



Bylaw #2025-11

Meeting Procedures

BEING A BYLAW OF THE TOWN OF THORSBY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING THE RULES OF PROCEDURE FOR COUNCIL MEETINGS.

WHEREAS: Section 145(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended authorizes a Council to pass a bylaw in relation to the procedures to be followed by Council, Council committees, and other bodies established by the Council;

NOW THEREFORE: The Municipal Council of the Town of Thorsby, in the Province of Alberta, duly assembled, enacts as follows:

PART I – TITLE

1. This Bylaw may be cited as the “Meeting Procedures” Bylaw.

PART II - DEFINITIONS

2. In this Bylaw, unless the context otherwise requires:
 - a. “**Act**” means the Municipal Government Act, RSA 2000, M-26 and amendments thereto;
 - b. “**Advertising Bylaw**” means the Town of Thorsby’s Advertising Bylaw #2018-05;
 - c. “**Board**” means an official body, often called a local board, established to oversee a specific public service or function, such as libraries, planning, or police services.
 - d. “**Chair**” means the person responsible to preside over the meeting or the authority to preside over the meeting;
 - e. “**Chief Administrative Officer**” means the Chief Administrative Officer of the Town of Thorsby appointed by Council;
 - f. “**Closed Meeting**” means a meeting closed to the general public and/or municipal employees, as deemed appropriate, to discuss any matter that is within one of the exceptions outlined in the *Access to Information Act*;
 - g. “**Committee**” means an advisory committee or other body, working group, or organization established by Council;
 - h. “**Committee-of-the-Whole**” means a Committee-of-the-Whole established by Council under this bylaw;
 - i. “**Consent Agenda**” means a list of one or more agenda items that are included on the agenda of a Council Meeting, for which the recommendation shall be a single omnibus motion to approve all recommendations in the agenda reports for the agenda items listed on the Consent Agenda;
 - j. “**Council**” means the Council of the Town of Thorsby;
 - k. “**Council Meeting**” means a regular council meeting, a Committee-of-the-Whole, a special council meeting, an Inaugural Meeting of council, or an organizational meeting of council;
 - l. “**Councilor or Councillor**” means a member of Council, other than the Mayor;
 - m. “**Deputy Mayor**” means the Councilor who is appointed pursuant to the *Act* to act as Mayor in the absence or incapacity of the Mayor;
 - n. “**Electronic Communication**” means a system that enables a Council Member, who is not physically present in the room where a Council Meeting is held, to attend the meeting. This includes, but is not limited to, teleconferencing or online meeting management systems;
 - o. “**Exceptional Circumstance**” shall mean a disruption in Council Chambers, vulgar language, or any other disruptive, illegal, or crude behaviour;
 - p. “**Inaugural Meeting**” means the first organizational meeting following a general election as prescribed by the Municipal Government Act;
 - q. “**Land Use Bylaw**” means the current iteration of the Town of Thorsby Land Use Bylaw and amendments thereto;
 - r. “**Mayor**” means the Chief Elected Official of the Town of Thorsby;
 - s. “**Notice of Motion**” means formal notice given to Council by a Council Member indicating their intent to present a motion for Council consideration at a later Council Meeting;
 - t. “**Public Commentary**” means public commentary as provided for under this Bylaw;



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- u. **“Resolution”** means a proposed motion approved by Council; and
- v. **“Town”** means the Town of Thorsby.

PART III – APPLICATION

3. This Bylaw applies to the procedure and conduct of business at:
 - 3.1 All Council meetings, Committee-of-the-Whole meetings, and Special Council meetings; and
 - 3.2 All Committee meetings, except;
 - 3.2.1 When Council has granted permission to a Committee to establish its own procedures.
4. If a question relating to the procedure of Council is not answered by the *Act* or this Bylaw, the answer to the question is determined by referring to the most recent revision of Robert’s Rules of Order Newly Revised.

