

# 2021 Municipal General Election

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Municipal District of Acadia No. 34

2021-01-04

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### General Information

In Alberta municipal elections are held every four years, with the 2021 election being held on October 18, 2021. Council for the MD of Acadia is made up of 5 councillors and is not divided into divisions. As such, each Councillor is tasked with representing the municipality as a whole, and does not represent a specific geographic area.

The Reeve is considered to be the Chief Elected Official, and is a member of council nominated and elected by Council at the annual Organizational Meeting. The Deputy Reeve is also determined in this manner each year at the Organizational Meeting. The main responsibilities of these individuals are to chair meetings, and act as a cheque signing authority.

Printed versions of this information package are available at the MD Office during regular business hours.

### Council Roles and Responsibilities

The Council is the governing body of the Municipal District of Acadia No. 34. As a member of Council you have the opportunity to influence the future of the community. Council functions as a decision making body, and may only make decisions through resolutions and bylaws made at public meetings where quorum has been established.

There are many resources available to provide more details around the roles and responsibilities of a council member:

- Municipal Government Act
- Local Authorities Election Act
- Alberta Municipal Affairs (<https://www.alberta.ca/municipal-elections-overview.aspx>)
- Discussing with existing Council members or Municipal staff
- Bylaw 2019/765 - Councillor Code of Conduct (Appendix 1)
- Bylaw 2019/766 - Procedural Bylaw (Appendix 2)

### Time Commitment

In addition to being required to attend regular council meetings, members of Council are also required to attend any special meetings of council, and the meetings of any committees, or commissions that they are appointed.

### Organizational Meeting

The Organizational meeting is held annually and must be held no later than 2 weeks following the 3<sup>rd</sup> Monday in October. As such, following an election this is the first meeting of Council, and is used to



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select a Reeve from the Councillors elected, appointments to various committees and commissions that the MD of Acadia holds a membership in.

The agenda for the Organizational meeting is established in the Procedural Bylaw, and remains consistent from year to year.

### Regular Council Meetings

Regular Council meetings are currently held on the second Tuesday of every month, starting at 9:00am. This date and time are established during the Organizational meeting. It is during these regular meetings that the majority of decisions are made by Council. The agenda is provided the Friday before the meeting to allow for members of Council to review the items that are coming forward, and to be able to ensure they are prepared to discuss the items on the agenda to make effective decisions.

### Special Council Meetings

The MGA establishes the process for a Special Council Meeting to be called. Typically within the MD of Acadia there are a limited number of Special meetings held within the year. The purpose of a Special meeting is address issues of an urgent nature that need to be addressed prior to the next regular council meeting, or complex issues that require a significant amount of discussion. For example, there is normally one or more special meetings called in order to discuss the budget.

### Committee and Commission Meetings

The MD of Acadia is an active member of several Committees, Board, and Regional Service Commissions. Members of Council are appointed to these groups to ensure that the interests of the municipality are represented. Each of these groups has a different meeting schedule, however are typically set well in advance to ensure that schedules can accommodate.

Currently the MD of Acadia is a member of approximately 20 Committees, Boards, and Regional Services Commissions that require Council representation.

### Other Events

Members of Council may attend many other events throughout the year such as:

- Conferences
- Training
- Special Events

### Councillor Eligibility

In order to be eligible as a Councillor, the Local Authorities Election Act and the Municipal Government Act establish the requirements to be eligible, such as:

- Eligible to vote in election
- Has been a resident of the MD of Acadia for 6 consecutive months immediately preceding nomination day
- Is not ineligible due to the following:



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- The individual is an auditor for the MD of Acadia
- The individual is an employee, unless they take a leave of absence
- The individual is indebted to the MD of Acadia for:
  - Taxes in an amount greater than \$50, excluding current taxes and taxes in arrears when a consolidation agreement is in place and is not in default
  - More than \$500 in any other debt, that is in default for more than 90 days
  - The individual has been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act* (Canada)

### Nomination Procedure

The nomination period runs from January 1<sup>st</sup> of the election year, until noon on September 21, 2021. Completed nomination forms can be submitted at any time during regular office hours during this period. Candidates are also required to complete and submit a Candidate Information form, although this does not necessarily need to be completed and submitted with the nomination forms.

