

COMMITTEE OF THE WHOLE
September 9, 2025
4:30 P.M.
AGENDA

1. Agenda Additions/Deletions
2. Agenda Approval
3. Procedural Bylaw 2-23
4. Policing Committee Bylaw 24-29
5. CAO Evaluation – In-Camera – ATIA – Section 20 – Disclosure Harmful to Personal Privacy
6. Additions
7. Adjournment

MEMORANDUM

To: Leann Graham, CAO

Date: September 3, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Council Procedure Bylaw

Overview:

In preparation for the upcoming municipal election, Administration has completed a comprehensive review of the Council Procedure Bylaw. This review happens prior to each municipal election and is undertaken to ensure that our bylaw continues to provide clear and effective guidance to both Council and the public in how meetings of Council are conducted.

As part of this review, Administration examined several municipal procedural bylaws to identify best practices. Particular attention was given to the City of Camrose and the City of Red Deer, whose bylaws offered strong examples of structure and clarity. Many of their features have been adapted to our context, ensuring that the updated bylaw reflects current standards and supports good governance.

The proposed updates do not change the overall intent of the bylaw. Instead, they make it easier to read and follow, while also expanding the level of detail and guidance provided. These changes are intended to make the bylaw more practical and user-friendly for Council, Administration, and the public alike.

Highlights of the Updates:

1. **Definitions:** definitions were added to ensure clarity of the bylaw and a quick reference to be able to easily access the definition within the same bylaw rather than reference other pieces of legislation like the MGA.
2. **In-Camera Sessions:** clarity on how they are conducted was added – this is legislated by the MGA and ATIA however allows easier access to Council and public when included in a municipal bylaw.
3. **Public Hearings:** clarity on how they are conducted was added – this is currently practiced and governed by the MGA but helpful to include in the bylaw.
4. **Points of Order & Questions of Privilege:** covered in Robert's Rules this is something commonly included in a procedural bylaw for easier access and clarity.

5. Motions: more in depth information about the process of different motions.
6. Consent Agenda: intended to hold information to Council this would be a new part of the agenda added to alleviate time during a meeting. A consent agenda will have one motion to accept everything as information.

Recommendation:

Administration respectfully recommends that Council proceed with first, second, and third reading of Bylaw 2185-25 the Council Procedure Bylaw.

Alternative Options:

Council may request amendments.

BYLAW 2185-25

Being a bylaw of the Town of Stettler, in the province of Alberta, to establish procedures to be followed during Council Meetings.

Whereas pursuant to Section 145 of the *Municipal Government Act*, the Council may pass bylaws in relation to the procedures to be followed by Council, Council Committees, and other bodies established by Council.

Now therefore, the Council of the Town of Stettler duly assembled enacts as follows:

Section 1 – Name of Bylaw

1.1 This Bylaw may be cited as the "Council Procedure Bylaw".

Section 2 – Definitions

2.1 "Act" means the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta 2000, as amended or replaced from time to time.

2.2 "Administration" means an employee of the Town of Stettler.

2.3 "Agenda" means the list of items and order of business for any meeting.

2.4 "Assistant CAO" means the person designated by that CAO to assist in the performance of the duties of the CAO and to act in the capacity of the CAO in their absence or as delegated.

2.5 "Broadcast" means to distribute video or audio content to a dispersed audience via any electronic communications medium, including, but not limited to, live-streaming content on social media platforms.

2.6 "Chair" means the Mayor, Acting Mayor, Deputy Mayor, or other person who has authority to preside over a Meeting.

2.7 "Chief Administrative Officer" or "CAO" means that person appointed to the position and title by the Municipal Council of the Town of Stettler and includes any person appointed by the CAO to act as their appointee.

2.8 "Citizen's Forum" means informal statements or questions directed to Council by a member of the public at the appropriate time as indicated on the meeting's agenda.

2.9 "Committee of the Whole" means a Committee consisting of all Members of Council utilized for the purposes of discussion and/or debate, wherein Council business is discussed.

2.10 "Consent Agenda" means a grouping of items on a Council Agenda that required no action by Council other than receiving for information.

2.11 "Council" means the municipal Council of the Town of Stettler.

2.12 "Council Committee" means a Committee, Commission, Board, or other body established by Council.

2.13 "Councillor" means an elected Member of Council and for the purpose of this bylaw does not include the Mayor.

2.14 "Delegate" means a person or representative who appears before Council to make a delegation.

2.15 "Delegation" means a presentation made to Council by an individual, group, organization, or representative thereof to share information,

- express concerns, provide input on a specific issue, or request action from the municipality.
- 2.16 "Electronically Record" means to use electronic devices to create video or audio recordings of live proceedings.
- 2.17 "General Consent" means the informal agreement of Council to a proposed action, determined by the Chair, without a formal vote taking place.
- 2.18 "General Election" means a General Election as defined in the Local Authorities Election Act.
- 2.19 "In-Camera" means all or part of any meeting of Council that is closed to the public pursuant to Section 197 of the Municipal Government Act.
- 2.20 "Mayor" means the Chief Elected Officer for the Town of Stettler.
- 2.21 "Meeting" means any gathering of a quorum of Council where Council provides direction on any matter over which Council has jurisdiction.
- 2.22 "Member" means a Member of Council including the Mayor.
- 2.23 "Motion" means a proposal by a Member, in a Meeting, that Council take a certain action.
- 2.24 "Minutes" means a written record of a meeting.
- 2.25 "Notice of Motion" means written notice given to Council by a Member or Members to indicate their intent to bring a resolution to Council for consideration.
- 2.26 "Pecuniary Interest" means a pecuniary interest as defined in the Municipal Government Act.
- 2.27 "Point of Interest" means a request from a Member to share a comment, information or commendation about an individual, group, organization, or event which is not recorded in the Minutes.
- 2.28 "Point of Order" means the raising of a question by a Member to call attention to any departure from this Bylaw.
- 2.29 "Point of Procedure" means the raising of a question by a Member to clarify the correct process of the meeting.
- 2.30 "Public Hearing" means a portion of a Council Meeting during which a public hearing, as required by the Municipal Government Act, is held.
- 2.31 "Question of Privilege" means a request made by a Member to address an urgent matter affecting the rights, integrity, safety, comfort, or dignity of Council or a Member.
- 2.32 "Quorum" means the minimum number of Members that must be present at a Meeting for business to be legally conducted.
- "Resolution" means a Motion passed in a Council Meeting.
- 2.342.33 "Special Meeting" means a Meeting of Council called in addition to the regularly scheduled Meetings.

