



**BYLAW NO. 300-27
PROCEDURE BYLAW**

Summer Village of Val Quentin
Municipal Government Act RSA 2000 Chapter M-26 Part 5
ORGANIZATIONAL AND PROCEDURAL MATTERS RELATED TO COUNCIL

A BYLAW OF THE SUMMER VILLAGE OF VAL QUENTIN IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

WHEREAS, pursuant to the Municipal Government Act, RSA 2000, c. M-26, as amended, Council has the authority to pass bylaws respecting the procedures of Council and Council Committees, and the conduct of elected officials and Members of Council Committees; and

AND WHEREAS, the Council of the Summer Village of Val Quentin recognizes the importance of promoting effective participation in local governance by all stakeholders, including Councillors, administration, formal Delegations before Council and Committees, and the Public, and supports the use of Electronic Means of participation in accordance with Section 199 of the Municipal Government Act;

NOW THEREFORE, the Municipal Council of the **Summer Village of Val Quentin**, duly assembled, hereby enacts as follows:

1. Title

This Bylaw may be cited as the “**Procedure Bylaw.**”

2. Purpose

The purpose of this bylaw is to identify procedures for Council, Committee and Board meetings, conduct and decision making. This bylaw also provides a means to address Council.

3. Definitions

In this Bylaw, unless the context otherwise requires:

“**Act**” means the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, as amended, or as may be repealed and replaced.

“**Agenda**” means the agenda for a Regular or Special Council Meeting.

“**CAO**” means the Chief Administrative Officer of the Summer Village of Val Quentin, or their delegate.



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“Closed Meeting” means a meeting, or a portion of a meeting, of Council, a committee, or other body established by Council that is closed to the public in accordance with the Municipal Government Act, where the public may be excluded and only those persons authorized by Council or this Bylaw may be present.

“Council” means the Mayor and Councillors of the Summer Village of Val Quentin, duly elected pursuant to the Local Authorities Election Act and the Municipal Government Act, whose term is unexpired, who have not resigned, and who continue to be eligible to hold office under applicable provincial legislation.

“Delegation” means any person permitted by Council or the CAO to appear before Council or a Committee of Council to provide pertinent information and views regarding a subject before Council or a Committee.

“Deputy Mayor” means the Councillor appointed to act in the absence of the Mayor.

“Electronic Means” has the same meaning as defined in Section 199(1)(a) of the Municipal Government Act.

“Mayor” means the Chief Elected Official of the Summer Village of Val Quentin, appointed by Council at the annual Organization Meeting.

“Meeting” includes Meetings of Council, Committees of Council, and Public Hearings, in accordance with Section 199(1)(b) of the Municipal Government Act.

“Member” means a Councillor, or a person at large, appointed by Council to a Committee of Council.

“Minutes” means the official written record of the proceedings of a Meeting of Council or a Committee of Council.

“Motion” means a formal proposal made by a Member for the consideration of Council or a Committee of Council.

“Municipality” means the Summer Village of Val Quentin, a municipal corporation of the Province of Alberta, and includes the area contained within the boundaries of the Municipality.

“Presiding Officer” means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, the Councillor appointed by Council, who presides at a meeting and ensures the meeting is conducted in accordance with the Municipal Government Act and this Bylaw.



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“Public” means any person other than Members and other persons permitted to attend a Council Meeting.

“Public Hearing” means a Meeting of Council called by the Mayor or CAO pursuant to Section 230 of the Municipal Government Act.

“Quorum” means:

- a) In the case of Council, a majority of the Members of Council; or
- b) In the case of a Committee or Board, a majority of the Members thereof.

“Resolution” means a formal decision of Council or a Committee of Council on a Motion.

“Result” means the outcome of a Vote, including the names of Members voting in favour, opposed, or abstaining.

“Vote” means the formal expression of the will of Council or a Committee of Council on a Motion.

