



## WESTLOCK COUNTY BYLAW 78-2025

### WESTLOCK, ALBERTA

Being a Bylaw to provide for the orderly proceedings of Council and Committee meetings of Westlock County.

WHEREAS pursuant to the *Municipal Government Act* RSA 2000, c M-26 and amendments thereto (MGA), 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 Committee meetings;

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

NOW THEREFORE the Municipal Council of Westlock County, duly assembled, enacts as follows:

#### **1. Bylaw Reference**

1.1 This bylaw may be cited as the "Procedural Bylaw".

#### **2. Definitions**

In this Bylaw, the following words shall have the following meanings:

- 2.1 "Acting Reeve" means the Deputy Reeve or, in the event the Deputy Reeve is not available to perform the duties of the Reeve, Council may appoint a Councillor as Acting Reeve.
- 2.2 "Adjourn" means to end a Meeting.
- 2.3 "Administration" means staff members of the County, unless used in the context of describing the County Administration Building.
- 2.4 "Agenda" means the items of business of a meeting and the associated reports, bylaws or other documents, and includes the order of the items to be dealt with at the meeting except when the Chair alters the Agenda for the convenience of the Meeting.
- 2.5 "ATIA" means the *Access to Information Act*, SA 2024, c A-1.4.
- 2.6 "Chair" means the Reeve, Deputy Reeve, or other person who has authority to preside over a meeting.
- 2.7 "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of the County within the meaning of the MGA, or their designate.
- 2.8 "Committee" means any Board, Commission, or Committee established by Council.

  
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- 2.9 "Conflict of Interest" means a matter that could affect a private interest of the Councillor or an employer of the Councillor. It is also considered a Conflict of Interest if the Councillor knows or should know that the matter affects the private interests of their family.
- 2.10 "Committee of the Whole" means a committee comprised of all Members which conducts itself as a Committee of Council.
- 2.11 "Council" means the municipal Council of Westlock County.
- 2.12 "County" means the municipal corporation of Westlock County or the areas contained within its boundaries.
- 2.13 "Deputy Reeve" means the Councillor elected by Council at the annual Organizational Meeting to perform all duties of the Reeve in the absence or incapacity of the Reeve, as provided for in the MGA.
- 2.14 "In-camera" or "Closed Session" means a meeting or portion of a meeting held by Council that is closed to the public at which only members of Council and other persons specified by Council may attend and in accordance with applicable legislation.
- 2.15 "Meeting" means a meeting of Council where all members are eligible to attend and quorum is maintained throughout the meeting.
- 2.16 "Member" means a member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council.
- 2.17 "MGA" means the *Municipal Government Act*, RSA 2000 c M-26, and amendments thereto.
- 2.18 "Minutes" means the formal record of decisions of a meeting.
- 2.19 "Motion" means a matter put to Council for debate and vote and can also be referred to as a "Resolution".
- 2.20 "Notice of Motion" means the manner in which a Councillor may bring a topic before Council for consideration.
- 2.21 "Organizational Meeting" means the annual Organizational Meeting of Council that must be held pursuant to the MGA.
- 2.22 "Peace Officer" has the same meaning as in the *Provincial Offences Procedure Act*, RSA 2000, c P-34 and includes a member of the Royal Canadian Mounted Police, a Peace Officer, a Community Peace Officer, or a Bylaw Enforcement Officer of the County.
- 2.23 "Pecuniary Interest" means an interest in something that could monetarily affect a Councillor, a Councillor's spouse or independent partner or children, a Councillor's parents or parents of a Councillor's spouse, or a business which employs a Councillor or in which a Councillor has an interest, as described in the MGA.
- 2.24 "Point of Order" means a query in a formal debate or meeting as to whether correct procedure is being followed.

  
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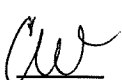
- 2.25 "Quorum" means the minimum number of members that must be present at a meeting for business to be legally transacted as set out in the MGA.
- 2.26 "Recess" means a short break within a Meeting that does not end the Meeting.
- 2.27 "Reeve" means the Chief Elected Official of the County as elected by Council and as described in the MGA.
- 2.28 "Resolution" is a matter put to Council for debate and vote and can also be referred to as a "Motion".

### **3. Purpose, Interpretation and Application**

- 3.1 This Bylaw shall govern all meetings of Council, including but not limited to Organizational Meetings, Regular Meetings, Budget Meetings, Special Meetings, and Committee of the Whole Meetings.
- 3.2 If a matter of procedure arises that is not contemplated in this Bylaw, the matter is decided by reference to the most current edition of *Robert's Rules of Order*. If there is a conflict between this Bylaw and *Roberts's Rules of Order*, this Bylaw shall take precedence.
- 3.3 In the absence of any statutory obligation, any provision of this Bylaw may be suspended by motion of Council with a two-thirds (2/3) majority vote except the provisions regarding statutory hearings.
- 3.4 A motion waiving any provision of this Bylaw as provided for in section 3.3 shall only be effective for the meeting during which it is passed.
- 3.5 If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.
- 3.6 The decision of the Chair on a Point of Order or a Point of Privilege shall be subject to an immediate appeal by a Member at the meeting. If the decision is appealed, the Chair shall give concise reasons for their ruling, and the Members, without debate, shall decide the question. The ruling of the Members shall be final.
- 3.7 All of the rules of order herein contained shall apply to all committees of County Council, excepting those items pertaining to meeting dates and providing that appropriate substitutions of officers and titles are made where required.

