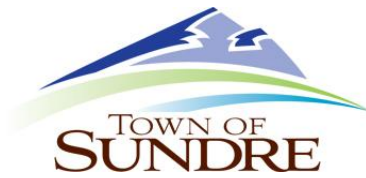




Organizational Meeting
Council Chambers
October 5, 2026
5:00 p.m.

1. **Call to Order**
2. **Adoption of Agenda**
3. **Assignment of Seating**
 - 3.1 RFD Assignment of Seating Pg. 1
4. **Deputy Mayor Appointments**
 - 4.1 RFD Re-confirming Deputy Mayor Schedule Pg. 3
5. **Signing Authority**
 - 5.1 RFD Appointment of Signing Authority Pg. 5
6. **Schedule of Meetings**
 - 6.1 RFD Council Meeting and Conference Schedule 2027 Pg. 6
7. **Council Committee Appointments**
 - 7.1 RFD Council Committee and Boards Appointment 2026-2027 Pg. 8
8. **Review of Council Bylaws**
 - 8.1 RFD Review of Council Procedural Bylaw Pg. 15
9. **Adjournment**



REQUEST FOR DECISION

COUNCIL DATE	October 5, 2026
SUBJECT	Assignment of Seating
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3.1

BACKGROUND/PROPOSAL:

Council's seating arrangement is reviewed each year at the annual organizational meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

See attached Schedule "A"

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Pillar 5, Sustainable & Responsible Governance.

MOTION:

That the Town of Sundre Council adopt the following seating arrangement for members of Council from October 2026 to October 2027 as follows *(as viewed from the public gallery)*:

Councillor _____, Councillor _____, Councillor _____, Mayor _____,
Councillor _____, Councillor _____, Councillor _____.

ATTACHMENT: Schedule "A" Seating Arrangement

Date Reviewed: October 1, 2026

CAO: Linda Nelson

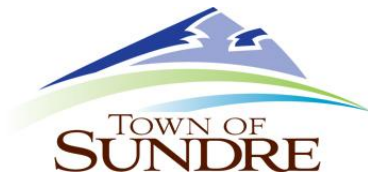
SCHEDULE "A"

CURRENT COUNCIL SEATING ARRANGEMENT (viewed from public gallery)

<i>Councillor Marr</i>	<i>Councillor Isaac</i>	<i>Councillor Dalke</i> <i>Deputy Mayor</i>	<i>Mayor Warnock</i>	<i>Councillor Anderson</i>	<i>Councillor Petersen</i>	<i>Councillor Buchan</i>
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COUNCIL SEATING ARRANGEMENT (viewed from public gallery) October 2026 - October 2027

<i>Councillor _____</i>	<i>Councillor _____</i>	<i>Councillor Dalke</i> <i>Deputy Mayor</i>	<i>Mayor Warnock</i>	<i>Councillor _____</i>	<i>Councillor _____</i>	<i>Councillor _____</i>
Changes in Feb 2027 Councillor Isaac Mar. - Oct. 2027						



REQUEST FOR DECISION

COUNCIL DATE	October 5, 2026
SUBJECT	RFD Re-confirming Deputy Mayor Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4.1

BACKGROUND/PROPOSAL:

The following resolution was made with regards to the Deputy Mayor schedule at the October 27, 2025 Organizational Meeting:

Res. 326-27-10-25 MOVED by Mayor Warnock that the Town of Sundre Council adopt the Deputy Mayor appointments as follows and further, that the Deputy Mayor sit to the right of the Mayor.

Councillor Anderson, October 2025 – June 2026;
Councillor Dalke, July 2026 – February 2027;
Councillor Isaac, March 2027 to October 2027;
Councillor Marr, November 2027 to February 2028;
Councillor Petersen, July 2028 to February 2029;
Councillor Buchan, March 2029 to October 2029.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Verbal discussion to confirm Deputy Mayor schedule.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan Pillar 5 Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATION:

That Council re-confirm the Deputy Mayor schedule adopted at the October 27, 2025 Organizational Meeting.

