



BYLAW 2018-927

VILLAGE OF RYLEY

Procedural Bylaw

THIS BYLAW BEING BYLAW NO. 2018-927 OF THE VILLAGE OF RYLEY, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE PROCEDURES AND CONDUCT OF VILLAGE COUNCIL AND COMMITTEES THEREOF

WHEREAS, Council of the Village of Ryley deem it advisable to establish rules and provisions to regulate the conduct of business in Council meetings and committees thereof, to control and maintain order in Council for the enactment of municipal legislation and to provide for dealing with petitions, remonstrations and submissions to the Council.

NOW THEREFORE, pursuant to section 145 of the Municipal Government Act RSA 2000, chapter M-26, and amendments thereto, the Council of the Village of Ryley, in the province of Alberta, enacts as follows.

1. TITLE

- 1.1 This Bylaw may be cited as the "Village Procedural Bylaw."

2. DEFINITIONS

- 2.1 **"Act"** means the Municipal Government Act, R.S.A., 2000, c. M-26
- 2.2 **"Acting Mayor"** is the Councillor who is appointed by resolution of Council from time to time to act as Mayor in the absence or incapacity of the Mayor and Deputy Mayor.
- 2.3 **"Agenda"** is the list of items and order of business of any meeting of Council.
- 2.4 **"Business arising from the minutes"** is a business which has been raised at the same or previous meeting which has not been completed.
- 2.5 **"Bylaw"** is a Bylaw of the Village of Ryley.
- 2.6 **"Chairperson" or "Chair"** is the person appointed by Council from among the Councillors to preside at meetings.
- 2.7 **"Chief Administrative Officer"** is the person appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act.
- 2.8 **"Clear Days"** as set out in the Interpretation Act, R.S.A. 2000, c. 1-8.
- 2.9 **"Committee of the Whole"** is a committee consisting of all Members of Council.
- 2.10 **"Council"** is the Mayor and Councillors of the Village for the time being elected pursuant to the provisions of the Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

- 2.11 **"Councillor"** is a member of Council duly elected pursuant to the Local Authorities Election Act, including the Mayor.
- 2.12 **"Council meeting"** means an Organizational Meeting, Regular Meeting, and Special Meeting.
- 2.13 **"Delegation"** is a person or a group of persons wishing to address Council on a matter.
- 2.14 **"Deputy Mayor"** is the member who is appointed by the Council pursuant to Section 152 of the Act, to act as Mayor in the absence or incapacity of the Mayor.
- 2.15 **"Group"** means two or more persons gathered together by a common interest in any matter, one of whom shall be appointed as spokesperson to be solely responsible for presenting points of view of the group.
- 2.16 **"Mayor"** is the chief elected official.
- 2.17 **"Meeting"** means a Council meeting or a meeting of a committee established by Council.
- 2.18 **"Member at large"** means a member of the public appointed by Council to a Committee of Council.
- 2.19 **"New Business"** is business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- 2.20 **"Organizational Meeting"** is a meeting of Council held in accordance with Sec. 192 of the Municipal Government Act.
- 2.21 **"Person"** shall include an individual, partnership, association, body corporate, trustee, executor, or administrator or legal representative.
- 2.22 **"Point of Information"** is a request directed through the Chair to another member or to staff for information relevant to the business at hand but not related to a Point of Procedure.
- 2.23 **"Point of Order"** is the raising of a question by a member to call attention to any departure from the Village Procedural Bylaw
- 2.24 **"Point of Procedure"** is a question directed to the Chair to obtain information of a matter of parliamentary law or the rules of the Village bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion.
- 2.25 **"Public Hearing"** is a meeting of Council which is convened to hear matters pursuant to:
- a) Part 17 of the Act.
 - b) Any other matter which the Council directs may be considered at a Public Hearing, or as required under the Act.
- 2.26 **"Question of Privilege"** is the raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards him/her or Council, or when he believes his/her comments have been misunderstood or misinterpreted by another Member.

