



**BYLAW NO. 16-18
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF
ALBERTA TO REGULATE THE PROCEEDING OF COUNCIL AND THE TOWN
AND ITS COMMITTEES**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass bylaws in relation to the procedure and conduct of council, council committees and other bodies established by the council, and

WHEREAS Council deems it advisable to set out procedures for the orderly conduct of Council; and

WHEREAS Council wishes to maintain a balance between informality and the requirements of legislation;

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF STRATHMORE ENACTS
AS FOLLOWS:**

PART ONE - INTERPRETATION

1. This bylaw may be referred to as the “Procedure Bylaw”.
2. In this Bylaw, the following words shall have the following meanings:
 - (a) **“Acting Mayor”** is the Member, selected by Council, to preside at a Meeting in the absence or incapacity of both the Mayor and the Deputy Mayor;
 - (b) **“Administration”** means the Chief Administrative Officer of the Town of Strathmore or an employee accountable to the Chief Administrative Officer;
 - (c) **“Administrative Inquiry”** is a written request from a Member of Council to the Administration, made at a Meeting, for the future provision of information and a report;
 - (d) **“Agenda”** is the order of items of business for a Meeting and the associated reports, bylaws or other documents;
 - (e) **“Chair”** means a person who has authority to preside over a Meeting;



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (f) **“Chief Administrative Officer or CAO”** means the person appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act*;
- (g) **“Committee”** means a Council Committee, board, commission or other body established by Council under the *Municipal Government Act*;
- (h) **“Committee of the Whole”** refers collectively to those Members of Council present when Council moves to sit as a Committee;
- (i) **“Conflict of Interest”** means a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity;
- (j) **“Council”** is the Mayor and Councillors duly elected in the Town and who continue to hold office;
- (k) **“Council Committee”** means a Committee established by Council which reports directly to Council or a sub-Committee of a Committee established by this bylaw;
- (l) **“Contrary Motion”** is an amendment which is opposite in nature to the essence of the motion being amended or a motion opposite in nature to the essence of a motion already adopted and still subject to reconsideration by a Two-Thirds Vote;
- (m) **“Corporate Record”** is the record of Agendas, Minutes or other related material which is dealt with by Council or a Council Committee. It also includes all documents to which the Town of Strathmore corporate seal is affixed;
- (n) **“Deputy Mayor”** is the Councillor appointed by Council, pursuant to the *Municipal Government Act* and this Bylaw, to act as Mayor in the absence or incapacity of the Mayor;
- (o) **“Freedom of Information and Protection of Privacy Act”** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended or legislation substituted therefor;
- (p) **“General Election”** means an election held for all the Members of Council to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*;
- (q) **“Improper Conduct”** means any action by a member of the public at a Meeting which, in the opinion of the Mayor or the Chair of the Meeting, intimidates, threatens, harasses, obstructs, or physically injures any other person and includes



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

the refusal to follow any directions of the Mayor or the Chair of the Meeting;

- (r) **“In Camera”** means in the absence of the public;
- (s) **“Local Authorities Election Act”** means the *Local Authorities Election Act* RSA 2000, Chapter L-21, as amended or legislation substituted therefor;
- (t) **“Mayor”** is the Member duly elected in the Town as the Chief Elected Official under the *Municipal Government Act* who continues to hold office;
- (u) **“Meeting”** means a Meeting of Council or Committee;
- (v) **“Member”** is a Member of Council duly elected who continues to hold office, or a Member of a Committee duly appointed by Council, under the *Municipal Government Act*, to that Committee;
- (w) **“Minutes”** are the record of decision of a Meeting recorded in the English language without note or comment;
- (x) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000 Chapter M-26, as amended or legislation substituted therefor;
- (y) **“Notice of Motion”** is the means by which a Member of Council brings business before Council;
- (z) **“Offensive Words”** means words that are insulting, derogatory, disrespectful, hurtful or abusive;
- (aa) **“Pecuniary Interest”** means a pecuniary interest within the meaning of Part 5, Division 6 of the *Municipal Government Act*; (Appendix 6 of this Bylaw)
- (bb) **“Point of Information”** is a request to a Member or the Administration, for information relevant to the business at hand;
- (cc) **“Point of Order”** is a statement by a Member raising a departure from this Bylaw or other parliamentary procedure;
- (dd) **“Point of Privilege”** refers to matters affecting the rights and immunities of Council collectively or the propriety of the conduct of individual Members and includes, but is not limited to, the following:
 - (i) the organization or existence of Council,



- (ii) the comfort of Members,
 - (iii) the conduct of Members,
 - (iv) the conduct of Administration or members of the public in attendance at the Meeting, and
 - (v) the reputation of Members or of Council as a whole;
- (ee) **“Point of Procedure”** is a question to obtain information on the procedures of Council or Committee to assist a Member to;
- (i) make an appropriate motion,
 - (ii) raise a Point of Order,
 - (iii) understand the procedure, or
 - (iv) understand the effect of a motion;
- (ff) **“Public Hearing”** is a Meeting
- (i) To hear matters pursuant to the *Municipal Government Act*, and may be referred to as a “Planning Meeting”, or
 - (ii) Other matters which Council directs be considered at a Public Hearing;
- (gg) **“Precedence”**, a motion has precedence when it can temporarily replace a motion on the floor and can only be superseded by a motion of higher rank or “Precedence”;
- (hh) **“Privilege”** is attached to motions that are important to safety, orderliness, comfort or well-being of a Member(s) and these motions must be considered immediately;
- (ii) **“Question Period”** means a time set aside at a Regular Meeting for Members of Council to ask questions in accordance with Section 78 of this Bylaw;
- (jj) **“Quorum”** is majority of all Members, fifty (50) percent plus one (1), unless Council provides otherwise in this Bylaw or in the Terms of Reference with respect to a Committee;



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (kk) **“Regular Meeting”** means a Meeting of Council scheduled and published in accordance with Part 3 of this Bylaw;
 - (ll) **“Regular Public Hearing”** is a Regular Meeting held as a Public Hearing;
 - (mm) **“Special Meeting”** is a Meeting called by the Mayor or Council in accordance with the *Municipal Government Act* and this Bylaw;
 - (nn) **“Terms of Reference”** is a statement of the purpose of a Committee approved by Council and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable;
 - (oo) **“Town”** is the geographic area contained within the boundaries of the municipality of Strathmore;
 - (pp) **“Town Clerk”** means the Manager of Legislative Services;
 - (qq) **“Two-Thirds Vote”** is a vote requiring at least two-thirds (five (5)) of the Members who continue to hold office or appointment to vote in the affirmative;
 - (rr) **“Unfinished Business”** is business on the Agenda at the same or a previous Meeting and which is not completed;
 - (ss) **“Vice Chair”** is a person who has the authority to preside at a Meeting in the absence of the Chair; and
 - (tt) **“Urgent Business”** is a time sensitive matter which requires Council’s immediate and urgent consideration.
3. This Bylaw applies to all Meetings of Council and Committees.
 4. When a matter arises related to proceedings in a Meeting which is not covered by provision of this Bylaw or the *Municipal Government Act*, the matter shall be decided by reference to *Robert’s Rules of Order Newly Revised*, 10th edition.
 5. In the absence of a statutory obligation, provisions of this Bylaw, as listed in Appendix Two, may be temporarily altered or suspended by a Two-Thirds Vote. This motion to alter or suspend cannot be amended and may only be made by Council.



PART TWO – ORGANIZATION OF COUNCIL & COMMITTEE

6. The Mayor, when present, shall preside as Chair over all Meetings of Council.
7. Council, at its Organizational Meeting, shall adopt a roster of Deputy Mayors for the following year.
8. In the absence, incapacity, or inability, of the Mayor or Deputy Mayor to act:
 - (a) the next Deputy Mayor, in the rotation approved in Section 7, shall assume the Chair as Acting Mayor, or
 - (b) Council may appoint another Councillor as Acting Mayor in accordance with the process in Section 14(b).
9.
 - (a) The Mayor shall be an ex-officio Member of all Committees established by Council under the *Municipal Government Act*.
 - (b) Pursuant to subsection (a), if the Mayor is present at a Committee Meeting, the Mayor is counted to determine if the number of Members required for Quorum is present.
 - (c) Pursuant to subsection (a), the Mayor has all of the rights and privileges of other Members.

Committee Establishment

10. Council may establish Committees, pursuant to the *Municipal Government Act*, as are necessary or advisable for the orderly and efficient handling of affairs of the Town and shall establish the Terms of Reference and termination of a Committee.
11. By this bylaw, Council establishes all committees.
12. The membership of a Committee shall be as provided for in the Committee's Terms of Reference as indicated in Appendix Four (4) of this bylaw.
13. All Council appointments to Committees shall be reviewed annually at the organizational Meeting, unless otherwise specified in the Committee's Terms of Reference.
14.
 - (a) Each Committee shall elect one (1) of its Members to be the Chair unless Council designates otherwise.



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (b) Each Committee using the Town Clerk or a designate shall meet as soon as possible after appointment to elect a Chair and Vice-Chair using the following procedure:
 - (i) call for nominations, three times;
 - (ii) declaration to close nomination;
 - (iii) ballot for office, if required;
 - (iv) declaration by the Town Clerk or representative of Administration of the Chair; and
 - (v) Chair assumes the Meeting and calls for the election of the Vice Chair using the above process.
- 15. (a) The Chair shall preside at every Meeting and votes on all motions.
- (b) In the absence of the Chair, the Vice Chair shall preside and in the absence of both, another Member shall be elected as acting Chair with the Town Clerk or designate as temporary Chair for the vote, in accordance with the process in Section 14(b).
- 16. Meetings of Council Committees are open to all Councillors, who may take part in the discussion or debate, but, except for the Mayor, only those Members specifically appointed form part of the Quorum and may vote.

