



BYLAW 444-25 PROCEDURAL BYLAW

A BYLAW OF THE VILLAGE OF MILO IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF MEETINGS OF COUNCIL AND COUNCIL COMMITTEES AND DEFINE CERTAIN DUTIES OF THE COUNCIL AND OFFICERS OF THE VILLAGE OF MILO.

WHEREAS, Section 145 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws in relations to the procedures of Council and Council Committees and the conduct of elected officials and members of Council Committees;

AND WHEREAS, it is Council's desire to establish and follow the process and procedure of municipal government that reflects an open, transparent government where decisions are made after all information has been provided;

AND WHEREAS, it is necessary to establish rules and provisions to regulate the conduct of business in Council meetings, to control and maintain order in Council for the enactment of municipal legislation and to provide for dealings with petitions, delegations and submissions to Council;

NOW THEREFORE, THE Council of the Village of Milo duly assembled establishing the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

1. Short Title

1.1 This bylaw shall be known as the "Procedural Bylaw".

2. Definitions

2.1 Act means the Municipal Government Act, RSA 2000 M-26 and all amendments thereto,



2.2 Agenda means the list of items and order of business of any meeting of Council as prepared by the Chief Administrative Officer.

2.3 Appellant means the person who is appealing to Council.

2.4 Bylaw means a Bylaw of the Village of Milo.

2.5 CAO means the Chief Administrative Officer of the Village of Milo.

2.6 Council means the duly elected Municipal Council of the Village of Milo.

2.7 Councilor means a duly elected member of Council.

2.8 Deputy Mayor means the member of Council duly appointed to the office of Deputy Chief.

2.8 Mayor means the member of Council duly appointed to the office of Chief Elected Official, pursuant to the Act.

2.9 Point of information means a request to the Mayor or presiding member, or through the Chair, to another member or to the staff for information relevant to the business or item being discussed.

2.11 Public Hearing means a meeting of Council held in accordance with the Act.

2.12 Quorum means a majority of Council members required present to hold a meeting.

2.13 Resolution means a motion in Council.

3. Purpose and Application

3.1 This Bylaw applies to:

- (a) all meetings of Council, and
- (b) subject to the Act, boards and authorities established by Council unless permission has been granted to them to establish their own procedures by a simple majority decision of council.

4. Organizational Meeting

4.1 The Annual Organizational Meeting of Council shall be held in accordance with the Act and the date shall be called by Council at the September regular meeting and shall be entered into the minutes of that meeting.

4.2 At the Organizational Meeting the CAO shall initially take the chair and:

- (a) call the meeting to order



- (b)administer the Oath of Office to any newly elected officials, and
- (c)record the election for the Mayor and Deputy Mayor

4.3 Upon the election of the Mayor and Deputy Mayor, the Mayor shall take the chair for the remainder of the meeting.

4.4 The agenda for the Organizational meeting shall be as follows:

- (a)Call to Order
- (b)Oaths of Office (if necessary)
- (c)Election of Mayor and Deputy Mayor
- (d)Acceptance of Agenda
- (e) Designated Officer Appointments
- (f)Board and Committee Appointments
- (g)Review of Legislative Policies
- (h)Set the Date for Regular Council Meetings
- (i)Office Hours
- (j)Banking
- (k)Signing Authorities
- (l)Any other Business as Required by the Act (if necessary)

4.5 The following board and committee appointments shall be made:

- (a)Assessment Review Board
- (b)Canadian Badlands
- (c)Marquis Foundation
- (d)Milo & District Fire Association
- (e)Milo & District Recreation Board
- (f)Municipal Planning Commission
- (g)Oldman River Regional Services Commission
- (h)Chinook Intermunicipal Subdivision and Development Appeal Board
- (i)Vulcan District Waste Commission
- (j)Southgrow Regional Initiative

4.6 The following boards or positions shall be ratified:

- (a)Chinook Arch Regional Library System
- (b)Emergency Management Committee
- (c)Milo & District Recreation Board
- (d)Village of Milo Library Board
- (e)Milo & District Volunteer Fire Chief

