

**BYLAW NO. 10-2025**  
**OF THE TOWN OF BRUDERHEIM**  
**(Hereinafter referred to as the “Municipality”)**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF BRUDERHEIM IN THE PROVINCE OF ALBERTA**

**PURSUANT** TO Section 145 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended: (1) A Council may, by bylaw establish the procedures to be followed by the council. (2) A council may, by bylaw, establish council committees and other bodies. (3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

**WHEREAS** Council deems it necessary to regulate the procedure and conduct in meetings or Council and Committees established by Council.

**NOW THEREFORE** pursuant to the authority of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Bruderheim duly assembled enacts:

**1. TITLE**

This Bylaw is known as the “Procedure Bylaw.”

**2. DEFINITIONS**

For the purpose of this Bylaw:

- a. “Act” means the Municipal Government Act, R.S.A 2000, M-26, as amended.
- b. “Administration” means staff of the Town of Bruderheim.
- c. “Chair” means the Mayor, Deputy Mayor or presiding officer who presides over Council and Committee meetings.
- d. “CAO” means Chief Administrative Officer for the town of Bruderheim or an individual formally designated by the CAO to act on their behalf during an absence or as otherwise directed, who shall assume the corresponding powers, duties, and responsibilities of the role.
- e. “Council” and “Councillor” means all elected officials in the Town of Bruderheim, including the Mayor.
- f. “Councillor Inquiries” is the period of time on the agenda when Councillors may make information requests, program requests, or provide notice of motion.
- g. “Information Requests” is an inquiry that can be dealt with either at a meeting or may require some interpretation of current policies, bylaws, or budget but can be responded to within ten (10) business days. Where the CAO or designate provides information to a councillor, the information must be provided to all other councillors within 72 hours of the information being provided to the councillor. The CAO may refuse to provide information if it is personal or confidential information that cannot legally be shared (e.g., protected under POPA), in which case the CAO must provide reasons to all councillors for the refusal.
- h. “Program Request” is a request from a councillor which:
  - a) Has political budgetary or policy impacts; and
  - b) Involves a significant amount of administrative time and resources to respond effectively to; and
  - c) Requires a council resolution for approval before any work is initiated.
- i. “In Camera” “Closed Meeting” means a portion of a Council meeting that is closed to the public and the press consistent with the requirements of the MGA Section 197. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting

is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.

- j. "Meetings" means duly constituted regular or special open meeting of Council where bylaws and resolutions are formally ratified.
- k. "Member" means a member of Council or Committee.
- l. "Livestream" means audio and video footage is captured and streamed live via the internet, such that the content being streamed is not pre-recorded but filmed and streamed on the internet when it's happening.

### **3. APPLICATIONS**

This bylaw applies to the procedures and conduct of business at:

- a. All council meetings; and
- b. All committee meetings, except:
  - a) When Council has granted permission to a committee to establish its procedures.
- c. Public hearings
- d. If a question relating to the procedure of Council is not answered by the Act or this bylaw, the answer to the question is determined by referring to the most recent revision of Robert's Rules of Order Newly Revised.

### **4. CONDUCT**

#### **Conduct of Members**

##### **The presiding Chair Shall:**

- a. Maintain order and decorum at all meetings.
- b. Rule on points of order, citing the applicable government rule or authority, without debate or comment.
- c. Recognize who has the right to speak, rule on motions and call members to order as required.
- d. Encourage questions, treating them impartially and with sound judgement.
- e. Start the meeting on time.

##### **Members Shall:**

- a. Carry out required duties to the best of their ability and be accountable for their decisions and strive to create a courteous, respectful environment.
- b. Always show respect for all participants and guests.
- c. Actively participate in meetings with the intent of arriving at the best solution for the Town of Bruderheim.
- d. If any member acts contrary to section 4, he or she may be called to order by the Chair.
- e. Members who persist in a breach of the section after having been called to order by the Chair may at the discretion of the Chair be ordered to leave the meeting by the Chair.
- f. Following an apology, the Chair may decide to allow a member to resume participation in the meeting.
- g. A member who leaves a meeting before adjournment shall advise the Chair and the departure time shall be recorded in the minutes.