Section 3 – Application

- 3.1 Unless otherwise stated, this Bylaw shall govern the proceeding of regular Council Meetings, Committee of the Wholes, Organizational Meetings of Council, and Special Meetings. It shall also apply to any Council Committees for which Council has not established a Bylaw or Terms of Reference to govern the proceedings of meetings.

3.2 In the absence of any statutory obligation, any provisions of this Bylaw may be waived by resolution of Council if two-thirds of all Members of Council present vote in favour of dealing with the matter under conditions.

3.3 A resolution waiving any provisions of this Bylaw as provided for in Section 3.2 shall only be effective for the meeting during which it is passed.

3.4 Any matter of meeting conduct or procedures which is not herein provided for shall be determined in accordance with *Robert's Rules of Order*, most current edition.

3.43.5 In the event of a conflict between this Bylaw and Robert's Rules of Order, this Bylaw shall prevail.

3.53.6 Where the Chief Administrative Officer (CAO) is referenced in this Bylaw, the duties and responsibilities of that position may be delegated to any other employee as designated by the CAO but the CAO shall accept all responsibilities of the duties.

Section 4 – Regular Council Meetings

4.1 Council shall, at its organizational meeting of each year, establish the days and times of its regular meetings. Unless otherwise changed by a Motion of Council, regular Meetings of Council shall take place on the first and third Tuesday of the month. If a regular meeting falls on a holiday, the meeting shall be held on the next day following, not being a holiday.

4.2 Regular meetings of Council shall commence at the hour of 6:30 p.m. and shall adjourn not later than 10:30 p.m. if in session at that hour unless Members of Council present, by a two-thirds majority vote, agree to an extension of time.

4.3 The order of items for regular meetings of Council will be as follows:

- a. Agenda Additions
- b. Agenda Approval
- c. Confirmation of Minutes
- d. Citizens Forum
- e. Delegations
- f. Administration
- g. Public Hearings
- h. Bylaws
- i. Reports
- j. Consent Agenda
- k. In-Camera Sessions
- l. Adjournment

4.4 Notification of a change in time, date, location or cancellation of any Meeting of Council, will be provided to the public by posting a notice on the Town of Stettler's website.

4.5 Notice of regularly scheduled meetings of Council need not be given.

Section 5 – Committee of the Whole

- 5.1 A committee is hereby established called "Committee of the Whole" with membership comprised of all Members of Council.
- a. The Mayor (or in his absence the Deputy Mayor) is hereby established as Chair.
- ~~The name of the Chairman shall appear upon all reports and recommendations made by the Committee.~~
- ~~e.b.~~ The meetings will be held on the second Tuesday of each month starting at 4:30 p.m. and shall not run beyond 7:00 p.m. unless if in session at that hour unless Members of Council present, by a two-thirds majority vote, agree to an extension of time.
- ~~e.c.~~ An agenda will be prepared for all meetings.
- ~~e.d.~~ Minutes will be kept of all proceedings.
- 5.2 Council shall, at its organizational meeting of each year, establish the days and times of its Committee of the Whole Meetings. Unless otherwise changed by a Motion of Council, Committee of the Whole Meetings shall take place on the second Tuesday of the month. If a meeting falls on a holiday, the meeting shall be held on the next day following, not being a holiday.
- 5.3 The rules of the Council shall be observed in Committee of the Whole, as far as may be applicable, however, shall be relaxed as follow:
- a. A Member may speak even though there is no motion on the floor, but if there is amotion on the floor a Member shall only address that motion;
 - b. A Member may speak more than once on a matter provided that each Member of Council who wishes to speak to the matter has already been permitted to do so; and
 - c. No notice need be given of any motion to be made.-
- 5.4 Quorum of the Committee of the Whole is a majority of Members of Council.
- 5.5 Subject to the Act, the Committee of the Whole may consider any matter that Council may consider. Additionally, the Committee of the Whole may:
- a. Conduct non-statutory public hearings;
 - b. Receive public presentations;
 - c. Meet with representatives from other municipalities or levels of government;
- 5.6 The Committee of the Whole may make the following motions:
- a. To refer matters to Administration or to a Council Committee for review; and
 - b. To make recommendations to Council.
- i. Where a recommendation is made to Council Administration shall prepare a written report for Council's consideration. Further input may also be provided in said report.

Section 6 – Special Meetings of Council

- 6.1 The CAO shall schedule a Special Meeting of Council when required to do so by the Mayor or a majority of Council.
- 6.2 The Mayor may call a Special Meeting whenever he considers there to be a matter that requires Council consideration.
- 6.3 The Mayor must call a Special Meeting if he receives a written request for a Meeting stating its purpose, from a majority of Council.
- 6.4 Where a Special Meeting is required the Mayor shall call such meeting within fourteen (14) days on which the request was made.
- 6.5 No less than twenty-four (24) hours notice of a Special Meeting stating the time, date, and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each Member and the public.
- 6.6 A Special Meeting may be held with less than twenty-four (24) hours notice to all Members and without notice to the public if at least two-thirds (2/3) of the whole Council agrees to this, in writing, before the start of the meeting.
- 6.7 No business other than that stated in the notice shall be conducted at any Special Meeting unless all Members are present, in which case, by unanimous consent, any other business may be transacted.
- 6.8 Notice of a Special Meeting shall be provided in accordance with Section 194 of the Act.

Section 7 – Organizational Meetings

- 7.1 An Organizational Meeting of Council shall be held annually as required by the Act.
- 7.2 The Agenda for the Organizational Meeting of Council shall be restricted to:
 - a. The administration of the oath and the introduction of new Members, should the meeting follow a general municipal election;
 - b. The selection of Deputy Mayor by rotation;
 - c. The establishment of the regular meeting dates for Council and Committee of the Whole;
 - d. The appointment of Members of Council to Council Committees and other external bodies that have Council membership;
 - e. The appointment of any vacant members at large to Council Committees;
 - f. Any other business as is required by the Act.
- 7.3 All Committees shall be appointed on a motion of a Member by consent of a majority of the Members present at a meeting of the Council, and any Member of the Council may be placed on a Committee notwithstanding the absence of any such Member at the time of his being named upon such Committee.
- 7.4 The Mayor shall be an ex-officio Member of all Committees and shall have all the powers and privileges of any Member of the same including the right to vote upon all questions to be dealt with by such Committee.
- 7.5 In any case where a Member of a Committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he or she is a Member, the Mayor may appoint a Member of Council to such Committee to attend the meetings of the Committee concerned.