### **4. Quorum**

- 4.1 As soon as there is Quorum of Members after the hour fixed for the meeting, the Chair shall call the meeting to order. In the case where neither the Reeve nor Deputy Reeve are in attendance within fifteen (15) minutes, after the hour appointed for a Council Meeting, and Quorum is present, the CAO shall call the meeting to order, and Council's first order of business will be to appoint a Councillor as Acting Reeve.
- 4.2 Unless a Quorum is present within thirty (30) minutes after the time appointed for the Meeting, the Meeting may, at the discretion of the Chair, stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters

  
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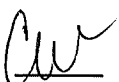
  
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intended to be dealt with at the adjourned Meeting. The Municipal Clerk shall record the names of the Members present at the expiration of the thirty (30) minute time limit, and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than thirty (30) minutes is being allowed), Recess, or to take measures to obtain Quorum.

- 4.3 In the event that Quorum is lost after the Meeting is called to order, the Meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within thirty (30) minutes, the Meeting shall stand adjourned.

## **5. Meetings Held Via Electronic Means**

- 5.1 A Council Meeting or Council committee Meeting may be conducted by means of electronic or other communication facilities according to the provisions of the MGA, including if:
- 5.1.1 Notice is given to the public of the meeting, including the way in which it is to be conducted;
  - 5.1.2 The facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and;
  - 5.1.3 The facilities enable all the meeting's participants to watch or hear each other.
- 5.2 Members should notify the Reeve or CAO of their need to attend a Meeting via electronic means as soon as reasonably possible prior to the Meeting.
- 5.3 Members of Council should make their best efforts to attend meetings in person; however, a Councillor may participate in a Meeting, including in an In-camera Session, by electronic means if:
- 5.3.1 The Councillor is in a location outside of Westlock County for some reason;
  - 5.3.2 There are extenuating circumstances that require the Councillor to attend remotely.
- 5.4 Members participating in a Meeting held via electronic means as outlined in Section 5.1 hereto are deemed to be present at the Meeting.
- 5.5 Members may remotely attend meetings of Council via electronic means provided that all other Meeting attendees can hear the Member when they speak, and the Member can hear all other Meeting attendees when they speak.
- 5.6 If a Member connected by remote electronic means is disconnected, they are deemed to have left the Meeting and will advise the Reeve or CAO immediately via email or text message.
- 5.7 Members attending an In-camera Session must ensure that they are in a secure location.
- 5.8 A Member may attend a Meeting via electronic means no more than six (6) times per year.

  
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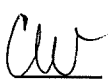
- 5.9 The Agenda of a Meeting includes the order of the items to be dealt with at the meeting except when the Chair alters the Agenda for the convenience of the Meeting.

## **6. Public Presentations**

- 6.1 Public presentations may be scheduled at Regular Council and Committee of the Whole meetings for the purpose of providing for information-sharing; special recognition of persons, organizations, and events; or for award presentations.
- 6.2 Requests for Public Presentations shall be made to the Municipal Clerk in writing at least twelve (12) business days prior to a Regular Meeting. Requests received less than twelve (12) business days before a regular meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.
- 6.3 The Municipal Clerk may:
- 6.3.1 Refer the matter to a Committee;
  - 6.3.2 Recommend that Council hear from that person;
  - 6.3.3 Refer the matter to Administration for reply; and
  - 6.3.4 Shall report to Reeve and Council on a regular basis which items have been referred.
- 6.4 Verbal presentations, including question and answer, shall be limited to fifteen (15) minutes in length unless there is consent prior to establishment of the Agenda or by Council at the Meeting to extend the time for a presentation.
- 6.5 Debate concerning matters raised during public presentations shall take place at the discretion of Council.
- 6.6 Information presented during a public presentation shall be provided in writing and relate only to the subject matter for which the presentation was originally requested.
- 6.7 Public presentations to Council shall not be allowed in regard to an undisposed matter which has been the subject of a Public Hearing.
- 6.8 Public presentations for matters that deal with operational or administrative items will be directed to meet with County staff, if they have not already done so, to endeavour to resolve the matter prior to being accepted on the Agenda as a delegation.

## **7. Delegations**

- 7.1 A person or a representative of any delegation, or group of persons, who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter or other communication to the Municipal Clerk outlining the subject to be discussed.
- 7.2 Requests for delegations shall be made to the Municipal Clerk in writing at least twelve (12) business days prior to a Regular Meeting. Requests received less than twelve (12) business days before a regular meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.

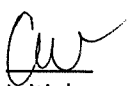
  
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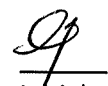
  
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- 7.3 Any person or group wishing to appear as a delegation before Council may request a time allotment through the office of the CAO or Municipal Clerk. All such requests must state the nature and subject area the delegation wishes to discuss.
- 7.4 Persons or groups requesting a delegation with Council for matters that deal with operational or administrative items will be directed to meet with Administration if they have not already done so, to endeavour to resolve the matter prior to being accepted on the Agenda as a delegation.
- 7.5 Presentations and questions with respect to each delegation shall be restricted to a maximum of fifteen (15) minutes in length unless there is consent prior to establishment of the Agenda or by the Chair at the Regular Meeting to extend the time for a presentation.
- 7.6 Every delegation shall be supported in the Agenda by a written presentation or communication providing Council with background and a concise statement of the purpose of the delegation and the action being requested. Supporting information must be submitted to the CAO or Municipal Clerk no later than seven (7) days prior to the date of the meeting. If complete information is not supplied, the delegation will not be registered to appear before Council.
- 7.7 Council shall address any questions or comments to the delegation upon completion of the presentation, and such questions or comments may only be with respect to clarification of the issue being discussed.
- 7.8 No Motion or Resolution shall be made during the delegation portion of the meeting, and any decision forthcoming should be referred to the appropriate section of the agenda of the current or a subsequent meeting.