- 2.27 **"Quorum"** is the majority of members eligible to vote pursuant to Section 167 of the Act.
- 2.28 **"Recorded Vote"** is the calling by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion.
- 2.29 **"Regular Meeting"** is a meeting of Council held in accordance with Sec. 193 of the Municipal Government Act.
- 2.28 **"Special Meeting"** is a meeting convened by the Mayor pursuant to Section 194 of the Act.

3. APPLICATION

- 3.1 This Bylaw applies to:
- a) all meetings of Council, and
 - b) subject to the provisions of Section 145 of the Act, boards and authorities established by Council, unless permission has been granted to them to establish their own procedures.
 - c) Any matter of the meeting conducted which is not herein provided for shall be determined in accordance with the Act. In the event of any conflict between the provisions of this Bylaw and those contained in any or the authorities set out above, the provisions of the Act shall apply.
 - d) Meeting proceedings shall follow Robert's Rules of Order where applicable if not addressed in this bylaw, where reasonable.
 - e) In any event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
 - f) Council may, at any regular or special meeting of Council, make a resolution to waive one or more provisions or requirements of this Bylaw. Any such resolution:
 - i) May only be passed by at least 2/3 majority vote of all members of Council present at that meeting;
 - ii) May not be passed if doing so would conflict with one or more statutory obligations of Council or its members; and
 - iii) Will only be effective for the duration of the meeting in which it is passed.
 - g) A resolution waiving any provisions of this Bylaw as provided for in 3.1(f) shall only be effective for the meeting during which it is passed.
 - h) As soon as there is Quorum of Councillors after the hour fixed for the meeting, the Chairperson shall take the Chair and call the meeting to order.
 - i) Unless a Quorum is present within 30 minutes after the appointed time for the meeting, the meeting may, at the discretion of the Chair, stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Chief Administrative Officer shall record the names of the Councillors present at the expiration of the 30-minute time limit and such record shall be appended to the next agenda. The only actions that can legally be taken in absence of Quorum is to fix the time to which to adjourn (if more than 30 minutes is

being allowed), adjourn, recess or to take measures to obtain a Quorum.

- j) In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

4. MEETINGS OF COUNCIL

4.1 ORGANIZATIONAL MEETING

- a) An Organizational Meeting of Council shall be held annually, pursuant to the Section 192 of the Act, not later than 2 weeks after the 3rd Monday in October.
- b) The Village Administrator shall fix the time and place for the Organizational Meeting, the business of the meeting being limited to:
 - i) the administration of the oath and the introduction of new members should the meeting follow the general municipal election,
 - ii) the appointments of Mayor and Deputy Mayor,
 - iii) the appointment of members to act on committees, commissions, boards and other bodies on which Council is entitled to representation, and;
 - iv) any other business as is required by the Act.
 - v) The establishment of the regular meeting dates for Council and any Council committees therein established.
- c) When the Council has been elected at an election immediately preceding the meeting, The Village Chief Administrative Officer shall:
 - i) take the chair,
 - ii) call the meeting to order,
 - iii) preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered to the Mayor.
- d) When the meeting is not preceded by an election, the Mayor shall take the chair and call the meeting to order.

4.2 REGULAR MEETINGS

- a) This section shall be governed by Sec. 193 of the Act.
- b) Regular Council Meetings shall established by resolution of Council at their annual Organizational Meeting, or at a Regular Meeting of Council following the Organizational Meeting, as may be appropriate.
- c) Notice of regularly scheduled meetings need not be given.
- d) If the Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change.
 - i) To any councillors not present at the meeting at which the change was made, and

- ii) To the public.
- e) The following applies to the preparation of the regular meeting agenda:
 - i) Items and supporting documents initiated by Councillors are to be submitted to the office of the Chief Administrative Officer, where practical, to be included in the agenda package submitted to Council members prior to the meeting in which the agenda is to be discussed.
 - ii) An agenda listing the order of business for the use of Councillors shall be prepared by the Chief Administrative Officer and/or designate.
 - iii) The agenda preparation, reviews, distribution and meeting follow-up will be coordinated through the office of the Chief Administrative Officer and/or designate in accordance with timing policies or resolutions approved by Council.
 - iv) Addition of items to the agenda after the agenda has been set shall require the approval of the Chief Administrative Officer.