- a. The Member so appointed by the Mayor shall, during the term of such appointment, have all the powers, rights and duties as a Member of the Committee concerned as if appointed by Council thereto.

Section 8 – Sub-Committees of Council

- 8.1 The general duties of all Committees, Boards and Commissions shall be as follows:
 - a. To report to Council on a regular basis, or whenever desired by Council, or as often as the interests of the Town may require, on all matters connected with the duties imposed on them respectively and to recommend such action by the Council in relation thereto as may be deemed necessary.
 - b. To cause to be prepared and introduced into Council all Bylaws as may be necessary to give effect to such of their recommendations as are adopted by Council.
 - c. To consider and report on any and all matters referred to them by Council, the Mayor or CAO.
- 8.2 No action of any Committee, Board or Commission, unless power to take such action is expressly conferred on the Committee, Board or Commission, shall be binding on the Town unless and until the same has been reported to Council by such Committee, Board or Commission and such report has been adopted by the Council.

Section 9 – Preparation of Agendas

- 9.1 The agenda for each regular meeting shall be prepared by the CAO and submitted together with copies of all pertinent correspondence, statements and reports to each Member of Council no later than the Friday prior at least two working days to each regular meeting.
- 9.2 The following applies to the preparation of agenda items for meetings of Council governed by this Bylaw:
 - a. Items initiated by Members shall be submitted to the Mayor and CAO no later than 12:00 noon the Thursday before the meeting at least five (5) business days prior to the meeting the item is intended for, not including the date of the meeting itself.
 - b. Items initiated by or referred to Administration shall be confirmed with the CAO at least five (5) business days prior to the meeting the item is intended for, not including the date of the meeting itself, and be submitted to the CAO at least three (3) business days prior to the meeting the item is intended for, not including the date of the meeting itself.
 - c. Agendas are to be approved by the Mayor, or in their absence, the Deputy Mayor, in consultation with the CAO prior to their publication.
- 9.3 The time periods listed in Section 9.2 and subsequent subsections shall not apply for Special Meeting of Council.
- 9.4 Council may add or delete any agenda items, or reorder the agenda, by consensus prior to considering a motion to adopt the agenda.

Section 10 – In-Camera Sessions

- 10.1 Matters which fall within one of the categories of information referred to in Section 197 of the Act must be discussed in an In-Camera Session.

- 10.2 Before moving into an In-Camera Session, and in accordance with Section 197 of the Act, Council must pass a motion:
- a. Stating the items to be discussed in the In-Camera Session; and
 - b. Stating the current time at which Council is moving into an In-Camera Session; and
 - c. Stating who, in addition to Members of Council, is present for the In-Camera Session; and
 - b.d. State the basis of which, under the exception to disclosure in Division 2 Part 1 of the Alberta Access to Information Act, the In-Camera Session is being entered into.
- 10.3 Council has no power in an In-Camera Session to make decisions or pass any bylaw or motion, apart from the motion necessary to revert back to an open meeting.
- ~~10.3~~ 10.4 Council, at the end of the In-Camera Session must pass a motion to close the In-Camera Sessions stating the current time at which Council is moving out of the In-Camera Session.
- If an In-Camera Session agenda item requires a decision of Council, a motion must be made in open meeting following the In-Camera Session.

Section 11 – Minutes of Meetings

- 11.1 The preparation and distribution of minutes of any meeting of Council governed by this Bylaw shall be the responsibility of the CAO.
- 11.2 Minutes of meetings of Council governed under this Bylaw shall be signed by the Mayor and the Assistant CAO.
- 11.3 The minutes of any meetings of Council governed under this Bylaw shall record, at a minimum:
- a. The names of all Members in attendance, all Members absent, and all Administration in attendance.
 - b. The names of any members of public who speak during Citizens Forum, along with a summary of their comments.
 - c. The Names of any Administration who speaks or presents an item.
 - d. Any abstentions pursuant to a declaration of pecuniary interest or conflict of interest and any other abstentions permitted by the Act.
 - e. All motions made and voted upon during each meeting, as well as the votes made in favour and against.
 - f. If a Member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting.
 - g. The minutes of any meeting of Council at which one or more Public Hearings have been held shall record:
 - i. The times at which the Public Hearing was declared open and closed;
 - ii. The names of all those who made written and verbal submissions.
- 11.4 No minutes shall be produced from an In-Camera Session.

- 11.5 After the ~~Mayor or other Presiding Officer~~Chair has called the meeting to order, minutes of the preceding meeting shall be confirmed as presented via resolution of Council.

Section 12 – Quorum

- 12.1 As soon as there is Quorum present and after the time fixed for the meeting to start, the Chair shall call the meeting to order.
- 12.2 No meeting shall be held without Quorum present.
- 12.3 If a Quorum is not present within thirty (30) minutes of the time fixed for the meeting to start, the record of the meeting shall show the names of those Members of Council and Administration who are present, and the meeting shall stand adjourned, with the items that were on that meeting's agenda being considered at the next regular meeting of Council or at a Special Meeting of Council, if called sooner.
- 12.4 In the event that Quorum is lost after a 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, with any remaining items that were on the meeting's agenda being considered at the next regular meeting of Council or at a Special Meeting of Council, if called sooner.
- a. Alternatively, if the Chair and the CAO agree that Quorum will not be obtained within thirty (30) minutes of its loss, the meeting shall stand adjourned at that time.

Section 13 – Chair

- 13.1 The Mayor, or in their absence, the Deputy Mayor, shall assume the role of Chair for all meetings.
- a. In the case both the Mayor and Deputy Mayor are absent from a meeting, the meeting shall be called to order by the CAO and those Members present shall select, by Motion and prior to adoption of the agenda, an acting Chair for that meeting or upon the arrival of the Mayor or Deputy Mayor.
- 13.2 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure, and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
- 13.3 The Chair shall make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act or this Bylaw.