## **8. Powers and Responsibilities of the Reeve**

- 8.1 General duties of the Reeve/Chief Elected Official are defined in Section 154 of the MGA, and the Reeve/Chief Elected Official:
- 8.1.1 Presides over the conduct of the Meeting, including the preservation of good order and decorum, determines speaking order when two or more Members of Council wish to speak, and rules on all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member;
- 8.1.2 Calls Meetings to order;
- 8.1.3 Chairs Meetings, including those held via electronic communications; if the Reeve is unavailable, the Deputy Reeve will chair;
- 8.1.4 Ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so; and
- 8.1.5 When participating in debate, the Reeve shall have the same rights and be subject to the same restrictions as all other Members.

  
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8.1.6 When wishing to make a motion, the Reeve shall vacate the chair and request that the Deputy Reeve take the chair.

8.1.7 Decides who, aside from Members, may address Council.

8.2 The Reeve is an ex officio member by virtue of office of all Council Committees. If the Reeve is present at a Committee Meeting by virtue of office, the Reeve has all the rights and privileges of the other Committee Members, including the right to make motions, but the Reeve shall not be counted to determine Quorum.

## **9. Rules of Conduct and Debate**

9.1 All discussion at a Meeting is directed through the Chair who will be addressed as "Reeve", or "Mister/Madam Chair."

9.2 No Council member or Administration is permitted to speak unless and until recognized by the Chair.

9.3 The Chair shall, at all times, conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant, and shall ensure that each Member is allowed an equal opportunity to speak.

9.4 No Member shall speak on any matter for longer than five (5) minutes unless permitted by the Chair.

9.5 No member shall resist the rules of Council or disobey the decision of Council on points of order or practice, or upon the interpretation of the rules of Council.

9.6 The Chair or any Member may call another Member to order while the latter is speaking. When such action is taken, the Chair may immediately suspend the debate and the Member in question shall refrain from speaking until the point of order is determined.

9.7 After a question is finally put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put and decided shall be conclusive. When the Chair is putting the question on a motion, no Member shall walk out of or across the Chamber.

9.8 When a Member is speaking, no other Member shall hold discourse which may interrupt the speaker or pass between the speaker and the Chair except to raise a Point of Order.

9.9 During a Council meeting, members of the public will:

9.9.1 not approach or speak to Council without permission from the Chair;

9.9.2 maintain order, remain quiet and seated;

9.9.3 not applaud or otherwise interrupt a speaker or action of Council or other person addressing Council;

9.9.4 not engage in improper conduct as defined in this Bylaw; and

9.9.5 turn cellular and other electronic devices off or to silent mode.

  
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- 9.10 The Chair may order any member of the public who disturbs the Meeting, by either words or actions, to:
- 9.10.1 be quiet; and/or
  - 9.10.2 remove themselves from the meeting;
  - 9.10.3 if any member of the public shall so resist or disobey, the Chair may order a Peace Officer to remove the individual from the meeting.
- 9.11 Whenever a vote of Council is taken for any purpose, each member of Council present shall indicate his/her vote openly and individually by raising his/her hand when the Chair puts the vote for either "those in favor" or "those opposed".
- 9.12 Issues may be debated prior to putting a Motion on the floor. No matter may be voted on by Council unless it is in the form of a Motion.
- 9.13 The Chair may Recess and reconvene the Meeting without a Motion. Following the Recess, business will be resumed at the point where it was interrupted. A Recess may not be used to interrupt a speaker.
- 9.14 The Chair may adjourn a meeting without a Motion to adjourn.

## **10. Pecuniary Interest**

- 10.1 Any Member of Council who has a reasonable belief that they have Pecuniary Interest in a matter before Council, as defined in the MGA, any committee of Council or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the Pecuniary Interest prior to any discussion of the matter, shall abstain from discussions or voting on any questions relating to the matter, and shall remove themselves from Council Chambers until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 10.2 A Member who has a Pecuniary Interest in a matter is not considered part of Quorum for that matter.
- 10.3 It is the responsibility of each individual Councillor to determine if they have a Pecuniary Interest in a matter. Council or the CAO cannot make the decision for a Councillor. If a Member believes that they require legal advice to determine a Pecuniary Interest conflict, it shall be sought at the initiative of the Member and solely at the Member's individual expense.

## **11. Conflict of Interest**

- 11.1 Section 172.1(1) and (2) of the MGA set out the procedure to follow when a Councillor believes they may have a Conflict of Interest or perceived Conflict of Interest in a matter before council, a council committee, or any other body to which they are appointed as a representative of council.

  
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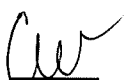
- 11.2 If a Councillor believes they have a Conflict of Interest or perceived Conflict of Interest, they:
- 11.2.1 May disclose the general nature of the Conflict of Interest;
  - 11.2.2 Once the Councillor has disclosed the Conflict of Interest, they may abstain from any discussion of the matter and from voting; and they may leave the room until the matter has been dealt with. The minutes shall indicate the declaration of disclosure, and the time at which the Member of Council left the room, and the time the Member of Council returned, if the Member left the room during the matter.

