BYLAW #2026-17
VILLAGE OF BEISEKER
Being a Bylaw to Amend The Council Procedural Bylaw 2024-13

BEING A BYLAW OF THE VILLAGE OF BEISEKER TO REGULATE THE PROCEDURE & CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS pursuant to the Municipal Government Act, the Village of Beiseker Council considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee meetings in the Village of Beiseker;

NOW THEREFORE the Council of the Village of Beiseker, hereby ENACTS AS FOLLOWS:

Citation

1. This Bylaw cited as the "Council Procedural Bylaw" is hereby amended by removing "Treaty 7 Acknowledgement" from the Agenda order.

Definitions

2. In this Bylaw:

   (a) "Agenda" shall mean the list of items and orders of business for any meeting of Council as prepared by the Chief Administrative Officer, or their delegate;
   (b) "Bylaw" is a Bylaw of the Village of Beiseker;
   (c) "CAO" means the Chief Administrative Officer of the Village of Beiseker or their delegate;
   (d) "Chair" is the Mayor of the Village of Beiseker, or Deputy Mayor in the Mayor's absence, or another Councillor by motion and majority vote in the case of the absence of both the Mayor and Deputy Mayor;
   (e) "Council" shall mean the duly elected Mayor, Deputy Mayor and Councillors of the Village of Beiseker;
   (f) "Councillor" is a member of Council duly elected pursuant to the *Local Authorities Election Act*;
   (g) "MGA" shall mean the *Municipal Government Act* of the Province of Alberta, R.S.A. 2000, as amended.
   (h) "Motion" means a motion made in Council;

(i) "Point of Order" is the raising of a question by a Councillor to call attention to any departure from this Bylaw or customary proceedings of debate or conduct of Council's business;
(j) "Public Hearing" is a meeting of Council held in accordance with Section 230 of the *MGA*;
(k) "Quorum" is a majority of those members elected present during a Council Meeting, in the case of the Village of Beiseker three (3);
(l) "Recorded Vote" is the request of any Councillor to record the vote on a motion by Councillor name;
(m) "Special Meeting" is a meeting called pursuant to Section 194 of the MGA;
(n) "Village" is the Corporation of the Village of Beiseker.
(o) "Written Notice/Communication or Submission" includes by mail, email or hand-delivered

Application

3. This Bylaw shall apply to all Councillors, staff of the Village of Beiseker and any member of the public who attends or wishes to attend meetings of Council and Council Committees established by Council.

Quorum

4. (a) As soon as there is a quorum of Council after the hour fixed for the meeting, the Chair shall call the meeting to order.

(b) If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Meetings

5. (a) Regular meetings of Council shall be established by motion and majority vote of Council at the annual Organizational Meeting.

(b) In the case where a regular meeting conflicts with a statutory holiday, the regular meeting shall be held on the first working day thereafter.

(c) The meetings of Council Committees shall be established by motion and majority vote for each committee and the public must be given notice or advertised as required by the provisions of the MGA.

Special Meetings

6. (a) The Mayor may call Special Meetings of Council in accordance with Section 194 of the MGA and Special Meeting Procedure B-40.

(b) The Mayor may call a Special Meeting of Council upon shorter notice, either oral or written, as they consider sufficient, however no special meeting may be held until at least two-thirds of the members of Council give their consent in writing to the holding of the meeting.

(c) No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by motion and unanimous consent, any other business may be transacted.

(d) Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.

Organizational Meeting

7. The Annual Organizational Meeting of Council shall be held in accordance with Section 192 of the MGA as follows:

(a) The CAO shall fix the time and place of the Organizational Meeting;

(b) The CAO shall take the chair by calling the meeting to order; administering the Oaths of Office to all new Councillors, recording the election of the Mayor, administering the Mayor's Oath of Office and shall then turn the chair over to the Mayor;

(c) The Mayor shall administer the election of the Deputy Mayor and the administration of the Deputy Mayor's Oath of Office;

(d) The nominations for Mayor and Deputy Mayor, the number of votes for each position and whether an election took place by secret ballot

will be recorded in the minutes of the Organizational Meeting. Secret Ballots will be held when called for by motion and approved by the majority of the Councillors present in accordance with Section 185.1 of the MGA.

