

UNCERTIFIED CONSOLIDATION

CITY OF LACOMBE

BYLAW NO. 370

Consolidation to November 10, 2025

A BYLAW OF THE COUNCIL OF THE CITY OF LACOMBE, IN THE PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL COMMITTEES

WHEREAS Section 145 (b) of the *Municipal Government Act*, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS the *Municipal Government Act* provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees;

NOW THEREFORE, the Council of the City of Lacombe enacts as follows:

From the date of the passing of this bylaw, the following rules and regulations only shall be observed for the order and dispatch of business in Council thereof and all motions, rules or regulations existing and inconsistent with this bylaw are hereby repealed.

This bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:

- a. By a bylaw unanimously passed at a regular or special meeting of the council at which all the members thereof are present, or
- b. 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 or the substantial effect of the proposed bylaw.

SHORT TITLE

- 1.0 This bylaw is called "The Procedural Bylaw".

DEFINITIONS

- 2.0 In this bylaw:
 - (1) "Access to Information Act" or "ATIA" means the Access to Information Act, SA 2024, c A-1.4, as amended or legislation substituted, therefore. (b, 370.5, 05/12/2025)(b. 370.6, 11/10/2025)
 - (2) "Administration" mean the employees of the municipality.
 - (3) "Business Day" means a day on which the municipal offices are open for business.
 - (4) "CAO" means the Chief Administrative Officer for the municipality or his/her designate.
 - (5) "CEO" (Chief Elected Officer) means the Mayor.
 - (6) "Chair" means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.
 - (7) "City" means the City of Lacombe, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the City.

- (8) “Committee of the Whole” means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting may be passed.
- (9) “Conflict of Interest” means a situation where a Member of Council, or a person closely connected to the Member, has a personal or financial interest in a matter before Council that could influence, or be perceived to influence, the Member’s decision-making or actions. This includes, but is not limited to, pecuniary interests, as defined in this bylaw and in Section 170 of the Municipal Government Act. Such situations must be disclosed and managed in accordance with the Municipal Government Act. (b. 370.5, 05/12/2025)
- (10) “Consent Agenda” shall mean a single item on the Agenda of a Council Meeting in which the recommended action is to approve, without discussion, questions, or debate, the recommendations in each of the Agenda reports referenced in the consent agenda report.
- (11) “Council Committee” means a committee, board or other body established by a council under the MGA, entirely of Council members, entirely of other persons, or a combination thereof appointed by Council under section 146 of the Municipal Government Act (MGA) to provide advice and make recommendations to Council (excepting the Library Board). (b. 370.1, 02/12/2018)
- (12) “Council” means the duly elected Council of Lacombe.
- (13) “Electronic Means” shall mean the use of telephone, video conferencing, or other digital communication technologies that enable participants to hear and communicate with each other in real time. (b. 370.5, 05/12/2025)
- (14) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication.
- (15) “Emergent items” shall be considered as those items of an emergency nature that cannot be left until the next meeting or require immediate attention. When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a simple majority vote of council. (b. 370.1, 02/12/2018)
- (16) “Exemption Request” Suggests that if any member of Council wishes to remove or discuss any item listed in the Consent Agenda separately and place on the Agenda, they have the right to do so. This request for exemption would essentially take that particular item out of the Consent Agenda, allowing for discussion. (b. 370.4, 08/04/2024)
- (17) Deleted (b. 370.5, 05/12/2025)
- (18) “In Camera” means at the discretion of the Mayor or Chair or a majority of the members of council, a meeting closed to the public or municipal employee, as deemed appropriate, and approved by resolution including the related section of the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA) (the basis for closing the meeting). (b. 370.1, 02/12/2018) (b. 370.5, 05/12/2025)(b. 370.6, 11/10/2025)

- (19) “Meeting” means duly constituted regular or special open meetings of Council where bylaws and resolutions are formally ratified.
- (20) “Member” means a member of Council, duly elected and continuing to hold office.
- (21) “Motion” means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.
- (22) “Municipal Government Act” means the *Municipal Government Act* RSA 2000, chapter M-26.1 of the Statutes of Alberta as amended or legislation substituted therefore.
- (23) “Notice of Motion” is the means by which a Member of Council brings business before Council.
- (24) “Pecuniary Interest” means a financial interest, whether direct or indirect, that a Councillor or a Councillor’s immediate family member may have in any matter before Council or a Council committee. A pecuniary interest exists when the matter could monetarily affect the Councillor or a person closely connected to them, as outlined in Section 170 of the Municipal Government Act. Such situations must be disclosed and managed in accordance with the Municipal Government Act. (b. 370.5, 05/12/2025)
- (25) “Person” means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.
- (26) “Point of Order” means a demand that the Chair enforce the rules of procedures.
- (27) “Point of Privilege” means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual councillors and includes the:
 - a) Organization and existence of council,
 - b) Comfort of members,
 - c) Conduct of employees or members of the public in attendance at the meeting.
- (28) “Postpone” means to delay the consideration of any matter to a definite time, or to a future time when further specific conditions have been met. (b. 370.1, 02/12/2018)
- (29) “Presentation” means any person that has permission of Council to appear before council or a committee of council to provide pertinent information and views about the subject before council or Council committee.
- (30) “Protection of Privacy Act” or “POPA” means the Protection of Privacy Act, SA 2024, c P-28.5, as amended or legislation substituted therefore. (b. 370.5, 05/12/2025)(b.370.6, 11/10/2025)
- (31) “Public Hearing” is a Meeting:
 - a) To hear matters pursuant to the Municipal Government Act; or
 - b) Other matters which Council directs be considered at a Public Hearing.