Section 14 – Members of Council Debating

- ~~14.1 Every member wishing to speak to a question or motion shall address their self to the Chair.~~
- ~~14.2~~14.1 Members of Council wishing to speak on a matter should indicate their intention by raising their hands and being recognized by the Chair and should not speak more than once until each Member has had the opportunity to speak except:
- a. In the explanation of a material part of the speech which may have been misunderstood; or
- b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member presented the motion to the meeting.

~~14.3~~14.2 Supplementary questions or a series of supplementary questions relating to the matter before the meeting may be raised by a Member, but each question requires consent of the Chair.

~~14.4~~14.3 Through the Chair, a Member may ask:

- a. Questions of another Member of Council or Administration on a Point of Information relevant to the business at hand; or
- b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minutes or clause.

14.4 All questions or debate shall be directed through the Chair.

Section 15 – Prohibitions

15.1 No Member shall:

- a. Speak disrespectfully of The Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administering the Government of Canada or of this Province;
- b. Use offensive or unparliamentary language in or against the Council or against any Member thereof;
- c. Disobey the rules of the meeting or decision of the Chair or of Members on ~~questions of order or practice~~Points of Order or Points of Procedure, or upon the interpretation of the rules of the meeting;
- d. Speak except upon the question in debate;
- e. Leave their seats or make any disturbance while a vote is being taken and the result is declared;
- f. Interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;
- g. Pass between a Member who is speaking and the Chair; or
- e.h. Resist the rules of the Council, or disobey the decision of the Mayor or of the Council on any question or order or practice upon the interpretation of the rules of the Council.

15.2 Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may be ordered by the Council, by majority vote, to leave their seat for the meeting, and in the case of refusal the Chair may order the Member to be removed therefrom by the Police. In case of ample apology being made by the offender, the Member may, by vote of the Council and without debate, be permitted forthwith to take their seat.

15.3 A Member called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal the decision of the Mayor or other Presiding Officer shall be adhered to.

15.4 No Member of the Council shall have the power to direct or interfere with the performance of any work for the Town of Stettler and any employee shall be subject only to his Supervisor. Nothing in the foregoing shall in any way interfere or restrict the right of a Member of Council to seek minor information from any officer or employee of the Town without going through the office of the CAO, although the CAO must be kept informed of matters of this nature.

Section 16 – Questions of Privilege

- 16.1 A Member who desires to address the meeting upon a matter which concerns the rights or privileges of the Members of Council collectively, or of them self as a Member thereof, shall be permitted to raise such Question of Privilege.
- 16.2 A Question of Privilege shall take precedence over the matters and while the Chair is ruling on the Question of Privilege, no one shall be considered to be in possession of the floor.
- 16.3 The Chair will rule on whether the issue raised by the Member is a Question of Privilege and in the event the Chair rules the issue is a Question of Privilege the Chair may:
- a. Direct the immediate corrective action be taken;
 - b. Direct the corrective action be taken at another time; or
 - c. Request that Administration research and recommend possible corrective actions.
- 16.4 The Chair may call a recess to allow corrective action to be researched or be taken.
- 16.5 The ruling of the Chair on the question of whether or not the issue raised by the Member is a Question of Privilege can be appealed. The ruling of the Chair on the type of corrective action that is required cannot be appealed.
- ~~16.1~~16.6 The Chair may seek advice from the CAO on a Question of Privilege.

Section 17 – Points of Order

- 17.1 A Member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chair to raise a Point of Order. When leave is granted, the Member shall state the Point of Order with a concise explanation and shall attend the decision of the Chair upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.
- 17.2 A Member of Council called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.
- 17.3 The Chair may immediately rule on the Point of Order. The ruling of the Chair can be appealed.
- 17.4 Rather than ruling directly on the Point of Order, the Chair may ask that Council vote on the Point of Order. A vote by Council on a Point of Order cannot be appealed.
- 17.5 The Chair may seek advice from the CAO on a Point of Order.

Section 18 – Appeal Ruling

- 18.1 The decision of the Chair shall be final, subject to an immediate appeal by any Member present at the meeting.
- ~~18.1~~18.2 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.

Section 19 – Motions

- 19.1 A motion may arise out of the following:

- a. A recommendation set out in a report or memorandum on an agenda matter;
- b. Autonomously from a Member provided the motion is germane to the agenda item under discussion; or
- c. A Notice of Motion.

19.2 ~~All motions shall require one mover prior to the vote taking place. motion is submitted to Council in which case the motion does not require a seconder.~~

19.3 The mover of a motion must be present when the vote on the motion is taken.

19.4 Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.

19.5 Administration will provide input on all motions introduced by Members to ensure that legal, financial, and operational impacts are professionally addressed. This may be done in writing, if time permits, or verbally.

19.6 When a motion is introduced by a Member, it should be provided to the CAO in advance whenever possible.

19.7 The ~~Chair Presiding Officer~~ will give each Member who wishes to speak, an opportunity to do so before putting the question.

19.8 The Chair of the meeting cannot make a motion.

19.9 All motions shall be recorded by the CAO and read on request.

19.10 No motion shall be made that is substantially the same as one on which the judgment of the meeting has already been expressed during the same meeting.

19.11 Whenever the ~~Mayor or other Presiding Officer~~Chair is of the opinion that a motion offered to Council is ~~out of order contrary to the rules and privileges of Council,~~ he shall apprise the Members thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.

a. A motion is out of order if the motion violates the Municipal Government Act, or any other applicable legislation or municipal bylaw.

b. The Chair may consult the CAO before making a ruling on whether a motion is out of order.

c. The Chair must cite the provisions that would be violated by the motion.

d. The chair's ruling on a motion may be appealed by a Member.

19.12 When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:

- a. a motion to refer the main question to some other person or group for consideration;
- b. a motion to amend the main question;
- c. a motion to table the main question;
- d. a motion to table the main question to some future time;

e. a motion to withdraw the main question;

f. a motion the call the question (that the vote must now be taken);

~~f.g.~~ a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.

19.13 After any question is finally put by the ~~Mayor or other Presiding Officer~~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~~Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.

19.14 A motion to refer may be made to send a matter under consideration to Administration, a Council Committee, or other body for further consideration prior to consideration by Council.

a. A motion to refer cannot be amended but can be debated.