4.7 The following position appointments shall be made:

- (a) Director of Emergency Services
- (b) Deputy Director of Emergency Services



- (c) Emergency Management Committee
- (d) Chinook Intermunicipal Subdivision and Development Appeal Board
- (e) Bylaw Officer
- (f) Assessor
- (g) Auditor

5 • Regular and Special Meetings

5.1 The date and time of regular Council meetings shall be set at the annual organizational meeting.

5.2 Special Meetings shall be called and held in accordance with the Act.

5.3 In accordance with the Act, all Council meetings shall be open to the public and twenty-four (24) hours written notice shall be given to the public as stated in Section 5.8 and Section 5.9

5.4 The Mayor subject to being overruled by a majority vote of Council:

- (a) may call Council to order,
- (b) shall maintain order and preserve decorum of the meeting,
- (c) shall decide points of order without debate or comment other than to state the rule governing,
- (d) shall determine which Councilor has the right to speak,
- (e) shall ascertain whether all Council members who wish to speak on a motion have spoken thereon and all Council members are ready to vote by asking "Are you ready for the question?" and shall thereafter call for the vote, and
- (f) shall rule when a motion is out of order.

5.2 Members of the public who attend a Council meeting shall:

- (a) not address Council unless they are on the agenda or if the Chair allows, may comment for a five (5) minute period following the close of Council Business at a Regular meeting, and
- (b) maintain order and quiet

5.3 Whenever a member of Council or the public is addressing the Chair, every other member attending the meeting shall:

- (a) remain quiet and seated,



- (b) not interrupt the speaker, except on a point of order, and
- (c) not carry on a private conversation.

5.4 When a member of the public is addressing Council, the member shall:

- (a) not reflect on any vote of Council except when asking to rescind the vote and when doing so shall not reflect on the motives of the Councilors who voted for the motion or the mover of the motion,
- (b) not shout, raise their voice or use profane, vulgar or offensive language, and
- (b) assume personal responsibility for any statement they quote to council and shall give the source of the information. Unfounded information or hearsay may be disregarded by Council.

5.8 Notice of regular Council meetings shall be given by publishing them on the Village of Milo website and posting notices at the Village Office and Post Office.

6. Public Meetings

6.1 Public Meetings may be held at the pleasure of Council and as required as per the Act.

7. Voting

7.1 Voting shall be governed by the Act.

7.2 The names of those who vote for and those who vote against a motion shall be entered in the Minutes by the CAO only when a member of Council asks for a recorded vote before that vote is taken by the Chair.

8. General Rules Of Council

8.1 Regular Council meetings shall not last more than three (3) hours in length.

- (a) Upon resolution of Council the meeting may be extended to a time determined by the resolution.

8.2 Special Council Meetings shall commence at the time stated in the notice to the public and shall not last longer than three (3) hours unless agreed upon by the majority vote of Council.



8.3 If there is no quorum, fifteen (15) minutes after time of commencement, the CAO shall record the names of the Council members present and Council shall stand adjourned.

8.4 Within the fifteen (15) minute waiting period, as soon as a quorum is present, the Mayor shall take the Chair and call the meeting to order.

8.5 In the event the Mayor is absent, the Deputy Mayor shall take the Chair.

9. Proceedings at Council Meetings

9.1 Unless otherwise specified in this Bylaw, the order of business for a regular Council meeting shall be contained in the agenda for the meeting as prepared by the CAO. Copies of reports or business to be dealt with shall be available at the meeting.

9.2 The agenda shall be made available to Council at least one day prior to the regular meeting of Council.

9.3 The Order of Business on the Agenda is as follows:

- (a) Call to Order
- (b) Approval of Agenda
- (c) Delegations
- (d) Approval of Minutes
- (e) Staff Reports
- (f) Correspondence
- (g) Council Reports
- (h) Old Business
- (i) New Business
- (j) Closed Session
- (k) Next Meeting
- (l) Adjournment

9.4 Items for items to be added to the agenda is three (3) days before the set meeting date unless otherwise agreed upon unanimously by Council.

