



Procedure Bylaw 15-1039

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Schedule A: Order of Business (Agenda Template)

Schedule B: Request for Decision Template

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TOWN OF TURNER VALLEY

BYLAW 15-1039

A BYLAW OF THE TOWN OF TURNER VALLEY IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL.

WHEREAS pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, requires Council to act by bylaw;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

THEREFORE the Council of the Town of Turner Valley in the Province of Alberta, duly assembled, hereby enacts the following:

1. TITLE

This Bylaw may be cited as the "Procedure Bylaw".

2. DEFINITIONS

- a) **"Act"** means the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended;
- b) **"Administrative Inquiry"** is a written request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report;
- c) **"Administrative Representative"** refers to the senior Administration resource person appointed to a Committee by the C.A.O.;
- d) **"Agenda"** means the list and order of business items for any meeting of Council, or Committees;
- e) **"Bylaw"** means a bylaw of the Town;
- f) **"C.A.O."** means the Chief Administrative Officer;
- g) **"Chairperson"** means the Member elected from among the Members of a Committee to preside at all meetings of the Committee;
- h) **"Committee"** means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw;
- i) **"Committee of the Whole"** means a procedural device that permits Council greater freedom of debate for a specific purpose.
- j) **"Council"** means the Mayor and Councillors of the Town of Turner Valley.
- k) **"Deputy Mayor"** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- l) **"In-Camera"** 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;
- m) **"Mayor"** means the Member of Council duly elected as Mayor and continuing to hold office;
- n) **"Member"** means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;

- o) **"Notice of Motion"** is the means by which a Member of Council brings business before Council;
- p) **"Officer"** means the Chief Administrative Officer, Director Corporate Services, Director Community and Protective Services, Director Operational Services, Director Planning and Engineering Services, or their delegates, all of whom shall be recorded in the official minutes;
- q) **"Point of Information"** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- r) **"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;
- s) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following:
 - i. the organization or existence of Council,
 - ii. the comfort of Members,
 - iii. the conduct of Administration or members of the public in attendance at the meeting, and
 - iv. the reputation of Members or Council as a whole;
- t) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
 - i. make an appropriate motion,
 - ii. raise a Point of Order,
 - iii. understand the procedure, or
 - iv. understand the effect of a motion;
- u) **"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;
- v) **"Public Hearing"** means a meeting of Council convened to hear matters pursuant to the Act;
- w) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- x) **"Quorum"** is the majority of all Members, fifty (50) percent plus one (1), unless Council provides otherwise in this Bylaw;
- y) **"Special Meeting"** means a meeting called by the Mayor pursuant to the Act;
- z) **"Terms of Reference"** means those terms pertinent to the establishment and mandate of a Committee and which are: in addition to or beyond the parameters of this Bylaw.
- aa) **"Town"** means the Corporation or the Town of Turner Valley.

3. APPLICATION

- a) This bylaw applies to all meetings of Council, and Council committees as identified.
- b) To the extent that it is a matter not dealt with in the Act, Council shall refer to Robert's Rules of Order Newly Revised.
- c) Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice-versa.
- d) The precedence of the rules governing the procedures of Council is:
 - i. The Act;
 - ii. Other Provincial legislation;
 - iii. this bylaw.
- e) Subject to the appeal process described in this Bylaw, the Presiding Officer shall interpret procedure.
- f) Council may waive all or part of the provisions of this bylaw for a meeting, if Council votes unanimously to do so by a motion to suspend the rules. This motion is only in order if it does not conflict with the laws of the Government of Canada or the laws of the Government of Alberta, specifically the *Act*.

4. ORGANIZATIONAL MEETING

Council shall hold an Organizational Meeting each year not later than two weeks after the third Monday in October

- a) Council shall, at its Organizational Meeting each year also determine the following:
 - i) The appointment of the Deputy Mayor or the roster of Deputy Mayors for the following year;
 - ii) The appointments to Town Committees, Boards, Commissions and/or special task forces; and
 - iii) Any other business required by the Act, or which Council or the CAO may direct.
 - iv) Appointments of Council members to Committees shall be for a term of one year, unless otherwise specified.

5. INAUGURAL MEETING

The Organizational meeting immediately following a general municipal election shall be called the Inaugural Meeting.

- a) The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at this meeting.
- b) The Mayor and each Councillor shall acknowledge, sign and date the Council Code of Conduct.
- c) Until the Mayor has taken the Oath of Office, the CAO shall chair the meeting.

6. REGULAR MEETINGS OF COUNCIL

- a) Shall be held in the Turner Valley Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere in the community.
- b) Shall be held on the first and third Monday of every month except for July and August whereas Council will take a summer break. Special Meetings may be called during July and August if required.
- c) Regular Council meetings shall commence at 6:30 p.m.
- d) If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the next business day.
- e) No item of business may be dealt with at a Council meeting after 10:00 p.m., unless a motion of Council is passed by a majority of the Council before the 10:00 p.m. adjournment.