##### **Members of the Public**

- a. Any individual addressing a meeting shall not:
  - a) Shout, use profane, vulgar or offensive language
  - b) Speak on a matter, not before the meeting.
  - c) Make personal comments about any staff or Council member or any other person while using offensive language, charge deliberate misrepresentation or use any language intending to hold another member up to contempt.

- d) Speakers shall obey the approved rules of order and may be called to order by the Chair if they do not at which they must immediately stop speaking unless permitted to explain.
- e) Members of the public who constitute an audience at a meeting shall maintain order and quiet. They shall not applaud or otherwise interrupt any speech or action of the members.
- f) The Chair may direct that any person in the audience who creates a disturbance during a meeting leave immediately and if that person does not leave the Chair may have them removed.

## **5. NOTICE OF MEETINGS**

### **In accordance with Sections:**

- a. 193(1) of the Act, A council may decide at a council meeting at which all the councillors are present to hold a regularly scheduled council meeting on specified dates, times and places.
  - b. 193(2) of the Act, Notice of regularly scheduled meetings need not be given.
  - c. 193(3) of the Act, If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
    - (a) To any councillors not present at the meeting at which the change was made, and
    - (b) To the public.
  - d. 194(1) The chief elected official
    - (a) May call a special council meeting whenever the official considers it appropriate to do so, and
    - (b) Must call a special meeting if the official receives a written request for the meeting, stating its purpose, from majority of the councillors.
- (2) A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.
- (3) The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place which it is to be held.
- (4) A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public is at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.
- (5) No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

### **Council deems that providing notice in the following manner is sufficient pursuant to Section:**

- a. 196(1) A councillor or member of a council committee is deemed to have received sufficient notice of a council or council committee meeting if the notice was given by a method approved by the council.
- b. 196(2) The public is deemed to have received sufficient notice of a council or council committee meeting if the notice was given by a method approved by the council.

### **Notice shall be given by:**

- a. Posting notice on the Town of Bruderheim Website; and
- b. Social media; and
- c. Electronic notification system.

## **6. MEETINGS**

### **Council Meetings**

#### **All Council and Committee meetings shall:**

- a. Be open to the public, except for any Closed Session portions.
- b. Held in accordance of the Act.
- c. Have recorded minutes.

#### **Organizational Meeting**

Council must hold an Organizational Meeting annually in accordance with the Act no later than 14 days after the 3<sup>rd</sup> Monday in October. At the Organizational Meeting council must:

- a. Establish a process for determining which councillors will serve as Deputy mayor throughout the year.
- b. Appoint members of council to committees, any vacant appointments remaining after the Organizational Meeting will be referred to a subsequent regular or special council meeting.
- c. Must conduct any other business as identified within the Organizational Meeting agenda.

#### **Regular Meetings of Council**

Regular meetings of council shall be held on the first and third Wednesday of each month at 7:30 p.m. at the Council Chambers with exception that:

- a. When the meeting falls on a holiday, the meeting shall be held on the first following non-business day.
- b. The second meeting in July will be cancelled; and
- c. The first meeting in August will be cancelled; and
- d. There will be one meeting in December; and
- e. Any meeting may be cancelled or postponed by the resolution of the council.

#### **Special Council Meeting**

- a. A special meeting may be called in accordance with the Act.
- b. Where a special meeting is requested by most of council, it shall be called within fourteen (14) days of the date on which the request was made.
- c. The Mayor may call a special council meeting when appropriate and must call a special council meeting on written requests, stating its purpose from the majority of councillors.
- d. The CAO shall give notice of the special meeting a minimum of twenty-four (24) hours before the meeting date by email or by telephone to each councillor and publish the notice.
- e. The Mayor may call a special meeting with less than twenty-four (24) hours notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to do this in writing before the beginning of the meeting.
- f. Special meetings shall only deal with the matter stated on the notice of the meeting.

