address.

Personal information, other than the name of the individual who submitted the correspondence, shall be redacted.

33. CAMPAIGN PERIOD

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

34. DELEGATION OF AUTHORITY

- 34.1. The Chief Administrative Officer and Manager of Legislative Services may delegate any power, duty, or function assigned to them under this Bylaw to another position within Town Administration.

35. MISCELLANEOUS

- 35.1. Councillors shall follow the Town's Code of Conduct Bylaw.
- 35.2. Councillors will refrain from using electronic communications for communicating with external sources during Council meetings.

36. REVIEW OF BYLAW

- 36.1. This Bylaw shall be reviewed at least once per term of every Town Council.

37. SEVERABILITY

- 37.1. If any provision of this Bylaw is found to be illegal or beyond the power of Council to enact, or otherwise invalid, such section shall be deemed to be severable from all other sections of this bylaw.

38. REPEAL AND EFFECTIVE DATE

38.1. Bylaw No. 22-10 is hereby repealed.

38.2. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this 17th day of May, 2023.

READ A SECOND TIME this 17th day of May, 2023.

READ A THIRD AND FINAL TIME this 17th day of May, 2023.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE,
AND FINANCIAL SERVICES

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

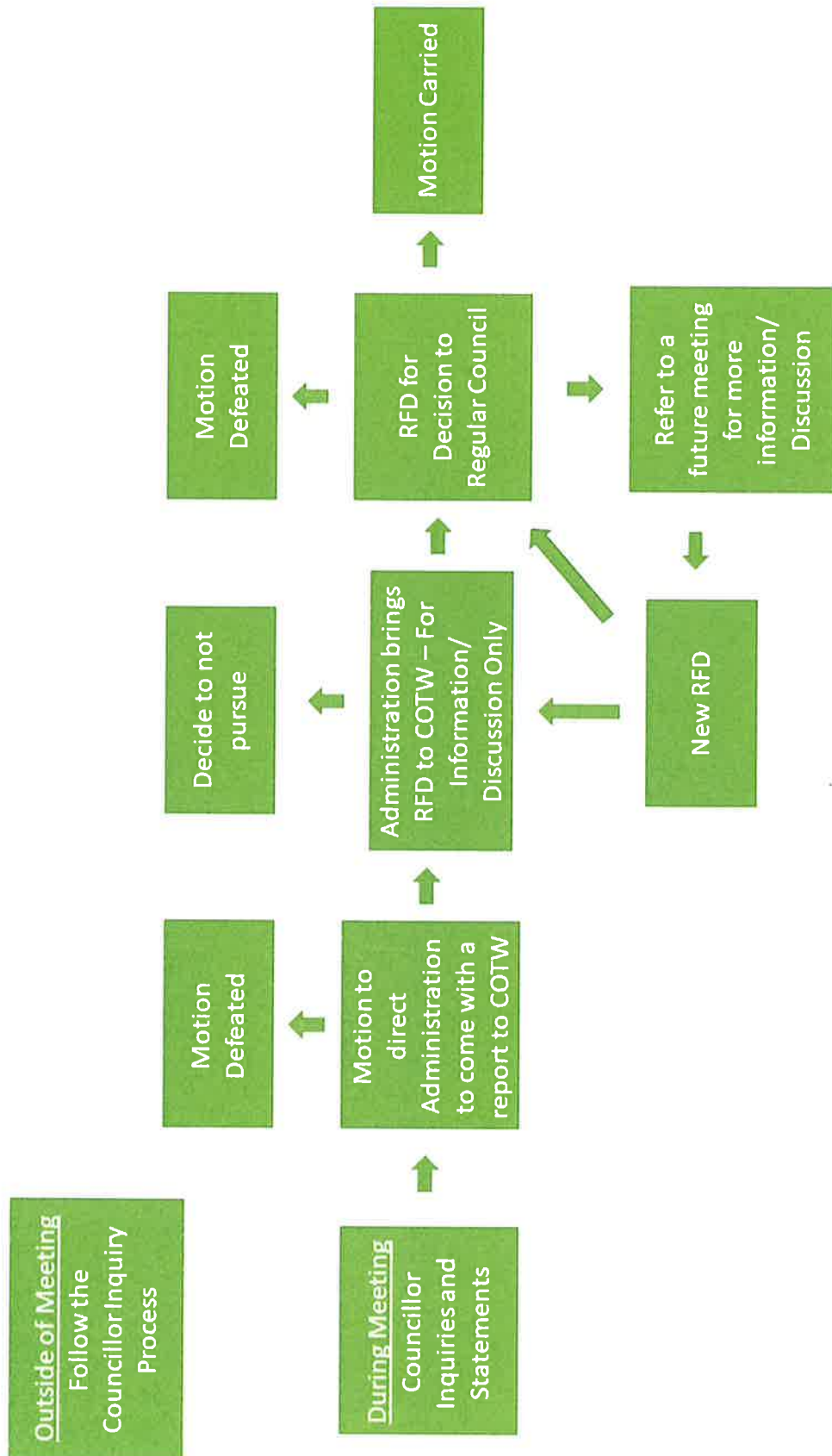
Procedure Bylaw Quick Reference Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
Adjourn	Means the conclusion of the Council Meeting or Committee of the Whole Meeting when stated by the Mayor/Chair.	Is there any objection to Adjourning the Council Meeting/Committee of the Whole Meeting? Seeing none, the Council Meeting/Committee of the Whole Meeting on <date> is Adjourned at <time>.	No	No	It is the role of the Mayor/Chair to Adjourn the meeting.
Amend	Means a Motion of Council or Committee of the Whole to amend a Motion that has been made but not yet voted on.	I move that the wording of the Motion is amended to read...	Yes	Yes	
Call the Question	Means when the Mayor/Chair ends debate and Council or Committee of the Whole must vote on the Motion that has been made.	Are we ready for the question? All in favour? All opposed?	No	No	It is the role of the Mayor/Chair to Call the Question.
Defer	Means to postpone an item on an Agenda to a specific date and/or time to allow for adequate time and consideration of the matter.	I move that we Defer <description of item> until <date/time>.	Yes	Yes	
Point of Order	Means a demand that the Mayor/Chair enforce the rules of order in accordance with this Bylaw and Robert's Rules of Order.	Point of Order	Mayor/Chair decides	No	
Point of Privilege	Means matters affecting the rights of Council or Committee of the Whole collectively or the propriety of the conduct of individual Councillors or Committee of the Whole Members	Point of Privilege	Mayor/Chair decides	No	