- (32) “Quorum” as outlined in the *Municipal Government Act* is the majority of all the Councillors that comprise the council. The City of Lacombe council consists of seven (7) councillors. Four (4) members of the City of Lacombe Council form a quorum. (b. 370.1, 02/12/2018)
 - (33) “Recess” is a short intermission in the meeting proceedings, for a specified length of time, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted. (b. 370.4, 08/04/2024)
 - (34) “Special Resolution” means a resolution passed by two-thirds majority of all members.
 - (35) “Table” means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter. (b. 370.3, 22/11/2021)
 - (36) “Unanimous Consent” refers to a decision-making process where all present council members agree to a proposal or motion without the need for a formal vote. It means that there is no objection or dissent among the members present, allowing the decision to be made without further discussion or formal voting procedures. To obtain unanimous consent, the Chair states, "Is there any objection?" If no member objects, the Chair announces the motion passed or action decided upon. If a member objects, then the regular voting process applies. (b. 370.4, 08/04/2024)
- (b. 370.5, 05/12/2025)

STRUCTURE

3.0 Of Council:

- (1) The Council of the City of Lacombe shall consist of seven (7) Members of Council.
- (2) All Councillors shall be elected by a vote of the electors of the whole of the City.
- (3) The Chief Elected Official shall be elected by a vote of the electors of the whole of the City.
- (4) The Chief Elected Official of the City shall be designated the title ‘Mayor’ and addressed as Mayor (last name).
- (5) Councillors of the City other than the Chief Elected Official shall be designated the title ‘Councillor’ and addressed as Councillor (last name). (b. 370.4, 08/04/2024)
- (6) Councillors shall each serve a two month term as Deputy Mayor, rotating in the manner as agreed upon by Council. (b. 370.1, 02/12/2018)
- (7) The Mayor shall preside when in attendance at a meeting of Council.
- (8) The Mayor may, at the discretion of the Mayor, be a member of all council committees and all bodies to which Council has the right to appoint members under the *Municipal Government Act*.
- (9) Seating of Councillors shall be as determined by the Mayor at the yearly organization meeting of Council.

APPLICATION

4.0 Deleted. (b. 370.1, 02/12/2018)

SEVERABILITY

5.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

MEETINGS AND PROCEEDINGS

6.0 This bylaw covers the following areas:

- (1) Rules of Order
- (2) Conduct
- (3) Deleted (b. 370.4, 08/04/2024)
- (4) Agendas
- (5) Notice of Meeting
- (6) Meeting Etiquette
- (7) Regular, Special, Organizational and Committee meetings
- (8) Order of Business
- (9) Presentations
- (10) Non- Statutory Public Hearing Procedures
- (11) Statutory Public Hearing Procedures
- (12) In Camera
- (13) Rights in Debate
- (14) Motions
- (15) Voting
- (16) Bylaws, Resolutions and Policies
- (17) Minutes
- (18) Spokespersons

(b. 370.5, 05/12/2025)

Rules of Order:

6.1 Rules of Order:

- (1) In all regular and special Council meetings, *in camera* meetings, and committee meetings, this procedural bylaw will be followed.
- (2) The conduct of all City business is controlled by the general will of the Council and committee members – the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.
- (3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
- (4) The first person in the voting system queue will be acknowledged by the Chair and thereafter has the floor. When the person speaking has finished, the Chair will acknowledge the next person in the queue to speak. Speaking while another person has the floor is out of order, except to make a Point of

Order or to raise a Point of Privilege. (b. 370.1, 02/12/2018) (b. 370.4, 08/04/2024)

- (5) The Chair will determine if a member can speak twice to the same issue prior to everyone who wishes to speak having the opportunity.
- (6) The Chair should state a motion after it has been made by a member of Council, unless they are obliged to rule that the motion is not in order or unless, in the Chair's opinion, the wording is not clear.
- (7) Debate begins when the Chair states the motion or resolution and asks for discussion on the motion. If no one initiates discussion, the Chair calls for the vote.
- (8) All remarks must be directed to the Chair. (b.370.6, 11/10/2025)
- (9) A quorum for meetings shall be a simple majority of the whole Council or committee.
- (10) If a quorum is not present within 20 minutes of the start time set for a regular or special Council meeting, the CAO or designate shall record the names of the Council members present and Council shall stand adjourned until the next regular meeting. (b. 370.1, 02/12/2018)
- (11) Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.