7. COMMITTEE OF THE WHOLE MEETINGS

- a) Council, by resolution, may resolve into a Committee of the Whole to consider any matter, and by resolution may revert back to Regular Council Meeting.
- b) Motions to resolve into a Committee of the Whole meeting and revert back to Regular Council Meetings will be recorded in the Regular Meeting Minutes.
- c) No resolutions on any matter may be made during a Committee of the Whole meeting.
- d) A meeting of Committee of the Whole will be held in public, unless the agenda or specific agenda items being considered are subject to Section 8 In-Camera of this bylaw.

8. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- a) Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone with conference call capabilities (speaker), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
- b) A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Mayor.
- c) A Council member shall be permitted to attend a meeting using electronic communication if the location is able to support its use, ensuring all Council members participating in the meeting are able to communicate effectively.
- d) A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- e) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- f) When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other

Council members present at the meeting have cast their votes by a show of hands.

- g) When a Council member attends an In-Camera session, they will be required to confirm their attendance in the In-Camera session alone, in keeping with the definition in this bylaw of “In-Camera”, by providing a statutory declaration or affidavit sworn or declared before the Legislative Services Manager, a Commissioner for Oaths prior to the next regular Council meeting.
- h) If only the public will be present at the Council Chambers in the Town’s Council Chambers and all Council members are participating by way of electronic communication, notice shall be posted in the Municipal Office, and on the Municipal Website 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.

9. IN-CAMERA

Council has the authority to move “In-Camera” pursuant to Section 197 (2) of the Act for the purpose of:

- a) Protecting the Town, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information.
- b) To comply with Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

10. NOTICE OF SPECIAL MEETINGS

- a) For all meetings requiring notice, the notice must be:
 - i) Issued a minimum of 24 hours prior to the meeting date.
 - ii) In writing and specify the time, date, locations and purpose of the meeting.
 - iii) Faxed or emailed to each Council or Committee member.
 - iv) Posted at the Municipal Office and on the Municipal Website.
 - v) Given any other notification as requested by Council or the Committee.
 - vi) Despite Section 9 the Mayor may call a Special meeting of Council, on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the meeting before the meeting begins.

11. CANCELLATION OF MEETINGS

A Regular Meeting may be cancelled:

- a) By a majority of members at a previously held meeting; or
- b) with written consent of majority, providing twenty-four (24) hours’ notice is provided to members and the public; or
- c) with the written consent of two-thirds (2/3) of the whole Council if twenty-four (24) hours’ notice is not provided to the public.
- d) A Special Meeting called under the initiative of the Mayor, may be cancelled:
 - i) By the Mayor if twenty-four (24) hours written notice is provided to all members and the public; or

- ii) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
- e) A Special Meeting, requested in writing by a majority of members, may be cancelled:
 - i) With the written consent of the requesting members, if twenty-four (24) hours' notice is provided to the members and the public; or
 - ii) if less than twenty-four (24) hours' notice is provided, with the written consent of two-thirds (2/3) of the whole Council.

12. AGENDA PREPARATION

- a) Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained within the Agenda for the meeting.
- b) The agenda for each regular Council meeting is established by the CAO in consultation with the Mayor.
- c) The Manager of Legislative Services shall prepare the agenda, together with copies of all reports and communications to be dealt with at each Council meeting.
- d) All submissions for the Agenda of all Public Hearings and Regular meetings of Council shall be received by the Manager of Legislative Services no later than noon the Wednesday prior to the scheduled meeting, seven (7) complete days prior to the meeting.

13. AGENDA DELIVERY

- a) The Manager of Legislative Services will distribute the established agenda with attachments to Council, department heads, and the public least two (2) full working days prior to the Council meeting. The agenda package and supplemental materials (unless withheld under the MGA or FOIPP) will be made available on the municipal website. The agenda outline will be posted at the municipal office.
- b) Late submissions to the agenda after the agenda has been established will require the justification for the urgent nature of the late submission and will require the CAO's approval.
- c) All additions or changes to the agenda will be provided to the Manager of Legislative Services prior to the meeting being called to order.
- d) No late submission may be added to an agenda after the adoption of the agenda unless approved unanimously by resolution of Council.

14. COMMUNICATIONS

- a) If a person wishes to have any matter considered by Council, a letter or other communication shall be addressed to the Manager of Legislative Services and the letter or communication shall:
 - i) Be printed, typewritten or legibly written;
 - ii) not be libelous, impertinent or improper;
 - iii) clearly set out the matter at issues and the request made of Council;

- iv) be signed by the writer, and include the printed name and address of the writer;
 - v) be submitted to the Manager of Legislative Services no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The Manager of Legislative Services in consultation with the CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.
- b. On receipt of a communication for Council the Manager of Legislative Services, in consultation with the CAO may:
- i) 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
 - ii) refer the matter to a staff member for response prior to providing the communication letter to Council.