4.3 **SPECIAL MEETINGS**

This Section is governed by Section 194 of the Act and is provided for information only.

- a) The Mayor may call a Special Meeting whenever the official considers it appropriate to do so.
- b) The Mayor must call a Special Council Meeting if the official receives a written request for the meeting, stating the purpose, from a majority of the Councillors.
- c) A Special Council Meeting called under Subsection 1(b) must be held within fourteen (14) days of the date the Mayor receives the request or any shorter period provided for by in the Bylaw.
- d) The Mayor calls a Special Council Meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
- e) A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds (2/3) of the whole Council agrees to this in writing before the beginning of the meeting.
- f) No matter other than that 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.

4.4 **COUNCIL COMMITTEE MEETINGS**

The following procedures are governed by Sections 195 through 198 of the Act and are provided for information only.

- a) Meeting days and times may be set as deemed necessary by a resolution of Village Council.
- b) The municipality must give at least twenty-four (24) hours' notice of a Council Committee Meeting to the members of the Council Committee, and to the public.

- c) Councils and Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- d) When a meeting is closed to the public, no resolutions or Bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.
- e) Everyone has a right to be present at Council Meetings and Council Committee Meetings conducted in public unless the person chairing the meeting expels a person for improper conduct. Members of the public are expected to conduct themselves in a professional and respectful manner towards Council and other members of the public.
- f) There shall be a Committee of the Whole comprising of the Mayor and all Councillors.
- g) Committee of the Whole meeting dates and times will be set by a resolution of Council at a regular Council meeting or at the annual Organizational Meeting.
- h) Committee of the Whole meetings may receive delegations, scheduled or unscheduled presentations from individuals and groups, and meet with other municipalities or levels of government, and consider and make recommendations on matters including but not limited to detailed consideration of matters relating to policy and governance, development, planning and infrastructure, as well as financial matters subject to the purview of Council.

4.5 **COMMITTEE OF THE WHOLE**

- a) There shall be a committee of the whole comprising of the Mayor and all Councillors.
- b) Council may by resolution schedule a meeting of Committee of the Whole.
- c) Subject to Section 203(2) of the Act, Committee of the Whole may consider any matter that Council may consider, including but not limited to detailed consideration of the matters such as transportation issues, development issues, budget and audit issues, strategic planning, legislative reform, public meetings and policy formulation.
- d) The Committee of the Whole may receive delegations, submissions and meet with other municipalities and levels of government.
- e) Council hereby delegates to the Committee of the Whole the power to review matters raised by the Council, by a Councillor, by a member of the public, or Chief Administrative Officer.
- f) The Chief Administrative Officer and Mayor will formulate the agendas of the Committee of the Whole.
- g) The Committee of the Whole will consider all matters included in the agenda and has the authority to make recommendations to Council, give direction to Administration, and or seek further information on any matter referred to it.

4.6 **STANDING COMMITTEES**

- a) All standing committees of council will be formed by bylaw.
- b) Each standing committee to be established by bylaw will include the name of the Standing Committee, the purpose, the legislative authority, membership, term of office, Chairmanship, number of meetings, remuneration, administrative responsibility, reporting requirements, and terms of reference.

- c) Council will determine the necessary resources and allocate them to each Standing Committee.

4.7 **SPECIAL (SELECT, OR AD HOC) COMMITTEES**

- a) Council may from time to time establish a Special (select, or Ad Hoc) Committee to review matters referred to them by Council.
- b) Council may form special committees by resolution.
- c) Each special committee established by resolution of Council shall include in the resolution the name of the committee, the purpose, the legislative authority, membership, estimated term of office, Chairpersonship, number of meetings estimated, remuneration, administrative responsibility, reporting requirements, and terms of reference.
- d) Council will determine the necessary resources and allocate them to each special committee.