19.15 A motion to amend may be made to modify the wording of a motion before Council before that motion is voted upon.

a. A motion to amend is debatable.

b. There shall be no amendments to any motions for the appointment of any person to any office.

c. An amendment proposing a direct negative is out of order.

d. Only one amendment at a time shall be presented to the main motion. When an amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from any amendment.

e. A motion to amend shall be voted upon and, if the amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.

f. Nothing in this section shall prevent other proposed amendments being read for the information of the Members.

g. When the motion under consideration contains distinct propositions, the vote upon each proposition shall, at the request of any Member, be taken separately.

h. A proposed amendment may be considered a friendly amendment if it receives the unanimous consent of Council to be considered as such. A friendly amendment may be made and incorporated into the main motion without a motion to amend.

19.16 After a motion has been voted upon, and before moving onto the next item on the agenda or at any time before the Chair declares the meeting adjourned, any Member who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.

a. A motion to reconsider shall not be allowed unless a majority of the Members present agree.

b. A motion to reconsider is debatable, but debate must be confined to reasons for or against reconsideration.

c. If a motion to reconsider is carried, the question on which the vote is to be reconsidered becomes the next order of business in the

exact position it occupied the moment before it was voted on originally.

- d. No reconsideration shall be allowed on motion of adjournment.
- e. No question shall be reconsidered more than once at any one meeting of Council.

19.17 A motion to rescind a previous motion may be accepted by the Chair at any time subsequent to the original motion, and, if passed the previous motion referred to would be declared null and void.

- a. Any Member of Council may make the motion to rescind.
- b. A majority vote of 2/3 of the Members of Council is necessary for the passage of a motion to rescind.
- c. A motion to rescind will not undo any actions which have already been taken as a result of the motion previously passed.

19.18 A motion to withdraw may be made by the mover of a motion to withdraw it from consideration of Council, at any time before decision or amendment with the permission of all the Members present.

- a. A motion to withdraw is not amendable or debatable.
- b. Once a motion is withdrawn, the effect is the same as if it had never been made.
- c. A motion to withdraw shall not be required if the mover of a motion received the unanimous consent of the Members present to withdraw it. A motion withdrawn through unanimous consent shall not appear in the minutes for the meeting at which the motion was under consideration.

19.19 A motion to table may be made in order to temporarily delay considering a matter before council.

- a. A motion to table is not amendable or debatable.
- b. If a motion to table is passed, the matter under consideration may only be resurrected by a motion to raise from the table, which must be made prior to the end of the next regular meeting of Council.

19.20 A motion to adjourn Council shall always be in order and may be made to immediately end the meeting.

- a. A motion to adjourn is not amendable or debatable.
- b. Any agenda items that remain on the agenda at the time of adjournment shall be added to the agenda of the next meeting for consideration.

Section 20 – Notice of Motion

20.1 A notice of motion may be used by a Member of Council to introduce a new matter for consideration by Council which does not appear on the agenda.

20.2 In accordance with Section 20.1 a notice of motion may be received by the CAO prior to the closing of the meeting. In the event, the Member submitting the notice of motion shall read it, after which it shall be recorded in the minutes and form part of the agenda for the subsequent meeting.

- 20.3 A Member may present and describe a notice of motion for consideration at the next meeting of other meeting date as specified in the notice of motion.
- 20.4 A Member who submits a written notice of motion to the CAO to be read at any regular meeting of Council need not necessarily be present during the reading of the motion.
- 20.5 A motion, notice of which have been given, if not moved on the day and at the meeting for which notice has been given, cannot be moved at any subsequent meeting without notice being given on the agenda for such meeting.

Section 21 – Procedures for Consent Agenda Items

- 21.1 Items to be included on a consent agenda are for information purposes only and may include, but are not limited to:
- 21.1.1 Reports from Council Committees or Department Heads that are provided for information purposed only;
- 21.1.2 Minutes from Council Committees, Boards, and other bodies to which at least one Member has been appointed as a representative of Council;
- 21.1.3 Correspondence to or from one of the following:
- a. A ministry of the Federal or Provincial government;
 - b. Another municipality with Alberta; or
 - c. An organization for which at least one Member has been appointed as a representative of Council or for which Council provides financial support.
- 21.1.4 At the Mayor's and CAO's discretion, other items that do not fall into one of the above categories may be placed on the Consent Agenda, provided that the item does not require a decision from Council.
- 21.2 Any item that falls within one of the categories listed in Section 21.1 may be included as an agenda item for decision or discussion if, in Council's or Administration's opinion, a decision or significant discussion is necessary.
- 21.3 Council may pass a Motion receiving the Consent Agenda items for information.
- 21.4 An item may be removed from the Consent Agenda at a Meeting through a Motion prior to adopting the agenda if it is determined that action or a decision is required, or significant further discussion is needed.
- 21.5 Any items removed from the Consent Agenda will be added to the agenda after all other items for discussion and prior to consideration of the remaining items on the Consent Agenda.

Section 22 – Communications Intended for Council

- 22.1 Every written communication reaching the CAO and intended for Council shall be fairly written or printed on paper and shall be signed by at least one person whose address is shown.
- 22.2 When a communication intended for Council is received by the CAO, they shall place it on the agenda of the next regular Council Meeting once they are assured that there is sufficient information contained therein to allow Council to render a decision.
- a. Placement on the agenda may be within the Consent Agenda.

- b. Administration may prepare additional documents to accompany communications where they deem necessary and where a decision may require to be made by Council.

~~22.1 If Council decided by a majority of Members present that a communication sent deserves immediate action than the matter may be dealt with at that Meeting.~~

~~22.1~~22.3 Any type of communication received by Council may be referred to a Committee of Council or may be referred to the CAO for report.

Section 23 – Voting

23.1 Every Member present, including the Chair, shall vote on every matter, unless:

- a. The Member is required to abstain from voting under this or any other Bylaw or enactment; or
- b. The Member is permitted to abstain from voting under this or any other Bylaw or enactment.

23.2 Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the ~~Presiding Officer~~Chair.

23.3 On any vote on a particular matter, all votes shall be recorded as in favor, against or abstained.

23.4 When a Public Hearing on a proposed Bylaw or resolution is held a Member must abstain from voting on the Bylaw or resolution if the Member was absent of all or a part of the Public Hearing, unless in accordance with Section 184(1) of the Act the Member declares before the vote that they have reviewed the record of the Public Hearing and relevant information and consider themselves to participate in the discussion and vote on the matter.