4. Application

4.1 This Bylaw applies to all meetings of Council and Committees of Council of the Summer Village of Val Quentin.

4.2 Words importing the masculine gender shall include the feminine gender and vice versa, where the context so requires. Words importing the singular shall include the plural, and words importing the plural shall include the singular, where the context so requires

5. General Duties

5.1 Council shall carry out its duties in accordance with Section 153 of the Municipal Government Act. (Appendix A).

5.2 The Mayor shall carry out duties in accordance with Section 154 of the Municipal Government Act. (Appendix B).

5.3 Members of Council shall direct all requests through the CAO.

5.4 Statutory Public Hearings shall be conducted prior to second reading. Public Hearings required under Part 17 of the Municipal Government Act shall be accessible via Electronic Means and shall be conducted in accordance with the procedures set out in the MGA.



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6. Meetings of Council

6.1 As per Section 193(1) of the MGA, Regular council meetings shall be established by resolution at the Val Quentin Annual Organizational Meeting.

6.2 Special Council meetings shall be called in accordance with Section 194 of the Municipal Government Act.

6.3 Regular Council meetings shall commence at 7:00 p.m., unless otherwise resolved.

6.4 Quorum, call to order, adjournment, and absence of quorum shall be governed by the Municipal Government Act.

6.5 Meetings may be conducted by Electronic Means as authorized by Council.

6.6 As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.

6.7 In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.

6.8 If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;

6.9 No person, persons or entity other than the Summer Village of Val Quentin may record in whole or in part any meeting of Council or Council Committee using audio, video or any other recording means.

6.10 Should the Summer Village of Val Quentin deem it appropriate to record a Council or Council Committee meeting, all parties present at the meeting must be verbally notified immediately prior to the start of the recording.

7. Meeting Procedures

7.1 All remarks, questions, or comments by Members during a Council or Committee Meeting shall be directed through the **Presiding Officer** (Chair) and addressed to the Council as a whole, and not to individual Members.



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7.2 Resolutions do not require a seconder. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be. The following resolutions are not debatable by members:

- a) adjournment
- b) to take a recess
- c) question of privilege
- d) point of order
- e) to limit debate on a matter before members
- f) on division of a question
- g) postpone the matter to a certain time
- h) to table the matter

7.3 Voting at Council or Committee Meetings shall be conducted by a show of hands, or verbally for Members participating by Electronic Means.

7.4 A Recorded Vote shall be taken upon the request of any Member of Council. The names of Members voting in favour, opposed, or abstaining shall be recorded in the Minutes.

7.5 The Presiding Officer shall preserve order and decorum at all Meetings and may take such measures as necessary to maintain proper conduct.

7.6 Closed Meetings shall be conducted in accordance with Section 197 of the Municipal Government Act, including the requirements for Motions, confidentiality, and restrictions on passing Resolutions or Bylaws.

8. General Principles

8.1 The Summer Village of Val Quentin values respectful, transparent, and accessible public engagement in all Council and Committee proceedings.

8.2 The Mayor or Presiding Officer may participate in debate and make Motions or Resolutions in the same manner as any Member, without relinquishing the chair.

8.3 No matter or issue previously considered by Council shall be brought forward more than three (3) times, unless new information relevant to the matter is presented.

8.4 Where a question under consideration contains distinct propositions, a separate Vote shall be taken on each proposition if requested by any Member or directed by the Presiding Officer.



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8.5 If the Presiding Officer considers a Motion to be contrary to the rules and privileges of Council, they shall immediately inform the Member, prior to putting the question, and shall state the applicable reasons without argument or comment.

8.6 The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order. Such decisions may be appealed to Council by Resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority Vote of Members present.

8.7 In all cases not provided for in this Bylaw, a two-thirds (2/3) majority of Council shall determine whether to uphold the ruling of the Presiding Officer.

8.8 When a Motion has been made and is under consideration by Council, no other Motion shall be made or accepted except the following:

- a) A Motion to refer the main question to another person, body, or committee for consideration;
- b) A Motion to amend the main question;
- c) A Motion to table the main question;
- d) A Motion to postpone the main question to a specified future time; or
- e) A Motion to adjourn the Meeting.

Note: A Motion to table shall not be debated except regarding the time at which the matter will be reconsidered.

8.9 After a Question has been finally put by the Mayor or other Presiding Officer:

- a) No Member shall speak further to the Question; and
- b) No other Motion shall be made until the Vote has been taken and the Result declared.