(b. 370.4, 08/04/2024)

6.2 Conduct

- (1) Deleted. (b.370.6, 11/10/2025)
- (2) A Member who has a conflict of interest or pecuniary interest in a matter before Council shall disclose the nature of the interest, abstain from discussion and voting, and leave the room until the matter has been fully dealt with, in accordance with the Municipal Government Act. (b. 370.5, 05/12/2025)
- (3) The Chair shall maintain order and decorum at all Council meetings, and rule on points of order, citing the applicable governing rule or authority, without debate or comment. (b. 370.1, 02/12/2018)
- (4) The Chair shall recognize who has the right to speak, rule on motions, and call members to order, as required. (b. 370.1, 02/12/2018)
- (5) The Chair shall encourage questions, treating them impartially, with sound judgement. (b. 370.1, 02/12/2018)
- (6) The Chair may make motions without vacating the Chair. (b. 370.4, 08/04/2024)
- (7) Each individual wishing to address a meeting shall first be recognized by the Chair.
- (8) No speaker shall be interrupted by private conversations or comments, except on a point of order or point of privilege.
- (9) No individual may give specific direction to any staff member at any Council or committee meeting; such direction shall come

from the full Council at a duly assembled meeting, as delegated to the CAO or designate.

- (10) Any individual addressing a meeting shall not shout, use profane, vulgar or offensive language, or speak on a matter not before the meeting.
- (11) Speakers shall not make personal comments about any staff or Council member, or any other person, or indulge in personalities, use language personally offensive, motives of members, charge deliberate misrepresentation, or use language tending to hold another member up to contempt.
- (12) Speakers shall obey the approved rules or order, and shall be called to order by the Chair if they do not, at which time they must immediately stop speaking unless permitted to explain.
- (13) Any member of the public who, while in the Council Chamber, interrupts or disturbs the proceedings of Council by words or actions, and who, when requested by the Chair, refuses to end such interruption or leave the Council Chambers, may be removed from the Council Chambers by the Chair or by security/police acting under lawful authority. Such a person may also be subject to a penalty under the General Penalty Bylaw, if applicable. (b. 370.1, 02/12/2018)(b. 370.6, 11/10/2025)
- (14) Only the Mayor or Deputy Mayor may speak as the official spokesperson for Council. No member may speak on behalf of Council unless expressly authorized by resolution of Council. (b. 370.6, 11/10/2025)
- (15) Members must not disclose or release information discussed in an in-camera meeting unless authorized by Council or required by law. Members shall not use confidential information for personal benefit or for the benefit of any other individual or organization. (b. 370.6, 11/10/2025)
- (16) Members shall not coerce, intimidate, or attempt to influence any employee of the Municipality outside of Council-approved motions or resolutions. (b. 370.6, 11/10/2025)
- (17) Members shall accurately communicate the decisions of Council, even if they personally disagree, in order to uphold transparency and public confidence in the decision-making process. (b. 370.6, 11/10/2025)
- (18) Members shall approach all decision-making with an open mind capable of persuasion. (b. 370.6, 11/10/2025)

6.3 Deleted. (b. 370.1, 02/12/2018)

6.4 Agendas

- (1) The CAO or designate shall be responsible for preparing meeting agendas, including input from participants, city staff, and previous meetings.
- (2) Meeting agendas shall be made available on the Thursday preceding the Council meeting. (b. 370.1, 02/12/2018) (b. 370.4, 08/04/2024)

- (3) Only business listed in the agenda shall be undertaken at a meeting, unless a resolution to change it by majority vote is passed. (b. 370.4, 08/04/2024)
- (4) Once the agenda has been adopted by Council, any additions or removals must be supported by a separate resolution unanimously supported. (b. 370.4, 08/04/2024)
- (5) Except as permitted in 6.9 (1) and 6.9.1 (1), agenda items and applications from delegations shall be accepted up to Tuesday noon, prior to the meeting and approved at the discretion of the Mayor or designate (b. 370.1, 02/12/2018) (b. 370.2, 11/12/2019)
- (6) The following items will be included for approval as part of an omnibus Consent Agenda. Subject to an Exemption Request by any member of Council, items proposed for inclusion in the Consent Agenda, whether proposed bylaws or otherwise, will be voted on as a block. The following items are eligible for placement on the consent agenda:
 - a) any bylaws scheduled for first reading;
 - b) Council Committee reports and recommendations;
 - c) reports presented for information purposes only;
 - d) approval of minutes;
 - e) correspondence requiring no action;
 - f) Councillor appointments to committees;
 - g) routine items not expected to generate questions, discussion, or debate
 - h) any other item added at Council’s discretion during the adoption of the Agenda.
- (7) Despite section 6.4(6), a Councillor may make an Exemption Request on any item from the Consent Agenda and placed on to the Agenda. Such a request must be made before voting occurs on the Consent Agenda.(b. 370.4, 08/04/2024)
- (8) Deleted (b. 370.4, 08/04/2024)
- (9) Approval of the Consent Agenda shall be by one single resolution and will include approval of all the recommendations contained in the respective reports. (b. 370.4, 08/04/2024)
- (10) Council will deal with items for debate in the order that they appeared on the Consent Agenda unless otherwise determined in accordance with Section 6.4(6). (b. 370.4, 08/04/2024)
- (11) Deleted (b. 370.4, 08/04/2024)
- (12) If a Council Member declares a conflict of interest or pecuniary interest on an item included in the Consent Agenda, that item must be removed from the Consent Agenda before voting occurs and be considered a separate item on the meeting agenda.

(b. 370.3, 22/11/2021)

6.5 Notice of Meeting

- (1) Regular Council meetings: Notice to participants and the public is not required unless there is a change in meeting date, time and place in which case the CAO or designate shall deliver

notice to all members of the Council and to the public at least one business day prior to the day of the Council meeting.