10. Petitions and Letters

10.1 Petitions shall be dealt with as per the Act.

10.2 Letters directing items of Business or concerns to Council shall be clearly written or typewritten and addressed to the Council or the CAO and shall be signed by the person initiating the business or concern,



10.3 Anonymous letters will be disregarded. Verbal complaints and/or concerns may not be considered by Council until which time they are written and signed as indicated in Section 10.2.

11. Delegations

11.1 When a person or delegation wishes to address Council on a matter not on the Agenda, Council may add it to the proposed Agenda by resolution of Council.

11.2 Council shall hear all persons or delegations that so request, and are placed on the Agenda. All rules of conduct in this Bylaw apply to each member of the delegation.

11.3 Delegations may be limited to ten (10) minutes presentation to Council with an additional ten (10) minutes to ask questions for clarification.

12 Resolutions (Motions) in Council

12.1 Motions may be withdrawn prior to debate or decision with the approval of Council.

12.2 When a motion is made and is being considered, no other motion may be made or voted on except:

- (a) a motion to refer to the main question to some other person or group for consideration,
- (b) a motion to amend the main question,
- (c) a motion to postpone or table the main question to another time

12.3 After the question has been called; no member shall speak to the question nor shall any other motion be made until after the vote.

12.4 A motion to adjourn the meeting may be made at any time except when:

- (a) another Council member is in possession of the floor,
- (b) a call for a decision has been made, or
- (c) the members of Council are voting

12.5 A motion to rescind a motion of Council may be made at any



time after the meeting at which the motion was passed, as follows:

- (a) any member of Council may make the motion to rescind,
- (b) notice of the rescinding motion shall be on the agenda, and
- (c) the rescinding motion must be passed by a simple majority

13.Bylaws

13.1 Bylaws shall be presented and passed in accordance with the Act.

14.Signing Authority

14.1 Any one (1) of the Mayor, Deputy Mayor or Councilor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes, and financial statements of the Village of Milo so that all cheques and financial instruments are signed by the CAO and a member of Council as per the Act.

14.2 Any one (1) of the Mayor, Deputy Mayor or Councilor along with the CAO shall sign all cheques, of the Milo & District Recreation so that all cheques and financial instruments are signed by the CAO and a member of Council as per the Act.

15.Public Hearings

15.1 Public Hearings shall be held in accordance with the Act.

15.2 The Mayor or Deputy Mayor shall still act as Chair for public hearings.

15.3 The CAO shall act as secretary for public hearings.

15.4 The order for the agenda for a public hearing shall be as follows.

- (a) Call to Order
- (b) Introduction of Public Hearing Item
- (c) Written or Oral Submission in Favor of the Item
- (d) Written or Oral Submission Opposed to the Item
- (e) Appellant Rebuttal
- (f) Adjournment

15.5 Council may ask for further information or clarification from the CAO, Appellant or any individual who provided a written or oral submission at any time during a public hearing.

15.6 Cross examination, debating or questions from the public is not



allowed during a public hearing.

15.7 The public hearing by motion of Council, may be held open to the next regular or special meeting of Council if more information is required.

15.8 Decision on the Item discussed at public hearing will be included in the Minutes of the Council meeting at which it was held.

15.9 Decision must be made on the Item discussed at a public hearing within fifteen (15) days of the public hearing and sent to the appellant in writing.

16. Recording and Livestreaming of Meetings

16.1 Council meetings and Committee meetings may be recorded and livestreamed to the public with the exception of Closed Session.

16.2 If there are technical difficulties during livestreaming that are unable to be resolved, the Chair advises those present at the meeting that livestream is not available. Notice of the technical issues will be provided to the public on Village of Milo website and social media.

16.2.1 The meeting may continue without a livestream provided that the meeting can still be recorded by other means and the recording made available on the Village of Milo website.