PART IV – CONDUCT

Members of the Public

5. Any individual addressing a meeting shall not:
 - 5.1 Shout, use profane, vulgar, or offensive language;
 - 5.2 Speak on a matter not before the meeting;
 - 5.3 Make personal comments about any staff, or any Council member or any other person, or indulge in personalities, use language personally offensive, arraign motives of a member, charge deliberate misrepresentation, or use language tending to hold another member up to contempt.
6. Speakers shall obey the approved rules of order, and may be called to order by the Chair if they do not, at which they must immediately stop speaking unless permitted to explain; this shall be recorded in the minutes.
7. Members of the public who constitute an audience at a meeting shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of the Members.
8. The Chair may direct that any person in the audience who creates a disturbance during a meeting leave immediately, and if that person does not leave, may have him or her removed.

PART V – NOTICE OF MEETINGS

9. In accordance with section 193 of the *Act*, for regular Council meetings, notice to Councilors and the public is not required unless there is a change, in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least 24 hours prior to the day of the Council meeting.
10. In accordance with section 194 of the *Act*, for special Council meetings, the Mayor must provide at least 24 hours notice in writing to each Councilor and the public stating the purpose of the meeting, and the date, time, and place at which it is to be held. However, a special Council meeting may be held with less than 24 hours notice to all Councilors 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.
11. In accordance with section 195 of the *Act*, for Committee meetings, notice shall be given to participants and the public at least 24 hours in advance.

12. Council deems that providing notice in the following manner is sufficient pursuant to section 196(2) of the *Act* and the Town of Thorsby's Advertising Bylaw #2018-05:
 - 12.1 Posting a notice on the Town of Thorsby website and social media;
 - 12.2 Posting a notice in the Town of Thorsby office; and
 - 12.3 Posting a notice at the Arctic Spas Recreation Complex.

PART VI – MEETINGS

13. All Council and Committee meetings shall:
 - 13.1 Be open to the Public, except for any closed portions;
 - 13.2 Held in accordance with the provisions of the *Act*;
 - 13.3 Have recorded minutes;
 - 13.4 Be adjourned by 10:00pm, unless a resolution to continue is passed by a simple majority of the Members present.

Regular Meeting of Council

14. Regular meetings of Council shall be held on the fourth Tuesday of each month at the prescribed time as established within the preceding Organizational Meeting, at the Thorsby Town Office, with the following exceptions:
 - 14.1 When the meeting falls on a federal or provincial holiday, a new meeting date will be agreed upon by Council;
 - 14.2 In the year of a municipal election, no regular meetings shall be held between nomination day and the inaugural meeting following the General Election, unless emergent business requires to which a special meeting shall be called;
 - 14.3 Any meeting may be cancelled or postponed by resolution of Council.

Committee-of-the-Whole Meetings

15. A committee is hereby established called the "Committee-of-the-Whole" with membership comprised of all members of Council.
16. The purpose of the Committee-of-the-Whole is to review matters or receive information referred by Town Administration or by members of Council, its purpose is to engage robust discussion on agenda items presented. Committee-of-the-Whole may not make motions or take votes, and shall refer items to a Regular Council meeting if decisions are required, with the exception of making a motion to:
 - 16.1 Adopt the meeting agenda;
 - 16.2 Recess the meeting;
 - 16.3 Table an item;
 - 16.4 Accept an item for information;
 - 16.5 Direct Administration to investigate matters and present recommendations to a following Regular Meeting;
 - 16.6 Move to a closed meeting, and out of a closed meeting.
17. The Committee-of-the-Whole meetings shall be held on every second Tuesday of the month at the prescribed time as established within the preceding Organizational Meeting, at the Thorsby Town Office, with the following exceptions:
 - 17.1 When the meeting falls on a federal or provincial holiday, a new meeting date will be agreed upon by Council;
 - 17.2 The meetings in July and August will be cancelled as approved at the preceding Organizational Meeting;
 - 17.3 Any meeting may be cancelled or postponed by resolution of Council.



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Special Council Meetings

18. Special Council meetings may be called by the Mayor in accordance with section 194 of the *Act* whenever the Mayor considers it appropriate to do so, and must be called if the Mayor receives a written request for the meeting stating its purpose from a majority of Councilors.
19. No matter other than the 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 via resolution.