The decision of the Mayor or Presiding Officer as to whether the Question has been finally put shall be final and shall not be subject to Debate

8.10 Any Member may request a Recorded Vote. When a Recorded Vote is requested, the names of Members voting in favour of, opposed to, or abstaining from the Motion shall be recorded in the Minutes. A request for a Recorded Vote shall be made prior to the Vote being taken on the Motion.



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8.11 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. In the case of a meeting by Electronic Means voting may be done verbally.

8.12 Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place, but which has not been completed;

8.13 In accordance with Section 197 of the Municipal Government Act, a formal Motion shall be made to move into a Closed Meeting session. During a Closed Meeting, no Resolution or Bylaw may be passed except a Resolution to return to an Open Meeting, no Minutes, notes, or recordings shall be taken, and any printed reports provided to Council shall be retrieved by the Chief Administrative Officer (CAO). Upon conclusion of the Closed Meeting, the public shall be notified that the Meeting has resumed in public, and reasonable time shall be allowed for members of the public to return. Council or a Council Committee may, at its discretion, permit additional persons to attend a Closed Meeting, and the Minutes shall record the names of such persons and, where applicable, the reason for their attendance.

8.14 The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.

8.15 Any Councillor may move that Council Recess for a specific period.

8.16 After the Recess, business will resume at the point where it was interrupted.

8.17 A Recess will follow a motion to go into closed session and a Recess will precede a motion to come out of closed session;

9. Delegations

9.1 Any person, or a representative of a delegation or group of persons, who wishes to bring a matter to the attention of Council, or to have a matter considered by Council, shall submit a letter or other written communication to Council outlining the subject to be discussed. The submission shall be signed with the full name of the author and include the author's address, and shall be delivered to the Chief Administrative Officer (CAO) by email or regular mail. The submission must be received no later than 1:00 p.m. on a business day at least five (5) days immediately preceding the Council Meeting at which it is to be presented. If the person wishes to appear before Council in person regarding the matter, this intention shall be clearly stated in the submission.



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9.2 Delegates shall be permitted a maximum of fifteen (15) minutes to present the matter outlined in their submission. Where the Presiding Officer determines that additional time is warranted, the duration of the extension shall be specified, and the Presiding Officer may limit the time accordingly. A Member or Delegate may speak on the same Question or Resolution no more than three (3) times, giving due regard to the importance of the matter.

9.3 Delegations that have not submitted a written communication in accordance with Section 9.1 may be granted a brief opportunity to outline the matter they wish to present to Council. Following this outline, the Presiding Officer and Members shall determine whether the Delegation is to be granted time under Section 9.2 to present the matter in full.

9.4 Members of the Public who constitute the gallery in the Council Chambers during a Council Meeting may not address Council without permission from Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of Members of Council. Should the behaviour of any member or members of the gallery become unruly, they shall be required to leave the Meeting immediately.

9.5 Council shall hear all Delegations who have submitted items for the Agenda in the order in which they appear on the Agenda, unless the order is changed by a majority vote of Members present. All rules of Council contained in this Bylaw shall apply to each and every Member of a Delegation. Each Delegation shall have a maximum of fifteen (15) minutes to present their matter.

10. Public Conduct

10.1 Members of the public must:

- a) maintain respectful behaviour,
- b) refrain from personal attacks, abusive language, or threats,
- c) comply with meeting rules and direction from the Chair.

10.2 Members of the Public who constitute the gallery in the Council Chambers during a Council Meeting shall not address Council without permission from Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of Members of Council. The Presiding Officer may require any individual who behaves inappropriately to leave the Meeting.

11. Council Conduct Standards



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11.1 Members of Council shall:

- a) Act in accordance with the Municipal Government Act (MGA) and all other applicable legislation; and
- b) Maintain confidentiality as required by the MGA, the Freedom of Information and Protection of Privacy Act (FOIP), or other applicable law.

12. Conflict of Interest

12.1 Members of Council shall declare any pecuniary interest in accordance with Section 172 of the Municipal Government Act and shall leave the Meeting during any discussion, consideration, or vote on the matter in which the pecuniary interest exists.