Council Committees

- 17. The Committees established by Council have the following mandates:
 - (a) **Canada 150 Committee** –works together with the community associations and volunteers to fulfill its mandate by researching and planning (review the funding opportunities and direction given by Heritage Canada regarding all Canada 150 community celebrations, engage with community associations and/or service clubs for ideas, suggestions, and proposals, develop a plan for Canada 150 events and/or projects including the inclusion of the theme in existing community festivals and events) and by fundraising (designing and implementing a fundraising plan, including in-kind and cash donations as well as research other forms of fundraising with a timely and accountable process, identifying a budget for each event and/or project with the costs, corporate participation, fundraising potential, grant opportunities and potential economic impact)



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (b) **Community Investment Fund Committee** – receive, review and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Fund.
- (c) **Downtown Design Review Committee** – review applications for redevelopment and major renovations and recommend conditions that will ensure compliance with the Downtown Overlay Bylaw and the Downtown Revitalization Strategy.
- (d) **Financial Audit Committee** – review external auditor’s audit plan and findings to provide independent oversight and review of aspects of the financial reporting process, internal controls, and the external audit of financial statements.
- (e) **Names Advisory Committee** – advise Council on the matter of naming highways and streets, neighbourhoods, parks and other public open spaces and public buildings;
- (f) **Public Arts Board** – advocate for public art, advise on public art policies, procedures, guidelines, plans and issues as they relate to the Town of Strathmore, and provide support to Administrative staff and programs.
- (g) **Senior’s Advisory Committee** - enhance access to Town Services for seniors, the elderly, and their families; and identify and suggest solutions to gaps and barriers that impede the full participation of seniors and the elderly in all aspects of life within the Town of Strathmore.
- (h) **Sustainability Committee** – monitor, evaluate and advise on the implementation of a “Connecting to Our Future” process, involving the Integrated Community Sustainability Plan endorsed by Council. This will include on-going consideration of matters related to community sustainability with respect to environmental, economic, social and cultural factors. The Committee will coordinate community wide efforts aimed at fostering the Town of Strathmore’s sustainability initiatives.
- (i) **Traffic Advisory Committee** – make recommendations to Council regarding issues and opportunities in relation to the safe and efficient movement of vehicles and pedestrians within the Town of Strathmore.

(Amended June 7, 2017 – Bylaw 17-10)
- (j) **Tourism Development Committee** – provides assistance to the Town tourism initiatives to gather local community and industry information in order to build a solid understanding of creating a Destination Marketing Organization and increase local tourism activity. The committee is responsible to advocate for tourism development, advice on tourism policies, product development, guidelines and marketing strategies related to the Town of Strathmore.



18. Each committee must operate within the guidelines of the Committee's Terms of Reference as indicated within Appendix Four (4).
19. Each committee has the following delegated powers, duties and functions within their mandates:
 - (a) to propose policy changes to Council; and
 - (b) to receive reports for information.

(Amended June 7, 2017 – Bylaw 17-10)

20. Council shall appoint Members to each committee in accordance with the Committee's Terms of Reference as indicated in "Appendix Four" and as follows:
 - (a) Committee Members shall be appointed to committees for a term of one year.
 - (b) Terms for committees shall start October 31st of each year and end on October 30th of the following year. A Committee Member who has been appointed after October 31st of each year will serve the term until October 30th the following year.
 - (c) Committee Members may be reappointed and serve concurrent terms up to a maximum of 4 terms served.
 - (d) A Committee Member may serve over the maximum amount of terms (4 Years) in extenuating circumstances upon Council approval.

PART THREE – MEETINGS OF COUNCIL & COMMITTEES

Regular Meetings

21. All Meetings of Council shall be held in the Council Chamber in the Municipal Building unless provided for in a Council resolution
22. (a) Regular Meetings shall be held on Wednesdays.

(Amended June 7, 2017 – Bylaw 17-10)

- (b) Every Regular Meeting shall commence at 7:00 p.m., unless provided for in a Council resolution.
- (c) Special Meetings, for which twenty-four (24) hours' notice has been given, will commence at 7:00 p.m. unless otherwise provided for in a Council resolution. A Special Meeting with less than twenty-four (24) hours' notice will commence at the time specified by the Mayor.



23. (a) Council may, at a Regular Meeting, direct that the date, time or location of a subsequent Meeting be other than as provided in Sections 21 and 22, provided notice is given.
- (b) The Town Clerk shall ensure notice is given under Sections 33 to 36.

Special Meetings

24. Special Meetings may be called in accordance with the *Municipal Government Act*. The Town Clerk shall ensure notice is given under Sections 33 to 36.

Committee of the Whole Meetings

25. Council may adopt a resolution to go into Committee of the Whole to discuss a matter.

Organizational Meeting

26. An organizational Meeting of Council shall be held annually not later than two (2) weeks after the third Monday in October.
27. The Town Clerk shall set the time and place for the Organizational Meeting.

Committee Meetings

28. Committees shall meet as soon as possible after appointment and, if required under the Terms of Reference, decide the day and time for holding its regular Meetings with consideration of the Council calendar. Council Committees must co-ordinate with the Town Clerk to avoid conflicts and ensure notice is given.

Public Meetings

29. Except as provided in Section 30, all meetings shall be held in public.

In Camera Meetings



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

30. No Meeting or portion thereof, shall be conducted In Camera unless one of the exceptions to disclosure under Section 197 of the Municipal Government Act applies.
31. No bylaw or resolution shall be passed at an In Camera Meeting, except a resolution to revert to meeting in public or to recess.
32. Notwithstanding Sections 30 and 31, in accordance with the *Municipal Government Act* the Assessment Review Board and the Subdivision and Development Appeal Board may deliberate and make their decisions In Camera.

Providing Notice of Meetings

33.
 - (a) Members and the public must receive notice of all Meetings.
 - (b) Notice of Regular Meetings is deemed to be given by annual publication of a calendar by the Town Clerk.
 - (c) Notice of Special Meetings and Committee Meetings is deemed to be given by the Town Clerk posting a schedule monthly in the Town Municipal Building and on the Town Website.
34. For all Meetings requiring notice, the Town Clerk shall ensure the notice is:
 - (a) Issued a minimum of twenty-four (24) hours prior to the Meeting date;
 - (b) Posted in the Town Hall and specifies the time, date, location and purpose of the Meeting; and
 - (c) Delivered to the Councillors mail box, faxed or emailed to each Member.
35. If a matter is not specified in the notice of a Special Meeting, it may not be dealt with, unless all Members are present and a motion is passed by a majority to deal with the matter.
36. Notwithstanding Sections 22 (c), 24 and 33, the Mayor may call a Special Meeting of Council, on short notice without giving notice to the public, provided Two-Thirds (5) of the Members give written consent to holding the Meeting before the Meeting begins. This does not apply to Committees.

Cancellation of Meetings

37.
 - (a) A Regular Meeting may be cancelled:



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

- (i) by a majority of Members at a previously held Meeting; or
 - (ii) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Members and the public; or
- (b) A Special Meeting, called by the Mayor, may be cancelled:
- (i) by the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - (ii) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the unanimous written consent of the Members.
- (c) A Special Meeting, requested in writing by a majority of Members, may be cancelled:
- (i) with the written consent of the requesting Members, if twenty-four (24) hours' notice is provided to the Members and the public; or
 - (ii) if less than twenty-four (24) hours' notice is provided, with the unanimous written consent of the Members.
- (d) Committee Meetings may be cancelled as per Section 37 (a)(i) &(ii), however at least twenty-four (24) hours' notice of cancellation must be provided to the Members and the public.

PART FOUR – RECORDS OF COUNCIL

Agenda

38. (a) The items on the Agenda for a Regular Business Meeting shall be approved by the CAO and Town Clerk a minimum of seven (7) days prior to the Meeting.
- (b) The subject of the Agenda for a Special Meeting of Council is approved by the CAO and Town Clerk at the time of giving notice of the Meeting.
- (c) Once an Agenda is approved or otherwise published it is the property of Council. Items may only be removed from the Agenda by a Two-Thirds vote or added as urgent business by a Two –Thirds vote .
39. The Town Clerk should provide copies of the Agenda as follows:



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (a) for Regular Meetings, delivered to the Members on the Friday prior to the Meeting;
 - (b) distributed to Town Officials and media who are entitled to receive copies, but only after the Agenda is delivered to the Members;
 - (c) made available to the general public, as required, and
 - (d) by other methods or means as deemed appropriate by the Town Clerk.
40. Submissions for inclusion in a Regular Meeting Agenda must be submitted to the Town Clerk as follows:
- (a) all administrative reports for the Agenda of Regular Meetings shall be received no later than 12:00 p.m. on the Wednesday prior to the Meeting;
 - (b) all committee reports for the Agenda of Regular Meetings shall be received no later than fourteen (14) days prior to the first Regular Meeting of each month;
 - (c) all submissions in response to advertising Public Hearing matters, the titles and report numbers of all administrative reports and the signed Notices of Motion from Members shall be received no later than 12:00 p.m. on the Wednesday before the meeting. No late submissions from the public shall be accepted and reports or Notices of Motion not received by the stated deadline can only be added to the Agenda as urgent business;
 - (d) when the date for receipt of submissions falls on a statutory holiday, the date for receipt shall be the following business day;
 - (e) only material received by the Town Clerk in the time set out in subsections (a) to (c) shall be considered at the Meeting for which the Agenda is prepared;
 - (f) notwithstanding subsections (a) and (d), in exceptional circumstances, items may be sent out under “Separate Cover” if received after the time set if they are already on the Agenda;
 - (g) items of urgent business will be distributed to Members and Officers of Council as soon as available or when added to the Agenda by Council. If available, potential items may be distributed the Friday before the Meeting for information only. Items so distributed are not part of the Agenda until added at the Meeting.
 - (h) reports which are tabled to a specific Meeting are added to the Agenda by the Town Clerk. Submission of supplemental reports, etc. to accompany a tabled



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

report is the responsibility of the Administration to provide to the Town Clerk consistent with the Bylaw; and

- (i) items which are not tabled to a specific Meeting may return only with a supplemental report, submission of which is the responsibility of the Administration to provide to the Town Clerk consistent with this Bylaw.
41. Submissions for inclusion on a Committee Meeting Agenda must be submitted to the Town Clerk no later than seven (7) days prior to the meeting.
 42. For Special Meetings, with more than twenty-four (24) hrs notice, seven (7) calendar days preceding the Meeting and for Special Meetings with less than seven (7) days notice, at the time of giving notice.
 43. An additional business item may be required by Administration to be added to the Agenda of a Meeting after approval of the Agenda because of urgent business. Each such additional item shall:
 - (a) be approved by the CAO in advance of the Meeting;
 - (b) be accompanied by a brief explanation from the CAO, indicating the reasons and degree of urgency;
 - (c) be considered as an addition to the Agenda at the Meeting, if the Members agree by a Two-Thirds vote.
 44. A Member of Council may desire to bring forward an item of urgent business. The item, shall be distributed after addition to the Agenda by a Two-Thirds vote.
 45. The Agenda for a Public Hearing shall include those items relating to planning matters in accordance with the *Municipal Government Act*, items which Council has directed to the Public Hearing, and items placed on the Agenda by the CAO and Town Clerk.