MOTION:

That the Town of Sundre Council re-confirms the Deputy Mayor schedule adopted by Council at the Organizational Meeting held on October 27, 2025

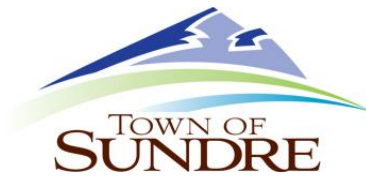
ATTACHMENT: Deputy Mayor schedule

Date Reviewed: October 1, 2026

CAO: *Linda Nelson*

DEPUTY MAYOR APPOINTMENTS: OCTOBER 2025 to OCTOBER 2029

<u>NAME</u>	<u>DATE OF APPOINTMENT</u>
COUNCILLOR ANDERSON	October 2025 to June 2026
COUNCILLOR DALKE	July 2026 to February 2027
COUNCILLOR ISAAC	March 2027 to October 2027
COUNCILLOR MARR	November 2027 to June 2028
COUNCILLOR PETERSEN	July 2028 to February 2029
COUNCILLOR BUCHAN	March 2029 to October 2029



REQUEST FOR DECISION

COUNCIL DATE	October 5, 2026
SUBJECT	Signing Authority
ORIGINATING DEPARTMENT	Corporate Services
AGENDA ITEM	5.1

BACKGROUND/PROPOSAL:

Section 213(4) of the *Municipal Government Act* states:

Agreements and cheques and other negotiable instruments must be signed or authorized

(a) by the chief elected official or by another person authorized by council to sign them, and

(b) by a designated officer,

Or by designated officer acting alone if so authorized by Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Identification of approved designated administrative signatories is required for signing documents which will legally bind the Town. The only changes to the signing authorities is the addition of Ray McIntosh. Administration has removed previous signing authorities through normal procedures.

It is common practice that all members of Council have signing authority.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 5, Sustainable and Responsible Governance.

ADMINISTRATION RECOMMENDATIONS:

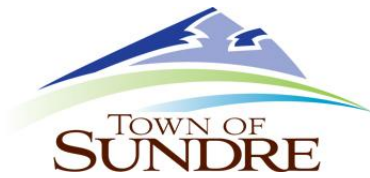
That Council designate Ray McIntosh as a signing authority for the Town of Sundre:

MOTION:

That Council designate Ray McIntosh as a signing authority for the Town of Sundre:

Date Reviewed: October 1, 2026

CAO: Linda Nelson



REQUEST FOR DECISION

COUNCIL DATE	October 5, 2026
SUBJECT	Schedule of Council Meetings
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	6.1

BACKGROUND/PROPOSAL:

Council approves the meeting calendar for the following year at the annual Organization meeting held in October.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Aligns with Council's Strategic Plan Pillar 5 Sustainable & Responsible Governance

MOTION:

That the Town of Sundre Council approve the 2027 Meeting Calendar as presented.

ALTERNATIVES:

That the Town of Sundre Council approve the 2027 Meeting Calendar as presented or with amendments as follows:

Add or Amend date for: _____ from _____ to _____
Add or Amend date for: _____ from _____ to _____
Add or Amend date for: _____ from _____ to _____
Add or Amend date for: _____ from _____ to _____

ATTACHMENTS:

Schedule "A" 2027 Council Meeting Calendar

Date Reviewed: October 1, 2026

CAO: Linda Nelson

Town of Sundre Meeting Calendar 2027

January						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Regular Council Meeting						
OCT. 4, Organizational Meeting						
Holidays						
Council Hiatus						
ABMuni's Convention Edmonton, Sept 22-24						
RMA Edmonton, Nov. 1 - 4, 2027						
New Year's Day - Jan 1						
Family Day - Feb 15						
Good Friday - March 26						
Easter Monday - March 29						
Victoria Day - May 24						
Canada Day - Thursday, July 1						
Council Hiatus - July 1 - Aug 31						
Heritage Day - Aug 2						
Labour Day - Sept 6						
Thanksgiving - Oct 11						
Remembrance Day - Nov 11 (Thursday)						
Christmas Eve December 24 (1/2 day)						
Christmas Break, December 25 - January 3						
Spring Workshop, April 9 - 11						
Fall Workshop October 22 - 24						
FCM - Halifax, June 10 - 13, 2026						
IITC Winnipeg, June , 2027						
Brownlee Emerging Trends Feb. 4 Calgary						
1:30 p.m. Grants To Organizations Review Committee Mtg						

March						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	TH	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	TH	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	TH	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

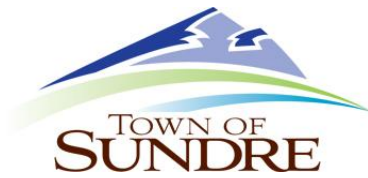
March 8 - Q4 (2026) Financial Reporting						
Saturday, March 20 Spring Town Hall						
June 14 - Q1 (2027) Financial Reporting						
Sept. 13 - Q2 (2027) Financial Reporting						
Saturday, October 2 Fall Town Hall						
Nov. 22 - Q3 (2027) Financial Reporting						
Nov. 22 - Budget Deliberation						
Dec. 6 - Budget Decision						

September						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	TH	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	J-1
J-2	J-3	J-4	J-5	J-6	J-7	J-8



REQUEST FOR DECISION

COUNCIL DATE	October 5, 2026
SUBJECT	Council Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.1

BACKGROUND/PROPOSAL:

Council members are appointed to Committees, Boards and Commissions annually at the Organizational meeting in October.