15. QUESTION PERIOD

Turner Valley residents wishing to ask a question of Council shall be permitted to speak during the fifteen (15) minute question period portion of the agenda.

- a) The subject must in the form of a question, Council will only entertain questions regarding a subject not being addressed on the current agenda; questions will be presented under the following guidelines:
 - i) The residents name and subject matter to be provided to the Manager of Legislative Services in advance of the meeting or listed on the form provided in the Council Chambers, or other appropriate location, prior to 6:30 p.m.
 - ii) The subject is to be in the form of a question, and the question is to be presented in five (5) minutes or less, unless otherwise approved by two-thirds (2/3) vote of Council.
- b) The Mayor and CAO may not permit a question being addressed at a meeting of the Council regarding:
 - i) Any matter that will be the subject of a bylaw requiring a public hearing, or for which a public hearing has already been held; or any bylaw that is scheduled for first reading.
 - ii) The promotion of commercial products or services which have no connection to the business of Town.
 - iii) Any matter that has been considered previously by Council which staff are working on, or staff have completed to Council's satisfaction.
- c) Councillors may ask questions of clarification which are relevant to the subject question.
- d) At no time shall a questioner, Council member, a delegation or administration enter into a debate during the question period of the agenda.
- e) If an immediate answer is not available, the resident may be given a reply through the CAO; or as Council may determine, as soon as possible.

16. DELEGATIONS, PRESENTATIONS, PETITIONS

- a) A member of the public may request in writing to be included on an Agenda as a delegation. The request must be in writing and shall:
 - i) Include a summary of the information that will be presented to Council;
 - ii) Be submitted to the Manager of Legislative Services no later than noon the Wednesday prior to the scheduled regular Council meeting (or the seventh (7) complete day prior), with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
 - iii) Delegations to Council shall be limited to a maximum number of three per scheduled meeting.
 - iv) Presentation time will be no longer than fifteen (15) minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by a two-thirds (2/3) vote of Council.
 - v) Delegations speaking to the subject will be restricted to the subject matter only.
 - vi) In questioning delegations, whether statutory or otherwise, Members of Council will ask only questions of clarification which are relevant to the subject of the hearing and will avoid repetition.
 - vii) Council shall, at its next regular meeting following the Delegation presentation, make any decisions, if required, regarding the issue raised by the Delegation; unless there is unanimous support for Council decision at the regular meeting at which the Delegation presentation was made, and the issue is discussed under New Business.

17. ORDER OF BUSINESS

- a) The normal order of business for the Regular Meetings of Council shall be as set out in Schedule "A" except:
 - i) When a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda; or
 - ii) When Council alters the Order of Business by a two-thirds (2/3) vote.

18. QUORUM

- a) Unless there shall be a quorum present in half an hour after the time appointed for the meeting of Council, the Officer shall call the roll and take down the names of Members of Council present; and the Council shall then stand absolutely adjourned until the next day of meeting unless a special meeting is duly called in the meantime.
- b) As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the chair, and the Members of Council shall be called to order.
- c) In case the Mayor or Deputy Mayor shall not be in attendance within fifteen (15) minutes after the hour appointed, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by a Resolution of Council.

- d) If quorum is not constituted within fifteen (15) 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.
- e) Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
 - i) The declaration of pecuniary interest or conflict of interest; or
 - ii) From a Councillor or Mayor not being present for all or part of a Public Hearing;

Then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
- f) If a quorum is lost for any other reason than those aforementioned in Section 17, the meeting is adjourned.

19. CONTROL AND CONDUCT OF BUSINESS

- a) Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the Act.
- b) Subject to being overruled by a majority vote of Members, which vote shall be taken without debate, the Presiding Officer shall:
 - i) Maintain order and preserve decorum and may, if necessary, call a Member to Order;
 - ii) decide points or order without debate or comment other than to state the relevant section of this Bylaw;
 - iii) determine which Member has a right to speak;
 - iv) ensure all Members who wish to speak on a motion have spoken and that the members are ready to vote and shall call the vote; and
 - v) rule when a motion is out of order.
- c) When the Presiding Officer wishes to debate or make a motion, he/she shall request another Member to take the Chair, in the following order:
 - i) Deputy Mayor
 - ii) Any other Member of Council

If no other Member is willing to accept the Chair, the Presiding Officer will continue as Chair, however, will be allowed to make a motion and/or debate under the same rights and restrictions as other members.
- d) A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- e) Members of the public gallery during a Council meeting.
 - i) Shall not address Council without permission;
 - ii) shall maintain order and quiet; and
 - iii) shall not applaud or otherwise interrupt any speaker or action of the Members, or any other person addressing Council.
- f) The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

- g) When a Member or Officer wishes to speak at a Council meeting they shall obtain the approval of the Presiding Officer before doing so.
- h) When a Member or Officer is addressing the Presiding Officer every other Member shall:
 - i) Remain quiet and seated;
 - ii) not interrupt the speaker except on a Point of Order, and
 - iii) Not carry on a private conversation.
- i) When a Member is addressing Council the Member shall:
 - i) Not speak disrespectfully of other Members;
 - ii) Not shout, raise his/her voice or use offensive language in referring to any Member, or to any official of the Town or a member of the public;
 - iii) 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.
- j) When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress he/she shall rise and await the Presiding Officer's permission before leaving.
- k) No Member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken.

20. POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

- a) When a Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer.
- b) When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or the Administration.
- c) When a Question of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member who raised the Question of Privilege shall be permitted to pursue the question.
- d) 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.
- e) When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, he/she shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.
- f) The decision of the Presiding Officer shall be final unless a challenge is made pursuant to Section 21 of the Bylaw.

21. CHALLENGE TO THE RULING OF THE PRESIDING OFFICER

- a) 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.
- b) 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.

- c) If the Presiding Officer refuses to put the question “That the decision of the Presiding Officer be overruled” Council shall request the Deputy Mayor to proceed, in accordance with Section 20 a).
- d) Any resolution carried under the circumstances mentioned in Section 20 c) of this Bylaw, is effectual and binding as if carried under the chairmanship of the Presiding Officer.

22. MOTIONS IN COUNCIL

- a) A Member who wishes to submit a motion in excess of twenty five (25) words shall do so in writing.
- b) After a motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- c) Except as specifically provided elsewhere in this Bylaw, the following motions are debatable by Council:
 - i) A motion for adoption of, refusal of, or further consideration of a report to Council;
 - ii) a motion arising out of any matter included in the Agenda;
 - iii) a motion for amendment to any Bylaw or any matter arising directly out of any Bylaw properly before Council;
 - iv) a motion for second reading of a Bylaw;
 - v) a motion for appointment or dismissal of a committee;
 - vi) a motion for Council to go into a Committee of the Whole meeting;
 - vii) a motion to go In-Camera;
 - viii) such other motions made upon routine proceedings as may be required for:
 - (i) The observance of the proprieties of Council;
 - (ii) the maintenance of the authority of Council;
 - (iii) the appointment or conduct of its officers;
 - (iv) the management of its business,
 - (v) the arrangement of its proceedings;
 - (vi) the correctness of its records, or
 - (vii) the setting of Meeting dates or the days and times of its Meetings.
 - ix) a motion to postpone.
- d) When a motion has been made and is being considered, no Member may make any other motion except to:
 - i) Amend the motion;
 - ii) refer the main motion to some other group for consideration;
 - iii) postpone the main motion; or
 - iv) recess the meeting.
- e) 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 change proposed by another Member if the change does not alter the intention of the motion.

- f) The Presiding Officer shall give each Member of Council who wishes to speak on an item, an opportunity to do so before calling the question.

23. MOTIONS CONTAINING DISTINCT PROPOSITIONS

- a) A motion containing several distinct propositions is not out of order for that reason alone.
- b) When a motion contains two or more propositions, and when;
 - i) Any Member requires; or
 - ii) the Presiding Officer orders.Council shall vote on each proposition separately.

24. MOTIONS OUT OF ORDER

- a) Subject to an appeal in accordance with Section 20, it is the duty of the Presiding Officer to determine if a motion or amendment is in order and the Presiding Officer may decline to put a motion before Council if it is out of order or contrary to law.
- b) The Presiding Officer shall advise Council and shall cite the applicable rule or authority when determining that a motion is out of order.

25. AMENDMENTS

- a) No amendment shall be made to a motion:
 - i) To refer to question to some other body for consideration;
 - ii) to adjourn a meeting.
- b) While a motion is under discussion by Council a Member may not move an amendment which:
 - i) Does not relate to the subject matter of the main motion; or
 - ii) is directly contrary to the main motion.
- c) The Presiding Officer shall allow only one amendment at a time to the main motion and only one amendment to that amendment may be allowed at a time.
- d) The Presiding Officer shall put amendments to a vote in the reverse order to which they have been moved.
- e) When all amendments are voted on, the Presiding Officer shall ask for a vote on the main motion, incorporating any carried amendments.