In Camera Agenda

46. (a) The items on the In Camera Agenda are approved by the CAO and Town Clerk in accordance with the provisions of the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and Section 38 of this Bylaw.
- (b) The In Camera portion of the Agenda of a Regular Meeting of Council may be distributed to Members and other essential persons with the Agenda package.
- (c) The In Camera portion of the Agenda for other Meetings may be distributed to Members and other essential persons with the Agenda package.



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (d) In accordance with the *Municipal Government Act*, Section 153 and the *Freedom of Information and Protection of Privacy Act*, all Members are required to keep in confidence matters discussed In Camera until the item is discussed at a Meeting held in public.

Minutes

47. The Town Clerk shall:

- (a) ensure that all Minutes of Meetings are recorded in the English language, without note or comment;
- (b) record the names of the Members voting on a challenge to a ruling of the Mayor;
- (c) record the names of the Members opposed to a motion;
- (d) prepare the Minutes of every Meeting, in accordance with Section 208(1) of the *Municipal Government Act*, and distribute a copy to each Member in a subsequent Agenda for adoption at the Meeting;
- (e) record the name of each Member that abstains from voting and the reasons for the abstention, including, in the case of an abstention as a result of a Pecuniary Interest, the nature of the Pecuniary Interest that has been declared by the Member.
- (f) record the names of persons who have spoken for or against a matter considered at a Public Hearing;
- (g) record the distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the Corporate Record; and
- (h) record the sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed In Camera.

(Amended June 7, 2017 – Bylaw 17-10)

48. (a) The Town Clerk shall make an audiovisual recording (a “Recording”) of all Regular Meetings, Committee of the Whole Meetings and Special Meetings of Council.
- (b) A Recording shall be made available to the public by posting it to the Town’s website as soon as practicable following the Meeting at which it was made.



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (c) The Town Clerk will make a recording of Special Meetings of Council held at locations other than the Council Chamber, at whatever level of recording is possible.
- (d) There shall be no Recording of any portion of a Meeting that is held In-Camera.
- (e) Prior to commencing the making of a Recording, all persons present at the Meeting shall be informed of the recording.
- (f) Any Recording made of a Meeting is a record of the Town, and its collection, use, disclosure, retention and destruction shall be governed by the provisions of the Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25, and any applicable bylaws and policies of the Town.
- (g) A Member may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission, however, the Town Clerk shall be advised of the challenge to the Minutes before the Regular Meeting at which they are officially confirmed, to allow the Town Clerk to review the Recording of that Meeting.
- (h) If a Member questions the accuracy of a portion of the Minutes of a Meeting, the Recording of that Meeting shall be used to decide the question.
- (i) Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.
- (j) No Member may introduce extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the Town Clerk.

Corporate Seal

- 49. (a) The CAO or designate shall have custody of the corporate seal.
 - (b) The corporate seal shall only be used under the direction of the CAO or designate as prima facie evidence that The Town has assented to those documents to which the seal is affixed.
50. The corporate seal shall be affixed to the following documents:



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

- (a) all bylaws of The Town signed by the Mayor, Deputy Mayor or Acting Mayor, and the Town Clerk or designate;
- (b) debentures issued by The Town and signed by the Mayor;
- (c) certificates of registration of debentures signed by the Director of Corporate Services or other designated officer;
- (d) contracts signed by the CAO or designate;
- (e) papers certified by the Town Clerk as being true copies of original documents held in the Town Clerk's Office; and
- (f) such other papers or documents which, in the opinion of the CAO, warrant the seal to be affixed.

PART FIVE – PROCEDURES OF MEETINGS

Division One – Control of and Conduct at Meetings

Role of the Mayor

51. The Mayor:

- (a) shall maintain order and preserve decorum and may, if necessary, call a Member to order;
- (b) shall decide Points of Order and Points of Procedure without debate or comment;
- (c) shall determine which Member has a right to speak;
- (d) shall ensure that all Members who wish to speak on a motion have spoken, that the Members are ready to vote and shall subsequently call the vote;
- (e) shall authorize, at the Meeting, the distribution of additional material for the Corporate Record;
- (f) shall rule when a motion is out of order; and
- (g) shall rule when a motion is contrary.



52. The Mayor shall have the same rights and be subject to the same restrictions, as to participation in debate, as all other Members.
53. The Chair assumes the role of the Mayor at Committees for procedural purposes.

Conduct in the Public Gallery

54. The Members of the public gallery, during a Meeting, shall:
 - (a) not address the Members without permission;
 - (b) maintain order and quiet;
 - (c) not applaud or otherwise interrupt a speech or action of the Members or other person addressing the Members; and
 - (d) not engage in improper conduct as defined in Section 2 of this Bylaw.
55. The Mayor may order a member of the public who act in a manner contrary to Section 54 to be expelled.
56. An person who refuses to leave, when expelled by the Mayor pursuant to Section 54 is guilty of an offence and liable to a fine of no less than \$200.00 and no more than \$10,000.00.
57. The Mayor may request the Royal Canadian Mounted Police or a duly authorized Community Peace Officer to remove an expelled member of the public if that person does not leave voluntarily.

Conduct of Members

58. A Member wishing to speak at a Meeting shall obtain the approval of the Mayor before speaking.
59. When a Member is addressing the Mayor, every other Member shall:
 - (a) remain quiet and seated;
 - (b) not interrupt the speaker, except on a Point of Order or Point of Procedure; and
 - (c) not carry on a private conversation.
60. A Member addressing the Meeting shall:



- (a) not speak disrespectfully of Her Majesty the Queen, her official representatives or her government;
 - (b) not use offensive words in referring to a Member, or to an official of The Town or member of the public;
 - (c) not reflect on a vote except when moving to reconsider it, and shall not comment on the motives of the Members who voted on the motion or the mover of the motion;
 - (d) not shout, use an immoderate tone of voice, profane, vulgar or offensive language, break the rules of Council, or disturb the proceedings; and
 - (e) assume personal responsibility for a statement quoted and, upon request of the Members, shall give the source of the information.
61. (a) A Member wishing to leave while a Meeting is in progress shall seek leave and await the recognition of the Mayor before leaving.
- (b) Subject to the *Municipal Government Act*, no Member shall leave his/her seat after a question is put to a vote until the vote is taken and declared.
62. A Member must be seated, remain seated and be silent from the time the vote is called for until the vote is declared.

Calling a Member to Order

63. When the Mayor calls a Member to order, the Member speaking shall stop speaking and remain silent. After the Mayor has ruled, the Member may explain the action resulting in the call to order.
64. In the event that a Member refuses to be silent when called to order, the Mayor shall request the Deputy Mayor to move a motion to remove the unruly Member either:
- (a) for the balance of the Meeting, or
 - (b) for a time stated in the motion; or
 - (c) until the Member makes an apology acceptable to the Meeting for the unruly behavior;



whichever is the shortest time.

65. If the resolution passes, the Mayor shall direct the Member to leave.
66. When the Mayor has directed a Member to leave and the Member makes a satisfactory explanation and apology, the Members may, by a motion, allow the offending Member to remain.

Points of Information, Order, Procedure and Privilege

67. When a Point of Order, Point of Procedure or Point of Privilege arises, it shall be considered immediately.
68. When a Point of Information is raised, the Mayor shall answer or direct the Point to the appropriate member of the Administration.
69. When a Point of Privilege arises, the Mayor shall rule upon the admissibility of the question and, if the Mayor rules favorably, the Member, who raised the Point of Privilege, shall be permitted to pursue the Point.
70. When the Mayor is called upon to decide a Point of Order or to answer a Point of Procedure:
 - (a) the Point shall be stated without unnecessary comment;
 - (b) the Mayor shall state the rule or authority applicable;
 - (c) after raising the Point, the Member speaking shall be seated;
 - (d) as soon as the Mayor decides the Point raised, the Member raising the Point may be granted permission by the Mayor to explain; and
 - (e) the Mayor shall advise the Members immediately when a decision that a motion is contrary to procedures is made, quoting the rule or authority applicable.
71. The decision of the Mayor shall be final unless a challenge is made pursuant to Sections 72 to 74 of this Bylaw.

Challenge to the Ruling of the Mayor

72. When a Member wishes to challenge the ruling of the Mayor, the motion, "That the decision of the Mayor be overruled" shall be made, and the question shall be put to a vote



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

immediately without amendment or debate. A vote against the motion is a vote to uphold the ruling of the Mayor.

73. The Mayor shall be governed by the vote of the majority of the Members present.
74. (a) If the Mayor refuses to put the motion, “That the decision of the Mayor be overruled”, the Deputy Mayor shall be requested to proceed with putting the motion and the vote, from the floor if necessary.
- (b) A resolution carried under subsection (a), is effectual and binding as if carried with the Mayor as Chair.

Division Two - General Meeting Procedures

Call to Order and Quorum

75. A Meeting is called to Order when:
 - (a) sufficient Members are present to form a Quorum at the time set for the start of the Meeting. The Mayor shall take the Chair and call the Meeting to order; and
 - (b) there are sufficient Members present to for a Quorum at the time set for the start of the Meeting and the Mayor, Deputy Mayor and the Acting Mayor are all absent, the Town Clerk shall call the Meeting to order and shall call for an Acting Mayor to be appointed by a resolution. In the case of a Committee, other than those chaired by the Mayor, Section 15(b) applies.
76. When there are insufficient Members present to form a Quorum at the time set for the start of the Meeting, the Town Clerk shall record the names of the Members present and the Meeting shall be adjourned until the next Regular meeting, unless a Special Meeting is called earlier. The Agenda delivered for that Meeting shall be considered at the next Regular Meeting prior to the consideration of the Agenda for the subsequent Meeting, or it shall be the Agenda for a Special Meeting called for that purpose.

Presentations/Recognitions

77. (a) All presentations and recognitions made to Council at a Regular Meeting must be approved and placed on the Agenda by the CAO and Town Clerk.