4.8 **GENERAL – COMMITTEES**

- a) The Mayor is a member by virtue of office, of all Standing and Special Committees, unless otherwise provided for in the Act. If the Mayor is a member by virtue of office and is present at a Committee meeting, the Mayor must be counted to determine the quorum and has all the rights and privileges of other Committee members including the right to make motions and vote.
- b) Quorum of any committee is a majority of members.
- c) Unless otherwise stated, the following rules apply to all committees:
 - a. Motions need not be seconded.
 - b. There is no limit to the number of times a member may speak to a question.
 - c. A motion for the previous question will not be allowed.
 - d. Informal discussion of a subject is permitted when no motion has been made, and
 - e. The chair may make motions, participate in debate and vote on all motions.
- d) Unless specific rules for a committee procedure exist, Committees must follow the procedural rules of Council.

5. VOTING

The following procedures are governed by Sections 182 to 186 of the Act and are provided for information only.

- 5.1 A Councillor has one (1) vote each time a vote is held at a Council Meeting at which the Councillor is present.
- 5.2 A Councillor attending a Council Meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under this or any other enactment.
- 5.3 The Council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.
- 5.4 When a public hearing on a proposed Bylaw or resolution is held, a Councillor must abstain from voting on the Bylaw or resolution if the Councillor was absent from all of the public hearing, and may abstain from voting on the Bylaw or resolution if the Councillor was only absent from a part of the public hearing.

- 5.5 If there is an equal number of votes for and against a resolution or Bylaw, the resolution or Bylaw is defeated.

6. GENERAL RULES OF COUNCIL MEETINGS

- 6.1 Regular Meetings of Council shall commence at 6:45 p.m. and adjourn no later than 11:00 p.m., if in session at that hour, unless otherwise determined by a majority vote of the member present.
- 6.2 If there is no quorum present within fifteen (15) minutes after the time appointed for the meeting of Council, the Village Chief Administrative Officer shall, for the purpose of remunerating, take down the names of the members present, and the Council shall stand absolutely adjourned until the next meeting, unless a Special Meeting be duly called in the meantime.
- 6.3 As soon after the hour of meeting there shall be a quorum present, the Mayor shall take the chair and call the members to order.
- 6.4 In the case the Mayor is absent the Deputy Mayor shall take the chair.
- 6.5 Council and Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2, Part 1 of the Freedom of Information and Privacy Act, R.S.A. 2000, F-25.
- 6.6 When a council meeting is closed to the public, the meeting may include any person or persons invited to attend by Council.
- 6.7 A subdivision authority, development authority or subdivision & Development appeal board established under Part 17 of the Municipal Government Act may deliberate and make its decisions in a meeting closed to the public.
- 6.8 When a meeting is closed to the public pursuant to Sections 6.5 to 6.7 inclusive, no resolutions or bylaw may be passed at the meeting except a resolution to revert to a meeting held in public.
- 6.9 The preparation and distribution of minutes of Council meetings shall be the responsibility of the Chief Administrative Officer and/or designate.
- 6.10 If there are any corrections to the minutes, such corrections approved by Council shall be incorporated therein before the minutes are signed by the Chairperson and CAO.
- 6.11 Use of electronic recording devices of any kind during Council meetings by any persons is not permitted unless authorized by a resolution of Council.
- 6.12 Public Hearings will be held during Regular or Special Meetings of Council at the discretion of Council on any subject it feels warrants such, or in accordance with requirements set out in Part 17 of the Act.
- 6.13 Whenever possible, persons interested in speaking at a Public Hearing should register with the Chief Administrative Officer prior to the Public Hearing. Names of the registered speakers for a public hearing will not be released to the public prior to the Public Hearing.
- 6.14 The Chairperson shall declare the Public Hearing in session and shall outline Public Hearing procedures.
- 6.15 The Chief Administrative Officer and/or designate shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.