## **12. Notice of Council Meetings**

- 12.1 Council will hold regular Meetings on the dates, times and location established at the Organizational Meeting. If a regular Meeting falls on a statutory holiday, the Meeting will take place on the next business day.
- 12.2 Council may change the time, date or location of any Meeting by Motion if at least twenty-four (24) hours' notice of the change is given:
- 12.2.1 in writing to all Members (email message is sufficient, deemed delivered at the time it was sent); and
  - 12.2.2 to members of the public by posting a notice of the change in the front foyer at the County Administration Building and on the County's website.
- 12.3 Council may cancel any Meeting by posting a notice of the cancellation in the front foyer at the County Administration Building and on the County's website.
- 12.4 In the event that a Meeting does not have Quorum or loses Quorum during the course of the Meeting, the Meeting cannot be held or continue.
- 12.5 Special Meetings of Council may be called in accordance with the MGA.

## **13. Organizational Meeting of Council**

- 13.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year.
- 13.2 The first Organizational Meeting of Council after a general election shall be held on the date and time established at the previous year's Organizational Meeting.
- 13.3 At the Organizational Meeting:
- 13.3.1 The Chief Administrator shall take the position of Chair and call the Meeting to order;
  - 13.3.2 At the first Meeting after an election, the Chief Administrative Officer will administer to all members of Council the Oath of Office as prescribed by the *Oaths of Office Act*, RSA 2000, c O-1 and shall deposit the oaths with the Municipal Clerk;

  
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- 13.3.3 The CAO will conduct the election for the position of Reeve, which shall be determined by secret ballot for nomination and election. The newly elected Reeve will then take the Oath of Office for the position of Reeve;
- 13.3.4 The CAO will hand over the position of Chair to the newly elected Reeve;
- 13.3.5 The Reeve may either conduct the election for the position of Deputy Reeve, which shall be determined by secret ballot for nomination and election, or direct the CAO to conduct the election of Deputy Reeve;
- 13.3.6 The newly elected Deputy Reeve will then take the Oath of Office for the position of Deputy Reeve;
- 13.4 Process for Above Elections:
  - 13.4.1 The CAO and the Municipal Clerk will review the nomination ballots for the position of Reeve and Deputy Reeve and report back to Council those nominated. Those nominated will have a choice to accept or decline their nomination prior to the election being held;
  - 13.4.2 If only one individual accepts a nomination for Reeve or for Deputy Reeve, they shall be declared elected to that position;
  - 13.4.3 The CAO and Municipal Clerk will count the ballots for the election of Reeve and Deputy Reeve and shall report the results back to Council;
  - 13.4.4 The Reeve shall entertain a motion for the destruction of the ballots;
  - 13.4.5 Council will determine the appointments of members and public members to Committees which Council is entitled to make. Appointments of Council members and public members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting; and
  - 13.4.6 No public member shall exceed six (6) consecutive years on one board unless by Council approval.
- 13.5 Council will conduct other business required by the MGA, or which Council or the CAO may direct.

#### **14. Public Hearings**

- 14.1 Public Hearings will be held when required in accordance with Section 230 of the MGA during a regular meeting of Council.
- 14.2 Public Hearings must provide for participation by electronic means.
- 14.3 Where possible, persons wishing to speak at a Public Hearing should register with the Municipal Clerk and forward a written submission prior to the Public Hearing.
  - 14.3.1 When a Public Hearing is held entirely via electronic means, persons interested in speaking at the Public Hearing must register with the Municipal Clerk at least 24 hours prior to the commencement of the Public Hearing to allow the Municipal Clerk to provide instructions to the person on how to connect and Public Hearing.

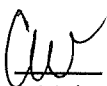
  
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- 14.4 The Reeve or designate shall chair all Public Hearings.
- 14.5 The procedures of Public Hearings are as follows:
- 14.5.1 The Chair shall declare the Public Hearing in session, state the purpose of the Public Hearing, and outline the Public Hearing procedures;
  - 14.5.2 The CAO or Department Director shall present an overview and summary regarding the motion, bylaw, or matter to be dealt with, as well as any written submissions received prior to the Public Hearing;
  - 14.5.3 The Chair shall request those who wish to make a verbal presentation to identify themselves. A person who does not identify himself or herself will not be given the opportunity to speak. In the case of a Public Hearing initiated by an application from a third party, the applicant will be invited to make the first presentation. Those wishing to speak in support of the bylaw or motion will be invited to make presentations either after the applicant, or after County staff as the case may be. Presentations by those in opposition of the bylaw or motion shall present next;
  - 14.5.4 Public presentations may be made verbally, in writing, or both, with copies of written submissions being filed with the CAO;
  - 14.5.5 Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration unless there is consent by the Members to extend this limit;
  - 14.5.6 Persons making presentations may be questioned by Members and Administration for clarification; however, Council shall not enter into debate during a Public Hearing. Time required for questions or clarification will not be charged against the ten (10) minute time limit for the presentation;
  - 14.5.7 If applicable, the Chair shall invite the applicant to make closing comments, if any;
  - 14.5.8 Following verbal presentations, the CAO or Department Director will respond to any questions from Council;
  - 14.5.9 The Chair shall close the Public Hearing;
  - 14.5.10 Once the Public Hearing is closed, the Chair shall advise that no further information on the matter shall be received by Council;
  - 14.5.11 The Chair may recess or postpone the Public Hearing;
  - 14.5.12 If a Public Hearing is recessed or postponed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the Public Hearing;
  - 14.5.13 Debate concerning matters raised at the Public Hearing shall take place during a Council meeting following or subsequent to the closure of the Public Hearing.