(Amended June 7, 2017 – Bylaw 17-10)

Questions Between Councillors and Council Statements

78. (a) Questions Between Councillors and Council Statements are allowed at a Regular Business Meetings and at Committee of the Whole Meetings.
- (b) Questions and statements are open to Members only.
- (c) Questions Between Councillors and Council Statements shall not exceed twenty (20) minutes in duration.
- (d) A Two – Thirds vote will be required to extend the time for Questions Between Councillor and Council Statements. Where a question has been asked prior to the expiry of the twenty (20) minute period, that matter may be concluded.

Confirmation of Agenda

79. (a) The Agenda shall be confirmed at the start of every Meeting.
- (b) When a change in the order of business is desired, the Members may table, bring forward, or refer an item. This can be done during the confirmation of the Agenda for items known to require such action.
- (c) Urgent business should be considered for addition to the Agenda at this time. However, urgent business may be added to another time in the Meeting.

Confirmation of Minutes

80. (a) The Mayor shall request a motion to confirm the Minutes.
- (b) The Minutes of a previous Meeting shall not be read aloud unless directed by unanimous consent of the Members present.
- (c) Committees shall confirm the Minutes of previous Meetings.

Pecuniary Interest

81. (a) A Member who has a Pecuniary Interest in a matter before Council shall:
- (i) disclose the general nature of the Pecuniary Interest; and
- (ii) leave the Meeting before debate and return after the vote is declared.



- (b) The Member declaring the Pecuniary Interest is not considered part of the Quorum for the item.

Recess

82. 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.

(Amended June 7, 2017 – Bylaw 17-10)

Adjournment

83. (a) A Regular Meeting shall adjourn at 9:30 p.m. If in session at that time, Council may, by a Two-Thirds vote, taken before 9:30 p.m. extend the Meeting by one (1) hour only.
- (b) Council must, by resolution, set a date and time to reconvene the Regular Meeting at a date and time determined by Council and passed by resolution to complete any Unfinished Business remaining at the time of the recess.
84. A Meeting is deemed to be adjourned when at a Meeting, the number of Members is reduced to less than the number required for Quorum.

Unfinished Business

85. Unfinished Business remaining at the time of the adjournment due to loss of Quorum shall be considered at the next Regular Meeting or at a Special Meeting called for the purpose of the unfinished business.

Communications

86. (a) When a person wishes to have a letter or other communication considered by Council or a Committee, it shall be addressed to the Town Clerk, and shall:
- (i) clearly set out the matter at issue and the request; and
- (ii) for written correspondence; must be printed, typewritten or legibly written, be signed with the name of the writer and contain the mailing address of the writer; or
- for electronic communication; must contain the name of the writer and both the mailing and electronic address of the writer.



- (b) A communication received by the Town Clerk which does not meet the conditions in subsection (a) or is abusive, non-factual or vexatious in nature may be filed by the Town Clerk.
 - (c) On receipt of a communication, the Town Clerk may:
 - (i) include it on the Agenda of the next Regular Meeting, in full or in summary form; or
 - (ii) refer it to Administration for a report to Council; or
 - (iii) refer it to the Administration for reply.
 - (d) Once considered, no communication on substantively the same matter can be considered for at least six (6) months except subject to the provisions of Section 115.
87. Members shall not present matters for consideration by submitting communications for inclusion in the Agenda, but shall do so by written Administrative Inquiry or by Notice of Motion.

Persons Wishing to Address Council

88. If a person(s) wishes to address Council on a matter on an Agenda, for which a hearing is not required by statute, that person(s) should notify the Town Clerk in writing and state the reason for the request to speak.
89. In consultation with the CAO, the Town Clerk may:
- (a) refer the matter to a Committee;
 - (b) recommend that Council hear from the person(s); or
 - (c) refer the matter to the Administration for reply.
90. (a) A Committee must hear a person(s) referred to it by Council.
- (b) Persons addressing Council or Committee shall limit their comments to the matter contained in the report and the recommendations being discussed.
 - (c) Persons wishing to address Council are subject to a ten (10) minute time limit.



(Amended June 7, 2017 – Bylaw 17-10)

Administrative Inquiries

91. (a) A Member making an Administrative Inquiry for answer at a subsequent Regular Business Meeting shall put the Administrative Inquiry in writing and, prior to or during the Regular Business Meeting, hand it to the Town Clerk who will read it aloud immediately prior to adjournment. A member may read their inquiry aloud upon notification to Council and the Town Clerk.
- (b) Unless an Administrative Inquiry specifies that the Member wishes the answer to appear on a subsequent Council Agenda, the Administration shall give the answer directly to the Member.
- (c) Notwithstanding subsection (a), Council may make a motion to waive the reading of an Inquiry.
92. Where Administration provides information relevant to the operation or administration of the Town directly to a Member, including in response to an Administrative Inquiry, Administration must also provide the information in question to all other Members as soon as is practicable.
93. When the Administrative Inquiry involves a written answer for a future Regular Business Meeting and the cost to the Town, which would be incurred by reason of:
- (a) time of Town employees which must be taken from performance of their regular duties or overtime which must be worked;
- (b) the need to hire additional employees; or
- (c) the necessity of obtaining and paying for the information from other than Town employees;

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:

- (a) direct that the Administration proceed with the investigation necessary to answer the Administrative Inquiry; and
- (b) shall provide for the payment of the costs.



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

94. An Administrative Inquiry is not debatable until the reply has been made or presented at a Regular Business Meeting.
95. A Member who requested an Administrative Inquiry may, at a Regular Business Meeting of Council where the Administrative Inquiry was made, instruct the Administration to abandon the Inquiry.

(Amended June 7, 2017 – Bylaw 17-10)

Committee Reports

96. (a) A Member may report on an external committee at any Regular Business Meeting. The report shall be put in writing on the appropriate form and submitted to the Town Clerk prior to the Agenda deadline for the meeting at which the Member wishes to submit the report.
- (b) Any member submitting a committee report has the opportunity to read the report aloud during the “Committee Reports” portion of the Regular Business Meeting.

Excuse for Absence

97. (a) A Member who will be absent from a Meeting must provide written notice to the Mayor and the Town Clerk prior to commencement of the Meeting. The notice shall include the reason for the absence as either Council business or personal matters.

DIVISION THREE – MOTIONS IN MEETINGS

General Provisions on Motions

98. (a) A motion in excess of ten (10) words must be submitted in writing to Council and the Town Clerk.
- (b) The Town Clerk shall, if requested, read the motion aloud for clarification.
- (c) After a motion has been moved and stated, prior to a vote, it is the property of Council or Committee and may only be withdrawn by the mover with the unanimous consent of the Members present.
- (d) When a motion has been made and is being considered, no Member may make another motion except to:
- (i) amend the motion;



- (ii) amend the amendment to the motion;
 - (iii) refer the main motion;
 - (iv) table the main motion;
 - (v) move a motion which has Privilege, that is,:
 - (1) a motion to recess,
 - (2) a motion to adjourn,
 - (3) a motion to set the time for adjournment, or
 - (4) a motion to extend the time of the Meeting; or
 - (vi) raise;
 - (1) a Point of Privilege,
 - (2) a Point of Order,
 - (3) a Point of Information, or
 - (4) a Point of Procedure.
 - (e) A recommendation in a report does not constitute a motion until it is moved.
 - (f) A recommendation in a report may be moved as the main motion with an amendment included.
99. Except as provided elsewhere in this Bylaw, the Member making the motion, after the motion has been moved, may with the unanimous consent of Council:
- (a) on the Member's initiative, while speaking on the motion; or
 - (b) when requested by another Member speaking on the motion;
- make minor changes to the motion wording or agree to a minor change proposed by another Member, if the change does not alter the intention of the motion.



Motion to Adjourn

100. A motion to Adjourn is a motion to bring a Meeting to an end.
101. (a) A Member may move a motion to adjourn a Meeting at any time except when:
- (i) another Member has the floor;
 - (ii) a call for a vote has been made;
 - (iii) the Members are voting;
 - (iv) the Members are in Committee of the Whole; or
 - (v) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- (b) A motion to adjourn shall be put without comment, debate or amendment.

Amendments to Motions

102. (a) No amendments shall be made to the following motions:
- (i) to refer, except as to time;
 - (ii) to table, except as to time;
 - (iii) to adjourn;
 - (iv) to first and third readings or authorization for third reading of a bylaw;
 - (v) to recess except as to time to return; or
 - (vi) to suspend a section of this Bylaw.
- (b) A Member may not move an amendment which:
- (i) does not relate to the subject matter of the main motion; or
 - (ii) is contrary to the main motion.



- (c) At a given time, only one amendment to the main motion and only one amendment to that amendment shall be allowed.
- (d) A Member who moved a motion may not move an amendment to it.
- (e) The main motion shall not be debated until all amendments to it have been put to a vote.
- (f) Amendments shall be put in the reverse order to which they have been moved.
- (g) When all amendments have been voted on, the main motion shall be put to a vote incorporating all amendments adopted.

Motion Arising

103. (a) A motion arising must:
- (i) be directly related to and arise from an item which has just been considered; and
 - (ii) be made before another item is in front of the Meeting.

Debate on Motions

104. Except as provided elsewhere in this Bylaw, the following motions are debatable:
- (a) a motion for adoption, refusal, or further consideration of a report;
 - (b) a motion arising;
 - (c) a motion for amendment to an amendable motion;
 - (d) a motion for second reading of a bylaw;
 - (e) a motion for appointment or dismissal of a Committee;
 - (f) a motion to go into Committee of the Whole;
 - (g) a motion to refer;
 - (h) a motion to file; and
 - (i) other motions made upon routine proceedings and required for;



- (i) the observance of proprieties,
 - (ii) the maintenance of authority,
 - (iii) the appointment or conduct of Officers of Council,
 - (iv) the management of business,
 - (v) the arrangement of proceedings,
 - (vi) the correctness of records, or
 - (vii) the fixing of the days and times of Meetings.
105. Members, who have been recognized to speak, may not be interrupted by other Members except:
- (a) when a Member has risen to speak and there is no motion;
 - (b) when a Member has exceeded the time limit to speak;
 - (c) when a Member has a Point of Privilege or a Point of Information;
 - (d) when a Member has a Point of Order or a Point of Procedure; or
 - (e) when a Member has a Challenge to the Mayor.
106. No Member may speak more than twice on a motion, except under the following circumstances:
- (a) A Member who feels misquoted or misunderstood may, after receiving permission from the Mayor, explain without debate a material part of the speech but not introduce a new matter;
 - (b) A Member who moved the main motion, may close debate after all other Members have been given an opportunity to speak; and
 - (c) Before the debate is closed and the vote called, a Member may, request that the motion be read aloud, request a recorded vote, request a division of the vote or ask a question which:
 - (i) relates directly to the debate,



- (ii) contains no argument, and
 - (iii) introduces no new material on the motion.
107. Unless a vote extends the time, no Member shall speak, including asking questions and debate but excluding responses, longer than:
- (a) five (5) minutes on a main motion; or
 - (b) three (3) minutes on an amendment; or
 - (c) three (3) minutes for closing debate on a main motion or on an amendment.
108. (a) When a Member has closed debate, the Mayor shall call for a vote on the motion.
- (b) When the vote has been called for on the motion, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

Motion to File

109. A Motion to File or to Receive for Information is made to acknowledge an item, report or recommendation and have it placed in the Corporate Record for reference. No additional action is taken.