- 6.16 The Chairperson shall request those who wish to make presentations to identify themselves. The Chairperson shall then open the floor to public presentations.
- 6.17 The Chairperson shall call upon those persons who have registered with the Chief Administrative Officer and/or designate office to speak first, followed by other persons at the meeting who have not yet registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 6.18 Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Chief Administrative Officer and/or designate and retained for information purposes.
- 6.19 Verbal presentations shall be limited to five (5) minutes unless there is consent by Council to extend the allotted time.
- 6.20 Council shall limit questions of clarification to a total of ten (10) minutes, unless there is consent by Council to extend the allotted time.
- 6.21 Following the public presentations, the Chairperson shall close the Public Hearing.
- 6.22 Debate concerning matters raised at the Public Hearing shall take place at a future regular council meeting following the Public Hearing, or the next regularly scheduled Council Meeting at the discretion of Council.
- 6.23 The following shall apply with respect to the passage of Bylaw following a Public Hearing:
- a) A bylaw shall be introduced for a second reading by a motion that it be read a second time specifying the number of the bylaw.
 - b) After a motion for Second Reading of the bylaw has been presented, Members may debate the substance of the Bylaw and propose and consider amendments to the Bylaw.
 - c) Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at second reading.
 - d) When all amendments have been accepted or rejected, the Chairperson shall call the Question on the Motion for Second Reading of the Bylaw.
 - e) All aspects of the passage of a bylaw at second reading shall apply to third reading of any bylaw.
 - f) When a Public Hearing on a proposed bylaw or resolution is held, a Councillor:
 - i) Must abstain from voting on the Bylaw or resolution if the Councillor was absent for all of the Public Hearing, and
 - ii) May abstain from voting on the Bylaw or resolution if the Councillor was only absent from a part of the Public Hearing.
- 6.24 Extensions of time limits for any verbal presentations during Public Presentations to Council and Public Hearings may be granted by consent of Council, based on any one or more of the following:
- a) The issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the

matter due consideration;

- b) The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 6.25 The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Councillor from any ruling of the Chair.
- 6.26 The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at a meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
- 6.27 When the Chairperson wishes to participate in the debate on a question or motion, he may do so in accordance with the processes outlined in this Bylaw. The Chairperson will take care to see that all Councillors are given the opportunity to speak to a question or motion, properly before the meeting.
- 6.28 The Chairperson may invite persons forward from the audience to speak, with the permission of Council, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 6.29 Councillors wishing to speak on a matter before the motion should indicate their intention by raising their hand and being recognized by the Chairperson and should not speak more than once until every Councillor has had the opportunity to speak except:
- a) In the explanation of a material part of the speech which may have been misunderstood; or
 - b) In reply to close the debate, after everyone else wishing to speak has spoken, provided that the Councillor presented the motion to the meeting.
- 6.30 Supplementary questions or a series of questions relating to the matter before the vote may be raised by a Councillor, but each question requires the consent of the Chairperson.
- 6.31 All questions or debate shall be directed through the Chairperson. All parties involved in posing a question, debate and discussion on a question shall be limited to three minutes each.
- 6.32 Through the Chairperson, a Councillor may ask
- a) Questions of another Councillor or staff on a Point of Information relevant to the business at hand
 - b) Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minutes or clause.

7. PROHIBITIONS

- 7.1 Councillors shall not:
- a) Use offensive words or unparliamentary language in the meeting.
 - b) Disobey the rules of the meeting or decision of the Chairperson or Councillors on questions of order or practice, or upon the interpretation of the rules of the meeting.

- c) Leave their seat or make any noise or disturbances while a vote is being taken and the result is declared.
 - d) Interrupt a Councillor while speaking, except to raise a Point of Order or Question of Privilege;
 - e) Pass between a Councillor who is speaking and the Chairperson.
- 7.2 Councillors who persist in a breach of the foregoing section, after having been called to order by the Chairperson, may, at the discretion of the Chairperson, be ordered to leave their seat for the duration of the meeting.
- 7.3 At the discretion of the Chairperson, a Councillor may resume their seat following an apology.
- 7.4 A Councillor who wishes to leave the meeting prior to the adjournment shall so advise the Chairperson and the time of departure shall be noted in the minutes.