Committees, Boards and Commissions have been separated into 3 categories as noted in the attached information.

Category One is the Committees of Council.

Category Two is Boards, Commissions or Partnerships with other Agencies.

Category Three is Organizations requesting Council Participation. Participation on these is at the discretion of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council discussed appointing all members of Council to the Grants review Committee. The terms of reference for this committee will come forward at the next council meeting, therefore administration is recommending that the appointment to the Grants Review Committee be deferred to the next Council meeting.

See attached.

ALIGNMENT WITH STRATEGIC PLAN

This aligns with Council's Strategic Plan Pillar 5 Sustainable & Responsible Governance

MOTIONS:

That Council appoint members of Council to the Committees identified on the Chart attached as Schedule "A".

That Council defer the Council appointments to the Grants Review Committee to the October 19th Council Meeting.

ATTACHMENTS:

Report to Council
2026-2027 Appointment List
Schedule "A" - Motions

Date Reviewed: October 1, 2026

CAO: Linda Nelson



REPORT TO COUNCIL

COUNCIL DATE: October 5, 2026
SUBJECT: COMMITTEE/BOARD/COMMISSION APPOINTMENTS
REPORT WRITER: CHIEF ADMINISTRATIVE OFFICER
BACKGROUND/PROPOSAL:

Councillors are appointed to Committees, Boards and Commissions for a one (1) year term annually at the Organizational Meeting.

DISCUSSION

Committees have been separated into three categories for clarity. Each category has distinct requirements, which should be taken into consideration when deciding on Council participation. The following committees are specific to the Mayor:

- Central Alberta Mayors Meeting
- Mid-sized Towns Mayors Caucus
- RAC10 (AB Health Rural Advisory Council)
- RCMP Liaison

Committees of Council

Committees of Council are committees created by the municipality, and the committee must be established by Bylaw. The Bylaw sets out the terms of reference, which must describe at the very least the purpose of the committee, composition of the committee, duties and powers of the committee, roles and responsibilities, term, and frequency of meetings. Council may delegate some of its powers to its committees. Any powers delegated must be outlined in the Bylaw establishing the committee. Many council responsibilities, such as passing bylaws or adopting the budget, cannot be delegated. A Committee of Council may be required by legislation, (such as the emergency management committee). The committee may or may not have representation by Council. Terms are for one year, and Council appointments should be on an annual basis to give each Councillor an opportunity to participate. The municipality is required to advertise the committee meeting dates/times, provide administrative support and record and keep minutes for the committee. The committee is bound by the Council Procedural Bylaw. These committees do not require alternate members.

Current Committees of Council are:

- Bylaw & Policy Review Committee
- Sundre Emergency Advisory Committee
- Sundre Strategic Advisory Committee
- Naming Committee
- Grant Review Committee
- Sundre Community Health Advocacy Committee
- Sundre Hospital Steering Committee (ad hoc)

Boards, Commissions, or Partnerships with other Agencies/Municipalities

Boards or Commissions where municipalities are involved are independent bodies, consisting of members where some or all may be appointed by Municipal Councils.

A Board or Commission is established through legislation that specifically addresses how the leadership structure is to be organized. The majority of appointments are open to the general public, but it should be noted that the enabling legislation sometimes requires certain positions to be filled by public servants or representatives of a particular professional body. Members are appointed for a term coinciding with that of the appointing Councils, except unless otherwise dictated by legislation or there is a desire or requirement for staggered terms. Commissions or boards may request the same Councillor appointment for consistency, or where a transition may be complicated.

In the context of the Town of Sundre, Other Agencies are identified as independent bodies consisting of members where some or all are appointed by the Council, where the Municipality may contribute substantial financial contributions to the organization. Typically, this requires all parties to enter into a formal agreement.