16.3 The use of audio/video recording devices or photographs by the public or media during a meeting is prohibited unless authorization is provided by the Chair or Chief Administrative Officer.

16.4 Meeting recordings will be retained and provided in accordance with the Village of Milo's Bylaws, policies, and procedures. Meeting recordings will only be transcribed by the Village of Milo if required in connection with any litigation, audit or investigation.

17. Electronic Participation in Meetings

17.1 Members are expected to participate in meetings in person unless there is a clear need to participate electronically. Members may participate in an in-person meeting electronically in accordance with this bylaw.

17.2 Any member, except for the member presiding over the meeting, may participate in a meeting electronically for personal or family reasons as long they participate in a location that is free of distractions, secure, and appropriate for



participation in the meeting.

17.2.1 The Chair cannot electronically preside over in person meetings and must vacate the position for that meeting if they wish to participate electronically.

17.3 The Chair has the authority to end a member's electronic participation in a meeting if, in their determination, it is disruptive to the meeting, or the location of the member is not secure or appropriate.

17.4 Members must notify the Chair or the Chief Administrative Officer as soon as they are aware of their need to participate in a meeting electronically.

17.5 Members participating in a meeting electronically must have their cameras activated and be visible to the other members of the meeting to be considered present, unless otherwise permitted by the Chair. Unless otherwise permitted by the Chair, members will be considered absent from the meeting if their cameras are not activated or if they are not visible during the meeting.

18. Holding Meetings and Hearings Electronically

18.1 Council and Committee meetings and Hearings may be held entirely electronically so long as they are held in accordance with *Section 199 of the Municipal Government Act* and comply with the public notifications and participation requirements of *the Municipal Government Act*.

18.2 The Chair may direct meetings or hearings held electronically through Microsoft Teams, if in their determination, electronic meetings are desirable or if they are required during an emergency, public health or disaster event.

18.3 When a Meeting or Hearing is held electronically;

18.3.1 all participants must identify themselves by name through their user names on Microsoft Teams and may further identify themselves by position or organization if they wish;

18.3.2 Members Participating in a meeting electronically must have their cameras activated and be visible to the other members of the meeting to be considered present, unless otherwise permitted by the Chair. Unless otherwise permitted by the Chair, members will be considered absent from the meeting if their cameras are not activated or if they are not visible during the meeting; and

18.3.3 All materials that would otherwise be available during an in person meeting or hearing will be made available through the Village of Milo



18.4 The Chair must be physically present to preside over a meeting or hearing that is being held electronically. If the Chair wishes to participate in the meeting electronically, they must vacate the position for that meeting or hearing.

18.5 The Chair has the authority to end a member's electronic participation in an electronic meeting or hearing if, in their determination, it is disruptive to the meeting or hearing, or the location of the member is not secure or appropriate.

19. Exceptions and Amendments

19.1 If a matter of procedure arises that is not specifically addressed in this Bylaw, the matter will be decided by use of the Act, common sense and a simple majority vote of Council.

20. General

20.1 This Bylaw comes into force upon third and final reading.

20.2 This Bylaw repeals Bylaw# 437-23

READ A FIRST TIME THIS 8th, DAY OF APRIL, 2025

Scott Schroeder, Mayor



Wendy Hingley, Chief Administrative Officer

READ A SECOND TIME THIS 6th, DAY OF MAY, 2025

Scott Schroeder, Mayor



Wendy Hingley, Chief Administrative Officer



**GIVEN UNANIMOUS CONSENT TO PROCEED TO THIRD AND FINAL
READING OF BYLAW 444-25 THIS 6th DAY OF MAY, 2025.**

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

Scott Schroeder, Mayor

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

Wendy Hingley, Chief Administrative Officer

READ A THIRD TIME AND PASSED THIS 6th, DAY OF MAY, 2025.

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

Scott Schroeder, Mayor

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

Wendy Hingley, Chief Administrative Officer