**15. Committee of the Whole**

- 15.1 There shall be a Committee of the Whole comprised of all members of Council.
- 15.2 The Committee of the Whole may:

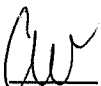
  
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- 15.2.1 Receive delegations and submissions;
- 15.2.2 Meet with other municipalities and other levels of government;
- 15.2.3 Accept matters as information and direct Administration to put the matter on a future Regular Council Meeting Agenda for discussion.
- 15.3 Quorum of Committee of the Whole is the majority of Council.
- 15.4 The Committee of the Whole may move to go In-camera in accordance with the ATIA.

**16. Agenda**

- 16.1 The Agenda for each Meeting is established by the CAO in consultation with Administration, the Reeve, and the Deputy Reeve. The Reeve or Deputy Reeve has final approval of the Agenda.
- 16.2 The agenda summary and prior meeting minutes will be reviewed with the CAO, the Municipal Clerk, the Reeve and/or Deputy Reeve at least two business days prior to the Meeting for approval.
- 16.3 The CAO or Municipal Clerk will distribute the Agenda to Members and Administration at least two business days prior to the Meeting.
- 16.4 Reports and supplementary materials that are received too late to be included with the regular Agenda may, at the discretion of the CAO, be made available as supplementary agenda materials and will be delivered to Council members no later than noon the day before a Council Meeting.
- 16.5 The CAO will make the Agenda and supplementary materials (unless these must or may be withheld under the MGA or other legislation) available to the public on the County's website no later than noon the day before the Meeting, excepting in the case of a Special Meeting, in which case the Agenda will be available on the County's website as soon as is practical.
- 16.6 In preparing the Agenda, the CAO shall list the business for consideration of Council in the order agreed upon from time to time by Council.
- 16.7 A Member of Council or Administration may bring forward an item of urgent or emergent business that cannot wait to be included on the next Regular Council Meeting Agenda subject to the following conditions:
  - 16.7.1 The matter relates to an emergency;
  - 16.7.2 The matter does not require prior written notice;
  - 16.7.3 The urgent or emergent business item is added to the Agenda by Council motion;
  - 16.7.4 Council or Administration shall supply information to Council and/or Administration by handout or electronic mail prior to or at the commencement of the Regular Council Meeting. This information shall be distributed to all members prior to consideration of adding the item as an addition to the Agenda and include the matter, brief detail, and recommendation around the matter.

  
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- 16.8 After adoption of the Agenda, Council may alter the order of the items on the Agenda, by majority vote, for convenience of the meeting.
- 16.9 The copy of the Agenda on the County website shall be amended within three business days of a meeting reflecting any approved amendments to the Agenda.

**17. Closed/In Camera Sessions**

- 17.1 Council and Council Committees may close all or part of the Meetings to the public if a matter to be discussed meets one of the requirements of the ATIA.
- 17.2 When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council.
- 17.3 When a Meeting is closed to the public, no motion or bylaw may be passed at the Meeting, except a motion to revert to a Meeting held in public.
- 17.4 In accordance with section 153 of the MGA, all Members are required to keep in confidence matters discussed In-camera until the item is discussed at a Meeting held in public. All In-camera documents will not be included in the published Agenda that is available to the public. If necessary, In-camera documents may be retrieved from Council at the completion of any session at the CAO's discretion.
- 17.5 A motion to go into a closed/In-camera Session shall include the section(s) of the ATIA allowing Council to move In-camera and the names or titles of the individuals who are not members of Council who will be in attendance and shall include the details of which matters they will be in attendance for. The Minutes will reflect when a person who is not a Member joins or leaves an In-camera Session. i

**18. Minutes of the Meeting**

- 18.1 The CAO will prepare a written record of all Meetings that includes:
- 18.1.1 The names of the Members present at and absent from the Meeting, and the CAO and/or delegated authority and staff present, or any portion thereof;
- 18.1.2 Under the Agenda section "Delegations", a brief description of the subject matter;
- 18.1.3 In all other sections, only the names of the persons presenting and Motion(s) will be recorded.
- 18.1.4 For all Motions put to a vote, the Minutes will show which Member moved the Motion and how each Member voted, either in favour or opposed, or if a member was absent or abstained from voting on the Motion;
- 18.1.5 All decisions and other proceedings;
- 18.1.6 The names and municipality of residence of members of the public who speak to an item;
- 18.1.7 Any abstentions made under the MGA by any Member and the reason for the abstention;

  
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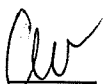
  