This category also includes Committees where the Town is in a partnership arrangement with another municipality, where its members are appointed by Council, and may include Councillors and/or staff, or the public at large. These committees may or may not require alternate members.

Current Boards, Commissions, or Partnerships with other Agencies/Municipalities are:

- FCSS (Greenwood Neighbourhood Place)
- Sundre Municipal Library Board
- Intermunicipal Collaboration Committee (ICC)
- Mountain View Seniors Housing
- Mountain View Regional Waste Commission
- Intermunicipal Planning Commission

Organizations Requesting Council Participation

Independent agencies or organizations may request Council participation/representation on their committees or boards. Representation on these committees is not mandatory, nor is there a legislated requirement for council to represent the municipality. Council does not have authority over the terms of reference, mandate, roles and responsibilities, etc. Council representation on these committees is usually at the request of the agency/organization. Committee appointments are at Council's discretion and should be reviewed for participation at the organizational meeting annually. Council representation on these committees or boards is essential if the municipality contributes substantial financial support to the organization. Alternate member appointments are at Council's discretion.

Current Organizations Requesting Council Participation are:

- Sundre & district Aquatic Society (Financial contribution is substantial)
- Central Alberta Economic Partnership
- Sundre Hospital Future Advisory Committee
- Red Deer River Municipal Users Group
- Red Deer River Watershed Alliance
- Sundre & District Chamber of Commerce
- Sundre & District Historical Society
- Sundre Forest Products/West Fraser
- Parkland Regional Library Board

ALIGNMENT WITH STRATEGIC PLAN

Council participation on Committee, Boards, Commissions aligns with the following Strategic Plan Pillars: Community and Economic Growth, Community Wellbeing, Environmental Stewardship, and Sustainable & Responsible Governance.

Report Writer:

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

2026-2027 Council Appointments

Committees of Council

	<u>Oct. 2025 to Oct. 2026</u>	<u>Oct. 2026 to Oct. 2027</u>	
Committees of Council	CURRENT APPOINTMENTS	Member(s)	<u>Meetings / Time Commitment</u>
Bylaw & Policy Review Committee	<i>All Members of Council</i>	All Members of Council	As required
Sundre Emergency Advisory Committee	<i>All Members of Council</i>	All Members of Council	As required
Sundre Strategic Advisory Committee	<i>All Members of Council</i>	All Members of Council	Spring and Fall Meetings (weekend out of town)
Naming Committee	<i>All Members of Council</i>	All Members of Council	As required
Grant Review Committee	<i>Mayor Warnock, Councillors: Isaac, Marr and Dalke</i>	Defer to October 19th meeting, for appointment of all members of Council.	As required (Intake dates are January 31, and September 30 th)
Sundre Community Health Advocacy Committee	<i>Mayor Warnock (Chair) Councillor Buchan</i>	Mayor Warnock 1 Town of Sundre Councillor <i>(includes MVC Reeve and 1 Councillor; 2 members of the Sundre Hospital Futures Committee and Hospital Manager)</i>	Meet during regular business hours on a weekday, Sundre Council Chambers on dates as determined at the discretion of the committee
Sundre Hospital Steering Committee (ad hoc)	<i>Mayor Warnock (Chair) Councillor Petersen</i>	Mayor Warnock 1. Town of Sundre Councillor Town of Sundre CAO MVC Reeve & CAO 1 Member, Hospital Futures 2 local Physicians P3 Capital Partners Inc.	Meet during regular business hours on a weekday, Sundre Council Chambers on dates as determined at the discretion of the committee

Boards, Commissions, or Partnerships with other Agencies

	<u>Oct. 2025 to Oct. 2026</u>	<u>Oct. 2026 to Oct. 2027</u>	
Boards/Commissions /Partnerships	CURRENT APPOINTMENTS	Member & Alternate	<u>Meetings / Time Commitment</u>
FCSS (Greenwood Neighbourhood Place)	<i>Mayor Warnock</i> <i>Alternate: Councillor Marr</i>	Mayor / Councillor Alternate Councillor _____	3 rd Wednesday every month at 6:00 p.m., approx. 2 hours. AGM date TBD
Sundre Municipal Library Board	<i>Councillor Dalke</i>	Councillor _____ No alternate per <i>Library Act</i>	Meetings on 3 rd Thursday of the month; 10:00 a.m., approx.. 1 – 3 hours
Intermunicipal Collaboration Committee (ICC)	<i>Mayor Warnock Councillor Marr; Councillor Buchan</i>	Mayor Warnock, 2 Councillors _____ & _____	As required
Mountain View Seniors' Housing	<i>Mayor Warnock</i>	Mayor Warnock	1 monthly meeting (except July & Dec), Evening 6:30 p.m., approx. 1 – 3 hours; ASHA Conference – 3 days in November; possible daytime subcommittee meetings as required. Annual MVSHF Golf Tournament - September
Mountain View Regional Waste Management Committee	<i>Councillor Dalke</i> <i>Alternate: Mayor Warnock</i>	Councillor _____ Alternate Mayor / Councillor _____	5 – 6 meetings per year, approx. 3-4 hrs. daytime (usually mornings); possible subcommittee meeting as required, approx. 1- 2 hours daytime.