8. PROCEEDING AT COUNCIL MEETINGS

- 8.1 Unless otherwise specified in this Bylaw the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting, which shall be prepared by the Village Chief Administrative Officer. Copies of all reports or communications to be dealt with shall be in the agenda package of Council prior to Council Meetings where practicable.
- 8.2 The order of business in the Agenda for the Regular Meetings shall be as follows:
- a) Call to Order
 - b) Additions/Deletions
 - c) Approval of the Agenda
 - d) Minutes of Previous Meetings
 - e) Delegations
 - f) Business from Minutes
 - g) New Business
 - h) Bylaws
 - i) Financial Reports
 - j) Correspondence
 - l) Reports
 - m) In Camera
 - n) Upcoming Meetings
 - o) Adjournment

9. LETTERS AND PETITIONS

- 9.1 Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Village Chief Administrative Officer, which letter, petition or other communication shall:
- a) be printed, typewritten or legibly written,
 - b) clearly set out the matter at issue and the request made of Council in respect thereof, including a request to speak to Council if this is what is wished,
 - c) in the case of a letter or communication
 - i) be signed with the correct name of the writer, and
 - ii) contain the correct mailing address of the writer
 - d) in the case of a petition
 - i) signed by the required number of petitioners
 - ii) set out the civic address of each petitioner, and
 - iii) indicate the name of the spokesman
 - e) be delivered to the office of the Village Chief Administrative Officer to be filed.

10. DELEGATIONS

- 10.1 Council shall hear all delegations who have brought their items of business onto the Agenda in the order in which they are placed on the Agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Requests to appear as a delegation shall be made prior to the Thursday before the next scheduled meeting of Council, to the Village Chief Administrative Officer.
- 10.2 Delegations are to be granted 15 minutes to make their presentation to Council. Additional time may be granted at the discretion of Council.
- 10.3 Information presented by an individual or group during a delegation presentation shall relate to the subject matter for which the presentation was originally requested.
- 10.4 Open Door sessions shall be made available to the public at the start of Committee of the Whole meetings for a period of 15 minutes.
- 10.5 Residents speaking at Open Door sessions are asked to present questions or concerns in a respectful manner, and not engage in slander or inappropriate behaviour.
- 10.6 Residents speaking at Open Door sessions are to be granted 5 minutes to make their presentation to Council. Additional time may be granted at the discretion of Council.
- 10.7 Members of Council may choose to ask questions for clarification or respond to questions

during presentations from delegations or during Open Door sessions. Debate of material shall take place at the discretion of Council, or be added to the next available agenda for further discussion.

- 10.8 Council may allow Open Door Sessions to occur at Regular Council Meetings at its discretion.
- 10.9 The maximum amount of time allotted on a Council agenda for all Open Door sessions will be a total of fifteen (15) minutes unless Council, by resolution, extends the amount of time. Information presented at Open Door sessions shall only be accepted as information by Council with a directive to administration of Council so desires.

11. COUNCIL COMMITTEES

11.1 REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEES OF COUNCIL

- a) The business of standing and special committees shall be conducted in accordance with the rules governing procedure in the Council, except that no member shall be limited as to the number of times he may speak to the question under consideration, and no member may move the previous question, and in addition, the following rules shall be adhered to:
 - i) The Chairman shall preside at each meeting and shall vote on all questions submitted, and upon an equal vote the question shall be negative.
 - ii) The name of the Chairman shall appear on all reports and recommendations made by a committee.
 - iii) In the absence of the Chairman, and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairman during the meeting, or until the arrival of the Chairman.
 - iv) The minutes of the transactions of each committee shall be accurately kept in a book provided for that purpose, and at each meeting, the minutes of the preceding meeting shall be submitted for confirmation or amendment, and after they are approved by a majority of the members present, shall be signed by the Chairman and the Secretary.
 - v) When a decision takes place on any question, the vote of the members shall be recorded, if requested by one of the members.
- b) The following duties of all the committees of Council shall be as follows:
 - i) To report to the Council whenever desired by the Council and as often as the interest of the Village may require, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference.
 - ii) To observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of the Council.
 - iii) The reports of all committees shall, at the discretion of the Chairman of the committee, be made to the Council prior to the same being given to the public.