Both of these forms are available on the MD of Acadia website, or paper versions are available at the MD Office during regular business hours.

### Financial Disclosure

The Local Authorities Election Act sets out specific Campaign and Finance Disclosure requirements. Alberta Municipal Affairs provides information documents on the requirements for candidates, but the general guidelines are:

- All candidates must file financial disclosure statements
- Candidates are required to open a specific bank account when more than \$1,000 is contributed to the campaign, included self-funded campaigns
- Surplus finds exceeding \$1,000 must be donated to a registered charity
- Candidates are not able to carry a deficit
- Campaign expenses include:
  - Production of advertising or promotional material
  - Distribution of advertising or promotional material
  - Securing meeting space or conduct of elections surveys

This information is provided for reference only, and any candidates should seek more information to ensure that they are meeting the requirements of the Local Authorities Election Act and its associated regulations.



### Campaigning

There are also specific guidelines around the campaign period, and associated activities. Details can be found on the Municipal Affairs website, or as part of legislation on the Alberta Queen's Printer. Should candidates wish to post signage within the municipality, they should familiarize themselves with the regulations in place to ensure that signage is posted safely.



## Appendix 1 – Councillor Code of Conduct

*A BYLAW OF THE MUNICIPAL DISTRICT OF ACADIA No. 34, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR CERTAIN BASIC RULES FOR MEMBERS OF COUNCIL AND COUNCIL COMMITTEES, SO THAT THEY MAY CARRY OUT THEIR ENTRUSTED DUTIES WITH IMPARTIALITY AND DIGNITY, RECOGNIZING THAT THE FUNCTION OF COUNCIL MEMBERS IS, AT ALL TIMES, SERVICE TO THE COMMUNITY AND PUBLIC.*

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26 and amendments thereto, Council may pass bylaws respecting the conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by the Council;

AND WHEREAS certain ethical principles should govern the conduct of Members of Council in the Municipal District of Acadia No. 34 in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office;

NOW THEREFORE the Council of the Municipal District of Acadia No. 34 duly assembled enacts as follows that:

1. Short Title:

This bylaw may be referred to as the ‘Councillor Code of Conduct Bylaw’

2. Code of Conduct:

As set-out in the attached Schedule ‘A’

3. Declaration of Acknowledgement:

As set-out in the attached Schedule ‘B’

4. This bylaw repeals Bylaw 2017/755.

5. This bylaw comes into effect upon the date of its finally being passed.

Read a first time in Council this 15<sup>th</sup> day of July, 2019.

Read a second time in Council this 15<sup>th</sup> day of July 2019.

Read a third time in Council this 13<sup>th</sup> day of August 2019.

Original Signed  
Reeve

Original Signed  
Chief Administrative Officer



*Schedule 'A'*

**Municipal District of Acadia No. 34:**  
**Councillor Code of Conduct**

13 August 2019

**Purpose**

The purpose of this policy is to establish a foundation for effective governance as well as standards for ethical conduct for all Members of Council and Council Committees of the Municipal District of Acadia No. 34. This policy also supports and aligns with the MD of Acadia's values, statutes, laws and policies governing the conduct of Council Members.

**Scope**

This code does not cover every possible situation Councillors may face so it is important that actions are in harmony with the spirit and intent that underpin this code.

**Definitions**

*Act* means the Municipal Government Act R.S.A. 2000, Chapter M-26, as amended from time to time;

*CAO* means that person appointed by Council to the position of Chief Administrative Officer in accordance with the Act

*Council* means the duly elected Council of the Municipal District of Acadia No. 34.

*Councillors* are the duly elected officials of the Municipal District of Acadia No. 34.

*MD* means the municipal corporation of the Municipal District of Acadia No. 34 together with its jurisdictional boundaries.

*Pecuniary Interest* is as defined in Section 170 of the Act. If a matter before Council may financially benefit a Councillor and or his or her family to the exclusion of benefitting others, that Councillor has a pecuniary interest in the matter.

*Political Activity* includes but is not limited to being a member of a political party, participating in a political party's activities, soliciting donations for a political party

*Staff* are employees of the MD of Acadia; Councillors are not employees.