Boards, Commissions, or Partnerships with other Agencies

	Oct. 2025 to Oct. 2026	Oct. 2026 to Oct. 2027	
Boards/Commissions /Partnerships	CURRENT APPOINTMENTS	Member & Alternate	Meetings / Time Commitment
Intermunicipal Planning Commission	<i>Mayor Warnock and Deputy Mayor Designate</i>	Mayor Warnock and Deputy Mayor Designate	As required, normally daytime, notification from MVC.
RAC10 (AB Health Rural Advisory Council)	<i>Mayor Warnock</i>	Mayor Warnock	Virtual meetings set at discretion of Council
MTMC (Mid-sized Towns Mayor's Caucus)	<i>Mayor Warnock (Chair)</i>	Mayor Warnock	Virtual meetings set at discretion of Caucus. 1 in-person meeting held during AB Muni's Conference (Edm. or Calg.)
Central Alberta Mayor's & Reeves	<i>Mayor Warnock</i>	Mayor Warnock	Meetings set at discretion of Chair

Organizations Requesting Council Participation

Organizations	Oct. 2025 to Oct. 2026 CURRENT APPOINTMENTS	Oct. 2026 to Oct. 2027 Member & Alternative	Meetings / Time Commitment
Sundre & District Aquatic Society	<i>Councillor Isaac</i> <i>Alternate: Councillor Dalke</i>	Councillor _____ Alternate Councillor _____	1 monthly meeting, evenings 2-3 hours
Central Alberta Economic Partnership (Liaison between Council & CAEP)	<i>Councillor Anderson</i>	Councillor _____	June AGM & Fall General Meeting
Sundre Hospital Futures Advisory Committee	<i>Councillor Petersen</i>	Councillor _____	Once a month, evenings. Yearly Fund Raising Gala - November
Red Deer River Municipal Users Group	<i>Mayor Warnock</i> <i>Alternate: Councillor Dalke</i>	Mayor Warnock Alternate: Councillor _____	1 per month (usually Thursday of the 3 rd week), 5 – 6 hours, afternoon
Red Deer River Watershed Alliance	<i>Mayor Warnock</i>	Mayor Warnock	1 meeting per month, 9 - Noon
Sundre & District Chamber of Commerce	<i>Mayor Warnock and Alternate Councillor Isaac</i>	Mayor Warnock Alternate Councillor _____	2 nd Thursday per month, 7:00 p.m. Location TBD (<i>information will be updated asap</i>)
Sundre & District Historical Society	<i>Councillor Marr</i> <i>Alternate: Councillor Anderson</i>	Councillor _____ Alternate Councillor _____	3 rd Tuesday per month at 7:00 p.m. at Museum
Sundre Forest Products/West Fraser	<i>Councillor Isaac</i>	Councillor _____	Bi-monthly, 2 -3 hrs. evenings, alternating between RMH and Sundre
Parkland Regional Library Board	<i>Councillor Dalke</i>	Councillor _____	Four (4) Board meetings annually, with Virtual option to attend



Schedule “A” 2026-2027 Committee Appointments

Committees of Council

All Council to Bylaw & Policy Review Committee
All Council to Sundre Emergency Advisory Committee
All Council to Sundre Strategic Advisory Committee
All Council to Naming Committee

Mayor Warnock and Councillor _____ to the **Sundre Community Health Advocacy Committee** for a one-year term, 2026-2027.

Mayor Warnock and Councillor _____ to the **Sundre Hospital Steering Committee (ad hoc)** for a one-year term, 2026-2027

Boards, Commissions, or Partnerships with other Agencies

Mayor Warnock and Councillor _____ as Alternate, to the FCSS (**Greenwood Neighbourhood Place**) Board for a one-year term, 2026-2027.