- (2) Special Council meetings shall be called in accordance with Section 194 of the *Municipal Government Act*.
- (3) Notice of Council committee meetings shall be given to participants and the public at least 24 hours in advance (in accordance with the *Municipal Government Act*). (b. 370.1, 02/12/2018)

6.6 Meeting Etiquette

- (1) Accepted conventions of meeting protocol shall be used for orderly progression, and attentiveness. (b. 370.6, 11/10/2025)
- (2) The designated Chair shall start the meeting on time; explanation of a late start shall be included in the minutes.
- (3) Speakers shall put themselves in the voting system queue by pressing their appointed microphone button. Speakers will be recognized by the Chair in the order listed in the queue and, after being acknowledged by the Chair, shall then have the floor. (b. 370.4, 08/04/2024)
- (4) There shall be no side comments or private conversations. (b. 370.6, 11/10/2025)
- (5) When addressing any participants in a meeting, the use of official titles is required. (e.g. Councillor Howell, CAO Macleod, Director Morris, etc.) (b. 370.4, 08/04/2024)
- (6) Deleted. (b. 370.6, 11/10/2025)
- (7) The next meeting must be scheduled (date, time, and location).
- (8) The meeting must be formally adjourned.

6.7 Regular, Special, Organizational and Council Committee Meetings.

- (1) All City meetings shall be open to the public, except for any *in camera* portions.
- (2) All Council and committee meetings shall be held in accordance with the provisions of the *Municipal Government Act*.
- (3) The CAO or designate shall record the minutes of all Council meetings, and provide the required written reports of committee activities to Council.
- (4) Council shall hold its regular meetings on the second and fourth Monday of each month at 5:30 p.m. as the regular start time in City Hall Council Chambers, unless the respective Monday is a statutory holiday, Council shall hold its meeting on the Tuesday proceeding the Monday holiday, or as resolved by Council and advertised accordingly. (b. 370.3, 22/11/2021) (b. 370.1, 02/12/2018) (b. 370.4, 08/04/2024)
- (5) Deleted (b. 370.2, 11/12/2019)
- (6) Any regular meeting may be cancelled or postponed by resolution of Council.
- (7) A Council member is disqualified from Council if the Councillor is absent from all regular Council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, in accordance with the MGA, section 174(1)(d), unless the absence is permitted under the Parental

Leave for Elected Officials Bylaw 463, or permitted by majority consent. (b. 370.4, 08/04/2024)

- (8) Special Council meetings shall be called in accordance with the *Municipal Government Act*.
- (9) Council may establish council committees and other bodies by bylaw as necessary under the *Municipal Government Act* and shall determine Terms of Reference and procedures for each. (b. 370.1, 02/12/2018)
- (10) The Library Board, while appointed by Council, is not advisory, but self-governing, established by Council bylaw under the *Alberta Libraries Act* and responsible to Council under that Act.
- (11) Public members shall be appointed to City Commissions, Boards, or Committees as needed by Council at a regular Council meeting. Discussion and debate will be held in-camera, with appointments occurring in the public portion of the meeting. (b. 370.4, 08/04/2024)
 - (11.1) Unless otherwise provided for in the enabling bylaw, appointments of members shall be made in accordance with this bylaw:
 - a. Public members are individuals from the community at large and do not include sitting members of Council.

(b. 370.6, 11/10/2025)
 - (12) Council members shall be appointed to a City Commission, Board, or Committee by Council at the annual organizational meeting or as needed. (b. 370.4, 08/04/2024)
 - (12.1) Unless otherwise provided for in the enabling bylaw, appointments of members shall be made in accordance with this bylaw:
 - a. Council members may only be appointed to a City Commission, Board, or Committee in the capacity of a Council representative.
 - b. A Council member shall not be appointed as a public member to a City Commission, Board, or Committee.

(b. 370.6, 11/10/2025)
- (13) A City Commission, Board, or Committee (CBC) member is disqualified from the CBC if the member is absent from three consecutive meetings unless the absence is authorized by a resolution passed by the Commission, Board, or Committee at any time before the third missed meeting. (b. 370.4, 08/04/2024)
- (14) Each committee is responsible for reviewing and making recommendations to Council on all bylaws and policies dealing with subject matter germane to that committee.
- (15) Committee meetings shall set date, time and location of the meeting. (b. 370.1, 02/12/2018)
- (16) Council Committees discussing matters in Camera may pass no resolutions other than a motion to revert to a meeting of a council or council committee held in public, in accordance with the *Municipal Government Act*. (b. 370.1, 02/12/2018)
- (17) Written reports or minutes of committee activities shall be submitted to the next regular Council meeting.