- a. The declaration of the Member shall be made and recorded in the minutes.

23.5 If a Member is personally interested in the question, provided such interest is resolvable into a personal pecuniary profit, or is peculiar to that Member, and not in common with the interest of the citizens at large, the Member shall, in such case, report his status to Council, shall not vote, and leave the Council Chambers. In all other cases every Member who is present in the Council Chambers when the question is put shall vote thereon unless the Council shall excuse him by adopting a motion formally made to that effect.

23.6 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member requests so or when the Chair ~~Mayor or other Presiding Officer~~ so directs.

23.7 If there is an equal number of votes for and against a motion or Bylaw, the motion or Bylaw is defeated.

23.8 Whenever a vote on any order, resolution or question before Council or Committee cannot be taken because of loss of a quorum, ~~the loss of quorum~~ resulting from:

- a. the excusing of a Member or Members of Council from voting by resolution of Council, or
- b. the disqualification of a Member or Members of Council from voting.

Then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of such Committee or Council, under the particular order of business. ~~If a quorum is lost for any reason other than the aforementioned reasons in (a) and (b), the meeting is at an end.~~

Section 24 – Adjournment

- 24.1 Adjournment time for a meeting is at the conclusion of the agenda as adopted by Council, unless a motion to set an adjournment time has been passed that establishes a time to adjourn, or a motion to adjourn has been passed.

Section 25 – Bylaws

- 25.1 When a proposed Bylaw is read in Council, the ~~Mayor or Presiding Officer~~Chair shall certify the reading and the date of the readings on the face thereof. When a Bylaw has been read a third time and finally passed, the CAO shall keep on file correct copies thereof including amendments, if any.

- 25.2 The following shall apply to the passage of all Bylaws:

- a. A Bylaw shall be introduced for the first reading by a motion that it be read a first time specifying the number of the Bylaw;
- b. After a motion of first reading of the Bylaw has been presented, Members may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
- c. Any proposed amendments shall be put to a vote as a separate motion, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
- d. When all amendments have been accepted or rejected, the Chair shall call the question on the motion for first reading of the Bylaw;
- e. When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and times shall be established following first reading.
- f. All aspects of the passage of the Bylaw at first reading shall apply to second and third readings.

- 25.3 ~~A Bylaw appearing upon the Council agenda when listed as ready for first reading shall be introduced by a member moving "That Bylaw No. (quoting Bylaw No.) be read a first time". After first reading, the Bylaw may be debated, referred or tabled. If a Bylaw fails to receive first reading, then it may be struck from the agenda.~~

- 25.4 All amendments to a Bylaw made in Committee of the Whole shall be reported by the Chair to the Council. After a report has been received, the proposed Bylaw shall be open to debate and amendment by the Council.

- 25.5 Every Bylaw shall have three distinct and separate readings before it is finally passed; but not more than two readings shall be had at one meeting of the Council except by the unanimous vote of the Members present thereat.

- 25.6 Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties.

- 25.7 Every Bylaw which has passed the Council shall immediately, after being sealed with the seal of the Town and signed by the Mayor and the Assistant CAO, be securely deposited by the CAO.

Section 26 – Citizens Forum

- 26.1 The agenda for each regular Meeting of Council shall include Citizens Forum as a consistent standing item for the purposes of providing an avenue to elicit input from Town residents.
- 26.2 Each speaker shall have a maximum of five (5) minutes to address Council. The Chair may allow the speaker additional time if deemed necessary or may alternatively request the individual to appear before a future Council meeting as a formal delegation.
- 26.3 There shall be no limit on the number of speakers for Citizens Forum at each meeting.
- 26.4 Town residents wishing to address Council during Citizens Forum are encouraged to register with the CAO by providing their name prior to the Meeting day; however, registration is not necessary.
- 26.5 At the appropriate time, as listed in the agenda, the Chair shall invite each member of public in attendance for Citizens Forum to address Council.
- 26.6 Members of Council may ask questions which are relevant to the subject and will avoid repetition.
- 26.7 No matters that fall within Section 10 (In-Camera Sessions) of this Bylaw or Section 197 of the Act shall be presented to Council, nor will Council engage in dialogue on any confidential matters.

Section 27 – Delegations

- 27.1 ~~Council shall hear only one formal delegation at any one meeting of Council, unless the Mayor deems that a further delegation is of an emergent nature. Delegations heard within the Citizen's Forum shall not be considered a formal delegation with regard to the one delegation per meeting limit. Delegations shall be restricted to a fifteen (15) minute time limit unless Council allows otherwise. All rules of Council in this Bylaw shall apply to each and every member of the delegation.~~
- ~~27.3~~27.2 Requests to present to Council, together with the details of the presentation and the amount of presentation time required shall be made to the CAO in writing not less than five (5) business days prior to the meeting the item is intended for, not including the date of the meeting itself.
- a. Requests made less than five (5) business days prior to the Meeting shall be included on the agenda for the next meeting unless otherwise approved by the CAO and the Mayor.
- b. Requests shall include the date, the person and/or organization name and contact information.
- ~~27.4~~27.3 The CAO shall contact the presenter to schedule or confirm the date, time and duration of the presentation.
- ~~27.5~~27.4 Delegations shall be restricted to fifteen (15) minute time limit unless there is consent by Council to extend the allotted time.
- ~~27.6~~27.5 Debate concerning matters raised during public presentation shall take place at the discretion of Council.
- ~~27.7~~27.6 Information presented by a person or group shall relate only to the subject matter for which the presentation was originally requested.
- ~~27.8~~27.7 Each person or group will be given the opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new

developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issues again.

~~27.9~~27.8 Members of Council may ask questions which are relevant to the subject and will avoid repetition.

~~27.10~~27.9 No matters that fall within Section 10 (In-Camera Sessions) of this Bylaw or Section 197 of the Act shall be presented to Council, nor will Council engage in dialogue on any confidential matters.