Councillor _____ to the **Sundre Municipal Library Board** for a one-year term, 2026-2027 (*no alternate per Library Act*)

Mayor Warnock, Councillor _____, and Councillor _____ to the **Intermunicipal Collaboration Committee (ICC)** for a one-year term, 2026-2027.

Mayor Warnock to **Mountain View Seniors’ Housing** for a one-year term, 2026-2027.

Councillor _____ and Mayor Warnock or Councillor _____ as Alternate, to the **Mountain View Regional Waste Management Committee** for a one-year term, 2026-2027.

Mayor Warnock and Deputy Mayor Designate to the **Intermunicipal Planning Commission** for a one-year term, 2026-2027.

Mayor Warnock to the **RAC10 (AB Health Rural Advisory Council)** for a one-year term, 2026-2027.

Mayor Warnock to the **Mid-sized Towns Mayor’s Caucus (MTMC)** for a one-year term, 2026-2027.

Mayor Warnock to the **Central Alberta Mayor’s & Reeves Caucus** for a one-year term, 2026-2027.

Organizations Requesting Council Participation

Councillor _____, and Councillor _____ as Alternate, to the **Sundre & District Aquatic Society** for a one-year term, 2026-2027.

Councillor _____ as the Liaison between Council and the **Central Alberta Economic Partnership** for a one-year term, 2026-2027.

Councillor _____ to **Sundre Hospital Futures Advisory Committee** for a one-year term, 2026-2027.

Mayor Warnock and Councillor _____ as Alternate, to the **Red Deer River Municipal Users Group** for a one-year term, 2026-2027.

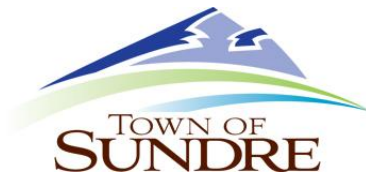
Mayor Warnock to **Red Deer River Watershed Alliance** for a one-year term, 2026-2027.

Mayor Warnock and Councillor _____ as Alternate, to the **Sundre & District Chamber of Commerce** for a one-year term, 2026-2027.

Councillor _____ and Councillor _____ as Alternate, to the **Sundre & District Historical Society** for a one-year term, 2026-2027.

Councillor _____ to **Sundre Forest Products / West Fraser** for a one-year term, 2026-2027.

Councillor _____ to the Parkland Regional Library Board for a one-year term, 2026-2027.



REQUEST FOR DECISION

COUNCIL DATE	October 5, 2026
SUBJECT	RFD CAO Review: Bylaw 2025-13 Council Procedural Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	8.1

BACKGROUND/PROPOSAL:

Procedural Bylaw 2025-13 is being brought to Council for a brief review of the current procedures for Council and Council Committee meetings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place during the Organizational Meeting.

ALIGNMENT WITH STRATEGIC PLAN

This item aligns with Council's Strategic Plan Pillar 5, Sustainable & Responsible Governance

ADMINISTRATION RECOMMENDATIONS:

That Council accept the CAO's brief review of Council Procedural Bylaw 2025-13 as information.

MOTION:

That the Town of Sundre Council accept the CAO's brief review of Council Procedural Bylaw 2025-13 as information.

Attachment:

Bylaw 2025-13, Council Procedural Bylaw

Date Reviewed: October 1, 2026

CAO: Linda Nelson



**Town of Sundre
BYLAW 2025-13**

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the “Council Procedural Bylaw”.

2.0 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- 2.1 ‘**ACT**’ means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, and can be referred to as the MGA.
- 2.2 ‘**AGENDA**’ means the list and order of business items for any meeting of Council or Committees.
- 2.3 ‘**BYLAW**’ means a bylaw of the Town.
- 2.4 ‘**CAO**’ means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 ‘**CHAIRPERSON**’ means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 ‘**CLOSED MEETING OF COUNCIL**’ means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 ‘**COUNCIL**’ means the Mayor and Councillors of the Town of Sundre.
- 2.8 ‘**COUNCIL COMMITTEE**’ means a committee, board or other body established by Council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 ‘**COUNCIL MEETING**’ means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in

reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.

- 2.10 **'DELEGATION'** means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 **'DEPUTY MAYOR'** means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.
- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **'POINT OF PRIVILEGE'** means an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regard to a negative personal remark.
- 2.20 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.21 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.22 **'QUORUM'** means a majority of Members of Council as prescribed by the Act.
- 2.23 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor a majority of Council pursuant to the Act.
- 2.24 **'TOWN'** means the Corporation or the Town of Sundre.