Committees

20. Council may establish Committees as necessary under the *Act* and may, by bylaw, set out terms of reference for each.
21. The Mayor may appoint members to a Committee as follows:
 - 21.1 Council member appointments to a Committee shall be made at the Organizational Meeting;
 - 21.2 Public member appointments shall be made as needed.
22. The general responsibility of any Committee shall be to analyze any and all matters placed before it. To indicate to Council by recommendation the ways and means of dealing with the said matters before it. To advise the course of action which in its considered opinion is necessary and expedient. It shall include without limiting the said general responsibilities, any specific matters or responsibilities directed to it by Council.
23. Committees shall:
 - 23.1 Establish the date, time, and location of meetings;
 - 23.2 Provide minutes and any written reports of committee activities to Council regularly for approval;
 - 23.3 Review and make recommendations to Council (at least annually) on all bylaws and policies dealing with the subject matter germane to that Committee.
24. Committees shall not:
 - 24.1 Have the power to pledge the credit of the Town or commit the Town to any particular action;
 - 24.2 Pass resolutions other than a motion to report to or make recommendations to Council.

Public Hearings

25. All public hearings must be held in accordance with the *Act*.
26. The following procedures apply to all public hearings:
 - 26.1 On a matter included in the agenda of a regular or special Council meeting for the purpose of a public hearing, any individual or delegation may appear without prior notice, but must register with the Legislative Clerk on the day of before they speak.
 - 26.2 Members may, upon recognition by the Chair, direct questions to a delegate or to Administration, but at no time shall a debate be entered into.
 - 26.3 The Chair shall call upon those who have registered to appear by electronic means first and then call for others in attendance at the meeting who wish to speak during the public hearing.
 - 26.4 The Chair shall call three (3) times for appearances from the gallery, and upon receiving no response, shall declare the public hearing closed.



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27. In accordance with section 199(2.1) of the *Act*, members of the public may attend and participate pursuant to Part 17 of the *Act* by electronic means as laid out in the Town's Public Hearing by Electronic Means Bylaw #2025-08.

PART VII – PROCEEDINGS

Quorum

28. A quorum for meetings shall be a simple majority of the whole Council or Committee.
29. For a Council and Committee-of-the-Whole Meeting, if a quorum is not present within 30 minutes of the start time set for a Council meeting, the CAO or designate shall record names of the members present and Council shall stand adjourned until the next Regular Meeting.
30. For a Committee meeting, if a quorum is not present within fifteen (15) minutes of the start time set for the meeting, the meeting shall be re-scheduled.
31. If at any time during a meeting, quorum is lost, the meeting will be recessed and if quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned, unless a resolution was passed prior to losing the quorum to extend the recess period.

Rules of Order

32. The conduct of all Town business is controlled by the general will of the Councilors – the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation in a constructive and democratic manner, of the issues involved.
33. At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.
34. Each individual wishing to address a meeting shall first be recognized by the Chair. The first person to raise a hand and address the Chair when the person speaking has finished, and to be recognized by the Chair, has the floor. Speaking while another person is still speaking is out of order, except to make a point of order or to make a point of personal privilege.
35. Debate begins when the Chair states the motion or resolution and asks "Are you ready for the question?" If no one initiates discussion, the Chair calls for the vote.
36. No member can speak twice to the same issue until everyone who wishes to has spoken to it once.
37. All remarks must be directed to the Chair, and be courteous.
38. Individuals who arrive late for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.
39. The meeting must be formally adjourned.

Closed Session

40. At the discretion of the Chair or the majority of the Members, a meeting may go to a Closed Session, subject to the following procedural requirements:
 - 40.1 A motion is required to go to a closed session, and must include the basis on which, under an exception to disclosure in the *Access to Information Act* or *Protection of Privacy Act* the part of the meeting is to be closed;
 - 40.2 A motion is required to come out of a closed session;
 - 40.3 The times the meeting goes to a closed session, and comes out of a closed session, must be recorded in the minutes;



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41. The closed session portion of the meeting will:
 - 41.1 Be chaired by the same person chairing the rest of the meeting; and
 - 41.2 Be held without the presence of the public unless one or more members of the public are invited by the chair to participate in the closed session.
42. No record is necessary during the closed session portion of the meeting, but if a record is kept, it is subject to the *Access to Information Act* and *Privacy of Protection Act*.
43. Council shall not pass resolutions or bylaws during a closed session. Any decisions reached by consensus during the closed session must be passed as motions when the regular meeting resumes.
44. What is discussed in a closed session must remain confidential and **shall not** be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.