Schedule "A" – Council Procedure Bylaw Quick Reference Guide

Use	Definition	Wording	Vote Required	Amendable	Notes
	and includes, but is not limited to the: • Organization or existence of Council/Committee of the Whole; • Comfort of Councillors/Committee of the Whole Members; • Conduct of Administration or members of the public in attendance at the Council Meeting or Committee of the Whole Meeting; • Reputation of Councillors, Committee of the Whole Members or Council as a whole.				
Postpone Indefinitely	Means to dispense of the pending Motion without a direct vote but such a Motion can be renewed at a subsequent Council Meeting or Committee of the Whole Meeting.	I move that we Postpone Indefinitely voting on....	Yes	Yes	
Recess	Means to take a brief break but continue the Council Meeting or Committee of the Whole Meeting afterwards.	I move that we Recess the Council Meeting/Committee of the Whole Meeting on <date> for <length of time of recess>.	Yes	Yes	Any member of Council or Committee of the Whole may request a Recess.
Reconsider	Means to review a matter previously decided upon by Council or Committee of the Whole.	I move that Council/Committee of the Whole. Reconsider our action relative to....	Yes	Only if the original Motion was debatable	
Refer	Means to direct Administration or a Council Committee to review a matter and return at a subsequent meeting with options and recommendations.	I move that this matter be referred to...	Yes	Yes	

Schedule "B" Councillor Information and Inquiries Chart



BYLAW NO. 23-28
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**A BYLAW OF THE TOWN OF STRATHMORE FOR THE PURPOSE OF AMENDING
COUNCIL PROCEDURE BYLAW NO. 23-17.**

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council Meetings and Committee of the Whole Meetings;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1. This Bylaw may be cited as the "Council Procedure Bylaw Amending Bylaw."

2. AMENDMENTS

- 2.1. That Section 28 of Bylaw No. 23-17 be amended to include the following section as 28.12:

"28.12. A motion to rescind a motion which has been passed, or review a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescind motion is:

- a) brought more than 6 months after the date of the original motion;
- b) a member who voted with the prevailing side may move to reconsider a motion; or
- c) brought after a general municipal election which has taken place since the date of the original motion."

- 2.2. That Section 29.2 of Bylaw No. 23-17 be amended to state:

"29.2. All votes taken by Council will be a recorded vote."

3. EFFECTIVE DATE

- 3.1. This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ A FIRST TIME this 20th day of September, 2023.

READ A SECOND TIME this 20th day of September, 2023.

READ A THIRD AND FINAL this 4th day of October, 2023.



MAYOR



DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

**BYLAW NO. 25-15
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF STRATHMORE FOR THE PURPOSE OF AMENDING
COUNCIL PROCEDURE BYLAW NO. 23-17.**

WHEREAS pursuant to the *Municipal Government Act*, R.S.A 2000 Chapter M-26 and amendments thereto, Council may pass bylaws in relation to the procedures to be followed by Council and its committees;

AND WHEREAS it is necessary to establish rules and provisions to regulate how Council Meetings and Committee of the Whole Meetings are conducted.

NOW THEREFORE BE IT RESOLVED THAT, the Municipal Council of the Town of Strathmore, duly assembled, **HEREBY ENACTS AS FOLLOWS:**

1. TITLE

- 1.1. This Bylaw may be cited as the "Council Procedure Bylaw Amending Bylaw No. 25-15".

2. PURPOSE

- 2.1. That Section 12.14 be added to Bylaw 23-17 to state:
"12.14 Members of the Public must register with Legislative Services by 12 p.m. on the day that the Public Hearing is held if they wish to participate in the public hearing virtually. Should the attendee lose connectivity during the public hearing, Council may call a recess to allow the attendee to re-join the meeting."

3. EFFECTIVE DATE

- 3.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ a first time this 30th day of April, 2025.

READ a second time this 30th day of April, 2025.

READ a third and final time this 30th day of April, 2025.



Mayor

Director of Strategic, Administrative
and Financial Services