TOWN OF STAVELY

RULES OF PROCEDURE — MEETING WITH THE PUBLIC

Municipal Government Act, section 221.1 | November 23, 2026, 7:30 p.m. | Stavely Community Centre

1. Purpose and Application

The Town of Stavely is holding a Meeting with the Public pursuant to section 221.1 of the Municipal Government Act following the Chief Administrative Officer's determination that the petition submitted October 27, 2026 is sufficient.

The purpose is to provide a fair, orderly and respectful opportunity for discussion between Council and members of the public about the matters stated in the petition. These rules apply to this meeting and are to be made publicly available in advance.

2. Matters for Discussion

The discussion will be limited to the matters identified in the petition:

1. Stavely fire and emergency services and the MD of Willow Creek arrangement;

2. Fire staffing, training, management, operational readiness and public safety;

3. The Stavely Library Board, bylaw or eligibility changes and treatment of residents or board members who question municipal decisions;

4. Council and CAO authority, transparency and accountability;

5. Municipal lots and property; and

6. The proposed new Town Office, land acquisition, related expenditures, public consultation and apparent inconsistencies between Council records and subsequent public communications.

The Chair may redirect comments to the relevant topic or rule a matter outside the meeting's scope.

3. Chair and Authority

The Mayor shall chair the meeting. All speakers shall address their comments and questions through the Chair. The Chair shall recognize speakers, maintain order, apply these rules fairly and make reasonable procedural rulings. The Chair may request responses or clarification from Councillors or Administration.

Moderator

A moderator may be designated jointly by the Mayor and Chief Administrative Officer to assist the Chair with the administration of the meeting, including monitoring speaking times, providing time reminders and assisting with the orderly progression of speakers.

The moderator shall perform an administrative and timekeeping function only and shall act under the direction of the Chair.

The moderator shall have no independent authority to recognize speakers, determine the relevance of questions, restrict participation, grant extensions of time or make procedural rulings. All such authority shall remain exclusively with the Chair.

4. Order and Format of the Meeting

Proceedings will ordinarily follow this sequence:

1. **Opening remarks.** The Chair will explain the purpose and format of the meeting, outline expectations for conduct at the meeting and describe any anticipated limits on disclosure of confidential or privileged information.
2. **Council/Administration overview.** Council and/or Administration may present factual background about the petition matters for up to ten (10) minutes.
3. **Petition representative's presentation.** One designated representative of the petitioners will be offered up to ten (10) minutes for an initial presentation, exclusive of the time required to answer questions from Council or for Council to respond to questions. The Chair may allow additional time where reasonable.
4. **Public questions and discussion.** Following the presentation from the designated representative, other members of the public will be provided with the opportunity to speak in accordance with the procedures outlined below.
5. **Closing remarks.** The Chair will summarize any appropriate next steps and close the meeting.

The Chair may adjust the order or pace as reasonably necessary to allow meaningful discussion of all petition matters. The initial presentation does not replace the petitioners' opportunity to participate in subsequent discussion.

5. Speaking Opportunities

Speakers must be recognized by the Chair before speaking. Each member of the public may speak for up to five (5) minutes, exclusive of the time required to answer questions from Council or for Council to respond to questions. The Chair may allow additional time where reasonable. The Chair may permit reasonable follow-up questions and exchanges.

All participants shall be treated fairly. Time limits may be applied to prevent repetition or monopolization of the meeting, but not to suppress a viewpoint merely because it is critical of Council or Administration.

Where a moderator has been designated, the moderator may provide speakers with a one-minute warning before their allotted speaking time expires and shall advise the

Chair when the allotted time has elapsed. Any extension of speaking time shall be determined by the Chair.

6. Presentations, Materials and Equipment

The petition representative may use the ten-minute presentation opportunity described in section 4. Other attendees may request an opportunity to present relevant material, subject to the Chair's management of time and fairness.

The Town will not provide projectors, screens, computers or other audiovisual technology for presentations by members of the public. Anyone wishing to use their own equipment must make their own arrangements and coordinate with Administration in advance regarding venue suitability, setup and avoidance of disruption. Approval of equipment arrangements does not imply approval of the presentation content.

Relevant written materials may be provided for Council's consideration. Speakers remain able to address Council verbally whether or not audiovisual equipment is used.

7. Questions, Responses and Repetition

Questions shall be directed through the Chair. The Chair may respond, invite a Councillor to respond, or request factual or technical clarification from Administration. Council and Administration will respond where appropriate and where information may lawfully and reasonably be provided.

If an answer is not available, the Chair may indicate that further review is required and that information may be provided later where appropriate. The meeting is intended for discussion, not cross-examination of individuals. Where a point has been substantially addressed, the Chair may invite new information or move to another speaker or topic.

8. Confidential, Protected and Privileged Information

Council and Administration must continue to respect their legal obligations, including confidentiality of closed-session matters, protected personal and employment information, and privileged information.

Where a question seeks information that cannot appropriately or lawfully be disclosed, the Chair may explain that the information cannot be discussed and redirect discussion to publicly available aspects of the subject.

9. Conduct and Decorum

Interruptions, threats, harassment, discriminatory or abusive conduct, personal intimidation, and behaviour that materially disrupts proceedings are not permitted. In accordance with section 216.3 of the *Municipal Government Act*, the Chair may expel a person from the meeting for improper conduct.

10. Media, Recording and Public Access

The meeting is open to the public, including media representatives. Attendees and media shall follow the same rules of conduct. Recording or photography must not obstruct proceedings, interfere with participation or create a safety concern. The Chair may give reasonable directions about placement of recording equipment and disruption.

11. Written Submissions and Council Decisions

Written submissions relevant to the petition matters may be provided to the Town. Please be advised that any written submissions may be subject to public disclosure.

The meeting is intended for discussion; Council is not required to make decisions on the petition matters during the meeting. Matters requiring formal Council action may be placed on a future Council agenda in accordance with applicable legislation and Procedural Bylaw #899.

12. Unaddressed Procedural Matters

Where these rules do not address a procedural issue, the Chair shall determine a fair and reasonable course consistent with the Municipal Government Act, Procedural Bylaw #899 where applicable, Robert's Rules of Order and the purpose of meaningful public discussion.

Approved by Council Resolution No. #26-286 Date: November 16, 2026