12. GENERAL DUTIES OF COUNCIL AND THE MAYOR

12.1 Councillors have the following duties:

- a) to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.
- b) to participate generally in developing and evaluating the policies and programs of the municipality.
- c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- d) to obtain information about the operation or administration of the municipality from the Village Chief Administrative Officer or a person designated by the Village Chief Administrative Officer;
- e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public.
- f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

12.2 The Mayor, in addition to performing the duties of Councillor, must

- a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
- b) perform any other duty imposed on a Mayor by this or any other enactment or bylaw.

12.3 The Mayor is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.

12.4 The Mayor is responsible for such other duties as may be delegated to him from time to time by the Council. Such as requirements of special reports, the general operation of the Village, or approval of certain things which have to be done between various Council meetings. Such items could include the approval of canvasses, the attendance of invitations to functions on behalf of the Village, of which he is the chief representative.

12.5 In carrying out the various duties imposed on the Mayor by the Municipal Acts, the Council, the responsibilities and the time and expense that is required to be put into this administrative work, the Mayor shall receive an annual remuneration as determined by resolution of Council.

- 12.6
- a) A Council must appoint one or more Councillors as Deputy Mayor so that
 - i) only one Councillor will hold that office at any one time, and
 - ii) the office will be filled at all times.
 - b) A Deputy Mayor must act as the Mayor

- i) when the Mayor is unable to perform the duties of the Mayor, or
 - ii) if the office of Mayor is vacant.
- c) A Council may appoint a Councillor as an Acting Mayor to act as the Mayor
- i) if both the Mayor and the Deputy Mayor are unable to perform the duties of the Mayor, or
 - ii) if both the office of Mayor and the office of Deputy Mayor are unavailable or vacant.

13. MISCELLANEOUS

- 13.1 No member of Council shall have the power to direct or interfere with the performance of any work for the corporation.
- 13.2 A Councilor who desires to address the meeting upon a matter which concerns the rights or privileges of the Councillors collectively or of him or herself as a Councilor thereof shall be permitted to raise such Question of Privilege.
- 13.3 A Question of Privilege shall take precedence over other matters and while the Chairperson is ruling on the Question of Privilege, one shall be considered to be in possession of the floor.
- 13.4 A Councilor who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a Point of Order with a concise explanation and shall attend the decision of the Chairperson upon the Point of Order. The speaker in possession of the floor when the Point of Order was raised shall have the right to the floor when debate resumes.
- 13.5 A Councillor called to order by the Chairperson shall immediately vacate the floor until the Point of Order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chairperson.
- 13.6 The decision of the Chairperson shall be final, subject to an immediate appeal by a Councillor of the meeting.
- 13.7 If the decision is appealed, the Chairperson shall give concise reasons for his ruling and the Chairperson, without debate, shall decide the question. The ruling of the Chairperson shall be final.

14. COUNCIL PROCEEDINGS REQUIREMENTS FOR VALID ACTION

The following procedures are governed by Sections 180 and Section 181 of the Act and is provided for information only.

- 14.1 A Council may act only by resolution or Bylaw. Where a Council or municipality is required or authorized under this or any other enactment or Bylaw to do something by Bylaw, it may only be done by Bylaw, and where a Council is required or authorized under this or any other enactment or Bylaw to do something by resolution or to do something without specifying that it be done by Bylaw or resolution, it may be done by Bylaw or resolution.
- 14.2 A Bylaw or resolution of Council is not valid unless passed at a Council Meeting held in public at which there is a quorum present, and a resolution of a Council Committee Meeting is

not valid unless passes at a Council meeting held in public at which there is a quorum present.