### **Committees**

- a. Council may establish committees as necessary under the Act and may by bylaw set out terms of reference for each.
- b. Council shall review the terms of reference in the second year of the councillor's term of office.
- c. Council may appoint members to a committee as follows:
  - a) Council member appointments to a committee shall be made at the organizational meeting.
  - b) Public member appointments shall be made as needed.
- d. The general responsibility of any committee shall be to analyze any and all matters placed before it and indicate to council by recommendation the ways

and means of dealing with said matters before it and to advise the course of action which in its considered opinion is necessary and expedient and shall include without limiting the said general responsibilities directed to it by council.

**Committees shall:**

- a. Establish the date, time and location of the meetings.
- b. Provide minutes and any written reports of the committee activities to council regularly for approval.
- c. Review and make recommendations to council (annually) on all bylaws and policies dealing with the subject matter to that committee.

**Committees shall not:**

- a. Have the power to pledge the credit of the Town or commit the Town to any particular action.
- b. Pass resolutions other than a motion to report to or make recommendations to council.

**Quorum**

- a. A quorum for meetings shall be a simple majority of the whole council or committee.
- b. For the council, if a quorum is not present within 30 minutes of the start time set for a council meeting, the CAO or designate shall record the names of the members present and council shall stand adjourned until the next regular council meeting.
- c. If a quorum is not present within 15 minutes of the start time set for a committee meeting, the meeting will be rescheduled.
- d. If a quorum is lost at any time during a meeting, the meeting will be recessed. If quorum is not achieved again within 15 minutes, the meeting will be deemed to be adjourned unless a resolution was passed prior to losing the quorum to extend the recess period.

**Rules of Order**

- a. The conduct of all Town business is controlled by the general will of the members, the right of majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation constructively and democratically of the issues involved.
- b. At no time is it intended that undue strictness of adherence to the rule of order intimidate members or limit full participation.
- c. Each individual wishing to address a meeting shall first be recognized by the Chair. The first person to raise a hand and address the Chair when the person speaking has finished and to be recognized by the Chair has the floor. Speaking while the other is still speaking is out of order, except to make a point of order or to make a point of personal privilege.
- d. Debate begins when the Chair states the motion or resolution and asks, "Are you ready for questions?" if no one initiates discussion, the Chair calls for the vote.
- e. No member can speak twice to the same issue until everyone who wishes to have spoken on it once.
- f. All remarks must be directed to the Chair and be courteous.
- g. Individuals who arrive late for meetings shall only have prior discussion reviewed for them with unanimous consent of all the members present.
- h. The meeting must be adjourned.

**Closed Session**

- a. At the discretion of the Chair or the majority of the members, a meeting may go to a closed session subject to the following procedural requirements:

- a) A motion is required to go into closed session and must include the basis on which the part of the meeting is to be closed. Disclosure of applicable POPA and ATIA sections must also be recorded in the minutes.
  - b) A motion is required to return to open session.
  - c) The times when the meeting goes to a closed session and returns to open session recorded in the minutes.
- b. The closed portion of the meeting will:
  - a) Be chaired by the same person chairing the rest of the meeting.
  - b) Be held without the presence of the public unless the Chair invites one or more members of the public to participate in the closed session.
- c. No recording permitted during the closed portion of the meeting.
- d. The council shall not pass resolutions or bylaws during the In-camera sessions. Any decisions reached by consensus during the closed session must be passed as motions when the regular meeting resumes.
- e. What is discussed in a closed session must remain confidential and may not be addressed at any other time or place unless brought forward as a motion and recorded in the regular meeting minutes.

#### **Electronic Recording of Proceedings**

- a. The facilities enable the public to watch and/or listen to the meetings at the place specified through the Towns electronic notification system, website and social media.
- b. The facilities disable the meeting participants' chat and video features unless directed by the Chair.
- c. Recording a meeting by a member of the public or media by electronic or other means is allowed unless, at the sole determination of the Chair the recording is determined to be disruptive to the process or if the recording will inhibit or discourage any member or the public from fully participating in the meeting, in which case the Chair may prohibit the recording of the meeting.
- d. Administration may record the meeting for the purpose of preparing the minutes.