- (18) No committee has the power to pledge the credit of the municipality or commit the municipality to any particular action.
- (19) Any Council meeting shall be adjourned by 9:00 p.m., unless a resolution to continue is passed by simple majority. (b. 370.1, 02/12/2018)
- (20) The annual Organizational Meeting must be held at a designated time in accordance with the *Municipal Government Act*.
- (21) All Meetings of Council, including Committee of the Whole, Organizational, and Public Hearings, may be conducted by electronic means, or partially by electronic means, in accordance with the provisions of the Municipal Government Act and associated regulations, provided that the communication method enables all persons attending to hear and communicate with each other during the course of the Meeting or Public Hearing. Detailed procedures for such meetings are outlined in Schedule "A". (b. 3710.5, 05/12/2025)
- (22) When two (2) or more elected officials participate in council or committee meetings through an electronic device or other communication facilities, that meeting will be deemed to be a meeting through electronic communication or as per the *Municipal Government Act*.
- (23) In any case where a member of a Committee is absent from the City or is otherwise unable to attend meetings of the Committee of which he/she is a member, the Mayor may appoint a member of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council. (b. 370.1, 02/12/2018)
- (24) Council and Administration shall conduct meetings and manage records in accordance with the applicable provisions of the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA), or any successor legislation, as proclaimed in force and amended from time to time. (b. 370.5, 05/12/2025)(b. 370.6, 11/10/2025)
- (25) All references to the Freedom of Information and Protection of Privacy Act are repealed and replaced with references to the Access to Information Act and the Protection of Privacy Act.
 - a. This amendment does not alter the procedures by which Council proceeds into a closed (in-camera) session. Such proceedings shall continue to comply with the Municipal Government Act and relevant privacy legislation. (b. 370.5, 05/12/2025) (b. 370.6, 11/10/2025)
- (26) The reasons for closed sessions shall continue to be cited in the Council agenda and minutes, referencing the applicable legislative authority. (b. 370.5, 05/12/2025)

6.8 Order of Business (b. 370.1, 02/12/2018)

Council and City committees shall use the following order of business unless changed by a vote with the support of the majority of Council.

The order of business established in this section shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and

the vote upon a matter of priority of business shall be decided without debate.

Councillors monthly reports shall be in a written format on the prescribed form to the Legislative Coordinator no later than noon on the Wednesday preceding the meeting day. (b. 370.4, 08/04/2024)

The following is the template that will be used for all council meeting agendas

- (1) Call to Order
- (2) Review of Agendas (b. 370.4, 08/04/2024)
- (3) Open Forum (b. 370.4, 08/04/2024)
- (4) Presentations
- (5) Public Hearings
- (6) Requests for Decision
- (7) Deleted (b. 370.4, 08/04/2024)
- (8) Deleted (b. 370.4, 08/04/2024)
- (9) Notices of Motion
- (10) In Camera
- (11) Adjournment

(b. 370.1, 02/12/2018) (b. 370.2, 11/12/2019)

6.9 Presentations

- (1) Any registered presentation wishing to appear before Council or to address an agenda item not designated as a public hearing shall give written notice to the Legislative Coordinator no later than noon on the Wednesday proceeding the meeting day.
- (2) Instructions setting out meeting procedures and protocol shall be supplied to anyone wishing to address a Council or committee meeting.
- (3) Any person or delegation addressing Council shall state name(s), address(es), and the purpose of the presentation.
- (4) Presentations shall speak only on the matters which they have submitted to Council and which have been included on the agenda.
- (5) Presentations may be limited in the time they are permitted, but shall generally be allowed 15 minutes for presentation and discussion, which can be extended or decreased at the discretion of Council.
- (6) Approval of a presentation is subject to the mayor's or designee's discretion.
- (7) Presentations shall not address Council on the same subject matter more than once every six (6) months.

6.9.1 Open Forum

- (1) To provide citizens and ratepayers an opportunity to ask questions on matters of public interest or concern Council may, at the beginning of a regular meeting once it is called to order, allow a person other than a member to make a presentation or, ask a question of Council, in accordance with the following:

- a) the person must have submitted, in writing to the CAO, the request to address Council, including the general topic of the presentation, by noon on the day of a regular Council meeting
- b) a person making a presentation or asking a question may not address Council for longer than five minutes inclusive of the time required to answer questions from Council; and
- c) a maximum of two presentations each meeting will be heard.
- d) questions or presentations will not be accepted on agenda items before Council at that same meeting.
- e) responses may be provided by any member of Council or administration present or referred to administration for review and further information and may not represent the opinion of Council as a whole.

(b. 370.3, 22/11/2021) (b. 370.1, 02/12/2018)

6.10 Non-Statutory Public Hearing Procedures (b. 370.1, 02/12/2018)

- (1) The Mayor declares the Non-Statutory Public Hearing open and states that the Hearing is held pursuant to Section 7, 8, 606 and of the *Municipal Government Act*, 2000, as amended.
- (2) The Mayor requests the Legislative Coordinator to confirm:
 - a) That the purpose of the Public Hearing is:
 - b) That the Non-Statutory Public Hearing notice was advertised in the local newspaper on:
 - c) That any written submissions received in relation to the Non-Statutory Public Hearing, which are not included in the agenda package, were distributed to Council in advance of the meeting and are noted for the record as “In Favour,” “Opposed,” or “Deemed to be Affected.” (b. 370.6, 11/10/2025)
- (3) The Mayor states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
- (4) The order for the Non-statutory Public Hearing presentation will be:
 - Administrative staff
 - Those in favour
 - Those opposed
 - Any person deemed to be affected who wishes to be heard
- (5) The Mayor may allow questions from members of Council after each presentation.
- (6) The Mayor may allow a concluding statement from those who have made a presentation.
- (7) After all presentations are made the Mayor will declare the Public Hearing Closed.