**Principles**

1. General Personal Conduct





- a) Councillors shall carry out their duties with integrity and for the benefit of all residents and rate payers of the MD.
- b) Councillors shall carry out their duties with impartiality, putting the interests of the public above personal interests.
- c) Councillors shall not allow their impartiality to be compromised. Councillors shall not show favouritism to any group or groups. Councillors shall deliberate and make decisions for the benefit of all residents and rate payers.
- d) Councillors shall show respect and accountability to each other, Staff and public.
- e) Councillors shall carry out their duties in good faith.
- f) Councillors shall conduct themselves in public in a way that reflects positively on the MD and Council.
- g) The venue for discussion on Council matters is the Council Chambers. Councillors shall not carry on discussion or debates on Council matters in public, in the media or on social media.
- h) Councillors shall follow procedural policy in Council proceedings so as to maintain professionalism and avoid personal differences from damaging their professional relationships with each other.
- i) If a difference or conflict arises between Councillors that is not easily resolved, Councillors shall follow best practices in conflict resolution in order to resolve the matter and to maintain working relationships with each other.
- j) Councillors shall adhere to all applicable laws, legislation, regulations, bylaws, and policies.
- k) Councillors shall use any municipal property and assets issued to them in a respectful manner and return such equipment upon the end of their tenure.
- l) Councillors shall endeavour to learn continuously and consistently strive to improve their ability to carry out Council duties.

## 2. Pecuniary Interest

- a) Section 170 of the Act provides detailed provisions for determining if a Councillor has a Pecuniary Interest. Generally, a Pecuniary Interest exists where a matter could monetarily affect the Councillor, an employer of the Councillor, or where the Council ought to know the matter could monetarily affect the Councillor's family.
- b) Section 172 of the Act sets out the process for disclosing a Pecuniary Interest, which is generally that the Councillor will disclose the nature of the Pecuniary Interest, abstain from discussing and voting on the matter, and leave the room during discussion and voting. If the matter involves payment of an account for which funds have previously been committed, or the Councillor has the right as a taxpayer, elector, or owner to be heard by Council, the Councillor does not have to leave the room, and should be heard in the same manner as any person who is not a Councillor.



### 3. Handling of Information

- a) Councillors shall protect confidential information in accordance with Alberta's Freedom of Information and Protection of Privacy Act. This includes matters discussed at Council meetings that are closed to the public, as per Section 197 of the Act.
- b) Councillors shall not use confidential information obtained through council activities for personal gain. Councillors understand that doing so would be grounds for disqualification from Council for the remainder of Council's term, as per Section 174(1)(i) of the Act.
- c) After leaving office, Councillors shall continue to keep confidential information confidential as per Freedom of Information and Protection of Privacy Act, sections 92 (1,3) and 92 (2,4,5).
- d) Councillors shall refrain from making public statements on confidential or sensitive information unless expressly authorized by Council or required by law to do so.

### 4. Public Statements

- a. The Reeve shall be the point of contact for media enquiries and shall be the MD's main spokesperson.
- b. When speaking to the public or the media, Councillors shall represent the official policies and positions of Council.
- c. At no time shall any Councillor disparage or insult the MD, its Council, another Councillor, or its Staff.

### 5. Relationship with Staff

- a. Council's sole employee is the CAO. Councillors shall respect the CAO's authority to direct Staff.
- b. Council's point of communication access with the employees is the CAO. As such, Councillors shall direct issues concerning Staff to the CAO.
- c. Council may speak with staff regarding operational matters with consent of the CAO, although they must not give direction to Staff.
- d. No Councillor shall at any time berate, discipline or insult Staff.

### 6. Council Meetings

- a. Councillors are expected to attend all Council meetings and must provide adequate notice to the CAO if they cannot attend.
- b. Councillors have the responsibility to come prepared to Council Meetings.
- c. Councillors shall listen respectfully to a fellow Council Member's point of view before responding to it.
- d. Councillors shall act by resolution or bylaw as per Section 180 of the Act.



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- e. Councillors shall vote on all motions according to Section 183 of the Act, unless another section in that Act or any other act of the Province of Alberta allows them to abstain from a vote.
- f. Councillors shall ensure their comments and questions are on topic with the meeting's agenda.

### 7. Gifts

- a. Councillors shall not accept or give gifts other than the normal exchange of gifts between business colleagues and friends, tokens exchanged as part of protocol, or the normal presentation of gifts to people participating in public functions.