3.0 APPLICATION

- 3.1 This bylaw applies to all meeting of Council.
- 3.2 The precedence of the rules of governing the procedure of Council is:
 - (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,

(d) Bourinot's Rules of Order.

- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act a Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 DEPUTY MAYOR

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 ORGANIZATIONAL MEETING

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
 - (a) Oath of Office,
 - (b) Assignment of Seating,
 - (c) Deputy Mayor Appointment,
 - (d) Signing Authority,
 - (e) Schedule of Meetings, and
 - (f) Council Committee Appointments
- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.
- 5.6 Appointments of Council Members to Committees shall be for term of one (1) year. Councillor may be appointed to the same committee at the annual organizational meeting.

6.0 REGULAR MEETINGS OF COUNCIL

- 6.1 Council shall hold no less than two (2) Regular Council meetings per month.
- 6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.

- 6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.
- 6.4 Regular Meetings of Council shall commence at 5:00 p.m.
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the *Act*.

7.0 SPECIAL COUNCIL MEETINGS

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the *Act*.
- 7.2 The Chief Elected Official:
 - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
 - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time, and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 PUBLIC HEARINGS

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:
 - 8.3.1 state the matter to be considered at the hearing;
 - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;

- 8.3.4 request that administration staff present a report on the issue at hand;
- 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
- 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
 - 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
 - 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 CLOSED MEETING OF COUNCIL (*In Camera*)

- 9.1 The Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a “Closed Meeting” is held, no Motion or Bylaw may be passed except as Motion to revert to a meeting held in public.
- 9.3 For the purposes of the I, a meeting or part of a meeting is considered to be closed to the public if:
- 9.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,
- 9.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- 9.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
- 9.4.1 the part of the meeting that is to be closed, and
- 9.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- 9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the Act may deliberate and make its decision in a meeting closed to the public.
- 9.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.

Bylaw 2020-05 9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.

Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In-Camera) under the following conditions:

- a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;
- b) All printed material to be provided for the Closed Meeting of Council will be “watermarked” with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
- c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
- d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

10.0 AGENDA

- 10.1 The Agenda shall list the items and order of business for the meeting.
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:
 - (a) members of Council,
 - (b) representatives of the local news media,
 - (c) all staff who are entitled to receive copies, and
 - (d) published on the Town website.
- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an “Inquiry for Answer” at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

11.0 COMMUNICATIONS

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
- (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,
 - (d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- 11.2 On receipt of a communication for Council the CAO, may:
- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
 - (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
 - (c) place a copy of the communication in each member's mailbox.

12.0 DELEGATIONS

- 12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.
- 12.2 Delegations are scheduled at the discretion of the CAO, subject to:
- (a) the volume of material on any given agenda;
 - (b) the number of requests for a specific meeting date and urgency of request; or
 - (c) subject matter.
- 12.3 The written submission will indicate the following information:
- (a) complete name of the presenter(s) and contact information (i.e. Mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
 - (b) nature and purpose of the delegation and the material to be covered / presented; and
 - (c) any PowerPoint presentation or other material to be used or presented at the meeting.
- 12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.
- 12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.
- 12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- 12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.
- 12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the

scheduled public meeting where their comments can be considered along with all other submissions.

13.0 ORDER OF BUSINESS AT MEETINGS

13.1 The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order,
- (b) Public Hearing (If Required),
- (c) Agenda – Amendments and Adoption,
- (d) Adoption of Previous Minutes,
- (e) Delegations,
- (f) Bylaws,
- (g) Old Business,
- (h) New Business,
- (i) Administration,
- (k) MAP
- (l) Council Committee Reports (Second meeting of each month)
- (m) Correspondence
- (n) Closed Meeting (If Required),
- (o) Adjournment

13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 QUORUM

14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.

14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.

14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.

14.4 If a Council meeting is adjourned for:

- (a) failure to constitute a quorum, or
- (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.

14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.

14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.

15.0 ADJOURNMENT

- 15.1 A Council meeting shall adjourn no later than 10:00 p.m. unless a two-thirds majority of Members present agree to an extension of the meeting beyond 10:00 p.m. by resolution.
- 15.2 A Member may move a motion to adjourn a Meeting at any time, except when:
 - (a) another Member has the floor,
 - (b) a call for a vote has been made,
 - (c) the Members are voting, or
 - (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 15.3 A motion to adjourn shall be put without comment or debate.