26. DEBATE ON MOTIONS

- a) No Member of Council shall speak without first being recognized by the Presiding Officer; and being granted the floor.
- b) No Member may speak to, or ask questions of an agenda item presenter, until a motion is put forward for debate or discussion.
- c) No Member of Council shall speak twice to the same item, except under the following circumstances:
 - i) When a Member feels they have been misquoted or misunderstood, they may, after receiving permission from the Presiding Officer, explain a material part of their speech, but may not introduce any new matter and there shall be no debate on the explanation;

- ii) when a Member has moved the motion, they may close the debate after all other Members have been given an opportunity to speak;
- iii) before the debate has been closed and the vote called, provided no other Member has the floor, a Member may, request that the motion be read aloud or ask a question which:
 - (i) Relates directly to the debate;
 - (ii) contains no argument; and
 - (iii) introduces no new material on the motion.
- iv) Unless Council by a majority vote extends the time, no Member shall speak longer than:
 - (i) five (5) minutes on any original motion; or
 - (ii) three minutes on any amendment; or
 - (iii) three minutes for closing debate on an original motion or on an amendment.
- d) The Presiding Officer may rule any Member of Council out-of-order for failing to observe any of the above noted restrictions; and any Member of Council so ruled out-of-order shall immediately cease to speak.
- e) When a Member has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- f) When the motion has been declared, no Member shall debate further on the motion or speak, except to request the motion be read aloud.
- g) Recommendations are not motions; a motion must be made on any Agenda item before it is discussed. A recommendation within an agenda or report does not constitute a motion until a Councillor has expressly moved it.
- h) No motion shall be offered on items that are not on the Council or Committee/Special Task Force agenda as adopted. Members of Council wishing to introduce motions at a meeting shall do so by Notice of Motion for a future regular meeting.
- i) No motion shall be offered that is subsequently the same as one on which the judgment of the meeting has already been expressed during the same meeting.

27. TABLING, POSTPONING AND REFERRING MOTIONS

- a) Motion to table any matter are not permitted.
- b) A motion to postpone any matter shall include in the motion:
 - i) A specific time to which the matter is postponed; or
 - ii) Provision that the matter is to be postponed indefinitely.
- c) A motion to postpone a matter is amendable and debatable.
- d) 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.
- e) When dealing with subject matters where a Committee has been appointed for that purpose, or an Officer would normally deal with such matter, Council may, without amendment or debate, refer the question to the appropriate body.

- j) A motion to refer any matter, until it is decided, shall preclude all amendments to the main question; further, said motion to refer is open to debate, but only as to whether or not to refer.
- k) A Member of Council making a Motion to refer shall be required to include in the motion:
 - (i) Terms on which the matter is being referred;
 - (ii) the time when the matter is to be returned; and
 - (iii) whatever explanation is necessary as to the purpose of the motion.

28. VOTING ON MOTIONS

- a) When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action be taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such a majority, fraction or total of the Members who are present, provided the Act, or some other relevant statute does not specify differently.
- b) A question or motion shall be declared lost when it:
 - i) Does not receive the required number of votes; or
 - ii) Receives an equal division of votes.
- c) 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 recording secretary shall record the abstention and reason in the minutes.
- d) A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- e) Any Member, prior to the vote being taken, may ask for a recorded vote and the recording secretary shall record the names of those who vote for and those who vote against a motion in the Minutes.
- f) No Member shall change his/her vote on a motion without the unanimous consent of the other Members present.
- g) 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.
- h) 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 voice vote or show of hands.

29. RECONSIDERING AND RESCINDING A MOTION

- a) A motion to reconsider, alter or rescind any motion already passed or action taken at a meeting, shall bring the matter before Council by Notice of Motion which shall:
 - i) Specify the Meeting at which the matter will be brought to Council; and
 - ii) indicate in the substantive portion of the motion what action is being requested.

- b) If Notice of Motion was not given Council may, on a two-thirds vote waive the requirement for notice contained in this section.
- c) Notwithstanding the other provisions of this Bylaw, no motion made or action taken by Council shall be reconsidered unless:
 - i) It is a motion made or an action taken at the same meeting;
 - ii) it is a motion made or action taken at a meeting held six (6) months or more before its reconsideration; or
 - iii) Council by not less than a vote of two-thirds (2/3) approves reconsideration of a motion made or an action taken less than six months before its reconsideration.
- d) A Member of the prevailing side may move to reconsider a matter considered at the same meeting and if a majority of the Members vote for reconsideration, the matter may again be dealt with at the same meeting.
- e) 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.
- f) An amendment proposing a direct negative to the original motion is out of order.
- g) All votes on motions to reconsider or rescind shall be recorded.
- a) Hearing prior to second and third readings.

30. NOTICES OF MOTION

- a) A Member may make a motion introducing any new matter only if
 - i) Notice is given at a previous regular Council meeting and a legible copy of the content of the notice is made available to the CAO; or
 - ii) Council may on a two-thirds vote waive the requirement for Notice contained in subsection 30 a) i).
- b) A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.
- c) A Notice of Motion and any supporting documents may be submitted in the form of a Request for Decision (Attached as Schedule B)
- d) A Notice of Motion must be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the Meetings are to be held.
- e) If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two Regular Meetings. After the third Regular Meeting, it will be removed from the agenda and may only be made by a new Notice of Motion.