6.11 Statutory Public Hearing Procedures: (b. 370.1, 02/12/2018)

- (1) The Mayor declares the Statutory Public Hearing open and states that the Hearing is held pursuant to Section 7, 8, 230, 606 and 692 of the *Municipal Government Act*, 2000, as amended.
- (2) The Mayor requests the Legislative Coordinator to confirm:
 - a) That the purpose of the Public Hearing is:
 - b) That the Statutory Public Hearing notice was advertised in the local newspaper on:
 - c) That any written submissions received in relation to the Statutory Public Hearing, which are not included in the agenda package, were distributed to Council in advance of the meeting and are noted for the record as “In Favour,” “Opposed,” or “Deemed to be Affected.” (b. 370.6, 11/10/2025)
- (3) The Mayor states that all persons giving oral presentations are to clearly state their name and that presentations are to be brief and to the point.
- (4) The order for the Statutory Public Hearing presentation will be:
 - Development Officer or designate
 - Those in favour
 - Those opposed
 - Any person deemed to be affected who wishes to be heard
- (5) The Mayor may allow questions from members of Council after each presentation
- (6) The Mayor may allow a concluding statement from those who have made a presentation.
- (7) After all presentations are made the Mayor will declare the Public Hearing Closed.

6.12 In Camera (b. 370.1, 02/12/2018)

- (1) The items on the In Camera Agenda are approved by the Mayor and CAO in accordance with the provisions of the *Municipal Government Act*, the ATIA, and POPA. (b. 370.1, 02/12/2018) (b. 370.5, 05/12/2025)(b. 370.6, 11/10/2025)
- (2) A regular meeting of Council will go in camera by motion that includes the basis for which that part of the meeting is to be closed (the related section of ATIA and POPA). (b. 370.1, 02/12/2018) (b. 370.5, 05/12/2025)(b. 370.6, 11/10/2025)
- (3) The In Camera portion of the agenda may be distributed to members and other essential persons with the agenda package. (b. 370.1, 02/12/2018)
- (4) In accordance with the *Municipal Government Act*, Section 153 and the ATIA, all members are required to keep in confidence matters discussed In Camera until the item is discussed at a meeting held in public. (b. 370.5, 05/12/2025)(b. 370.6, 11/10/2025)
- (5) At the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting may be closed to the general public or municipal employees, as deemed appropriate, called *in camera*.

- (6) Under the ATIA and POPA, Boards may close all or part of their meetings in accordance with the *Municipal Government Act*. (b. 370.5, 05/12/2025)(b. 370.6, 11/10/2025)
- (7) A motion is required to go *in camera*, and the times the meeting goes *in camera* and comes out are recorded in the minutes. Agendas shall include the related section of ATIA for Personnel, legal or land items under In Camera. (b. 370.1, 02/12/2018)(b. 370.6, 11/10/2025)
- (8) No record is necessary during the *in camera* portion of the meeting, but if a record is kept, it is subject to ATIA regulations. (b. 370.6, 11/10/2025)
- (9) Council shall not pass resolutions or bylaws during *in camera* meetings. Any decisions reached by consensus during the *in camera* session must be passed as motions when the regular meeting resumes.
- (10) What is discussed *in camera* must remain confidential and may not be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.
- (11) Council may discuss New Business items in more detail or may attempt to address in camera items at the monthly Committee of the Whole meeting, with recommendations following at a subsequent Council meeting. (b. 370.1, 02/12/2018)

6.13 Rights in Debate (b. 370.1, 02/12/2018)

- (1) Debate is the discussion regarding a motion that occurs after the Chair has restated the motion and before it is put to a vote.
- (2) When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak.
- (3) The Chair shall speak in debate only after all members who wishes to speak have had the opportunity to do so, in order to avoid influencing the debate. The Chair may speak before a member speaks twice on the same issue. (b. 370.4, 08/04/2024)
- (4) When two or more members wish to speak, the Chair shall name the member who is to speak first in the voting system queue. (b. 370.4, 08/04/2024)(b. 370.6, 11/10/2025)
- (5) No member shall normally speak more than five minutes on any question or amendment to a question, but may request permission to exceed this limit; the privilege shall be accorded without objection upon motion supported by two-thirds of the Council. (b. 370.1, 02/12/2018)
- (6) A motion to add, reorder, or remove an agenda item is debatable and subject to section 6.4(10) (b. 370.4, 08/04/2024)

6.14 Motions

- (1) A **Main Motion** brings new business (the next item on the agenda) before Council. A motion (resolution) does not require a seconder.
- (2) Council or committees may deal with a motion on a subject which is not on the agenda by majority consent only.