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- 18.1.8 Any abstentions made as a result of a Pecuniary Interest or Conflict of Interest and the reason for the abstention;
- 18.1.9 If a Member arrives late to a Meeting, leaves before it is adjourned, or is temporarily absent from the Meeting, the Meeting Minutes will reflect the absence and duration.
- 18.1.10 Provision for the signatures of the Chair and the CAO.
- 18.2 Original signed Minutes and Agendas of the Meetings are held permanently as per the Westlock County Record Retention Schedule.
- 19. Electronic Recording of Proceedings**
- 19.1 The CAO shall keep an electronic record of all Regular Meetings of Council, except during breaks and those portions of meetings held In-camera.
- 19.2 At the start of the Meeting, the Chair notifies those present that the Meeting is being recorded and will be made available on the County's website.
- 19.3 An electronic recording will be made available to the public by posting it to the County's website within three (3) business days following each meeting of Council.
- 19.4 One electronic recording for each meeting will be retained for three (3) years.
- 19.5 A Member may make a Motion requesting that the Minutes be amended to correct an inaccuracy or omission; however, the CAO or Municipal Clerk shall be advised of the challenge to the Minutes before the meeting at which they are officially adopted, to allow the CAO or designate to review the electronic recording.
- 19.6 Use of any electronic recording devices, including but not limited to digital cameras, standalone video cameras, Internet accessible webcams, video recorders, audio recorders, and software designed to monitor activities in Council, the press, or public may be prohibited at the discretion of the Chair.
- 19.7 During an In-camera Session, the use of all electronic devices for recording purposes, including cell phones, will not be permitted.
- 19.8 The official record of a Meeting are the Minutes, not the recording.
- 20. Motions**
- 20.1 Every Motion of Council shall be recorded in writing by the CAO.
- 20.2 Should a Motion be introduced that is not included in a recommendation or report to Council, the wording of the Motion shall be recorded and displayed in Council Chambers in such a manner that all members of Council are able to view the wording of the proposed Motion prior to the Question on the Motion being put by the Chair. The Chair shall read out the introduced Motion in the event that any Member is in attendance via electronic means.
- 20.3 A Member may move a Motion whether or not the Member intends to support it.
- 20.4 A seconder to a Motion is not required.

  
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- 20.5 Whenever the Chair is of the opinion that a Motion is contrary to the rules of privileges of Council, the Chair shall apprise the members thereof without proposing the question and shall cite the rule of authority applicable to the case without argument or comment.
- 20.6 After any matter has been decided, any Member that voted on the prevailing side of the vote, at any time prior to the end of the meeting at which such matter was decided, may:
- 20.6.1 Move for a reconsideration of the matter at the same meeting, or
  - 20.6.2 Give notice of a Motion of reconsideration of the matter, with such Motion to be considered at the subsequent meeting of Council.
- 20.7 Within six (6) months of a decision being made by Council, any member may at a regular meeting of Council, move for a reconsideration of the matter providing that no action has been taken by Administration or Council to carry into effect the decision of Council.
- 20.8 If a notice as provided for in item 20.6.2 hereof is given, no action shall be taken to carry into effect the decision of Council until after the Motion for reconsideration has been disposed of at a subsequent meeting.
- 20.9 If the member who gave notice of the Motion for reconsideration is not in attendance at the subsequent meeting, the Chair shall declare the notice of the Motion for reconsideration not accepted.
- 20.10 A matter shall only be reconsidered once in any calendar year.
- 20.11 Notwithstanding sections 20.7 and 20.10 hereof, a Motion may be reconsidered after a general election.
- 20.12 After a Motion has been stated or read, it is deemed to be in possession of Council, but it may be withdrawn by the originator of the Motion prior to the Question being put to the members by the Chair. A withdrawn Motion will not be recorded.
- 20.13 When any Motion is under consideration, no other Motion may be received except to:
- 20.13.1 Postpone the original Motion to another Meeting; or
  - 20.13.2 Postpone the original Motion indefinitely; or
  - 20.13.3 Refer or defer for further information or feedback; or
  - 20.13.4 Amend the original Motion.
- 20.14 Motion amendment procedures are as follows:
- 20.14.1 When a member moves to amend a Motion, the Chair shall state the original Motion followed by the amendment and then shall propose the question of the amendment to Council;
- 20.15 If such a question is resolved in the negative, the Chair shall again propose the main question and debate may ensue thereon, or other amendments may be submitted by members other than the Member who moved the defeated amendment;

  
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20.16 If such a question is passed in the affirmative, the Chair shall then propose the main question as amended. Members may move other amendments, subject to the limitation set forth in the following section:

20.16.1 Only one amendment shall be allowed to an amendment, and an amendment once rejected by Council cannot be moved a second time.

20.17 Amendments to Motions shall be put to Council in the reverse order to that in which they are moved. In other words, when there is a main Motion, an amendment, and an amendment thereto, the Motion and amendments shall be put to Council in the following order:

20.17.1 The amendment to the amendment;

20.17.2 The amendment to the main Motion;

20.17.3 The main Motion.

## **21. Friendly Amendments to Motions**

21.1 A Member may make minor changes to the wording of the Motion, or accept any minor changes proposed by another Member, if the changes do not alter the intent of the Motion and the Members present must unanimously consent to the changes.

21.2 Friendly amendments may be proposed by a Member or requested by a Member while speaking on or debating a Motion.

21.3 If a friendly amendment is not accepted by the mover of the Motion or does not receive the unanimous consent of the Members present, then a Member may move a Motion to amend the Motion.

21.4 Friendly amendments are not recorded in the Meeting Minutes, and the mover of the original Motion is still considered the mover after any friendly amendments are made to the Motion.

## **22. Question Period, Discussion, Debating Motion, Closing Debate, and Voting**

22.1 Once Administration has presented an item to Council and has returned the meeting to the Chair, the Chair will then call for any questions from Members of Council in a roundtable fashion for up to three times, if necessary.

22.2 Should no further questions be asked, the Chair will then call for a Motion.

22.3 After a Motion has been moved by a Member, each Member is provided an opportunity to speak on the Motion in a roundtable fashion for up to three times before it is voted on.