#### **Electronic Meetings**

- a. A meeting may be conducted using electronic or other communication features if:
  - a) Notice is given to the public of the meeting, including the way in which it is to be conducted.
  - b) 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
  - c) The facilities disable the participants of the meeting from watching or hearing each other.
  - d) There is a secure means by which the meeting participants can join and participate in the meeting.
  - e) All participants must identify themselves by given surname through their usernames , the Chair may consider them absent if given and surname are not made available.
  - f) Members participating in a meeting electronically must have their cameras off unless otherwise permitted by the Chair.
  - g) The Chair must be physically present to preside over a meeting or a hearing that is being held electronically. If the Chair wishes to participate in the meeting electronically, they must vacate that position for that meeting or hearing.
  - h) The chair has the authority to end electronic participation to a member's electronic participation in an electronic meeting or hearing

if in their determination, it is disruptive to the meeting or hearing, or the location of the member is not secure or appropriate.

- i) When a vote is called, council members attending the meeting by means of electronic communications shall be asked to state their vote and shall be a recorded vote.
- j) The Chair shall announce to those in attendance at the council meeting that a council member is attending the meeting by means of electronic or other communications.
- k) The Chair has the sole authority to deny the use of the electronic meeting if in his/her opinion is disruptive to the council meeting and is in his/her opinion not secure.
- l) Anyone intending to speak at a public hearing must register with the CAO or designate by 4:00 p.m. on the day prior to the public hearing if they wish to participate by electronic means.
- m) Members participating in a meeting held by electronic means are deemed to be present at the meeting.
- n) A maximum of three (3) members may participate in a meeting held by electronic means.
- o) Members participating in a closed session by electronic means may participate by swearing and affirming an affidavit supplied by administration and satisfying all other procedural safeguards to ensure confidentiality.
- p) Members may participate electronically in any meeting or committee meeting at most five (5) times over one (1) year.

#### **Public Hearings**

- a. Public Hearings must be held in accordance with Section 216.4 of the Act.
- b. On a matter included in the agenda of a regular or special council meeting for the purpose of a public hearing, any individual or delegation may appear without prior notice.
- c. The Chair shall call three (3) times for appearances from the gallery and upon receiving no response shall declare the public hearing closed.
- d. Members may upon recognition of the Chair direct questions to a delegate or administration but at no time shall a debate be entered into.
- e. Requirements for advertising must meet the requirements Section 606 and 606.1 of the Act.

#### **Delegations**

- a. Any person or delegation wishing to appear before council or committee or to address an agenda item not designated as a public hearing shall give written notice to the CAO or designate by noon on the day before the meeting day.
- b. An instructional sheet setting out meeting procedures and protocol shall be supplied to anyone wishing to address a council or committee meeting.
- c. Any person or delegation addressing Council shall state their name (s), address (s) and the purpose of the presentation.
- d. Delegations shall speak only on the matters they have submitted to the council and included on the agenda.
- e. Delegations may be limited in the permitted time but shall generally be allowed fifteen (15) minutes for their presentation and discussion which can be extended or decreased at the discretion of council.
- f. Approval of a delegation is subject to the Mayor's or CAO's discretion.

#### **Conflict of Interest and/or Pecuniary Interest**

Pecuniary Interest and Conflict of Interest must meet the requirements of Section 169, 170, 171, 172, 172.1 and 173 of the Act.

**Chairperson**

The Mayor must preside as Chair when in attendance at a council meeting unless the Mayor has asked to step down as Chair, in which case, the Deputy Mayor or Acting Mayor or another Councillor must be called to take the Chair.

**Motions and Debate****Rights in debate:**

- a. Members including the Chair may enter debate once a motion is on the floor, subject to the following:
  - a) When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak first and the other members.
  - b) When two (2) or more members wish to speak, the Chair shall name the member to speak first.

**Motions:****The following procedural requirements apply to all motions:**

- a. A main motion brings new business (the next item on the agenda) before the assembly.
- b. Council or committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.
- c. After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the council or committee and may only be withdrawn by majority consent of the members present.
- d. Every motion or resolution shall be stated or read by the mover who shall speak first to the motion and close the debate on the motion.
- e. Any member may ask to have the motion under discussion read again at any time during the debate but may not interrupt the speaker to do so.
- f. The mover of a motion may speak and vote for or against the motion.
- g. When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.
- h. No motion other than an amending motion or motion to table shall be considered until any motion already before the meeting has been disposed of.
- i. Notice of motion may be given (and shall be given verbally and in writing to all members present) at any regular meeting specifying the entire content of the motion to be considered but may not be dealt with at that meeting. The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall be put on the agenda for the next regular meeting unless otherwise instructed.

