



Town of Milk River

COUNCIL PROCEDURES

BYLAW NO. 1090-26

A BYLAW OF THE COUNCIL OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO ESTABLISH RULES AND PROCEDURES FOR THE CONDUCTING OF ORDERLY COUNCIL MEETINGS. NOW THEREFORE, the Council of the Town of Milk River duly assembled hereby enacts as follows:

DEFINITIONS

1. For the purposes of this bylaw, the following terms shall be defined as meaning:
 - 1.1. **Electronically (held meetings)** – means either virtually via video conferencing software or teleconference system.
 - 1.2. **Chair** – for the purposes of this bylaw, the chair shall refer to the meeting chair, which normally shall be the Mayor, or in their absence, the deputy mayor, or whomever is appointed to chair a specific Council meeting.

PURPOSE

2. The purpose of this bylaw is to establish rules to follow in governing Town of Milk River Council Meetings.
3. The following meetings are carried out in accordance with the *Municipal Government Act (MGA)*.
 - 3.1. Council Meetings & Special Council Meetings
 - 3.2. Organizational Meetings
 - 3.3. Public Hearings
4. All references to Chief Administrative Officer (CAO) will be taken to also mean any designate as delegated and directed by the CAO.
5. Public Hearings, Pecuniary or Conflict of Interests, shall be addressed in accordance with the MGA, for which Council will be advised on process and procedures by the CAO.

SPOKESPERSON

6. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor, or any member appointed as “acting” in such roles

MEETING CHAIR

7. The Mayor shall be the Chair of all Council Meetings unless absent, and in that event, the Deputy Mayor will act in their stead. Where both the Mayor and Deputy Mayor are absent, Council shall appoint one of the remaining members to chair that meeting by motion.
8. The meeting chair presides over the meeting, the order of business, and the conducting of Council business, and therefore will also rule on any points of order that are raised.



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SCHEDULE

9. The days and times of Regular Council Meetings shall be set by resolution at the Organizational Meeting each year. Other meetings as needed may be set by motion of Council or at the call of a Special Council Meeting, in accordance with the MGA.
 - 9.1. The meeting schedule may be amended in any way, including the addition or cancellation of meetings, by motion of Council.

QUORUM

10. The majority of all the Councillors that comprise the Council shall establish a quorum.
 - 10.1. In the event that there is no quorum at the time appointed for a Council meeting after 15 minutes, the meeting shall be dismissed and all the scheduled business will be adjourned until the next Council meeting.
 - 10.2. Excessive absences from Council shall be addressed in accordance with the MGA.

ORDER OF BUSINESS

11. The agenda and legislative schedule are planned by the CAO, with input from the Chair, in accordance with the needs of Council, and the business of the Town.
 - 11.1. Any council member may ask for something to be included on an upcoming agenda by making a request beforehand to the CAO, providing relevant background information.
12. The agenda sets forth the order of business for a given meeting and will follow in accordance with the motion of Council that adopts the agenda at the start of the meeting.
 - 12.1. Council in their motion approving the agenda may make any changes to the order of business by adding or removing items or revising the order of business.
 - 12.2. The order of business will unfold in a relaxed way, where the chair will have flexibility in presiding over the flow of business to accommodate the needs and limitation of delegations and visitors.
13. During any matter being considered and discussed, a Council member may make any additional motion related to that item for Council's consideration.
14. All Council members, including the chair, may participate in Council business by:
 - 14.1. Making motions
 - 14.2. Debating and discussing motions or matters of business
 - 14.3. Voting on motions. Note, unless specifically allowed or required to abstain for the specific reasons set forth in the MGA, all members of Council must vote on all matters placed before them for a vote.



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POINTS OF ORDER

15. If conflict arises over any perceived violation of the procedures, process, or meeting decorum, then a member of Council, who is not acting as chair, may raise a point of order as it pertains to such perceived violations.
 - 15.1. The Chair shall rule on any point of order that may arise and may consult with the CAO when reviewing a point of order.
 - 15.2. The member raising the point of order may appeal the ruling of the Chair to Council who will render their decision by resolution of Council, who likewise may consult with the CAO when reviewing any appeal to a point of order.
16. In accordance with the MGA, votes will not be recorded, unless a member specifically requests a recorded vote prior to the vote being taken.

REPORTS

17. Council members may report on their assignments and their activity during the Council reports (roundtable) section of the agenda.

MINUTES

18. The CAO will record the minutes of each meeting in accordance with the MGA and bring a draft forward to a subsequent meeting for Council's review and approval.

RECORDING OF MEETINGS

19. Audio or video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council

ELECTRONIC PARTICIPATION

20. Council members may participate in meetings via electronic means, such as virtual video meeting software, where available, or telephone. Any member participating will be deemed to be present at the meeting and will ensure that they are in a location that is free from disruption and where their participation is clear and discernable, and is non-disruptive to the meeting, and completely private during any closed portion.