Delegations

45. Any person or delegation wishing to appear before Council or committee or to address an agenda item not designated as a public hearing shall give written notice to the Legislative Clerk or CAO no later than seven (7) business days preceding the meeting.
46. Any person or delegation addressing Council shall state their name, and the purpose of the presentation, or provide materials that state both.
47. Delegations shall only speak on the matters which they have submitted to Council, and which have been included on the agenda.
48. Delegations may be limited in the time they are permitted, but shall be generally allowed fifteen (15) minutes for presentation and discussion, which can be extended or decreased at the discretion of Council.
49. Approval of a delegation is subject to the Mayor or designates' discretion.

Conflict of Interest or Pecuniary Interest

50. Councilors must comply with all provisions of the *Act* in relation to conflict of interest and pecuniary interest.
51. Committee members shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest, or bias.

Chairperson

52. The Mayor must preside as Chair when in attendance at a Council Meeting unless the Mayor has asked to step down as Chair or becomes infirmed, in which case, the Deputy Mayor or another Councilor must be called to take the chair.

Bylaw Readings

53. Before a Bylaw is passed, it shall, in accordance with the *Act*, have three distinct and separate readings before it is adopted, but no more than two readings may take place at any one meeting of Council, unless unanimous consent is taken before third reading.
54. When a Bylaw has received third reading and been passed, the Mayor shall declare the bylaw adopted, and it becomes a municipal enactment, effective immediately unless the bylaw itself proves otherwise.

PART VIII – ELECTRONIC MEETINGS / LIVESTREAMING

Electronic Meetings

55. A meeting may be conducted by means of electronic or other communication facilities if:
 - 55.1 Notice is given to the public of the meeting, including the way in which it is to be conducted;
 - 55.2 The facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place;
 - 55.3 The facilities enable all the meeting's participants to watch or hear each other; and
 - 55.4 There is a secure means by which the meeting participant can join and participate in the meeting.
56. Members participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
57. Members participating in a meeting by electronic communication may participate in a closed session provided that they swear or affirm an affidavit provided by Administration and satisfies all other procedural safeguards to ensure confidentiality.
58. Members may participate through electronic communication in any Meeting, Committee-of-the-Whole Meeting, or Committee Meeting. Council encourages that electronic participation not exceed five (5) times over a one (1) year period.

Webcasting / Livestreaming

59. Open meetings may be webcast or livestreamed by the Town, subject to the following:
 - 59.1 Where it is determined that a meeting will be webcast and/or livestreamed, every reasonable effort to ensure footage is available to the public will be made, however, there may be situations where technical difficulties interrupt or delay the ability to webcast or livestream meetings. Meetings will not be canceled, postponed, or delayed due to technical issues related to webcasting or livestreaming;
 - 59.2 The official record of Council meetings shall be the written, approved minutes, as required by the *Act*, regardless if the meeting is webcast or livestreamed;
 - 59.3 Any portion of a meeting which is in recess, closed session, or closed to the public will not be recorded, webcast, or livestreamed;
 - 59.4 Footage from webcast and/or livestreamed meetings will be retained in accordance with the Town's Records Management and Retention Bylaw;
 - 59.5 In exceptional circumstances, at the discretion of the Chairperson, Council, or the CAO, Administration may be directed, through resolution, to:
 - 59.5.1 Remove webcast or livestreamed footage from the internet, irrespective of the retention established by the Town's Records Management and Retention Bylaw;
 - 59.5.2 Stop or interrupt the webcast or livestreaming; and/or
 - 59.5.3 Exclude all or a portion of the footage from any webcast or livestream from being posted to the internet.



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Electronic Recording of Proceedings

60. The recording of a meeting by a member of the public or media by electronic or other means is allowed unless, at the sole determination of the Chair, the recording of the meeting is determined to be disruptive to the process or if the recording will inhibit or discourage any Member or the public from fully participating in the meeting, in which case the Chair may prohibit the recording of the meeting.
61. A meeting may be recorded by Administration for the purposes of preparing the minutes.

PART IX – MOTIONS AND DEBATE

Rights in Debate

62. Members, including the Chair, may enter debate once a motion is on the floor.
63. When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak first and the member who seconded the motion (if any) to speak second.
64. When two or more members wish to speak, the Chair shall name the member who is to speak first.