- (3) Following an Open Forum, Presentation or from a public delegation Presentation, Council may, by majority resolution, pass a motion to:
 - a) Acknowledge the presentation, or
 - b) Request Administration return the matter to Council with a supporting Request for Decision, or
 - c) Request Administration provide additional information or follow-up through a Request for Information
- (4) After a motion has been moved and has been stated by the Chair, 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.
- (5) Every motion or resolution shall be stated or read by the mover.
- (6) After the Chair states the motion, a motion shall be open for discussion and debate. The Chair will determine if a member can speak twice to the same issue prior to everyone who wishes to speak having the opportunity.
- (7) Any member may ask to have the motion under discussion to be read again at any time during the debate, but may not interrupt a speaker to do so.
- (8) The mover of a motion may speak and vote for or against the motion.
- (9) 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.
- (10) No motion other than an amending motion or motion to table or refer shall be considered until any motion already before the meeting has been disposed of.
- (11) A **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. **Notice of Motions** may be submitted before a Council Meeting for inclusion on the Agenda or during a Council Meeting to be added to the Agenda. If a Councillor wishes to make a **Notice of Motion** during a Council Meeting and requires assistance forming the wording of the motion, a request for a short recess should be made to allow that Councillor to confer with the CAO to prepare accurate language of the motion.
- (12) The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which it was given and shall place it on the agenda under "Requests for Decision" for the next regular meeting, unless otherwise directed by Council. (b. 370.6, 11/10/2025).
- (13) When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.
- (14) A written **Notice of Motion to Reconsider or Rescind**, given from one meeting to the next with a minimum of five (5) members voting in favour, is the only way a motion once

- decided may be reversed, reconsidered, or rescinded within one year after the decision.
- (15) Where the City has a contractual liability or obligation, Council shall not reconsider, vary, revoke, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.
 - (16) The following motions are not debatable by members:
 - a) Adjournment
 - b) Recess
 - c) Question of privilege
 - d) Point of order
 - e) To limit debate on a matter before members
 - f) Deleted
 - (17) a **Point of Privilege** pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable. (b. 370.1, 02/12/2018)
 - (18) A **Parliamentary Inquiry** is a query as to the correct motion, to accomplish a desired result, or to raise a point of order.
 - (19) A **Point of Information** generally applies to a question asked of the speaker.
 - (20) A **Point of Order** refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.
 - (21) To **Amend** is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member. There will be no more than two (2) amending motions on the table at any one time. (b. 370.6, 11/10/2025)
 - (22) A **Report Containing Only Information**, apart from presenting and filing a report, if no action or recommendation are necessary, Council may pass a motion to acknowledge the report.
 - (23) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.
 - (24) To **Withdraw or Modify a Motion** can be done only before a motion has been restated by the Chair. During this time, the mover can withdraw or modify it without asking for the consent of anyone. Following the Chair's restatement of the Motion, Council will follow the process to **Amend, Withdraw** or **Modify** a motion respectively. For further clarity, a **Friendly Amendment** is not to be used
 - (25) To **Refer** is to state which council committee or administration sector is to receive the motion for research/further information, and shall include terms, timelines, and necessary explanations. (b. 370.1, 02/12/2018)
 - (26) To **Limit Debate** is to close debate at a set time, or limit it to a set period.
 - (27) To **Postpone** is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the

agenda for the meeting date specified as an item of unfinished business.

- (28) Deleted.
- (29) To **Recess** can be made by any member as a **Main Motion** (debatable) or as a privileged motion when there is a pending motion (undebatable) and requires majority vote.
- (30) To **Reconsider** can be made only by an individual on the prevailing side who has changed position or view.
- (31) To **Appeal the Decision of the Chair** is an appeal which the assembly must decide, and must be made before other business is resumed; NOT debatable if it relates to decorum, or order of business.
- (32) To **Suspend the Rules** allows a violation of the assembly's own rules; the object of the suspension must be specified.
- (33) A **Motion to Adjourn** is not subject to debate and will be voted on immediately.

(b. 370.4, 08/04/2024)

6.15 Voting (b. 370.2, 11/12/2019)

- (1) When debate on a motion is closed, the Chair shall put the motion to a vote, and this decision is final unless overruled by a majority vote of the members present at the meeting.
- (2) When debate on a motion is closed, and there appears to be no opposition in routine business or on a question of little importance, the Chair may save time through the unanimous consent process. (b. 370.4, 08/04/2024)
- (3) Once the motion has been put to a vote, no member shall debate further on the motion or speak any words except to request that the motion be read aloud.
- (4) When a motion is put to vote, no member shall leave Council chambers until the vote is taken.
- (5) Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
- (6) Pursuant to the *Municipal Government Act*, a council member must vote on a matter at a council meeting except where the person abstaining is prohibited from voting because of pecuniary interest in accordance with the *Municipal Government Act*.
- (7) The outcome of any vote on any matter shall be in writing, with all votes recorded in the Minutes in accordance with the *Municipal Government Act*. (b. 370.1, 02/12/2018)
- (8) When elected officials participate in Council or committee meetings through an electronic device, the member will participate through the City of Lacombe Conferences virtual meeting format. Councillors will be called on for their vote verbally or by a raise of the hand, and the CAO will submit and record their vote using the same voting system format as the rest of Council. (b. 370.4, 08/04/2024)