Section 28 – Public Hearings

28.1 The conduct of statutory Public Hearing shall be governed in accordance with the Act and this Bylaw.

28.2 Every effort shall be given to commence a Public Hearing as close as possible to the advertised start time.

28.3 Any person who wishes to be heard at a Public Hearing may either:

a. Submit a written response in accordance with the Public Hearing advertisement to be read aloud during the public hearing;

i. All written responses must contain the proper name for the party making the submission and will not be accepted anonymously as there is no way for Council to properly weigh the content of the letter;

b. Make a verbal presentation during the Public Hearing; or

c. Provide both a written response and verbal presentation.

28.4 All Public Hearings shall be conducted in the following manner:

a. The Chair shall call a Public Hearing to order, declare the time at which it has been opened, and outline the process to be followed.

b. The CAO shall outline the purpose of the Public Hearing and confirm the dates on which the Public Hearing was advertised.

c. The Chair shall ask the Development Officer to read into the record any written submissions for and against that have been received.

d. The Chair shall invite verbal presentations from those present.

i. Each member of the public, including the applicant, shall have a maximum of five (5) minutes to address Council.

ii. There shall be no limitations on the number of speakers for the Public Hearing.

e. The Chair may allow questions from Members of Council after each presentation, either to Administration or to the presenter.

f. After all presentations have been made and questions asked, the Chair shall declare the Public Hearing closed.

Section 29 – Conduct of Public

29.1 In order to ensure a safe and respectful Meeting environment, members of the public attending a Meeting must not:

a. Applaud;

b. Speak out loud, cheer, boo or otherwise verbally interrupt the proceedings of the Meeting; or

- c. Engage in behavior that is disruptive, disrespectful or intimidating to others.

~~29.1~~ The Chair may, after providing a warning to a member of the public to cease behaviors that disrupt the Meeting, order that person to leave the Meeting. If necessary, the Chair may request the member of public be removed from Council Chambers by the Police.

Section 30 – Electronic Recording and Broadcasting

- 30.1 No person, except for Council acting a whole, may Electronically Record or Broadcast all or any part of a Meeting.
- 30.2 Notwithstanding 30.1, a person may Electronically Record all or part of the public portion of a Meeting if:
- a. The person first informs the Chair of their intention to Electronically Record the Meeting, and their purpose in doing so; and
 - b. The Chair is satisfied that the recording will be used for personal use only.
- 30.3 If a person Electronically Records or Broadcasts contrary to this Bylaw:
- a. The Chair may ask the person to stop;
 - b. If the person refuses to stop, the Chair may ask the person to leave;
 - c. If the person refuses to leave, the Chair may direct that person to be removed from the Council Chambers by a Peace Officer, Bylaw Officer or Police Officer.

Section 31 – Effective Date

- ~~31.1 This Bylaw shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended:~~
- ~~b. By a Bylaw unanimously passed at a regular or special meeting of the Council at which all the members thereof are present, or~~
 - ~~c. By a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.~~
- ~~31.3~~ 31.2 This Bylaw supersedes and takes effect over all previously passed Bylaws that refer to meeting procedures, as well as any previously passed resolutions that may conflict with this Bylaw.
- ~~31.4~~ 31.3 This Bylaw comes into full force and effect of the date of the final passing thereof, and Bylaw 2138-21 is hereby repealed.

READ a first time this _____ day of _____, A.D. 2025.

READ a second time this _____ day of _____, A.D. 2025.

READ a third time and finally passed this _____ day of _____, A.D. 2025.

Mayor

MEMORANDUM

To: Leann Graham, CAO

Date: September 4, 2025

From: Maddie Standage, Legislative Services Coordinator

Re: Policing Committee Bylaw

History:

Following the passing of *Bill 6, the Police Amendment Act* in 2022 a new requirement for the formation of civilian governance bodied for all municipalities in Alberta was introduced with the expectation of committees being formed by 2025. The committees are intended to oversee the municipal police services agreement, act as liaison between the local RCMP detachment, the public and Council to address local concerns and priorities, create a community safety plan, and report annually to the Minister.

At the Regular Council Meeting held on July 8, 2025 Council made the motion to establish a municipal policing committee.

On July 17, 2025 Administration sent a letter to the Minister of the Public Safety and Emergency Services on behalf of Council requesting the approval to opt out of a Regional Policing Committee and establish a Municipal Policing Committee.

Administration reached out the Minister's Office on September 2, 2025 requesting an update on approval status.

Bylaw:

While awaiting formal Ministerial approval, Administration has moved ahead with the process and developed a draft Bylaw for the implementation of the Municipal Policing Committee as per Section 145 in the *Municipal Government Act* and the *Police Act*.

While this bylaw cannot be passed by Council until the Town has received approval from the Minister to opt out of the Regional Policing Committee Administration has brought it forward to Committee for discussion the composition of the proposed Municipal Policing Committee.

Committee Composition

The *Police Act* allows Council to appoint not less than three and not more that seven voting members to the committee. Voting members are divided between Council Members and

public at large members. Within the bylaw it states that members at large must be a resident of the Town of Stettler.

Recommendation:

Administration respectfully recommends that Council establish the committee composition as two Council Members and one public at large member.

Alternative Options:

Council may request a different committee composition.

BYLAW ____-25

Being a bylaw of the Town of Stettler in the Province of Alberta to establish a Municipal Policing Committee.

WHEREAS Section 7 the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments made thereto, provide that Council may pass bylaws in relation to services provided by or on behalf of the municipality;

WHEREAS the *Police Act* Revised Statutes of Alberta 2000, Chapter P-17 and regulations as amended, provide that a municipality which has entered into an agreement with the Federal Government for the provision of police services through the Royal Canadian Mounted Police, may by bylaw establish a Municipal Policing Committee;

WHEREAS the Council shall prescribe the rules and regulations governing proceedings and meetings of the Committee within this bylaw;

NOW THEREFORE the Council of the Town of Stettler duly assembled hereby enacts as follows:

Section 1 - Title

1.1 This bylaw shall be known as the "Policing Committee Bylaw".

Section 2 - Definitions

- 2.1 "Act" means the Police Act, RSA 2000, c P-17 and regulations thereto.
- 2.2 "Agreement" means the agreement between the municipality and the Government of Canada for the provision of police services for the municipality.
- 2.3 "Bylaw" means the Police Committee Bylaw ____-25 as amended from time to time.
- 2.4 "Chair" means the individual elected as per the Police Act Section 23(9).
- 2.5 "Chief Administrative Officer" or "CAO" means that person appointed to the position and title by the Municipal Council of the Town of Stettler and includes any person appointed by the CAO to act as their appointee.
- 2.6 "Chief Elected Official" mean the Mayor of the Town of Stettler.
- 2.7 "Committee" means the Policing Committee.
- 2.8 "Council" means the Municipal Council of the Town of Stettler.
- 2.9 "Member" means a person appointed to the Policing Committee pursuant to the Policing Committee Bylaw.
- 2.10 "Minister" means the Minister of Public Safety and Emergency Services of the Province of Alberta.
- 2.11 "Officer in Charge" means the officer in charge of the local RCMP detachment in Stettler.
- 2.12 "RCMP" means the Royal Canadian Mounted Police or any member of that police service as the case may require.
- 2.13 "Town" means the Town of Stettler.