Motion to Limit Debate

110. A Member may make a motion to limit debate subject to the following conditions:
- (a) the motion takes Precedence over other motions except a Motion to table or a motion with Privilege;
 - (b) applies only to the next or a series of like debatable motions;
 - (c) the motion is amendable but not debatable;
 - (d) can be tabled but only with the main motion;
 - (e) requires a Two-Thirds Vote of Members; and
 - (f) can be reconsidered before the limited debate period ends but only for that portion of the debate that remains.



Notices of Motion

111. (a) A Member, wishing to introduce a new matter for consideration, shall submit the motion in writing to the Town Clerk in accordance with Section 40(c) of this Bylaw. A Notice of Motion must stand on its own and cannot have attachments. Supporting documents may be distributed at the Meeting with the approval of the Mayor.
- (b) On a Two-Thirds Vote, the requirement for Notice contained in subsection (a) may be waived. However, the matter would then be considered as urgent business.
- (c) Subject to section 40(c), all Notices of Motion received by the Town Clerk shall be added to the Agenda of the next Regular Business Meeting.

Motion to Move In Camera

112. (a) A Member may make a motion to move In Camera which must:
- (i) be in accordance with the *Freedom of Information and Protection of Privacy Act*;
 - (ii) include the titles or subject of the item(s) to be discussed; and
 - (iii) include the reason for the In Camera Meeting.
- (b) When Council meets In Camera, it is meeting as the Committee of the Whole. This is implicit in the motion to move In Camera.

Motions Out of Order

113. (a) It is the duty of the Mayor to determine what motions or amendments to motions are in order, subject to challenge by a Member, and to decline to put to a vote a motion deemed to be out of order.
- (b) The Mayor shall advise the Meeting that a motion is out of order and shall cite the applicable rule or authority without further comment.



- (c) The Mayor may refuse to accept a motion to refer that has the effect of defeating the motion being referred, e.g. time constraints.
- (d) The following motions are out of order:
 - (i) a motion, similar to a motion voted on in the previous (6) months, without reconsidering the original motion;
 - (ii) a motion contrary to law or a previous motion;
 - (iii) a motion to reconsider a motion to reconsider at the same Meeting;
 - (iv) a motion referring an item to a Committee, if the final report of the Committee is complete; and
 - (v) a motion which is out of scope of Council business.
- (e) Once a motion has been voted on, a similar motion may not be made for six (6) months without first reconsidering the original motion with a Two-Thirds Vote.
- (f) If a motion is contrary to the procedures and privileges, the Mayor may refuse to accept it and shall cite the rule or authority applicable without other comment.
- (g) A motion containing several distinct recommendations is not out of order for that reason alone.

Recess

- 114. (a) A motion to recess may be made at any time and has precedence. The motion must include a time to reconvene.
- (b) A motion to recess may not be debated.
- (c) A motion to recess may be amended only as to the time to reconvene.

Reconsidering and Rescinding a Motion

- 115. (a) A Member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous Meeting that does not appear on the Agenda, shall bring the matter forward by a Notice of Motion. The Notice of Motion shall:



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

- (i) be considered at a Regular Meeting preceding the Meeting at which reconsideration of the matter is requested;
 - (ii) specify the Meeting proposed to bring the matter to for reconsideration; and
 - (iii) indicate, in the substantive portion of the motion, the action which is proposed be taken on the matter.
- (b) Notwithstanding subsection (a), if a Notice of Motion was not provided, the requirement for Notice contained in this Section may be waived by a Two-Thirds vote and the item considered as urgent business.
- (c) Notwithstanding the other provisions of this Section, no motion made or action taken shall be reconsidered unless:
- (i) it is a motion made or an action taken at the same Meeting, or
 - (ii) it is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - (iii) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a Two-Thirds Vote prior to reconsideration.
- (d) Only a Member who voted with the prevailing side may move to reconsider an item at the same Meeting unless the motion to consider occurs immediately after the vote and before another item is before the Members. When a motion loses on a tie, the prevailing side is those who voted against the motion.
- (e) The following motions or actions cannot be reconsidered:
- (i) a motion which created a contractual liability or obligation, shall not be reconsidered, altered, varied, revoked, rescinded or replaced except to the extent that it does not attempt to avoid or interfere with the liability or obligation;
 - (ii) a motion to adjourn, if adopted;
 - (iii) a motion to close nominations;
 - (iv) a request for division of a question;



- (v) a Point of Order, a Point of Procedure, a Point of Privilege or a Point of Information;
 - (vi) a motion to recess, extend the time for recess or change the time of a scheduled recess;
 - (vii) a motion to suspend the Procedure Bylaw, if adopted;
 - (viii) a motion to lift from the table, if adopted;
 - (ix) a motion to bring forward, if adopted;
 - (x) a motion to adopt the Agenda;
 - (xi) a request for a recorded vote;
 - (xii) a motion to table, if adopted;
 - (xiii) permission to withdraw a motion;
 - (xiv) a motion to rescind or abandon a bylaw, if adopted;
 - (xv) first and third reading of a bylaw; and
 - (xvi) a motion to reconsider at the same Meeting.
- (f) A motion to reconsider or rescind is debatable only when the motion being reconsidered is debatable.
- (g) Notwithstanding subsections (a) and (f), a motion which alters or rescinds a motion already passed is a reconsideration regardless of the passage of time.

Referral Motions

116. A referral motion is made without amendment except as to time.
117. A Member moving a referral motion shall include in the motion:
- (a) the terms on which the motion is being referred;
 - (b) the time when the matter is to return; and
 - (c) whatever explanation is necessary as to the purpose of the motion.



118. When a referral motion is made, only the Member making the motion may ask the Mayor questions relative to those matters provided in Section 117.

Tabling Motions

119. A Member moving a motion to table shall include the tabling motion:
- (a) the time at the present Meeting or the date of a future Meeting to which the matter is to be tabled; or
 - (b) a provision that the matter is to be tabled *sine die*.
120. A motion to table is only debatable as to time by the Members, except the mover of the motion may debate.
121. A matter tabled to a set date shall not be considered before that date, except on a Two-Thirds Vote.
122. A motion to table takes Precedence over other motions related to the item being tabled. All motions which have been moved and are related to the tabled motion, are tabled along with the main motion.

Motion to Table Sine Die

123. (a) A motion to table *sine die* is not debatable or amendable.
- (b) An item tabled *sine die* may be brought back after:
- (i) more than (1) year from the date of the tabling;
 - (ii) a General Election; or
 - (iii) on a Two-Thirds Vote.
- (c) An item tabled *sine die* must be accompanied by a new report, which must contain a recommendation to lift the tabled item from the table, when being brought back to a Meeting.
- (d) If subsections (b)(i) or (b)(ii) does not apply, the motion to lift the item from the table must be passed by a Two-Thirds Vote.



- (e) An item which is tabled *sine die* may not return to Council after a period of five (5) years but rather must return as a new item.

Lift From the Table Motion

- 124. A tabled item is brought back with all of the motions related to it, exactly as it was when laid on the table.
- 125. An item tabled to a set date or time is added to the Agenda at that date or time without the requirement to lift from the table.
- 126. An item tabled without a set date of return or a time must be lifted from the table before discussion. A motion to lift from the table:
 - (a) may be made provided no other motion is on the floor;
 - (b) is not debatable or amendable;
 - (c) if defeated, may only be made again after other business has intervened; and
 - (d) may be made at a Regular Meeting, but not at a Special Meeting, unless prior notice was given.
- 127. If a tabled motion is not lifted prior to a General Election or within one (1) year of tabling, whichever period is the longest, unless tabled *sine die*, it may not be lifted from the table, but may be made as a new motion.

Urgent Business

- 128. A Member may move to discuss a matter of urgent public importance without prior notice. A motion to bring urgent business before a Meeting is subject to the following conditions:
 - (a) the matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - (b) the Mayor has determined the matter is urgent, prior to the start of the Meeting at which the motion is made;



- (c) the motion must not involve discussion of a matter which has been discussed previously in the same Meeting, excepting questions raised in Question Period;
- (d) the matter should not be one which should receive written notice;
- (e) the motion must not raise a Point of Privilege; and
- (f) the motion must be adopted by a Two-Thirds vote..

129. When a Member has made a motion to waive notice for urgent business, the Mayor may rule that the matter is not urgent business.

Voting on Motions

130. (a) It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision may be expressed by a voice vote.
- (b) A Member shall not vote on a motion if absent from the Meeting or not seated in his/her chair when:
- (i) the vote is called; or
 - (ii) the decision is made to take a recorded vote.
- (c) A Member may change his/her vote on a motion if:
- (i) there is unanimous consent of the Members present;
 - (ii) the request is made at the same meeting as the original vote; and
 - (iii) the disposition of the motion remains the same. If the request changes the disposition of the motion, the motion must be reconsidered.
- (d) When this or another bylaw, Regulation or Act requires greater than a simple majority to pass a motion, the motion may not be rescinded or amended by less than the majority required to pass.
131. A motion shall be declared lost when it:
- (a) does not receive the required number or votes; or
 - (b) receives a tie vote.



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

132. Each Member present must vote on every division of every motion, unless abstinence is provided for within the *Municipal Government Act* and/or Section 81 of this bylaw.
133. A Member may, at any time before the motion is put to a vote, request the Mayor to call for a recorded vote.
134.
 - (a) When a motion contains two (2) or more recommendations, a Member may request or the Mayor may direct, prior to the vote being called, that each recommendation shall be voted on separately.
 - (b) A Member may request or the Mayor may direct that a recommendation, which has distinct parts which stand on their own as a motion, be divided and called separately.
135. The vote on an item for which a Public Hearing has been held must follow Section 148.