31. URGENT BUSINESS

- a) Notwithstanding Section 29, a Member may move to discuss a matter of urgent public importance without prior Notice of Motion.
- b) A motion to bring a matter before Council as an emergent matter is subject to the following conditions:
 - i) The matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
 - ii) the matter shall not involve discussion on an item that has been discussed previously in the same meeting;
 - iii) the matter shall not be one which should be dealt with by giving written Notice of Motion; and
 - iv) the matter shall not raise a Question of Privilege.

32. ADMINISTRATIVE INQUIRIES

- a) A Member wishing to make an “Administrative Inquiry” at a Regular Meeting shall put the Administrative Inquiry in writing and, prior to the Regular Meeting, submit it to the CAO.
- b) Unless an inquiry specifies that the Member wishes the answer to appear on a subsequent Council Agenda, the CAO or an Officer may give the answer directly to the Members.
- c) When an inquiry involves a written answer to be given at a future meeting and it appears to the CAO that the Town would incur a cost of over \$500 by reason of:
 - i) Time of Town employees who must be taken from performance of their regular duties or overtime that must be worked;
 - ii) the need to hire additional employees, or
 - iii) the necessity of obtaining and paying for the information other than from Town employees; and
 - iv) no appropriation has been made for such expenditure in the Budget, the CAO shall report the anticipated cost to Council before undertaking such an inquiry.
- d) When the CAO has reported the cost of an inquiry, Council may:
 - i) Direct Administration proceed with the investigation necessary to answer the inquiry; and make provision for the payment of the cost; or
 - ii) by two-thirds (2/3) vote direct Administration to abandon the inquiry.
- e) The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- f) A Member who requested an Administrative Inquiry may, at a Regular Meeting, instruct Administration to abandon the inquiry.

33. MINUTES

- a) The Manager of Legislative Services shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member for the next meeting.
- b) Minutes of all Council meetings shall contain:
 - i) The full corporate name.
 - ii) The type of Council meeting – Regular, Special or Organizational.
 - iii) The date, hour and place of Council meeting.
 - iv) The names of all Council members in attendance and absent.
 - v) The name of the Presiding Officer.
 - vi) The names of attending CAO, administrators including each person's title.
- c) Minutes be recorded without note or comment as specified in Section 208 of the Act.
- d) Unadopted minutes will be posted on the municipal website as soon available.
- e) The Presiding Officer shall present the minutes to Council with a request for a motion to adopt the minutes.
- f) Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission; however, the Manager of Legislative Services should be advised of the change to the Minutes before they are officially adopted by Council.
- g) Only minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
- h) Adopted minutes of Council meeting must be signed by:
 - i) The person presiding at the meeting, and
 - ii) a designated officer.
- i) Adopted minutes will be posted to the municipal website upon signature of signing authorities.

34. BYLAWS

- b) When a Bylaw is presented to Council for enactment, the Manager of Legislative Services shall publish the number and title of the Bylaw in the Agenda.
- c) The Manager of Legislative Services shall copy the Bylaw in full and forward it with the Agenda.
- d) Every proposed Bylaw must have three (3) distinct and separate readings. Only the title or identifying number must be read at each reading.
- e) A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- f) Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- g) After first reading, a Member may ask a question concerning the Bylaw.
- h) A Bylaw shall be introduced for second reading by a motion that it be read a second time.

- i) After a Member has made a motion for second reading of a Bylaw, Council may:
 - i) Debate on the substance of the Bylaw; and
 - ii) propose and consider amendments to the Bylaw.
- j) A proposed Bylaw must not have more than two (2) readings at a Council meeting unless the Councillors present unanimously agree to consider the third reading.
- k) When a Council unanimously agrees that a Bylaw may be presented for third reading:
 - i) Motion for third and final reading of the Bylaw shall be made;
 - ii) Council shall vote on the motion without amendment or debate;
 - iii) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent meeting.
- l) A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- m) In conformance with the Act:
 - i) 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
 - ii) if a Bylaw is defeated on second or third readings the previous readings are deemed to have been rescinded.
- n) The Manager of Legislative Services is designated to consolidate one (1) or more bylaws as deemed convenient and in doing so must:
 - i) Incorporate all amendments to the bylaw; and
 - ii) omit a provision that has been repealed or that has expired.
- o) Every Bylaw which has passed the Council shall, as soon as reasonably possible after third reading, be signed by the Presiding Officer and the Chief Administrative Officer, sealed with the Corporate Seal, and be deposited with the Chief Administrative Officer for safe storage.
- p) Every Bylaw of general application shall be printed or otherwise duplicated so as to be made available to all interested parties; other Bylaws shall be recorded and filed as well as amendments thereto and the Chief Administrative Officer shall retain the original of every Bylaw on file and property record amendments thereto.
- q) Every Bylaw that refers to the Land Use Bylaw must go to a Public Hearing prior to second and third readings.

35. COMMITTEES

- a) Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and shall establish the Terms of Reference for said Committees as set out in Turner Valley Policy MP.A.08.10 Committee Guidelines and Training Guide.
- b) The Terms of References for Committees may be amended by resolution of Council from time to time as required.