(e) the establishment of the regular meeting dates for Council;

(f) The following appointments/information will be reviewed, passed by motion, majority vote and recorded in the minutes of the Organizational Meeting
- i. Signing Authority
- ii. Banking Institution
- iii. Auditor Appointment
- iv. Assessor Appointment
- v. Subdivision Development Appeal Board
- vi. Regional Assessment Review Board
- vii. Subdivision Authority
- viii. Development Authority
- ix. Municipal Office Address
- x. Fire Chief
- xi. Committee Appointments (Councillors)

g) A statement regarding Councillor remuneration (see Policy B-33) will be made in the minutes of the Organizational Meeting.

h) The time of the adjournment of the Organizational meeting will be recorded in the minutes of the Organizational Meeting.

(i) any such other business as is required by the *MGA*.

Agenda and Council Packages

8. (a) Prior to each meeting, the CAO shall prepare a statement of the order of business known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation(s) intended to be submitted to the Council shall be received by the CAO no later than 12 noon on the Wednesday prior to the next Regular Council Meeting, unless a specific procedure stipulates

otherwise. All Agenda items shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

(b) The CAO shall have delivered to the residence of each Councillor, the Agenda and all supporting materials (council packages) no later than 5:00 pm on the Friday preceding a regular council meeting. In the case of a Special Meeting, the council packages will be delivered no later than 5:00 pm on the day preceding the date of the Special Meeting.

(c) The council packages and agendas will be posted on the village website and notifications of this posting will be in accordance with Policy M-40 (Notice of Special Council Meetings).

(d) The Agenda will be approved by motion and majority vote. Additions or changes to the Agenda can be submitted by the CAO or Council and will be approved by motion and majority vote.

(e) The business intended to be dealt with shall be stated in the Agenda in the following order where applicable:

i) Call to Order
ii) Adoption of Agenda
iii) Adoption of the previous Minutes
iv) Delegations
v) Staff Reports
vi) Financial Reports
vii) Business Arising from Previous Minutes (Old Business)
viii) New Business
ix) Council Reports
x) Closed Session
xi) Adjournment

(f) The order of business established in this section shall apply unless altered by motion and majority vote.

Virtual Attendance

9. When it is necessary for a Councillor to attend a Regular Council meeting virtually:

a) Circumstances permitted for virtual attendance are:
   i) urgent personal or medical emergencies, or
   ii) business matter (including work schedules), or
   iii) to accommodate a Councillor based on protected grounds in the Alberta Human Rights Act, RSA 2000, c. A-25-5.

b) Council members must notify the Chief Administrative Officer directly and provide as much notice as possible, preferably by noon on the Wednesday before the scheduled meeting to accommodate any changes to the delivery of council packages and agendas. If the CAO cannot be reached by email or phone, notice can be given to other staff.

c) Council members will ensure the following:
   i) Devices will be tested prior to the start of the meeting to ensure proper contact from the remote location;
   ii) Council microphones will be muted unless the Councillor is speaking;
   iii) Council members will not use background filters. Background blurring is permitted;
   iv) Council members will maintain the confidentiality of information; and
   v) No portion of any regular council meeting will be recorded, photographed or otherwise reproduced.

d) A quorum of Council should be physically present at the meeting.

e) A Councillor is permitted to participate virtually in regular Council meetings no more than three times per year. Requests to approve virtual attendance by any one Councillor for more than 3 meetings per year will be approved by motion of Council prior to the Council meeting.

f) Reasons for attending virtually should be recorded by the Councillor attending virtually which must be disclosed to Municipal Affairs upon request.

g) The Chair of the Regular Council Meeting cannot attend virtually.

h) Councillor Virtual Attendance at Closed Session

i) Council may provide by motion, the decision to reschedule the Closed Session item until all Councillors are physical present.
ii) Council members who are attending virtually must attend from a location that provides privacy and must make a statement prior to the Closed Session that they are attending in complete privacy.
iii) Councillors attending virtually are required to use headphones and speakerphones during closed sessions.
iv) All other conditions of Section 9 c) of this bylaw apply to Councillor virtual attendance during closed session.

Chair

10. The Chair shall preside over the order of business (agenda), conduct of the meeting (including the preservation of good order and decorum) and the Chair will decide all questions relating to the orderly procedure of the meeting. Any appeal to the Chair's actions in this regard can be made by motion and decided by a majority vote.

Conduct of Meetings

11. (a) The Chair will control the Agenda and the Agenda order of items.