### 8. Political Activity

- a. The Canadian Charter of Rights and Freedoms guarantees all persons, including Councillors, the right to be a member of a Provincial or Federal political party, take part in Political Activities and support a candidate for political office.
- b. Any member of Council who wishes to partake in any Political Activity must clearly separate that activity from those activities related to Council. Political Activities for a Provincial or Federal political party shall not be done while carrying out the work of Council.
- c. If Councillors wish to run for another political office at the Provincial or Federal levels, they must first take a leave of absence from Council.
- d. If a Councillor is elected to the Provincial Legislature of the House of Commons, he or she must resign from Council, as per Section 174(1)(c) of the Act.

### 9. Accountability

- a. Councillors shall encourage each other to act ethically and fairly, upholding this code of conduct.
- b. Within 30 days of assuming office, Councillors shall be required to read this Code of Conduct and sign Schedule B stating they understand it and will comply with it.
- c. Only Councillors may make a complaint under this Code of Conduct.
- d. Any complaint made under this code must be done in writing.
- e. If a Councillor suspects a breach of this code by a fellow Councillor, that Councillor shall bring it to the attention of the Chief Elected Official (Reeve).
- f. If a Councillor suspects a breach of this code that involves the Reeve, the Councillor will take it up with the Deputy Reeve. If that Councillor is not satisfied with the outcome of that discussion, the Councillor can table the matter in Council as a motion.



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- g. Complaints made under this policy to the Reeve his/her Deputy must be brought to Council as a whole for consideration. Council shall be the sole authority on deciding the validity of such complaints.
- h. Breaches of this code may result in disciplinary action, up to and including censuring and disqualification from Council for the remainder of Council's term of office, as per MGA 174(1).

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Chief Administrative Officer

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Date



*Schedule 'B'*

**Declaration of Acknowledgement**

By signing below, the Councillor affirms that he or she has read and understands the Municipal District of Acadia's Councillor Code of Conduct Bylaw and agrees to uphold the principles contained within it for the duration of their tenure on Council.

The Councillor also understands that any breach of the Code of Conduct could result in disciplinary measures, up to and including disqualification from Council.

\_\_\_\_\_  
Councillor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



## Appendix 2 – Procedural Bylaw

A BYLAW OF THE MUNICIPAL DISTRICT OF ACADIA No. 34, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDING OF COUNCIL AND COMMITTEES, AND TO DEFINE CERTAIN DUTIES OF COUNCIL.

WHEREAS pursuant to Section 145 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, a Council may pass bylaws respecting the procedure and conduct of Council, Council Committees, and the conduct of members thereto;

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, a Council may by bylaw delegate its powers, duties, or functions to a Council Committee;

NOW THEREFORE, the Council of the Municipal District of Acadia No. 34, duly assembled, hereby enacts as follows:

1. Short Title

This Bylaw may be known as the “Procedural Bylaw”

2. Definitions

In this bylaw:

- a) “Act” means the Municipal Government Act R.S.A 2000, Chapter M-26, as amended from time to time;
- b) “CAO” means that person appointed by Council to the position of Chief Administrative Officer in accordance with the Act or his/her designate;
- c) “Code of Conduct” means the Councillor Code of Conduct Bylaw 2017/755 of the Municipal District of Acadia No. 34, or any successor bylaw regulating the conduct of members of Council.
- d) “Council” means the duly elected Council of the Municipal District of Acadia No. 34;
- e) “Councillor” means the duly elected member of Council.
- f) “Deputy Reeve” means the person appointed as a deputy chief elected official under Section 152 of the Act.
- g) “MD” means the municipal corporation of the Municipal District of Acadia No. 34 together with its jurisdictional boundaries;
- h) “Municipal Office” means the Municipal District of Acadia No. 34 Administration Building located at 9 Main Street, Acadia Valley, Alberta.