- c) When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:
 - i) Names it;
 - ii) establishes membership, purpose and authority;
 - iii) sets out the term or directs the committee exists, on an on-going, ad-hoc or task driven basis at the pleasure of Council; and
 - iv) allocates any necessary budget or other resources.
- d) The Manager of Legislative Services will facilitate an annual review by Council of all Committees' Terms of Reference prior to the annual Organizational Meeting and Committee Appointments.
- e) Council may appoint, by resolution, Councillors, employees, members-at-large, or other members to Committees in accordance with the approved Terms of Reference
- f) The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members, unless otherwise prohibited by Statute or Bylaw, and, as such member of the Committee, shall be counted to determine quorum and has all the rights and privileges of the other Committee members including the right to make motions and vote.
- g) The business of Committees shall be in accordance with the Act and within the rules governing the procedures of Council.
- h) Committees shall conduct meeting in public in accordance with the Act and within the rules governing the procedures of Council.
- i) At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year terms from among the Members unless Council designates:
 - i) The Chairperson of a Committee; or
 - ii) the manner in which the Chairperson shall be selected.
- j) A Member of a Committee can remain in the position of Chairperson for a maximum of three terms of office.
- k) A Chairperson of a Committee may be removed from office by a vote of a majority of the members of the Committee. No motion to remove the Chairperson shall be in order unless Notice of Motion has been given in writing at a regular meeting of the Committee held at least seven days prior to the meeting at which the motion is considered.
- l) The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.
- m) In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.
- n) In the absence or inability of both the Chairperson and Vice-Chairperson to reside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside for that meeting.

- o) Minutes must be prepared for all Committee meetings and must:
 - i) Include all decisions and other proceedings;
 - ii) include the names of members present and absent from the meeting;
 - iii) include the signatures of the Chair and the Recording Secretary; and
 - iv) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Manager of Legislative Services within a minimum of three working days after being adopted by the Committee.
- p) When a Committee is of the opinion that a meeting should be held In-Camera, the motion passed to authorize the In-Camera meeting shall include the reason for holding the meeting In-Camera, and the meeting shall be conducted in accordance with the Act.
- q) Committee meetings shall be open to all Members of Council, but only those Members specifically appointed to that Committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the Committee.
- r) A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the interest, and abstain from discussing or voting on the matter, and leave the room until such discussions and voting has concluded, as prescribed by the Act.
- s) Any member absent from three (3) consecutive regular meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent from. Any member forfeiting his/her membership may be eligible for reappointment in the future but not for the unexpired portion of the term forfeited.
- t) No Committee or member of a Committee has:
 - i) Power to pledge the credit or course of action of the Town or enter into any agreement on behalf of the Town;
 - ii) power to authorize any expenditure to be charged against the Town without prior approval by Council; or
 - iii) authority to act except as established in the Terms of Reference for the Committee.
- u) Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities. A Committee shall report to Council, as required.
- v) The CAO shall appoint an Administrative Representative to each Committee who shall:
 - i) Ensure required notice is given, and accurate minutes are kept, for all Regular and Special Meetings of the Committee;
 - ii) provide advice, research, information and additional support staff as required by the Committee; and
 - iii) not be a member of the Committee and may not vote on any matter.

36. PUBLIC HEARINGS

- a) Definitions
 - “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.
 - “Close” used in relation to a Public Hearing, means to terminate the Public Hearing.
- b) At the commencement of a Public Hearing, the Presiding Officer shall:
 - i) State the matter to be considered at the hearing.
 - ii) Ask the Planning and Development Officer or designated staff member if the Public Hearing has been advertised in accordance with the Municipal Government Act.
 - iii) Ask the Planning and Development Officer or designated staff member if any letters in support or opposition have been received.
 - iv) Request the Planning and Development Officer or designated staff member to present a report on the issue at hand.
 - v) Request the Planning and Development Managers position on the proposed Bylaw.
 - vi) Request that Turner Valleys Municipal Planning Commission provide their position on the proposed bylaw, if applicable.
 - vii) Allow the applicant(s), and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by Council.
- c) 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.
 - i) The Presiding Officer will call those who have indicated on the sign-in sheet that they wish to speak to the proposed bylaw;
 - ii) the Presiding Officer will ask if there is anyone present who wishes to make any general comments regarding the proposed bylaw; and
 - iii) the Presiding Officer will allow an opportunity to all persons to respond to any new information that has arisen.
- d) 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:
 - i) Be in legible writing;
 - ii) name the individual authorized to speak;
 - iii) indicate the proposed bylaw to be spoken to; and
 - iv) be signed by the person giving the information.
- e) The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the Manager of Legislative Services or delegate.