Motion to Waive Notice

136.
 - (a) A motion to Waive Notice is presented to request the waiver of the requirements of providing written notice.
 - (b) A motion to Waive Notice requires a Two-Thirds Vote.
 - (c) If a notice, written or otherwise, is required to be provided pursuant to the *Municipal Government Act* or other enactment, or otherwise at law, that notice requirement may not be waived.

Withdrawal of a Motion

137.
 - (a) If desired a motion that has not been stated by the Mayor may be withdrawn by the mover of the motion.
 - (b) A motion which has been moved and stated by the Mayor, or a motion at Committee, is the property of Council/Committee and may be withdrawn by the unanimous consent of all the members present without the requirement for a vote. If one Member does not provide consent the motion stands.



**DIVISION FOUR – SPECIAL PROCEDURES AND
PROCEDURAL EXEMPTIONS AT MEETINGS**

Committee of the Whole

138. (a) The proceedings of the Committee of the Whole, whether public or In Camera, shall be reported by a rise and report to Council when it reconvenes. The minimum of the rise and report motion shall be to receive the report, oral or written, for information, the report name or title, and if the report is to remain In Camera, the Section of the Freedom of Information and Protection of Privacy Act that applies and the date or event after which the report may be made public.
- (b) A Member may, at any time, move that the Committee of the Whole rise and report. This motion is not debatable or amendable.
- (c) Notwithstanding subsection (a), a Member may, at any time, move that the Committee of the Whole rise without reporting. This motion is debatable and takes Precedence over other motions.
- (d) When the Committee of the Whole deems it necessary to suspend its Meeting before the matter referred to it is decided, but desires to continue debate at a later time, the Committee may move that they rise and table the matter until such time as Council determines.
- (e) Except in accordance with Section 31, no bylaw or resolution shall be passed at an In Camera Meeting of Committee of the Whole.

Organizational Meeting

139. The Town Clerk shall place, in one or more newspapers distributed in the Town, an advertisement inviting applications for Committee citizen vacancies which will be required to be filled that year.
140. The business of the Organizational Meeting shall be limited to:
- (a) administering the oath of office and the introduction of Members at the first organizational Meeting following a General Election.
- (b) setting the Deputy Mayor Rotation Schedule;
- (b) appointing of Members to Committees;
- (c) assignment of seating at Council's Desk;



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- (c) other business as directed by this Bylaw; and
 - (d) other business required by the *Municipal Government Act*, or which Council or the Town Clerk may direct.
141. (a) When the Organizational Meeting is held in the year of a General Election, or if an election has been held for the office of the Mayor, the Town Clerk shall:
- (i) take the Chair;
 - (ii) call the Meeting to order; and
 - (iii) preside over the Meeting until the oath as prescribed by the *Oaths of Office Act*, RSA 2000, Chapter O-1, has been administered to the Mayor.
- (b) After the Mayor has taken the oath and assumed the Chair, the members, who have been elected, shall take the oath as prescribed by the *Oaths of Office Act*.
- (c) Members of Council hold office from the beginning of the Organizational Meeting following the General Election to immediately before the beginning of the Organizational Meeting following the next General Election, in accordance with the *Local Authorities Election Act*.

Committees

142. The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
- (a) there is no limit to the number of times a Member may ask questions for clarification, however, a Member may only debate a motion once;
 - (b) a Committee decision shall be that of the majority of the Members voting, unless a Two-Thirds Vote is required by this Bylaw. A Two-Thirds Vote is two-thirds of the total membership of the Committee, rounded up if a fraction;
 - (c) recorded votes are not permitted;
 - (d) subsections (a) and (c) do not apply to Committee of the Whole; and
 - (e) no audio recording is made of Committee Meetings.



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

143. Committee reports are forwarded to a Regular Meeting of Council, at least 10 business days after the Committee Meeting, unless the Committee adopts a motion to forward the report to an earlier Regular Meeting because the item is of an urgent nature.
144. Due to their advisory nature, no action of a Committee shall be binding on the Town, unless:
 - (a) the power to take such action is expressly conferred on the Committee by legislation, bylaw or resolution; or
 - (b) Council has adopted the report of the Committee.
145.
 - (a) When a Committee which reports directly to Council has tabled, referred, filed or otherwise determined not to send a report on its Agenda to Council, the report shall not be forwarded to Council.
 - (b) Notwithstanding subsection (a), a Committee cannot file, table or refer a report that Council has directed, by resolution, return to Council by a specific date unless there is sufficient time to have the report return to Committee and proceed to Council by the specified date.
 - (c) Committees which report directly to Council may not refer an item to another Committee.
 - (d) Committees and Committee Members must not direct any staff assigned to the committee to take any action for the Committee.
 - (e) If the recommendation of Administration on a report are lost at Committee, the report cannot be forwarded to Council without replacement recommendations.
 - (f) A motion which has been lost at Committee shall not be forwarded to Council as a recommendation, however:
 - (i) a Member, present at the Meeting, may request the motion be forwarded to Council for information; and
 - (ii) the lost motion shall appear in the body of the report as an excerpt from the Minutes of the Meeting.
 - (g) Administration are a supportive resource to Council Committees and may not vote on matters of the committee.



DIVISION FIVE – PUBLIC HEARINGS

146. (a) Members of the public or a representative may address Council on a planning matter or other matter directed by Council to be considered at a Public Hearing on an Agenda item subject to:
- (i) a three (3) minute time limit;
 - (ii) the manner for receiving representations;
 - (iii) the process of presentation of oral submissions as may have been established by Council; and
 - (iv) an individual may only speak once on an item.
- (b) Individuals addressing a Meeting must state their name and who they represent, if anyone, and provide the Town Clerk with the correct spelling of their name.
- (c) Individuals addressing Council may, with the consent of the Mayor, provide presentation material to Council to be included in the Corporate Record for the Meeting.
- (d) No late written submissions to the Town Clerk from the public are accepted, unless the individual or group addresses Council at the Public Hearing.
- (e) In accordance with Section 230(4) of the *Municipal Government Act*, a Public Hearing:
- (i) must hear from person(s), group of persons or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by Council; and
 - (ii) may hear from another person(s) who wishes to make representations and whom Council wishes to hear.
- (f) Members of the public addressing Council must conduct themselves in accordance with Section 54 of this bylaw.
147. (a) Members shall not ask questions of the Administration until all of the public or representatives have been heard, except under subsection (c)(i).
- (b) Members shall ask questions of clarification only once, unless authorized by the Mayor.



- (c) The order of business for each item of a Public Hearing shall be as prescribed in Appendix Five (5).
148. When a public hearing on a proposed bylaw or resolution is held, a Member:
- (a) must abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearing, and
 - (b) may abstain from voting on the bylaw or resolution if the councillor was only absent from a part of the public hearing.
149. A motion to close a Public Hearing is required.

DIVISION SIX – BYLAWS

150. When a bylaw is presented to Council for passage, the Town Clerk shall publish the number and title of the proposed bylaw in the Agenda and shall copy the proposed bylaw in full and forward it with the Agenda.
151. Every proposed bylaw shall have three (3) separate and distinct readings. Only the title or identifying number must be read at each reading.
152. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. The following applies at first reading:
- (a) Council shall vote on the motion for first reading of a bylaw without amendment or debate; and
 - (b) After first reading, a Member may ask a question concerning the bylaw.
153. 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:
- (a) Council may debate the substance of the bylaw; and
 - (b) Council may propose and consider amendments to the bylaw.
154. (a) The Town Clerk shall be responsible for keeping a record of amendments to a bylaw passed by Council.



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

- (b) A proposed amendment shall be put to a vote and, if carried, shall be considered as having been read a first time and incorporated in the bylaw.
 - (c) When all amendments have been accepted or rejected, a vote on second reading of the bylaw, as amended, shall be called.
155. (a) A bylaw shall not be given more than two (2) readings at one (1) Meeting, unless the Members present unanimously agree to a motion authorizing third reading.
- (b) A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time. Council shall vote on the motion without amendment or debate.
156. (a) If a reading of a proposed bylaw fails the previous readings are rescinded and the proposed bylaw is deemed to be abandoned.
- (b) Subject to the Land Use Bylaw, failure of a reading of a proposed bylaw will not preclude the introduction of another proposed bylaw with similar terms and effect.
157. In accordance with the *Municipal Government Act*, if a bylaw does not receive third reading within two (2) years from the date of the first reading, the readings are deemed to have been rescinded and the bylaw is deemed to be abandoned.
158. A bylaw shall be signed by the Mayor and by the Town Clerk or designate present at that Meeting, and shall be impressed with the corporate seal of The Town.
159. The Town Clerk is designated to consolidate one (1) or more bylaws as deemed convenient and in doing so, must:
- (a) incorporate all amendments to the bylaw into one (1) bylaw; and
 - (b) omit a provision that has been repealed or that has expired.

DIVISION SEVEN – AMENDMENTS AND ENFORCEMENT

160. This Bylaw comes into force on the day it is passed.
161. Bylaws No. 15-21, 13-19, 14-14, 16-07, 14- 15, 15-25, 15- 38, 16-11, 04-07 and amendments thereto are hereby repealed.

READ A FIRST TIME THIS 7th DAY OF DECEMBER, 2016.

READ A SECOND TIME THIS 11th DAY OF JANUARY, 2017.