(b) The Chair by motion and majority vote, may authorize a person in the public gallery to address members only on the topic being discussed at that time within the time limits specified by the Chair.

(c) A Councillor can request by motion and majority vote, an opportunity to address a person in the public gallery.

Decorum

12. (a) All Councillors, staff, delegates or members of the public (galley attendees) shall:
    i. maintain a civil and courteous manner and tone; and
    ii. during presentations, discussion or debate, shall refrain from communication or disruption, giving attention and due respect to the speaker or Councillor addressing Council; and
    iii. not interrupt Council proceedings unless the Chair has given permission for that person to speak.

(b) Any individual(s) that violate the rules of decorum may be removed from the meeting by the Chair or by motion and majority vote.

(c) No Councillor shall:
    i. disobey the rules of the Council or decision of the Chair; or
    ii. leave their seat or make any noise or disturbance while a vote is being taken and/or declared;
    iii. interrupt another Councillor while they are speaking, except to raise a point of order;

(d) A Councillor who persists in a breach of the foregoing section, after having been called to order by the Chair,
    i. may at the discretion of the Chair, be ordered to leave their seat for the duration of the meeting; however,
    ii. at the discretion of the Chair, the Councillor may resume their seat following an apology.

(e) A Councillor who wishes to leave the meeting of Council prior to adjournment shall so advise the Chair and the time of departure shall be noted in the Minutes.

Appeal Ruling

13. (a) Any decision of the Chair shall be final, subject to an immediate appeal by a member of Council.

(b) If the decision is appealed, the Chair shall give concise reasons for their ruling and Council, shall decide the appeal by majority vote.

Motions

14. (a) A motion does not require a seconder.

(b) A motion may be withdrawn by the Councillor who initiated the motion at any time before voting, subject to no objection from any other Councillor. Otherwise, the motion on the table will be voted on. If defeated, another motion can be put forth.

(c) A motion or item on the agenda can be tabled to a future date by motion and majority vote.

(d) All direction to the CAO must be done by motion.

(e) If clarification on the precise wording of a motion is required, the Councillor making the motion should provide the wording and the wording will be recorded and read back by the CAO.

(f) If a motion that has been previously carried is brought back to the agenda for a future meeting by request of either a Councillor or any other person, sound reasons for reconsideration must be provided to the CAO in writing. The reasons will be included in the Council packages prior to the meeting.

(g) If a motion that has been previously carried is reconsidered by Council, the new motion should indicate the finality of the decision.

(h) A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

Voting

15. (a) All votes from Council must be done by hand and voice.

(b) A motion from Council can be provided any time after the Agenda item has been opened by the Chair or when the Chair calls for a motion.

(c) When the Chair has ascertained that no further information or debate is required to vote on a motion, no Councillor shall speak to or present another motion until the vote has taken place on the first motion".

Voting (Conflict of or Pecuniary Interest)

16. When a Councillor has pecuniary interest with regard to any Agenda item or Matter before Council, the requirements of Section 172 (1) of the MGA will be followed.

Voting (Refusal)

17. Each member present at a meeting of Council shall vote when the vote is taken on a matter, unless for conflict of interest (pecuniary reasons). A Councillor who refuses to vote is 'disqualified' per section 174 of the MGA.

Voting (Tie Vote)

18. A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

Voting (Recorded Vote)

19. (a) A recorded vote on any motion must be called for by a Councillor prior to voting. No motion is required to approve a recorded vote.

(b) In the case of a Recorded Vote, the votes by each Councillor will be recorded in the Minutes.

Delegations

20. (a) A person or a representative of any delegation or group of persons

who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter or other written communication to the CAO, outlining the subject to be discussed, the reasons that the subject is being brought to Council and any suggested solutions or actions to be taken to resolve the matter. This includes a copy of any presentation materials.

(b) The communication shall be signed by the full (legal) name of the writer, the address (or email address) of the writer and delivered, emailed, or mailed to the CAO.

(c) In situations that require, the CAO or village staff will assist any person who is uncomfortable or unable to provide a written submission. The submission can be taken verbally, recorded by the CAO or staff member and read back to and at least verbally approved by the person submitting to Council. The name and contact information of the person submitting to Council will be included in the information provided to Council.

(d) The communication must arrive no later than 12 noon on the Wednesday before a regular Council meeting, or no later than 12 noon the day prior to a Special Meeting.

(e) If the person or representative, or group of persons wish to appear before Council on the matter, it must be stated in the letter.