- f) No one person 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.
- g) No person representing a group shall address Council for more than ten (10) 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.
- h) The Presiding Officer shall ascertain that there are no more written or oral submissions.
- i) The Presiding Officer shall ascertain if the Members are satisfied that they have obtained sufficient information.
- j) The Presiding Officer will ask the Planning and Development Manager to make closing comments.
- k) If there is more than one Public Hearing on the Agenda, the Presiding Officer shall adjourn or close one Public Hearing before opening another Public Hearing.
- l) 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.
- m) If a Public Hearing is closed, Council shall not receive any additional submission from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

37. GENERAL

- a) Members of Council shall subscribe to the Town Council's adopted Code of Conduct attached to this Bylaw as Schedule C. In addition, Members of Council shall refrain from uttering malicious or libelous comments with respect to each other or staff members, either in Council Chambers or in the community at large. Where the relationship between two Members of Council has deteriorated to a point so as to significantly interfere with the normal conduct of Council business, as judged by themselves, a majority of Council, or the Mayor, the two Members of Council shall seek to mediate their differences by any of the following steps:
 - A joint meeting to resolve their differences;
 - a joint meeting with the Mayor as a neutral mediator to resolve their differences;
 - a meeting with Council to resolve their differences.
- b) The reference book in resolving procedural disputes not covered in this bylaw shall be Roberts' Rules of Order, Newly Revised edition.

38. DATE OF COMMENCEMENT/REPEAL OF PRIOR BYLAWS

- a) Bylaw 11-1004 is hereby repealed.
- b) This Bylaw shall come into force and take effect upon the date of third and final reading thereof.

READ A FIRST TIME this 2nd day of February, 2015

Mayor

Chief Administrative Officer

READ A SECOND TIME this 2nd day of February, 2015

Mayor

Chief Administrative Officer

READ A THIRD AND FINAL TIME this 2nd day of February, 2015

Mayor

Chief Administrative Officer

SCHEDULE "A"

AGENDA

REGULAR COUNCIL MEETING #YR.MM.DD

[Date]

MUNICIPAL OFFICE – COUNCIL CHAMBERS [Time]

1. Call to Order
2. Question Period
3. Acceptance of Agenda
4. Adoption of Previous Minutes
5. Delegations by Appointment
6. Statutory/Non Statutory Hearing(s)
7. Bylaws and Policies
8. Administration Reports
9. New Business
10. Old Business
11. Correspondence – Requiring Action
12. Correspondence – General (provided via email or in correspondence binder)
13. Committee/Board Minutes, Reports and Correspondence
14. In Camera
15. Meeting Adjournment

SCHEDULE "B"

REQUEST FOR DECISION

RFD #:

MEETING TYPE:

MEETING DATE:

PREPARED BY:

DEPARTMENT:

Is documentation severed in accordance with FOIP? No/Yes

TITLE:

PURPOSE:

RECOMMENDATION:

IMPLICATIONS:

Support of Studies or Plan
Municipal Flood Recovery Business Plan

BACKGROUND:

ALTERNATIVES:

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

JOINT CONSIDERATION – Friendship Agreement

COMMUNICATIONS/PR:

FINANCIAL:

ATTACHMENTS: Maps, plans etc. attached to staff report.

CONCLUSION/SUMMARY: Final comment from staff reporting.

SCHEDULE "C"

Town of Turner Valley Code of Conduct

Preamble:

The citizens and businesses of Turner Valley are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the Town of Turner Valleys' commitment to excellence, the effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Turner Valley Town Council has adopted a Code of Ethics for members of the Town Council and of the Town's boards and committees to assure public confidence in the integrity of local government and its effective and fair operation.

Conduct of Members:

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and committees, the staff, or public.

Respect for Process:

Members shall perform their duties in accordance with the processes and rules of order established by the Town Council and board and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Town Council by Town staff.

Conduct of Public Meetings:

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

Decisions Based on Merit:

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

Communication:

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and committees, which they may have received from sources outside of the public decision-making process.

SCHEDULE “C”

Confidential Information:

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

Use of Public Resources:

Members shall not use public resources not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain or personal purposes.

Representation of Private Interests:

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, committee or proceeding of the Town, nor shall members of boards and committees appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

Advocacy:

Members shall represent the official policies or positions of the Town Council, board or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Turner Valley, nor will they allow the inference that they do.

Implementation:

As an expression of the standards of conduct for members expected by the Town, this Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for Town Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the Town Council, boards and commissions, and the Town Council shall consider recommendations from boards and commissions and update it as necessary.

Compliance and Enforcement:

The Town of Turner Valley Code of Ethics expresses standards of ethical conduct expected for members of the Town Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of local government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as reprimand, formal censure, and loss of committee assignment.

SCHEDULE "C"

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

_____ Signed and dated this__ day of_____, 201

_____ Signed and dated this__ day of_____, 201

_____ Signed and dated this__ day of_____, 201

_____ Signed and dated this__ day of_____, 201

_____ Signed and dated this__ day of_____, 201

_____ Signed and dated this__ day of_____, 201

_____ Signed and dated this__ day of_____, 2010