READ A THIRD AND FINAL TIME THIS 11th DAY OF JANUARY, 2017.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

(Amended June 7, 2017 – Bylaw 17-10)

APPENDIX ONE – ORDER OF BUSINESS AT MEETINGS

Subject to other provisions of this Bylaw, the order of business for a Meeting shall be the order of the items contained in the Agenda, as follows:

REGULAR BUSINESS MEETING

1. Call to Order
2. Confirmation of Agenda
3. Presentation(s)/Recognitions(s)
4. Delegations
5. Confirmation of Minutes
6. Tabled Item(s) (Old Business) (including additional related/supplementary reports)
7. Items/Reports from Administration
8. Committee Reports
 - (a) Committees Established by Council
 - (b) Council Reports from Committees on Which They Sit
9. Items directly to Council:
 - (a) Notice(s) of Motion; and
 - (b) Nominations



10. Bylaws
11. Urgent Business (as added by a Two-Thirds Vote)
12. Questions Between Councillors and Council Statements
13. Administrative Inquiries
14. In Camera
15. Adjournment

REGULAR PUBLIC HEARING

1. Call to Order
2. Confirmation of Agenda
3. Tabled Report(s) (including additional related/supplementary reports)
4. Land Use Items (including all related bylaws, etc.)(Appendix 5)
5. Executive Reports, (which are not part of a land use item)
6. Bylaws
5. Adjournment

SPECIAL MEETINGS

1. Call To Order
2. Confirmation of Agenda
3. Tabled and Referred Reports
4. Items from Administration
5. In Camera Items
6. Adjournment



COMMITTEE MEETINGS (Committee of the Whole and Council Appointed Committees)

1. Confirmation of Agenda
2. Delegations
3. Confirmation of Minutes
4. Unfinished Business
5. Tabled Reports
6. Items from Administration
7. Urgent Business
8. In Camera Items
9. Adjournment



APPENDIX TWO – SECTIONS WHICH MAY BE SUSPENDED

<u>Motion</u>	<u>Section(s)</u>
Recess	82
Location of a Council Meeting	21
Time and date of Regular Meeting	22
Time length to address Council	90(c), 146(a)



APPENDIX THREE – CHARTS AND TABLES

MOTIONS REQUIRING TWO-THIRDS VOTE

<u>Motion</u>	<u>Section(s)</u>
Addition to Agenda	38(c)
Call a Special Meeting with less than 24 hours notice	36
Change location of Council Meeting	21
Limit debate	110(e)
Reconsideration of a motion (less than 6 months)	115(c)(iii)
Removal of item from the Agenda	38(c)
Suspend Procedure Bylaw	5
Tabled Item – to deal with at a date earlier than set	121
Tabled sine die item – to deal with before 1 year or General Election	123(b)(ii) & 123(d)
<u>Urgent business</u>	<u>43</u>
Waive Notice	111(b), 111(b), 136(b)

VOTES REQUIRING UNANIMOUS CONSENT

<u>Motion</u>	<u>Section(s)</u>
Authorization of 3 rd reading after 1 st & 2 nd at same meeting	155(a)
Cancellation of Regular Meeting with less than 24 hours notice	37(a)(iii)
Cancellation of a Special Council with less than 24 hours notice	37(b)(ii)
Change a vote on a previous motion	130(c)(i)
Friendly amendment	99



Requiring reading of the Minutes	77(b)
Withdrawal of a motion	137(b)

Items Which Can Not Be Debated (ND) and/or Amended (NA)

<u>Motion</u>	<u>Section(s)</u>	<u>No Debate/No Amend</u>
Administrative Inquiry	94	ND
Adjournment	101(b)	ND/NA
Challenge the Chair	72	ND/NA
First Reading of a Bylaw	152(a)	ND/NA
Lift from the Table	125(b)	ND/NA
Rise & Report	138(b)	ND/NA
Recess	82	ND/NA - except time to reconvene
Referral	116	NA – except as to time
Suspend Procedure Bylaw	5	NA
Table	120	ND/NA – except time
Table Sine Die	123(a)	ND/NA



(Amended June 7, 2017 – Bylaw 17-10)

APPENDIX FOUR – COMMITTEE TERMS OF REFERENCE

**CANADA 150 COMMITTEE
TERMS OF REFERENCE**

MANDATE

To plan and organize celebrations and events for the Canada 150.

COMMITTEE FUNCTIONS

1. The Committee will work together with community associations and volunteers to fulfill its mandate by:
 - a) **Researching and Planning**
 - Review the funding opportunities and direction given by Heritage Canada regarding all Canada 150 community celebrations.
 - Engage with community associations and/or service clubs for ideas, suggestions, and proposals.
 - Develop a plan for Canada 150 events and/or projects including the inclusion of the theme in existing community festivals and events.
 - b) **Funding and Fundraising**
 - Designing and implementing a fundraising plan, including in-kind and cash donations as well as research other forms of fundraising with a timely and accountable process.
 - Identifying a budget for each event and/or project with the costs, corporate participation, fundraising potential, grant opportunities and potential economic impact.
2. The Committee shall report to Council on Committee Matters quarterly throughout the year.

FREQUENCY OF MEETINGS

The Committee will meet regularly and may establish its meeting schedule.



The Committee shall disband after they have met their mandate or by December 31, 2017, whichever comes first.

COMMITTEE COMPOSITION

Membership on the committee shall be formed as follows:

- Two (2) Members of Council
- Community Members at Large
- Two (2) Town of Strathmore Staff will provide support to the Committee

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**COMMUNITY INVESTMENT FUNDS COMMITTEE
TERMS OF REFERENCE**

MANDATE

To receive, review and make recommendations on applications received by the Town of Strathmore for funding under the Community Investment Fund.

COMMITTEE FUNCTIONS

The Committee will review grant applications submitted through the Community Investment Fund for small and large scale events and make recommendations to Council in accordance with the Community Investment Funds Policy (No. 1208) and the Community Investment Funds Procedure (No. 1208-01).

The Committee will report to Council and forward their recommendations for approval prior to September 15th of each year.

FREQUENCY OF MEETINGS

The Committee shall meet as required throughout each year.

COMMITTEE COMPOSITION

The Strathmore Community Investment Funds Committee shall be formed by five (5) members made up from the following:

- One (1) Community Futures Wildrose Representative
- One (1) Town of Strathmore Sustainability Committee Representative
- One (1) Strathmore and District Chamber of Commerce Representative.
- Two (2) Community Members at Large.
- Two (2) Town of Strathmore Staff will provide support to the Committee.

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**DOWNTOWN DESIGN REVIEW COMMITTEE
TERMS OF REFERENCE**

MANDATE

To review applications for redevelopment and major renovations and recommend conditions that will ensure compliance with the Downtown Overlay Bylaw and the Downtown Revitalization Strategy.

COMMITTEE FUNCTIONS

1. The Committee will fulfill its mandate by:
 - Providing recommendations to Council, regarding:
 - Exterior building material and design features,
 - Mix of land uses,
 - Site landscaping,
 - Public art,
 - Streetscaping including street furniture,
 - Density bonusing,
 - Signage including awnings and wayfinding,
 - Parking reductions,
 - Height of structures, and
 - Pedestrian access points.
 - The Committee shall pay due regard to the historical significance of the Downtown and the proposed themes of Heritage Railway and Messy Vibrancy.
 - The Committee shall pay due regard to the policies and direction provided in the adopted Downtown Revitalization Strategy.
2. The Committee shall report to Council on Committee Matters quarterly throughout the year.

FREQUENCY OF MEETINGS

The Committee shall meet as needed but must hold at least one (1) scheduled meeting each year.

COMMITTEE COMPOSITION

- The Committee shall comprise of the following:
- Two (2) members of the Town of Strathmore Council
 - One (1) member of the Wheatland Regional Arts Society



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

- Six (6) Community Members at Large – Preference will be given to candidates with experience in the following fields:
 - Architectural Design
 - Landscape Design
 - Urban Planning
 - Civil Engineering
 - Real Estate Professionals
 - Downtown Business Owners

- Four (4) Town of Strathmore Staff will provide support to the Committee.

COMMITTEE POWERS

The Committee may solicit, hear and consider representations from the applicant on the specific application being considered.

The Committee may solicit, hear and consider representations from any citizen(s) upon any matter relating to the function of the Committee.

Referral to the Committee for review on any Downtown development matter may be made by the Town of Strathmore Council.

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**FINANCIAL AUDIT COMMITTEE
TERMS OF REFERENCE**

MANDATE

The Financial Audit Committee institutionalizes Council’s involvement with internal controls and financial reporting through a review of the external auditor’s audit plan and findings. The purpose of the audit is to express an opinion by the auditors of the financial position of the Town of Strathmore.

COMMITTEE FUNCTIONS

- Provide independent oversight and review of aspects of the financial reporting process, internal controls, and the external audit of the financial statements.
- Reach its own conclusion whether the financial statements are fairly presented.
- Review the financial statements.
- Review the independence report from the auditor on the financial statements.
- Review the Town’s comprehensive framework of internal controls.
- Provide a public report annually on how it has discharged its responsibilities.
- Meet privately with:
 - The Auditors; and
 - Town of Strathmore Administration to discuss auditor performance;
- Deliberate to arrive at its overall conclusion for each year’s report.

FREQUENCY OF MEETINGS

The Committee shall meet as required to give guidance to the planning of the audit, and the reports of the audited financial statement.

COMMITTEE COMPOSITION

The Financial Audit Committee shall be comprised of four (4) members including:

- Two (2) Members of Council;



BYLAW NO. 16-18

OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

- Two (2) Community Members at Large – Preference will be given to candidates with professional accounting experience;
- The Chairperson shall not be a member of Council;
- One (1) Town of Strathmore Staff shall provide support to the Committee.
- The Committee shall select a member, who is not a Council member, as the Chairperson for the Committee

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**NAMES ADVISORY COMMITTEE
TERMS OF REFERENCE**

MANDATE

To advise Council on the matter of naming highways and streets, neighbourhoods, parks and other public open spaces and public buildings.

COMMITTEE FUNCTIONS

- The Committee shall recommend to Town of Strathmore Council, the adoption of specific names for:
 - (a) Highways and Streets;
 - (b) Parks, Playgrounds and other public spaces; and
 - (c) Public buildings or structures.
- The Committee shall pay due regard to the historical significance of names inasmuch as they relate to the matters under consideration, and to the suitability of names in relation to the use and function of the highway, neighbourhood, etc., under consideration.
- ✚ The Committee may solicit, hear and consider representations from any citizen or group of citizens upon any matter relating to the function of the Committee.
- ✚ Reference to the Committee for naming suggestions may be made by Town Council.

FREQUENCY OF MEETINGS

The Committee shall meet at least once a year and when needed.

COMMITTEE COMPOSITION

The Names Advisory Committee shall be comprised of five (5) representatives as follows:

- One (1) Member of the Town of Strathmore Council;
- One (1) Member of the Strathmore Library Board;
- One (1) Member of the Business Community; and
- Two (2) Members at Large.
- One (1) Town of Strathmore Planning & Development Staff member will provide support to the committee by Researching names, maintaining an inventory of names



to be used in the future, and receiving requests from the public for names to be honored.

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**PUBLIC ARTS BOARD
TERMS OF REFERENCE**

MANDATE

The Public Art Board, an advisory committee to Council, is responsible to advocate for public art, advise on public art policies, procedures, guidelines, plans and issues as they relate to the Town of Strathmore, and provide support to Administrative staff and programs.

