



**COUNCIL PROCEDURAL BYLAW  
AMENDMENT  
BYLAW #2025-03**

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**AUTHORITY: Mayor & Council**

**APPROVAL: March 10, 2025**

**EFFECTIVE DATE: March 10, 2025**

A Bylaw of the Town of Valleyview, Province of Alberta, to repeal provisions within Council Procedural Bylaw # 2023-12.

**WHEREAS,** The Municipal Council of the Town of Valleyview, Province of Alberta, has adopted a Council Procedural Bylaw;

**AND WHEREAS,** The Council has the authority under the provisions of the Municipal Government Act, RSA 2000, Chapter M-26, Section 63 (2) (a) to repeal sections of the Council Procedural Bylaw that are impugned.

**AND WHERE AS,** The Council deems it desirable to repeal sections within the Council Procedural Bylaw # 2023-12 to correct an error.

**NOW, THEREFORE,** The Council of the Town of Valleyview enacts as follows:

1. Section 6.1.2.a revision, and
2. Section 6.1.2.b revision, and
3. Section 6.1.2.c revision, and
4. Section 6.1.2.d to be repealed, and
5. Section 6.1.3.a revision, and
6. Section 6.1.5 to be repealed, and
7. Section 6.1.6 revision, and
8. Section 6.1.7 to be repealed.

**COMING INTO FORCE**

9.0 This Bylaw comes into force on the day it is passed.

**READ A FIRST TIME ON** \_\_\_\_\_

**READ A SECOND TIME, AS AMENDED ON** \_\_\_\_\_

**READ A THIRD TIME, AS AMENDED ON** \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE:



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\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
DATE:

## Current Section 6.1

### 6.1 Organizational Meetings

- 6.1.1 An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
- 6.1.2 At the Organizational Meeting:
  - a. The CAO shall call the meeting to order;
  - b. The Oaths of Office shall be issued to all Councillors as the first order of business at the first Organizational Meeting following a General Election;
  - c. The Oath of Office shall be administered to the Mayor and Deputy Mayor annually at every Organizational Meeting;
  - d. The CAO will preside over the election of Mayor. Council shall confirm the result of the election by resolution;
  - e. Following the election of Mayor, the Oath of Office for the Mayor shall then be issued, and the CAO will turn the meeting over to the Mayor.
- 6.1.3 The Mayor will:
  - a. Preside over the election of Deputy Mayor. Council shall confirm the result of the election by resolution, after which the CAO will administer the Oath of Office to the Deputy Mayor; and
  - b. Preside over the remaining of the meeting.
- 6.1.4 At the Annual Organizational Meeting, Council will:
  - a. Establish the dates and times of its regular meetings. If a regular meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, unless said regular council meeting is cancelled by resolution;
  - b. Establish the dates, times, and places for Committee, Commission, and other pertinent meetings;
  - c. Appoint Council Committee, Commission, and Board Members;
  - d. Appoint Town's signing authority Persons;
  - e. Conduct other business as identified within the agenda.
- 6.1.5 A secret ballot may be held for the election of the Mayor if requested by a Councillor present at the meeting. A vote by secret ballot must be confirmed by resolution. In the event that the Organizational Meeting is conducted electronically, an electronic method of conducting a secret ballot vote shall be made to all Councillors.
- 6.1.6 In the case of tied votes for either Mayor or Deputy Mayor, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper. Council shall confirm the result by resolution.
- 6.1.7 The Mayor and Deputy Mayor, as appointed from among Council members, shall hold their appointment from immediately after the vote is announced by the CAO until immediately before the beginning of the next Organizational Meeting.

## Revised Section 6.1

Deletion in red

Revisions in yellow

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- a. The CAO shall call the meeting to order at the first Organizational Meeting following a General Election;
  - b. The Oaths of Office shall be issued to the Mayor and all Councillors as the first order of business at the first Organizational Meeting following a General Election;
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