Section 3 – Application and Interpretation

- 3.1 This bylaw shall govern the Committee.
- 3.2 When any matter relating to the conduct of the Committee during any meeting is not addressed in this bylaw, reference shall be made to the Council Code of Conduct Bylaw and the Procedural Bylaw of the Town.
- 3.3 The precedence of the rules governing the procedures of the Committee is:
 - a. *The Policing Act*;
 - b. *The Municipal Government Act*;
 - c. Other provincial legislation;
 - d. This bylaw, or other bylaws of the Town of Stettler.

Section 4 – Duties and Responsibilities

The Committee shall have the following duties:

- 4.1 Overseeing the administration of the Municipal Police Service Agreement.
- 4.2 Representing the interests and concerns of the public and Council to the Officer in Charge;
- 4.3 Developing a yearly plan of priorities and strategies for municipal policing in consultation with the Officer in Charge;
- 4.4 Developing a community safety plan in conjunction with the local police detachment and Chief Elected Official, including a plan for collaboration between the community and community agencies, and providing the community safety plan annually, or on request, to the Minister;
- 4.5 Assisting in selection of the Officer in Charge;
- 4.6 Reporting annually, or on request, to the Minister on the implementation of and updates to programs and services to achieve the priorities of the police service;
- 4.7 Preparing annually a budget to be presented to Council outlining the expenses related to the operation of the Committee.

Section 5 - Membership

- 5.1 The Committee shall consist of [REDACTED] voting Members, appointed by a resolution of Council. Members shall include:
 - a. [REDACTED] members of Council;
 - b. [REDACTED] members of the Public;
 - c. Any ministerial members appointed per Section 5.3.
- 5.2 The following may attend the Committee meetings in a non-voting, advisory capacity:
 - a. The Officer in Charge, or their designate;
 - b. The CAO, or their designate;
 - c. The Mayor of the Town is an ex-officio Member of the Policing Committee.

- 5.3 If the Committee consists of:
- a. Three (3) Members, the Minister may appoint one (1) Member to the Committee or;
 - b. Four (4) to six (6) Members, the Minister may appoint up to two (2) Members to the Committee or;
 - c. Seven (7) Members, the Minister may appoint one (1) Member for each group of three (3) Members appointed to the Committee, including any remaining group that is fewer than three (3) Members.
- 5.4 The term of office of a Member appointed to the Committee shall be two (2) years.
- 5.5 All Members appointed to the Committee must:
- a. Be at least eighteen (18) years of age.
 - b. Be a resident of the Town of Stettler.
 - c. Pass an enhanced security check.
 - d. Take an oath as set out in Schedule 2 of the Act.
 - e. Not be hired in any capacity with the Town of Stettler RCMP, any Provincial or Municipal Police Service, Alberta Justice or Alberta Public Safety and Emergency Services.
- 5.6 Members may resign from the Committee at any time upon providing written notice to the Committee.
- 5.7 The appointment of a Member to the Committee may not be revoked by Council except for cause. Examples of cause include:
- a. Being absent from three (3) consecutive meetings unless such absence is by reason of illness or is authorized in advance by the Committee.
 - b. Ceasing to be a resident of the Town of Stettler.
 - c. Being hired by the Town of Stettler RCMP, any Provincial or Municipal Police Service, Alberta Justice or Alberta Public Safety and Emergency Services.
 - d. Being convicted of a crime under the Criminal Code of Canada.
 - e. Failing to keep the Oath of Office, or disclose any information that jeopardizes a police operation, or the confidentiality associated with the nature of policing including personnel, conduct contracts with the RCMP and security of police operations.
- 5.8 If a person who is also a member of Council is appointed to the Committee, that person's appointment to the Committee terminates on that person's ceasing to be a member of Council.

Section 6 - Meetings

- 6.1 The Committee shall hold meetings twice annually at minimum but as often as is required to carry on the business of the committee.
- 6.2 The Members of the Committee shall at their first meeting in each year, elect

from their Members a Chair and one or more Vice-Chairs.

- 6.3 A Member who is the Chief Elected Official is not eligible to be elected as the Chair or Vice-Chair of the Policing Committee.
- 6.4 Each appointed Member shall have one vote.
- 6.5 All appointed Members of the Committee, except the Chair, must vote on all matters before the Committee, unless the Member is required or permitted to abstain from voting. The reason for the abstention must be noted in the minutes of the meeting.
- 6.6 The Chair shall not vote unless there is a tie, when they shall vote to maintain status quo.
- 6.7 A majority of the Members shall constitute a quorum.
- 6.8 A majority of the quorum is required to pass any motion.
- 6.9 Special meetings may be called by the Chair or in their absence, the Vice Chair, by providing Members with 24 hours' notice. The Committee, by unanimous consent, waive notice of a special meeting at any time if every Member of the Committee is present.
- 6.10 Meeting times of the Committee shall be posted on the Town's website, and meetings will be open to the public. Matters relating to discipline, personnel, conduct, management, employee retention and security shall be conducted in-camera in accordance with ATIA.
- 6.11 An agenda shall be prepared and circulated to the Committee Members for each meeting.
- 6.12 Minutes shall be kept for each meeting of the Committee and retained in accordance with the Town's Records Retention Policy.

Section 7 – Effective Date

This bylaw shall come into full force and effect upon passing of the third reading.

READ a first time in Council this ____ day of _____, 2025.

READ a second time in Council this ____ day of _____, 2025.

READ a third and final time in Council this ____ day of _____, 2025.

Mayor

Assistant CAO