13. Electronic Participation

13.1 Authority and Types of Meetings

Council may, in its discretion, provide for Meetings to be conducted by Electronic Means in the following ways:

- a) **Full Virtual Meeting:** All participants have a common point of access to the virtual Meeting through approved electronic means.
- b) **Hybrid Meeting:** Some participants may be authorized to participate via approved electronic means, while the Council Chamber remains an effective point of access for the public. The availability of a hybrid Meeting does not create an obligation to provide virtual access beyond those active participants.

13.2 Council shall, where practicable, prioritize hybrid Meetings over full virtual Meetings, limiting Electronic Means to Members, administration, and formal Delegations who cannot attend in person.

13.3 Electronic Means shall be used only where the remote location can support participation. Remote access does not guarantee continuous connection, and business shall not be delayed due to intermittent connectivity.

13.4 A Councillor participating by Electronic Means shall be deemed present for all or any portion of the Meeting during which their connection is active.

13.5 At the Call to Order, the Presiding Officer shall declare the use of Electronic Means and request confirmation from the recording secretary of:



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- a) Members participating remotely;
- b) Administration participating remotely;
- c) Delegations participating remotely; and
- d) The general count of Public present

13.6 Council authorizes participation via:

- Telephone, including landline and cellular;
- Personal or work computer, tablet, or similar device using approved virtual participation platforms; and
- Other commonly accepted technologies deemed secure by the Municipality.

13.7 Access codes or numbers for Electronic Means shall be distributed along with the Agenda using the same methods as agenda circulation, including email, website, or physical copy.

13.8 In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:

- Upon joining, declare their full name to the Presiding Officer and, if possible, enable live video;
- Verbally request the floor when making a Motion or participating in Debate; assistance may be provided by the moderator, recording secretary, or CAO;
- Enable live video when speaking or voting, if feasible;
- Vote verbally when called by the Presiding Officer;
- Submit secret ballots via email or text to the CAO or Designated Officer within five (5) minutes of the Chair opening voting; late submissions shall be deemed absent votes; and
- In Closed Meetings, confirm verbally to the CAO or designate that they are attending alone.

13.9 When Electronic Means are provided to the public:

- Access information shall be included in the Meeting notice and Agenda, and/or posted on the Summer Village of Val Quentin website;
- Public participants shall be muted and may be disconnected for noise, unauthorized comments, or disruption at the discretion of the Presiding Officer, except where public comment is expressly allowed;



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- When public comment is allowed (e.g., Public Hearings), comments shall be received in an orderly manner determined by the CAO, respecting the same decorum as in-person participation.

14. Agenda and Order of Business

14.1 Any matter of meeting procedure not provided for in this Bylaw shall be determined in accordance with *Robert's Rules of Order, Revised*.

14.2 Prior to each Meeting, the CAO shall prepare a statement of the order of business, to be known as the Agenda, listing all matters to be brought before Council. To facilitate this, all documents and notices of Delegation intended for submission to Council shall be received by the CAO no later than 1:00 p.m. on a business day at least five (5) days prior to the Meeting.

14.3 The CAO shall provide each Member with a copy of the Agenda and all supporting materials no later than 4:30 p.m., two (2) days prior to the Meeting.

14.4 Where the deadlines in Sections 14.2 or 14.3 are not met, the Agenda and supporting materials shall be deemed acceptable upon adoption of the Agenda at the Meeting.

14.5 The standard order of business for Council Meetings shall include, but is not limited to:

1. Call to Order
2. Approval of Agenda
3. Adoption of Previous Minutes

4. Public Hearings
5. Delegations
6. Bylaws and Policies
7. Business Arising
8. New Business
9. Financial Reports
10. Correspondence
11. Reports
12. Closed Session (if required)
13. Next Meeting Date and Location
14. Adjournment



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15. Recording of Minutes

15.1 The CAO may delegate any duties related to the preparation of Minutes to a recording secretary, but shall retain full responsibility for the performance of those duties.

15.2 The Minutes shall record the arrival and departure times of any Member who arrives late, leaves before adjournment, or is temporarily absent during a Meeting.

15.3 After each Meeting, the CAO shall prepare a written record of the proceedings, to be known as the Minutes. The Minutes shall document the actions and decisions of the Meeting, and shall reflect what was done, rather than what was said, during the Meeting.

16. Bylaws and Policies

16.1 When a Bylaw is presented to Council for enactment, the CAO shall ensure the Bylaw number and short title appear on the Agenda in the appropriate section.