Motions

65. The following procedural requirements apply to all motions:
 - 65.1 A Main Motion brings new business (the next item on the agenda) before the assembly.
 - 65.2 Council or Committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.
 - 65.3 After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the Council or Committee, and may only be withdrawn by majority consent of the members present.
 - 65.4 Every motion or resolution shall be stated or read by the mover, who shall speak first to the motion, and close debate on the motion.
 - 65.5 When duly moved, a motion shall be open for discussion and debate. A member may speak to a motion a maximum of two times only unless there is agreement to provide another opportunity to address the issue.
 - 65.6 Any member may ask to have the motion under discussion be read again at any time during the debate, but may not interrupt a speaker to do so.
 - 65.7 The mover of a motion may speak and vote for or against the motion.
 - 65.8 When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.
 - 65.9 No motion other than an amending motion or a motion to table or refer shall be considered until any motion already before the meeting has been disposed of.
 - 65.10 A Notice of Motion may be given (and shall be given verbally and in writing to all members present) at any regular meeting, specifying the entire content of the motion to be considered, but may not be dealt with at that meeting. The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall put it on the agenda under New or Old Business for the next regular meeting unless otherwise instructed.

Voting

66. Once the motion has been put to a vote, no member shall debate further on the question or speak any words except to request the motion be read aloud.
67. When a question is put to vote, no member shall leave Council chambers until the vote is taken.



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68. Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
69. Pursuant to Section 183 of the Act, Councilors must vote on a matter at a council meeting except where the person is required or permitted to abstain from voting under the Act or any other legislation.
70. The vote on any matter shall be recorded without specified names unless a request to record individual votes is made and shall be subject to Section 71.
71. When a vote is recorded, the minutes must show the names of the Councilors present and whether each Councilor voted for or against the motion, or abstained.

PART X – AGENDA, ORDER OF BUSINESS, AND MINUTES

Agendas for Council Meetings

72. The CAO and/or their designate shall be responsible for preparing Council meeting agendas in conjunction with the Chief Elected Official, including input from participants, Town staff, and previous meetings.
73. Council meeting agendas shall be made available to Members and the public at least two (2) days prior to the time of the meeting on the Town of Thorsby online portal.
74. Only business listed in the agenda shall be undertaken at a Council meeting, unless a resolution to add an item to the agenda is unanimously passed.
75. Council meeting agenda items shall be accepted up to Wednesday noon prior to the meeting and approved at the discretion of the Mayor, CAO, or designate.

Order of Business

76. Regular Council Meetings shall use the following order of business, subject to adjustment by the CAO for the purposes of tidiness:

- Call to Order
- Call for Pecuniary Interest Regarding the Agenda
- Agenda Additions/Deletions/Adoption
- Adoption of Previous Minutes
- Public Hearings
- Presentations/Delegations
- New Business
- Old Business
- Bylaws and Policies
- Information Reports/Notice of Motions
- Correspondence
- Public Comments
- Closed Meeting (if applicable)
- Rise and Report from Closed Meeting
- Adjournment

77. Committee-of-the-Whole Meetings shall use the following order of business, subject to adjustment by the CAO for the purposes of tidiness:

- Call to Order
- Call for Pecuniary Interest Regarding the Agenda
- Agenda Additions/Deletions/Adoption
- Presentations/Delegations
- New Business
- Old Business
- Council Reports



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Administrative Reports
Correspondence
Public Comments
Closed Meeting (if applicable)
Adjournment

Minutes

78. Minutes of all Meetings shall be recorded in accordance with the *Act*.
79. At every Regular Council meeting, minutes of the previous meetings and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
80. Minutes shall include resolutions to enter a closed session, leave a closed session, and to adjourn the meeting.

PART XI - REPEAL

81. Upon third and final reading of Bylaw #2025-11, Bylaw #2023-10 and all amendments hereto are hereby repealed.

PART XII – EFFECTIVE DATE

82. This Bylaw shall come into force and have effect upon the third and final reading.

READ A FIRST TIME this 25th day of November, 2025

READ A SECOND TIME this 23rd day of December, 2025

READ A THIRD AND FINAL TIME this 23rd day of December, 2025

Darryl Hostyn, Mayor

Donna Tona, CAO