6.16 Bylaws, Resolutions and Policies (b. 370.2, 11/12/2019)

- (1) Draft bylaws and policies shall be prepared at the request of Council or a Council Committee by the appropriate staff, and shall be reviewed by the appropriate Council committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to city procedure. (b. 370.1, 02/12/2018)
- (2) Before a bylaw is passed, it shall, in accordance with the *Municipal Government Act*, have three distinct and separate readings before it is adopted, but when all three readings or second and third readings take place at any one meeting of Council, a motion shall be required to proceed to third reading by a unanimous vote. (b. 370.4, 08/04/2024)
- (3) Despite section 6.16(2), conducting both the first and second readings, or all three readings, at any single meeting shall not be permitted in the following circumstances:
 - a) when a Public Hearing is required, and/or
 - b) when another enactment mandates readings at separate meetings or specifies a length of time between readings. (b. 370.4, 08/04/2024)
- (4) Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
- (5) When all amendments (if any) have been accepted or rejected, the motion for second reading of the bylaw as presented or amended shall be considered.
- (6) When a bylaw has received third reading and been passed, the Mayor shall declare the bylaw adopted, and it becomes a municipal enactment, effective immediately unless the bylaw itself provides otherwise.
- (7) Upon being passed, 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 City.
- (8) A bylaw which requires approval from the Province of Alberta shall receive two readings prior to the submission of a certified copy to the provincial authorities. The third reading may proceed only after the signed approval of the provincial authority is received.
- (9) Resolutions or motions shall come into effect as soon as they are passed unless they contain a deferred implementation.
- (10) Policies shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.
- (11) Upon being passed, a policy shall be signed by the Chair of the meeting at which it was passed and by the CAO.

6.17 Minutes

- (1) Minutes of all proceedings of regular and special Council meetings shall be recorded in accordance with the *Municipal Government Act*.
- (2) At every regular Council 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.

- (3) Minutes shall include resolutions to go *in camera* and to adjourn the meeting.
- (4) The CAO (or designate) shall, prior to the next Regular Meeting of Council, prepare minutes of the meeting and make them accessible to the members of Council or the committee.
- (5) Any person actively participating (meaning speaking to Council directly from the presenters table), in the council meeting are to be named in the record of the minutes. (b. 370.4, 08/04/2024)
- (6) Any disclosure of a conflict of interest and the Councillor's abstention from the matter shall be recorded in the meeting minutes. (b. 370.5, 05/12/2025)

6.18 Spokespersons

- (1) The Mayor speaks for the City unless that power is designated to another person, on a case-by-case basis only.
- (2) Individual Councillors or committee members have no authority to act outside established bylaws and policy.
- (3) Bylaws and Policy can only be initiated and must be approved by Council (with the exception of the Library Board).
- (4) Democratic process includes the right to debate, question, and discuss, but once a decision is made, that is the recognized decisions of Council.
- (5) Councillors and Council Committee members should remember that advocacy and information for ratepayers are part of their responsibilities, but always within parameters set by Council decisions. (b. 370.1, 02/12/2018)
- (6) No special interests shall be promoted over the common interest.
- (7) Councillors and Council Committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to Council, and not attempt to resolve them; Council shall forward them to Administration or Council committee, as appropriate. (b. 370.1, 02/12/2018)

6.19 Repeal

Bylaw 40 of the City of Lacombe and any amendments are hereby repealed.

6.20 Coming into Force

This bylaw shall come into full force and effect upon the final passing thereof.

INTRODUCED AND GIVEN FIRST READING THIS 22nd day of August, 2011

GIVEN SECOND READING THIS 12th day of September, 2011

GIVEN THIRD AND FINAL READING THIS 26th day of September, 2011

UNCERTIFIED CONSOLIDATION

Original Signed
Mayor

Original Signed
CAO

Schedule A

Meetings and Public Hearings by Electronic Means

The following provisions apply to meetings, including Committee of the Whole, Organizational or Public Hearings, conducted by electronic means or partially by electronic means:

1. Authorized Electronic Means

- The following electronic means are authorized:
 - “Teams” meetings, or similar video conferencing platforms, or use of telephone communication; and
 - Livestreaming on one or both of the City’s public website and YouTube.

2. Identification of Council Members

- For Meetings, including Committee of the Whole, Organizational, or Public Hearings, held by electronic means:
 - Each Member attending must be visually identified by the Chair prior to the start of the Meeting.

3. Public Access and Submissions

- Members of the public who are scheduled to speak at a meeting and wish to attend electronically—including Committee of the Whole—must notify the Legislative Coordinator at legislative@lacombe.ca by email. The request must be submitted no later than the end of the business day prior to the start of the meeting. The Legislative Coordinator will make reasonable efforts to accommodate the request or provide a suitable alternative, in accordance with this Bylaw, the Municipal Government Act, and associated regulations.
- Members of the public who wish to present electronically at a Public Hearing—whether on their own behalf or representing a group—must register to speak before the advertised submission deadline by:
 - Submitting a request via email to Administration at legislation@lacombe.ca .
 - When presenting electronically at a Public Hearing, presenters must: Identify themselves by name through their username on the virtual platform. They may also choose to identify their position or the organization they represent.

4. Attendance by Electronic Means

- Council Members attending electronically must:
 - Identify themselves by title and last name, i.e. ‘Mayor/Councillor Smith’, and confirm which virtual platform they are using to attend.
 - Keep their cameras activated for the duration of the meeting, including Committee of the Whole, Organizational Meetings, or Public Hearings, unless otherwise permitted by the Chair.
- Members of the Public attending electronically must:
 - Identify themselves by first and last name through their username on the virtual platform. They may also identify their position or organization, if they wish.
 - Keep their cameras and microphones deactivated before and after their presentation.
 - Keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.

5. Chat Feature Prohibition

- All participants attending by electronic means must not use the chat feature during the meeting. Use of the chat feature may result in removal from the meeting.

6. Deemed Presence

Members participating in a Meeting, including a Public Hearing, held by electronic means are deemed to be present at the Meeting.