ELECTRONIC MEETINGS

21. Council meetings may be held electronically to accommodate unique circumstances as determined by the CAO in consultation with the Chair, or as set by motion of Council.
 - 21.1. Provided that notice is given to the public of the meeting and the way it will be held and how they might access it.
 - 21.2. Such notice shall be posted on the website and at the front door of the town office and shall list the instructions for accessing the meeting and making submissions, as well as instructions for accessing any information required to be available prior to the meeting.



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22. Council members participating in such a meeting will be deemed to be present and must confirm their identity at the start of the meeting by stating their name and confirming the appropriateness of their location.

PUBLIC HEARINGS

23. Public hearings, as prescribed and required from time to time, as the default means, will be conducted in-person. However, such hearings may be available for electronic participation by any member of the public in accordance with this section.
- 23.1. Public Hearing may be conducted or participation facilitated by the following electronic means:
- 23.1.1. Telephone
 - 23.1.2. Video Conference software as selected by administration.
- 23.2. Where an attendee of a Public Hearing wishes to attend the Public Hearing electronically, notice must be provided to Town administration at least one (1) week prior to the commencement of the Public Hearing.
- 23.3. Where administration receives a request to conduct a Public Hearing electronically, administration shall issue a notice to the public via the Town's website no less than two (2) days before the commencement of the Public Hearing that the Public Hearing will be conducted via electronic means, with such notice setting out the website link or telephone number required to access the Public Hearing.
- 23.4. Where the Act requires information in respect of the Public Hearing to be made publicly available, such information shall be provided as part of the notice of public hearing, and will be made available via the Town Website during the course of the Public Hearing.
- 23.5. The Chair shall announce to those in attendance at an electronically-conducted Public Hearing the names of all Council Members present.
- 23.6. Council Members may also attend a Public Hearing through electronic means, in accordance with the procedure set out in sections 19 and 20 of this Bylaw.
- 23.7. Electronic access to a Public Hearing may be restricted or suspended in accordance with Section 197 of the Act.

EARLY ADJOURNMENT

24. Council meetings that are deemed to have gone on too long may be adjourned to the next Council meeting or an additional meeting on a date and time designated by motion.
25. Council may, by motion, defer all or some of the remaining business of Council to the next regularly scheduled meeting of Council, which may be scheduled first on the succeeding agenda.



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DELEGATIONS

26. Any group or member of the public wishing to come and address Council may make a request to the CAO for inclusion on a Council agenda. Generally, there will be no more than 2 delegations during any given meeting. However, the CAO, in consultation with the Chair, may make exceptions to this for special circumstances.
27. Delegation requests will not be permitted that are deemed to be inappropriate by the CAO, in consultation with the Chair that are
 - 27.1. Groups unrelated to the town or the interests of the town
 - 27.2. Making requests that are administrative in nature
 - 27.3. Making request unrelated to Council business or the governance of the town or not in the scope of local
 - 27.4. government responsibilities and powers;
 - 27.5. Self-promoting or politicking, or a sales pitch;
 - 27.6. Incoherent; or Libelous, impertinent or improper.
28. Generally, delegations will have up to 10 minutes to speak; however, their time will be at the discretion of the chair.
29. If a person appears at a Council meeting wishing to speak to Council without having given prior notice, Council may:
 - 29.1. Choose to add them to the "Delegation" portion of the agenda by unanimous motion;
 - 29.2. If such request is not approved by unanimous motion, the person will not be allowed to speak.

RESPECTING THE DECISION-MAKING PROCESS

30. No matter that has been decided upon by Council may be brought up again by a member of the public or by a member of Council for one year from the date of the decision, unless there has been a significant change of circumstance or new information not previously considered.
 - 30.1. Even then, for the matter to be reconsidered prior to one year, requires a 2/3 vote of Council approving such.

SUSPENSION OF RULES

31. If a special circumstance arises that would justify, in the opinion of Council, a relaxing of any of these protocols, then any of these clauses, where not already allowed, may be temporarily relaxed or set aside by a motion of Council, such a motion must be carried with at least a 2/3 vote approval.

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GENERAL PROVISIONS

32. Bylaw 1079 and all amendments thereto are hereby repealed.

33. THIS bylaw shall come into full force and effect upon the final reading thereof.

READ a first time this 8 day of June 2026.

READ a second time this 13 day of July 2026.

READ a third and final time this 13 day of July 2026.

A handwritten signature in dark ink, appearing to be "LL", written over a horizontal line.

Larry Liebelt – Mayor

A handwritten signature in blue ink, appearing to be "E. Gorner", written over a horizontal line.

Ethan Gorner – Chief Administrative Officer