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- i) “Quorum” has the meaning prescribed in Section 167 of the Act.
  - j) “Reeve” means the person elected or appointed as chief elected official under Section 150 of the Act;
3. Application of Bylaw
- a. This Procedural Bylaw applies to all regular and special meetings of Council, and the meetings of all Committees and Boards of Council.
4. Meetings
- a. Organizational Meetings
    - i. In accordance with Section 192(1) of the Act, the MD must hold an Organizational meeting annually not later than 2 weeks after the 3<sup>rd</sup> Monday in October.
    - ii. In an election year, the Organizational Meeting shall be held at a time and place fixed by the CAO who shall provide written notice of the day, time and place of the meeting to each member of Council in the manner prescribed in the Act.
    - iii. The business of the Organizational Meeting shall be limited to:
      1. Election of Reeve and Deputy Reeve.
        - a. Under Section 150(2) of the Act, the Reeve is appointed by Council from among the Councillors.
        - b. Section 185.1 of the Act permits a secret ballot to be used if requested by any Councillor present at the meeting.
        - c. The Reeve and Deputy Reeve shall take the prescribed oath of office under the Oaths of Office Act.
        - d. Until the Reeve has taken the oath of office, the CAO or designate shall chair the Organizational Meeting.
      2. Review of Councillor Code of Conduct Bylaw and signing the Declaration of Acknowledgement.
      3. In the year of an election, the Procedural Bylaw will be reviewed.
      4. By resolution, establish the dates, time of commencement of Regular Council Meetings. As per Section 193 all members of Council must be present for this resolution to be made.
      5. Appoint the chair for Council meetings.



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6. Appoint the Chairman and Vice-Chairman of the Agricultural Service Board.
7. By resolution, establish the meeting dates for the Agricultural Service Board.
8. By resolution, appoint members of Council or Members at Large to any agencies, committees, foundations, or boards to which Council has the obligation, or right to appoint members.
9. Appoint Banking Institution and Signing Authorities
10. Appoint Assessor
11. Appoint Auditor

### b. Regular Council Meetings

- i. Regular Council Meetings will be held on the dates and times as determined during the Organizational Meeting unless applicable notice has been provided under Section 193(3) of the Act.
- ii. A Regular Council Meeting may be changed or cancelled:
  1. By a vote of the majority of Councillors at a previously held meeting, providing twenty-four (24) hours notice to Councillors not in attendance and the public, or
  2. With the written consent of a majority of Councillors, providing twenty-four (24) hour notice to Councillors and the public, or
- iii. Quorum is addressed in Section 6 of the Procedural Bylaw.
- iv. Regular Council Meetings will follow the agenda format provided for in Section 12 of the Procedural Bylaw.
- v. The chair of the meeting shall be the person appointed at the Organizational Meetings.
- vi. If the chair is absent from the meeting the Deputy Reeve will become the chair of the meeting.
- vii. Should both the person appointed, and the Deputy Reeve be absent from the meeting, the chair shall be elected from the members present at the meeting.

### c. Special Council Meetings

- i. Special Council Meetings can be held under the provisions provided in Section 194 of the Act.





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- ii. Business discussed at the meeting must be on the advertised agenda, unless agreed to by the whole of Council.
- iii. A Special Council Meeting should only be held to address time sensitive issues, or items that require more time to discuss than reasonable for a Regular Council Meeting.
- iv. Notices of Special Council Meetings will be posted on the MD website and Facebook page.

### 5. Public Hearings

- a. The Act prescribes the circumstances that require a Public Hearing to be held.
- b. Public Hearings will be held in accordance with the Act and any related regulations.

### 6. Quorum

- a. When Quorum is present at the time set for commencement of a meeting the chair shall call the meeting to order.
- b. If there is no Quorum present within thirty (30) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all members present and adjourn the meeting. Notice of adjournment should be posted on the outside door of the Municipal Office.
- c. If Quorum is lost for any reason, the meeting is recessed for up to fifteen (15) minutes, and if Quorum is not re-established, the meeting is adjourned.
- d. Sections 180 and 181 of the Act, require that Council act by resolution or bylaw, and that neither of these are valid unless Quorum is achieved.

### 7. Absences

- a. Section 174(1)(d) of the Act states that a “councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) applies. Subsection (2) indicates that a councillor is not disqualified if the following conditions apply:
  - i. The absence is authorized by a resolution of Council before the end of the last regular meeting during the 8-week period, or if a regular council meeting does not occur during the 8-week period, before the end of the next regular council meeting.
  - ii. The Councillor is away on Council business at the direction of Council.
  - iii. The Councillor is absent during a maternity or parental leave as allowed for in a bylaw under Section 144.1 of the Act.