**Voting**

- a. Once a motion has been put to a vote, no member shall debate further on the matter or speak any words except to request that the motion be read aloud.
- b. When a question is put to vote, no member shall leave council chambers until the vote is taken.
- c. Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
- d. Except where the person is required or permitted to abstain from voting under the Act or any other legislation.
- e. A recorded vote on any matter will occur only when requested prior to the call of the motion.



### **Bylaws, Resolutions and Policies**

- a. Draft Bylaws and policies shall be prepared by appropriate committee or administration at the request of council or a committee and reviewed by the relevant committee before being presented for approval. The Agenda Packages shall include copies of the drafts according to Town procedure.
- b. Before the bylaw is passed, it shall, in accordance with the Act have three (3) distinct and separate readings before it's adopted. Still, no more than two (2) readings may take place at any council meeting unless unanimous consent is received before the third (3<sup>rd</sup>) reading.
- c. Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- d. When all amendments (if any) have been accepted or rejected the motion for a second (2<sup>nd</sup>) reading of the bylaw as presented or amended shall be considered.
- e. When a bylaw has received a third (3<sup>rd</sup>) reading and has been passed the Mayor shall declare the bylaw adopted and it becomes a municipal enactment, effective immediately unless the bylaw itself provides otherwise.
- f. Resolutions or motions shall come into effect as soon as they are passed unless they contain deferred implementation.
- g. Policies shall be presented for discussion and passed by a simple majority and shall come into effect as soon as they are passed unless they contain a deferred implementation.

### **Upon being passed:**

- a. A policy shall be signed by the CAO.
- b. A bylaw shall be signed by the Chair of the meeting at which it was passed and by the CAO and shall be embossed with the corporate seal of the Town.

## **7. AGENDA, ORDER OF MINUTES**

### **Agendas for Council Meetings**

- a. The CAO shall be responsible for preparing council meeting agendas, including input from participants, town staff and previous meetings.
- b. Council meeting agendas shall be made available to members and the public at least three (3) business days, Friday, prior to the time of the meeting on the Town of Bruderheim Website.
- c. Only business listed in the agenda shall be undertaken at a council meeting unless a resolution to change it is unanimously passed.
- d. Council meeting agenda items and applications from delegations shall be accepted up to Wednesday noon prior to the meeting and approved at the discretion of the CAO.

### **Order of Business**

Council meetings shall use the following order of business unless changed by unanimous consent:

- a. Call to Order
- b. Public Hearing
- c. Additions/Deletions/ Changes to the Agenda
- d. Adopt Agenda
- e. Council Information
- f. Adopt Minutes
- g. Council Information
- h. Bylaws
- i. Policies
- j. Request for Decision
- k. Reports
  - a) Council Committee Reports
  - b) CAO Report

- c) COO Report
- l. Correspondence and Information Items
- m. Briefing Notes
- n. Other Correspondence
- o. Closed Session
- p. Open Session
- q. Adjournment

**Minutes**

- a. Minutes of all meetings shall be recorded in accordance to the Act.
- b. At every regular council and committee meeting, minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
- c. Minutes shall include resolutions to go to closed session, out of closed session and to adjourn the meeting.

**8. REPEAL**

Town of Bruderheim Bylaws 10-2024, 03-2025 and 09-2025 are hereby repealed upon Third and Final Reading of Bylaw 10-2025.

**9. ENACTMENT**

This Bylaw shall come into full effect at the beginning of the day it receives it's Third and Final Reading.

READ a First time this 17<sup>th</sup> day of December 2025.

READ a Second time this 17<sup>th</sup> day of December 2025.

READ a THIRD time this 17<sup>th</sup> day of December 2025.

Original Signed  
Mayor

Original Signed  
Chief Administrative Officer