22.4 While a Motion is being debated and considered, no other Motion may be made except for the following:

22.4.1 Amend the Motion;

22.4.2 Amend the amendment to the Motion;

22.4.3 Refer to the main Motion;

  
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- 22.4.4 Table the main Motion;
- 22.4.5 Call the question;
- 22.4.6 Postpone the original Motion definitely to another Meeting;
- 22.4.7 Postpone the original Motion indefinitely;
- 22.4.8 Refer or defer the original Motion for further information or feedback;
- 22.4.9 Move a Motion which has privilege
  - 22.4.9.1 A Motion to recess;
  - 22.4.9.2 A Motion to adjourn;
  - 22.4.9.3 A Motion to set time for adjournment;
  - 20.4.9.4 A point of privilege.

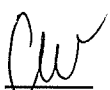
22.5 Once Members of Council have all had an opportunity to debate the Motion, the debate will then be closed, and the Chair will ask for a vote on the Motion.

### **23. Tabling a Motion**

- 23.1 A Member may move to table a matter or Motion and all pending amendments to the Motion either temporarily or indefinitely (sine die) with the intention of bringing the matter or motion back for consideration at a later date or time.
- 23.2 A Motion to table:
  - 23.2.1 Must include a set date or time;
  - 23.2.2 Is only debatable with respect to the date or time;
  - 23.2.3 Takes precedence over other motions related to the matter or Motion being tabled;
  - 23.2.4 Cannot be amended; and
  - 23.2.5 Cannot be tabled more than once in any calendar year.

### **24. Motion to Rescind**

- 24.1 A Member may move to rescind a Motion previously passed. If passed, the Motion to rescind renders the original Motion null and void.
- 24.2 A Member must submit a Notice of Motion to rescind a Motion if that Motion was considered at a previous Meeting and the same matter is not included on the Agenda.
- 24.3 A Motion to rescind does not undo any actions that have been taken as a result of the original Motion being passed;
- 24.4 A Motion to rescind is debatable only on the merits of the original Motion that is proposed to be rescinded.

  
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## **25. Notice of Motion**

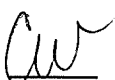
- 25.1 A Notice of Motion must be used to introduce a new matter for consideration by Council that does not appear on the Agenda.
- 25.2 A member of Council wishing to introduce a matter that is not formally on the Agenda must advise the Reeve and CAO, in writing, at least five (5) business days prior to the Agenda review prior to the Meeting at which the Notice of Motion is to be given and provide sufficient detail such that the subject matter of the motion and any proposed action can be determined.
- 25.3 A Notice of Motion shall be given at a meeting of Council held at least twelve (12) days before the meeting at which the Motion is to be debated.
- 25.4 A Notice of Motion shall state the date of the Regular Council Meeting at which the Motion will be made.
- 25.5 No action will be taken on a Notice of Motion until said Motion has been passed in a Regular Council Meeting.
- 25.6 A Notice of Motion cannot be made at a Special Council Meeting.
- 25.7 The proposed Motion provided in the Notice of Motion will not be considered or debated until a Councillor moves the Motion provided in the Notice of Motion.

## **26. Voting**

- 26.1 Members shall indicate their vote openly and individually by raising their hand when the Chair puts the vote for either "those in favour" or "those opposed".
- 26.2 All votes will be recorded, and the Minutes will indicate how Members voted or if they abstained or were absent.
- 26.3 A Motion is carried when a simple majority of Members present at the Meeting vote in favour of the Motion, unless otherwise specified in the MGA or in this Bylaw.
- 26.4 A Motion is lost when the vote does not receive the required number of votes to pass or when the vote is tied.
- 26.5 After the Chair declares the result of a vote, Members may not change their vote for any reason.

## **27. Loss of Quorum**

- 27.1 If a Motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with at the next regular Meeting.
- 27.2 If Council is unable to achieve Quorum at any Meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order to deal with the issue as outlined in the MGA.

  
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- 27.3 If at any time during a Meeting Quorum is lost, the Meeting shall be recessed and if Quorum is not regained within fifteen (15) minutes, the Meeting shall be deemed to be adjourned.

## **28. Meeting Proceedings**

- 28.1 All discussion, questions, and debate at a Meeting must be directed through the Chair.
- 28.2 No Member may speak unless and until they are recognized by the Chair.
- 28.3 The Chair rules on Points of Order and Points of Privilege. A ruling by the Chair may be challenged by a Member, in which case a vote is taken by the Members to either uphold or overturn the ruling of the Chair.
- 28.4 Points of Order, Points of Privilege, rulings made by the Chair, and challenges to a ruling made by the Chair are not recorded in the Meeting Minutes.
- 28.5 Unless otherwise permitted by the Chair, Members may speak up to three times in a round table manner on any Motion.
- 28.6 The Chair may allow a Member to speak more than three times on a matter in the following circumstances:
- 28.6.1 To clarify or further explain previous remarks by a Member if misunderstood;
  - 28.6.2 In the case of the mover of a Motion, to respond to questions about the Motion directed through the Chair; and
  - 28.6.3 To allow the mover to close debate on a Motion after the Chair has allowed for discussion on the Motion and all other Members were provided an opportunity to speak to the Motion.
- 28.7 Members may speak on a matter for a maximum of ten (10) minutes unless otherwise permitted by the Chair.
- 28.8 If a Member is unable to attend a Meeting, that Member must advise the Chair of their absence and the reasons for their absence, if possible.