(f) If the person, representative or group of persons wish to appear before Council at a meeting (Delegate(s)), their names and titles (if applicable) will appear on the Agenda and/or the content of council packages, unless the matter is to be held in closed session per the requirements of the *Freedom of Information and Protection of Privacy Act*, as amended.

(g) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter that has been outlined in the communication to

Council. The Chair reserves the right to grant additional time to the delegate and a Councillor can request extra time for a delegate by motion and majority vote. The length of time for the extension must be stated in the motion.

Bylaws (General)

21. (a) Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and short title of the Bylaw to appear on the Agenda.

(b) When third reading of a Bylaw is not received within two years of the date of first reading, all previous readings are deemed to be rescinded.

Bylaw Amendments (applies to Regular Bylaws and Statutory Hearings)

22. (a) Council should make amendments to any proposed Bylaw by motion and majority vote unless the content and number of amendments requires that the CAO record the changes and provide an amended Bylaw at a future meeting of Council.

(b) If the content and number of amendments requires, the Bylaw should not proceed to the next reading until a revised copy of the Bylaw is presented to Council for review.

(c) When reasonable to do so, if the Bylaw does not pass a reading, a motion should be made to table the Bylaw to a future regular council meeting by date.

Bylaw First Reading

23. (a) A Bylaw shall be introduced for first reading by a motion that the Bylaw specifically its number and short title, be read a first time.

(b) After a motion for first reading of the Bylaw has been passed, Council may:
   i. debate the substance of the Bylaw; and/or
   ii. propose and consider amendments to the Bylaw;

Bylaw Second Reading

24. (a) A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.

(b) after a motion for second reading of the Bylaw has been passed, Council may:
i. debate the substance of the Bylaw, and
ii. propose and consider amendments to the Bylaw;

Bylaw Third Reading

25. When a proposed Bylaw is presented and no amendments are made by Council, the Bylaw can proceed to third reading by motion with a unanimous vote by all Councillors present to move to third reading.

Bylaw (Statutory Hearings)

26. (a) A Bylaw which has been initiated by a group or individual exercising statutory rights and which requires a public hearing shall be introduced by a motion for first reading which shall be voted upon without amendment and if carried, a public hearing date will be established by a second motion and majority vote.

(b) Proceedings for a Public Hearing will be held in accordance with the MGA and any relative policies or Bylaws of the Village of Beiseker.

(c) Following the public hearing, a motion for second reading may be presented and Council may:
i. debate the substance of the Bylaw and
ii. propose and consider amendments to the Bylaw;

(d) When all amendments have been dealt with, the motion for second reading of the Bylaw shall be placed.

Bylaws (Reconsideration)

27. (a) A Bylaw that requires more time for consideration by Council may be tabled to another council meeting.

(b) If a Bylaw in its entirety is defeated at the second or third reading, all previous readings are deemed to be rescinded and the Bylaw is not eligible for reconsideration.

Bylaw Enactment

28. When a Bylaw has been given three readings by Council it is:
    (a) A municipal enactment of the Village; and

    (b) effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.

    (c) After passage, a Bylaw shall be signed by the Mayor or by the member presiding at the meeting at which the Bylaw was passed, and by the Village CAO and shall be impressed with the corporate seal of the Village, filed accordingly and posted to the Village website.

Adjournment

29. (a) The Chair determines when a meeting of Council is adjourned.

    (b) The time of adjournment of all meetings of Council will be recorded in the Minutes.

    (c) Council shall adjourn at the hour of 11:00 P.M., unless otherwise determined by motion and majority vote of the members present.

    (d) If the meeting continues after 11:00 PM, a motion and majority vote is required every hour after.

    (e) If the meeting is adjourned by motion and majority vote prior to completion of the agenda, the time and date for continuation of the meeting will be made by motion and majority vote.

Severability

30. If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall

be deemed to be separate and independent there from and are to be enacted as such.

This Bylaw shall come into full force and effect upon third and final reading. Bylaw 2023-06 is rescinded on the date this Bylaw comes into force and effect.

READ A FIRST TIME THIS 22nd day of June, 2026

READ A SECOND TIME THIS 22nd day of June, 2026

READ A THIRD TIME AND FINALLY PASSED, this 22nd day of June, 2026

_____
Mayor, David Ledoyen

_____
CAO, Gail Peckahm