16.2 Every Bylaw shall receive three readings.

16.3 After a Motion for the second reading of a Bylaw has been made, Council may:

- a) Debate the substance of the Bylaw; and
- b) Propose and consider amendments to the Bylaw.

16.4 Any proposed amendment shall be put to a Vote. If carried, the amendment shall be considered as having been read a first time and incorporated into the Bylaw.

16.5 A Bylaw shall not be given more than two readings at the same Meeting unless all Members present unanimously agree to proceed with the third reading at that Meeting.

16.6 Where required by provincial statute, a Bylaw shall be advertised or submitted to the electorate for approval in accordance with the applicable legislation.

16.7 A Bylaw shall not be repealed, amended, or suspended except as permitted within its own provisions, or by:

- a) A Bylaw unanimously passed at a regular or special Meeting of Council at which all Members are present; or



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b) A Bylaw passed at a regular Meeting of Council, following notice in writing given and openly announced at the preceding Meeting, specifying the terms and substantial effect of the proposed Bylaw.

17. Website Posting

17.1 Upon preparation and distribution to Council, the Agenda package for each Regular Council Meeting, including any applicable electronic meeting access links, shall be posted on the Summer Village of Val Quentin website no later than two (2) days prior to the Meeting.

17.2 Upon preparation and distribution to Council, the Agenda for a Special Council Meeting shall be posted on the Summer Village of Val Quentin website prior to the commencement of the Meeting.

17.3 Unapproved Minutes shall be posted on the Summer Village website within fourteen (14) days following the Meeting to which they relate.

17.4 Approved Minutes shall be posted on the Summer Village website within fourteen (14) business days following the Meeting at which the Minutes are approved.

17.5 The Chief Administrative Officer (CAO) shall manage updates to the Summer Village website, subject to Council approval where required.

18. Severability

18.1 If any provision of this Bylaw is found to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions, which shall continue in full force and effect and be interpreted as if the invalid or unenforceable provision had never been included.

19. Section 23 - Repeal



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19.1 Bylaw 300-27 hereby repeals Bylaw 225-09, together with all amendments thereto, and any provisions of prior bylaws inconsistent with this Bylaw are of no further force or effect.



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20. Commencement

This Bylaw shall come into force and effect on the date of its third reading and final adoption by Council.

Read for the first time this 17th day of December 2025.

Read a second time on the 18th day of February, 2026.

Read a third time and finally passed on the ___ day of ___, 2026.

Signed and certified by the Chief Administrative Officer this ___ day of ___, 20__.

Mayor Kathy Dion

Marlene Walsh, CAO



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APPENDIX "A"

**In accordance with Division 3 of the Municipal Government Act (MGA),
Councillors shall:**

- a) Consider the welfare and interests of the Municipality as a whole, and bring to Council's attention any matter that would promote the welfare or interests of the Municipality;
- b) Participate in the development and evaluation of the policies and programs of the Municipality;
- c) Attend and actively participate in Council meetings, Council Committee meetings, and meetings of other bodies to which they are appointed by Council;
- d) Obtain information regarding the operation or administration of the Municipality from the Chief Administrative Officer (CAO);
- e) Keep in confidence all matters discussed in Closed Meetings of Council until such matters are discussed at a Meeting held in public; and
- f) Perform any other duty or function imposed on councillors by this Bylaw, any other enactment, or by Council.



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APPENDIX “B”

In accordance with Section 154 of the Municipal Government Act (MGA), RSA 2000, c. M-26, the Chief Elected Official (Mayor) shall:

In addition to performing the duties of a Councillor, the Chief Elected Official shall:

- a) Preside at Council Meetings when in attendance, unless a bylaw provides that another Councillor or other person is to preside; and
- b) Perform any other duty imposed on the Chief Elected Official by this Bylaw, or any other enactment or bylaw.

The Chief Elected Official is a member of all Council Committees and all bodies to which Council has the right to appoint Members under the MGA, unless Council provides otherwise

Notwithstanding Section B.2, the Chief Elected Official may serve as a Member of a Board, Commission, Subdivision Authority, or Development Authority established under Part 17 only if appointed in the Chief Elected Official's personal name.