## **29. Council's Boards, Commissions, and Committees**

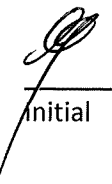
- 29.1 Council may, by bylaw , establish any other Board, Commission, Committee, or sub-Committee to carry out the orderly and efficient handling of County affairs.
- 29.2 Council may create a new Board, Commission, or Committee for the following reasons:
- 29.2.1 There is a legislated requirement or provincial mandate; or
  - 29.2.2 A community project or issue requires it.
- 29.3 Council may also appoint Council Members to these types of Boards, Commissions, or Committees that are not created by Council:
- 29.3.1 Joint;
  - 29.3.2 External.
- 29.4 The membership of the Committees will be determined as follows:

  
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- 29.4.1 Membership of Councillors, except the Reeve, is for a total of one year on a Committee as determined at the Organizational Meeting.
- 29.4.2 If a Councillor vacates the office of Councillor during the term of office:
  - 29.4.2.1 The Person elected as Councillor in a by-election shall take the place of the vacating Councillor on Committee membership until the next General Election or Organizational Meeting, unless the Reeve determines the committees for the newly elected Member; or
  - 29.4.2.2 If no by-election is held, Council may appoint another Councillor to fill the vacancy.
- 29.5 The general duties and responsibilities of Committees are as follows:
  - 29.5.1 Each Committee shall elect a Chair from among the members of the Committee at the first meeting after each Organizational Meeting.
  - 29.5.2 If a Committee is unable to elect a Chair, then Council must select the Chair from among the members of the Committee at the next regular Council Meeting.
  - 29.5.3 The members of a Committee shall elect a Vice-Chair who will preside at meetings of the Committee in the absence of the Chair.
  - 29.5.4 If neither the Chair nor Vice-Chair is present at a Committee meeting, the Committee must elect a Chair from among its members for that meeting.
  - 29.5.5 The duties of all the Committees will be mandated by Bylaw or Motion as desired by Council.
- 29.6 Members may attend meetings of Committees of which they are not members but shall not take part in any discussion or debate in such meeting except by permission of a majority of the members of the Committee present.
- 30. Member Appointments to Council's Boards, Commissions, and Committees**
  - 30.1 Appointments of Members to serve on Council's Boards, Commissions, Committees, and other bodies on which County Council is entitled to representation shall be made yearly at the Organizational Meeting.
  - 30.2 Council shall enter an In-camera Session to consider appointments.
  - 30.3 Upon leaving the In-camera session, Council shall report back in open session and appoint Members of the various Boards, Committees, Commissions, and other bodies.
- 31. Citizen Appointments to Council's Boards, Commissions, and Committees**
  - 31.1 Appointments of citizens to serve on Council's Boards, Commissions, and Committees on which citizens are entitled to serve shall be made yearly at the Organizational Meeting.
  - 31.2 Prior to the Organizational Meeting, Administration shall:

  
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- 31.2.1 Canvass currently serving citizens regarding re-appointment;
- 31.2.2 Advertise for new citizens wishing to serve.
- 31.3 Citizen appointments by Council to one of its Committees shall be subject to the following requirements:
  - 31.3.1 Written confirmation of interest and willingness to continue serving be received from current appointees prior to the Organizational Meeting;
  - 31.3.2 Written confirmation of interest and willingness to serve received from new applicants prior to the Organizational Meeting;
  - 31.3.3 When a vacancy is created by a resignation mid-term, Council may appoint a new citizen to fill the remaining term;
  - 31.3.4 A citizen may be disqualified if the citizen has three (3) unexcused absences annually from regular meetings.
- 31.4 Council shall enter an In-camera Session to consider appointments.
- 31.5 Upon leaving the In-camera Session, Council shall report back in open session and appoint citizens to the various Committees of Council.

## **32. Petitions**

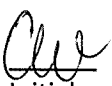
- 32.1 Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the MGA or other applicable legislation.

## **33. Review**

- 33.1 This Bylaw shall be reviewed at least once in every Council term.

## **34. Miscellaneous**

- 34.1 Consolidation of Bylaws
  - 34.1.1 The CAO may consolidate a bylaw by incorporating all amendments to it into one bylaw. The consolidated version shall be marked as a "Consolidated Version", and the original bylaw and all amending bylaws shall be retained for the Corporate Record.
- 34.2 Editorial
  - 34.2.1 The CAO may make the following changes to bylaws, policies, agendas, minutes, or resolutions to:
    - 34.2.1.1 Correct spelling, punctuation, numbering or grammatical errors, or errors that are of a clerical, typographical, or similar nature;
    - 34.2.1.2 Make a correction, if it is clear both that an error has been made and what the correction should be, and would not impact or alter the intent of the document.
  - 34.2.2 The CAO shall provide notice of the changes made under clause 34.2 in the manner that they deem appropriate.

  
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34.2.3 No legal significance shall be inferred from the timing of the exercise of a power under this section.

34.3 Best Practices

34.3.1 Members of Council should be using only their Westlock County provided computers/iPads and email for all Councillor and County-related business . Personal computers/iPads and emails should not be used for County business.

34.3.2 Members of Council should make best efforts to attend all meetings on time and in their entirety and should avoid leaving midway through an item being discussed such that they would avoid voting on any Motion.

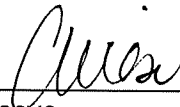
**35. Severability**

35.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

**36. Repeal**

36.1 Bylaw 44-2023 and any amendments thereto are hereby repealed.

**READ A FIRST TIME THIS 9th DAY OF December, 2025.**

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

**READ A SECOND TIME THIS 13th DAY OF January, 2026.**

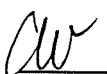
  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

**READ A THIRD TIME AND PASSED THIS 13<sup>th</sup> DAY OF January, 2026.**

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer

  
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