15. BYLAWS

- 15.1 Where a Bylaw is presented to the Council for enactment, the Village Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda in the appropriate place.
- 15.2 The Village Chief Administrative Officer shall cause the Bylaw to be copied in full and forwarded to the members of Council, with the Agenda.
- 15.3 Every Bylaw shall have three readings.
- 15.4 A Bylaw shall be passed when the majority of members present and voting on the third reading vote in favor of the Bylaw.
- 15.5 A Bylaw shall be introduced for the first reading by a motion that the Bylaw, specifying its number and short title, be now read a first time.
- 15.6 Where a Bylaw which is introduced for first reading is not copied in or delivered with the Agenda, the Village Chief Administrative Officer shall read the Bylaw at length.
- 15.7 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 15.8 If a member does not elaborate on the subject matter of the Bylaw, or phrase his question so as to set out his opinion for or against the Bylaw, notwithstanding the provisions of Section 15.7, he may ask a question or questions concerning the Bylaw.
- 15.9 A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
- 15.10 After a member has made a motion for second reading of a Bylaw, the Council may:
 - i) debate the substance of the Bylaw, and
 - ii) propose and consider amendments to the Bylaw.
- 15.11 A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the Bylaw.
- 15.12 Council may after first reading of a Bylaw go into committee of the whole to debate it if the Bylaw falls under a category listed in Section 217 of the Act.
- 15.13 After a motion has been made for second reading of a Bylaw or after the Council has gone into Committee of the whole, to debate second reading, a member may require all or any portion of the Bylaw to be read at length.
- 15.14 The Village Chief Administrative Officer shall be responsible for keeping a record of:
 - i) any amendments to a Bylaw passed by Council, and
 - ii) amendments reported by the Committee of the whole.
- 15.15 When all amendments have been accepted or rejected, a motion for second reading of the Bylaw, as amended shall be put.

15.16 A motion for third reading shall give the number of the Bylaw.

15.17 It shall not be necessary to read a Bylaw aloud for the third reading.

The following procedure is governed by Section 187 if the Act and is provided for information only.

- a) Every proposed Bylaw must have three (3) distinct and separate readings.
- b) Each Councillor present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed Bylaw before the Bylaw receives first reading.
- c) Each Councillor present at the meeting at which third reading is to take place must, before the proposed Bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed Bylaw and of any amendments that were passed after first reading.
- d) A proposed Bylaw must not have more than two (2) readings at a Council Meeting unless the Councillors present unanimously agree to consider third reading.

16. SIGNING AUTHORITY

16.1 Signing authorities shall be the Mayor or Deputy Mayor along with the Village Chief Administrative Officer.

17. PUBLISHING REPORTS

17.1 The Council shall cause to be published or distributed, such reports as it deems necessary to inform residents of the Village of progress and projected future plans of Village affairs.

18. REMUNERATION OF COUNCILLORS

18.1 Each member of Council, for attending regular or special meetings of the Council, and for committee meetings shall receive an annual remuneration as determined by remuneration policy approved by Council.

18.2 Remuneration to members of committees of Council shall be made by in accordance with applicable remuneration policy.

19. REVIEW

19.1 Council will review this bylaw, at minimum, once at the start of each new term of Council to ensure relevance in relation to all applicable statutes.

20. PERDIEM AND OUT OF POCKET EXPENSES OF THE COUNCIL

20.1 Any member of Council authorized to attend any meeting outside the boundaries of the Village shall be reimbursed as per applicable remuneration policy.

20.2 Any member of the Council required to attend any functions within the Village shall be reimbursed as determined by remuneration policy.

20.3 Any member of Council authorized to attend any meetings outside the Province of Alberta will be

reimbursed as determined by remuneration policy.

21. EFFECTIVE DATE AND REPEAL OF BYLAW

21.1 This Bylaw shall come into force and effect from and after the date of third reading thereof.

21.2 Bylaw No. 2014-904 is hereby repealed upon this Bylaw coming into effect.

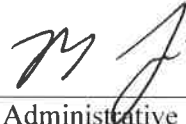
Read for a first time this 19 day of June, 2018 A.D.

Read for a second time this 17 day of July, 2018 A.D.

Read for a third time this 17 day of July, 2018 A.D.



Mayor



Chief Administrative Officer