### 8. Delegations

- a. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, shall provide a written request to Council or CAO requesting a presentation to Council, which outlines the subject matter to be discussed.
- b. Delegations will be scheduled for 15 minutes, up to a maximum of 30 minutes, at the discretion of the CAO, to present the subject matter indicated in their request. The chair of the meeting may extend this maximum, provided the length of the extension is specified.
- c. A maximum of 3 delegations will be included on the agenda for a Regular Council meeting.
- d. In the event that due to the maximum number of delegations would cause for an undue delay in the delegation presenting to Council, Council may increase the number of delegations by resolution.
- e. Any written documentation or electronic presentations should be provided to the CAO a week prior to the meeting to ensure any materials can be distributed to Council as part of the agenda.
- f. Scheduling of delegations will be coordinated by the CAO.

### 9. Reports and Correspondence to Council

- a. Committee Reports
  - i. Reports on the activities of any Committees are to be reported at each Regular Council Meeting. Reports can be provided either verbally or in writing.
  - ii. Committee Reports will be include on the Agenda for each Regular Council Meeting.
- b. Correspondence
  - i. All correspondence addressed to the Reeve or Reeve and Council will be included as part of Correspondence as part of an agenda for a Regular Council Meeting.
  - ii. Any invitations for Councillor attendance will be included as part of Correspondence as part of an agenda for the Regular Council Meeting, unless the invitation is received following a Regular Council Meeting, and the event occurs prior to the next Regular Council Meeting. In these circumstances the invitation will be circulated to all members of Council.



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- iii. Any correspondence received by the CAO that requires Council attention will be included as part of Correspondence as part of an agenda for the Regular Council Meeting.

### 10. Electronic Devices

- a. Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.

### 11. Parliamentary Rules

#### a. General Conduct

- i. Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.
- ii. The Chair may authorize a person in the public gallery to address members only on the topic currently being discussed.
- iii. During all meetings of Council, a Councillor wishing to speak on a matter shall indicate their intention by raising their hand to be recognized by the Chair.

#### b. Motions

- i. A motion is put to the floor for a vote after discussion on an item put before Council.
- ii. A motion does not require a seconder.
- iii. A motion may be withdrawn at any time before voting, subject to no objection from any member.
- iv. Motion to Rescind is a motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of members, the previous motion referred to would be declared null and void.

#### c. Voting on a Motion

- i. Under Section 183(1) of the Act, every member of Council present, shall vote on every matter at a Council or Committee meeting at which they are present unless they are required to or permitted to abstain from voting under any Bylaw, Act, or Legislation.
- ii. Voting shall be completed simultaneously by raising of the hand after the Chair has called for those "In Favor" and those "Opposed" to the motion.



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- iii. If there is a tie of votes for and against a motion or Bylaw, then the motion or Bylaw is defeated.
  - iv. Section 185(1) of the Act allows for a Councillor to request a recorded vote prior to a vote taking place. When a vote is recorded the minutes must show the names of the Councillors present, and whether each Councillor voted for or against the proposal or abstained.
- d. Robert's Rules shall prevail in any circumstances not specifically addressed in Sections 11(a-c), of this bylaw, or any other legislation.

### 12. Agenda

- a. The agenda for a Regular Council meeting shall adhere to the template provided in Schedule 'A'.
- b. The Agenda for Regular Council meetings will be distributed to Council the Friday prior to the meeting.

13. This bylaw comes into effect upon the date of its being finally passed.

Received First reading this August 13, 2019

Received Second reading this August 13, 2019

Received Final reading this September 10, 2019

Original Signed

Reeve Rafa

Original Signed

CAO Wallsmith



## 2021 Municipal General Election

### Schedule 'A'

**Agenda**  
**Regular Council Meeting**  
**Month Day, 20XX**  
**Municipal Office 9:00 A.M.**  
**Acadia Valley, Alberta**

Monthly Statement review by two Councillors prior to call to Order.

1. Call to Order
2. Adoption of Agenda
3. Past Meeting Minutes
4. Business arising from the Minutes
5. Delegations
6. New Business
7. Public Hearings
8. Municipal Planning Commission
9. CAO Report
10. Financial Reports
11. Correspondence
12. Committee Reports and business arising therefrom
13. Any remaining or unfinished business
14. Confidential
15. Adjournment