The Public Art Board operates at arm's length and reports its activities, developments and recommendations in an Annual Report to Council.

The Public Art Board shall be appointed by Council and shall operate within the purpose of the Public Art Policy No. 7401.

COMMITTEE FUNCTIONS

- Develop a Public Art Master Plan
- Advise on public art policies and guidelines
- Promote awareness and understanding of the importance of public art
- Participate in the implementation of the Public Art Master Plan and individual public art project plans
- Participate in the periodic review of the Public Art Master Plan
- Advise the Town on adjudication process for commissioning and acquiring public art
- Advise the Town on maintenance and management of the Public Art Collection
- Evaluate proposed public art donations
- Develop and implement a communications framework
- Provide advice on the decommissioning of public art
- The Committee shall report to Council on Committee Matters quarterly throughout the year.

FREQUENCY OF MEETINGS

The Committee shall meet each month of the year.

COMMITTEE COMPOSITION

The Public Art Board shall be comprised of five (5) representatives, with a minimum of two visual artists. Preference will be given to candidates with experience in the following disciplines:

- Arts Administrators
- Arts Consultants, Art Curators and Museum Professionals



BYLAW NO. 16-18

OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

- Art Historians and Heritage Professionals
- Architects, Landscape Architects and other Design Professionals
- Downtown Design Review Committee Representatives
- Business Representatives
- Conservators
- Citizens at Large

One (1) Town of Strathmore Staff shall provide support to the Committee.

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**SENIOR'S ADVISORY COMMITTEE
TERMS OF REFERENCE**

MANDATE

To enhance access to Town Services for seniors, the elderly, and their families; and

To identify and suggest solutions to gaps and barriers that impede the full participation of seniors and the elderly in all aspects of life within the Town of Strathmore.

COMMITTEE FUNCTIONS

- Advises on current matters that affect seniors and their families.
- Monitors Town programs to ensure that the needs of the elderly and their families are considered.
- Provides advice to Town Council regarding activities that affect seniors and their families, and on matters it identifies that need action.
- Deals with matters which may be referred by Council.
- Create an annual work plan with specific objectives for approval by Town Council.
- Report to Council quarterly throughout the year describing accomplishments, referencing objectives from the work plan, and identifying issues the Committee responded to.

FREQUENCY OF MEETINGS

The Committee shall meet once a month.

The Committee will not meet in August.

COMMITTEE COMPOSITION

The Strathmore Seniors Advisory Committee shall be comprised by 9 members made up from the following:

- Eight (8) Members at Large – Preference will be given to candidates with experience in the following:
 - Seniors Outreach;
 - Health Care Professionals who preferably have responsibilities in providing care to seniors;
 - Education Professionals who deal with educational needs and opportunities for seniors;



BYLAW NO. 16-18

OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

- Seniors Housing;
- Citizens at Large from the community age fifty-five or older.
- One (1) Town of Strathmore Council Member
- One (1) Town of Strathmore FCSS Staff Member shall provide support to the committee.

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**SUSTAINABILITY COMMITTEE
TERMS OF REFERENCE**

MANDATE

To monitor, evaluate and advise on the implementation of a “Connecting to Our Future” process, involving the Integrated Community Sustainability Plan endorsed by Council. This will include on-going consideration of matters related to community sustainability with respect to environmental, economic, social and cultural factors. The Committee will coordinate community-wide efforts aimed at fostering the Town of Strathmore’s sustainability initiatives. The Integrated Community Sustainability Plan (“The Plan”) is a living document intended to guide Strathmore on its path to continued sustainability. The Plan will be municipally led and community supported to allow the Town to share the responsibility for implementing the Plan with the community.

COMMITTEE FUNCTIONS

- Assist in the Implementation of the Community Led Immediate Priorities outlined in The Plan.
- Recommend priorities from the action bank items identified in The Plan, and evaluate other potential action items.
- Make recommendations to Council related to potential associated funding and other resource allocation.
- Taking necessary steps to recruit and engage business, developers, community organizations, stakeholders and the larger community to endorse The Plan’s actions, and for reaching out to potential collaborators or partners.
- Promote the plan and play a key role in the community leadership of The Plan and celebration of The Plan’s accomplishments.
- Monitor, evaluate and advise on implementations of the “Connecting to Our Future” initiatives, and the progress of the initiatives.
- Help to coordinate individuals, stakeholders, community agencies, and other stakeholders to achieve sustainability priorities.
- Develop an indicator measuring system and baseline for sustainability indicators.
- Continuously promote, communicate, and educate the community on Sustainable initiatives, including making presentations to agencies, schools and interested community members who would like to learn more about sustainability, the Plan and the committee’s progress.
- Develop community partners, champions and leaders.
- Collaborate, create and promote new sustainable initiatives.



- The Committee shall report to Council on Committee Matters quarterly throughout the year.

FREQUENCY OF MEETINGS

The Committee shall meet monthly.

COMMITTEE COMPOSITION

The Sustainability Committee shall be comprised of five (5) members made up from the following:

- Two (2) Council Members
- Three (3) Community Members at Large – Preference will be given to candidates on the basis of their knowledge or interest in environmental issues.
- Two (2) Town of Strathmore Staff Members shall provide support to the committee.

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**TRAFFIC ADVISORY COMMITTEE
TERMS OF REFERENCE**

MANDATE

To make recommendations to Council regarding issues and opportunities in relation to the safe and efficient movement of vehicles and pedestrians within the Town of Strathmore.

COMMITTEE FUNCTIONS

- Regularly review evidence, data and reports in the areas of traffic safety and efficiency;
- Solicit information from knowledgeable parties on areas of concern in the fields of traffic safety and efficiency;
- Evaluate the regulation and management tools used to improve traffic safety and efficiency in other jurisdictions; and
- Provide reports and recommendations to Council.
- The Committee shall report to Council on Committee Matters quarterly throughout the year.

FREQUENCY OF MEETINGS

The Committee shall meet monthly.

COMMITTEE COMPOSITION

The Traffic Advisory Committee shall be comprised of five (5) members made up from the following:

- One (1) Member appointed by the Strathmore Royal Canadian Mounted Police detachment.
- One (1) Member of Council
- Three (3) Members at Large
- Two (2) Town of Strathmore Staff Members including:
 - the Director, Engineering; and
 - the Senior Peace Officer;shall provide support and input, and recommendations to the committee.

MEMBER RESPONSIBILITIES



BYLAW NO. 16-18

OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

**TOURISM DEVELOPMENT COMMITTEE
TERMS OF REFERENCE**

MANDATE

To assist Council with the Development of a Destination Marketing Organization.

COMMITTEE FUNCTIONS

- The Tourism Development Committee will provide assistance to the Town tourism initiatives to gather local community and industry information in order to build a solid understanding of creating a Destination Marketing Organization and increase local tourism activity.
- The Tourism Development Committee, an advisory committee to Council, is responsible to advocate for tourism development, advice on tourism policies, product development, guidelines and marketing strategies related to the Town of Strathmore.

FREQUENCY OF MEETINGS

The committee shall meet monthly throughout the year.

COMMITTEE COMPOSITION

The Tourism Development Committee shall be formed by the following:

- One (1) Members of Council
- One (1) Strathmore and District Chamber of Commerce Representative
- One (1) Community Futures Wildrose Representative
- One (1) Downtown Design Review Committee Representative
- Three (3) Community Business Owners/Operators from the following industries
 - Accommodations
 - Food and Beverage
 - Tourism Attraction
 - Retail
- Two (2) Town of Strathmore Staff will provide support to the Committee

MEMBER RESPONSIBILITIES

Committee Members are expected to attend Committee Meetings. Any absences from regularly scheduled committee meetings must be reported to the Committee Chair at least two business days prior to the date of the meeting whenever possible. A Committee Member may be dismissed from a committee for excessive absences.

Committee Members are required to sign and abide by the Council Code of Ethics and Conduct Policy No. 1103.



APPENDIX FIVE – PUBLIC HEARING OUTLINE

TOWN OF STRATHMORE
PUBLIC HEARING OUTLINE

For the public hearing of Council pertaining for
Bylaw _____
To be held [DATE] at approximately _____ p.m.
[ADDRESS location of meeting]

(Chairman)

This public hearing is held pursuant to the Municipal Government Act, RSA 2000 Chapter M-26 and amendments there to.

I hereby declare the public hearing relating to Bylaw _____,
now open at ____ p.m.

(Legislative Services)

The purpose of Bylaw _____ is to
_____.

- First Reading was given on _____.
- The public hearing was advertised in the [DATE AND LOCATION].
- Letters were circulated to ____ adjacent properties by regular mail on _____.
- To date _____ letter(s) of submission has been received.

(Chairman)

The following rules of conduct will be followed during the Public hearing:

Presentation should be brief and to the point and shall be limited to 3 minutes in length.

The order of presentation shall be:

- The Administration
- Those In Favour of the Bylaw
- Those Opposed to the Bylaw
- Any other person deemed to be affected by the Bylaw

Council may ask questions of the speakers after each presentation for clarification purposes.

There will be no debating the bylaw.



BYLAW NO. 16-18

**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

(Chairman)

To date _____ letter(s) of submission has been received.

[INSERT NAME]

Does the Administration have any comments?

Is there anyone present who supports the Bylaw who wishes to speak?

Is there anyone present who opposes the Bylaw who wishes to speak?

Is there anyone present deemed to be affected by the Bylaw who wishes to speak?

Do the Councillors have any (further) questions?

Are there any (further) speakers?

Adjournment

I hereby declare this public hearing for Bylaw _____ closed at _____ p.m. and will accept a motion to adjourn.



APPENDIX SIX – PECUNIARY INTEREST

Municipal Government Act, RSA 2000, Chapter M-26

Pecuniary Interest

- 170(1)** Subject to subsection (3), a councillor has a pecuniary interest in a matter if
- (a) the matter could monetarily affect the councillor or an employer of the councillor, or
 - (b) the councillor knows or should know that the matter could monetarily affect the councillor's family.
- (2)** For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects
- (a) the person directly,
 - (b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
 - (c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
 - (d) a partnership or firm of which the person is a member.
- (3)** A councillor does not have a pecuniary interest by reason only of any interest
- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
 - (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b), (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor, RSA 2000 Section 170 Chapter M-26 MUNICIPAL GOVERNMENT ACT 101
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
 - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or



BYLAW NO. 16-18

OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA

- (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

- (4)** Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.