16.0 CANCELLATION OF MEETINGS

- 16.1 Council meetings may be cancelled:
 - (a) by a majority of Council at a previous meeting, or
 - (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
 - (c) with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
 - (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public,
 - (b) by the Mayor with the written notice or oral consent of two thirds (2/3) of Council if 24 hours' notice is not provided to the public.

17.0 MINUTES OF COUNCIL

- 17.1 The chief administrative officer shall ensure that:
 - 17.1.1 minutes of each council meeting:
 - (a) are recorded in the English language without note or comment,
 - (b) include the names of the Councillors present at the council meeting,
 - (c) are given to council for adoption at the subsequent council meeting, and
 - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.
- 17.2 The Presiding Officer shall present the Minutes of Council with a request for a motion to confirm the Minutes.
- 17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.

- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the Act.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
 - (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in the Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for Recess
 - (c) Point of Order
 - (d) The subject matter of a Referral Motion
 - (e) The subject matter of a Motion to Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action by the Members, or any other person addressing Council.
- 18.10 The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member 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.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the Act, leave the Council Chambers after a question is put to a vote until the vote is taken.
- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER AND PROCEDURE

- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.
- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.
- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favour of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 POSTPONING AND REFERRING MOTIONS

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
 - (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 VOTING ON MOTIONS

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the Act, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
 - (a) does not receive the required number of votes; or
 - (b) receives an equal division of votes.
- 22.3 Each Member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 The CAO shall record the names of those who vote against a motion in the Minutes.
- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:

- (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
- (a) it is a motion made, or an action taken at a meeting held six months or more before its reconsideration; or
 - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration.
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 BYLAWS

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.
- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.
- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
- (a) debate the substance of the Bylaw, and
 - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
- (a) a motion for third reading of the Bylaw shall be made,
 - (b) Council shall vote on the motion without amendment or debate,
 - (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.
- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favour, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the Act:

- (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
- (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 URGENT BUSINESS

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
 - (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
 - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
 - (c) the matter shall not be one which should be dealt with by giving written notice.

26.0 RECESS

- 26.1 Any Councillor may move that Council recess for a specific period.
- 26.2 A motion to recess must not be used to interrupt a speaker.
- 26.3 After the recess, business will be resumed at the point when it was interrupted.

27.0 ATTENDANCE OF MEETING THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES

- 27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
 - (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
 - (c) The facilities enable all meeting's participants to watch and/or hear each other.

28.0 CONDUCTING PUBLIC HEARINGS BY ELECTRONIC MEANS

- 28.1 A person may attend a public hearing under Part 17 of the Act by telephone by contacting the Town's Legislative Service Department in advance to be provided with the access number.
- 28.2 Any person wanting to be heard by Council by telephone at a public hearing under Part 17 of the Act must contact the Town's Legislative Services Department in advance to be added to the speakers list and provided with the access number.
- 28.3 Instructions for how to attend and participate in a public hearing under Part 17 of the Act, either in-person or by telephone, will be provided in the notice of the public hearing.
- 28.4 Immediately after calling a public hearing under Part 17 of the Act to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone.
- 28.5 If a Member participating by telephone needs to leave the public hearing at any time the Member must email the CAO when leaving and returning to the public hearing in progress.

- 28.6 When the Presiding Officer calls upon a person from the speakers list who is participating by telephone to make their submissions to Council the person must identify themselves by name and by group or organization they are representing, if applicable, before making their submissions.

This Bylaw shall come into full force and effect upon third and final reading.

29.0 REPEAL

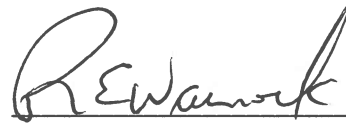
Town of Sundre Bylaw No 2025-08 and amendments thereto are hereby repealed.

Read A First Time this 8th day of December 2025, Motion No. 414-08-12-25;

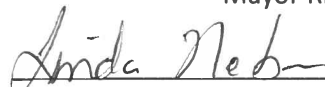
Read A Second Time this 8th day of December 2025, Motion No. 417-08-12-25;

Given Unanimous Consent For Third And Final Reading this 8th day of December 2025,
Motion No. 418-08-12-25;

Read A Third And Final Time this 8th day of December 2025, Motion No. 419-08-12-25.



Mayor Richard Warnock



Chief Administrative Officer, Linda Nelson