



VILLAGE OF BITTERN LAKE

Bylaw #01/20 Procedural Bylaw

A BYLAW OF THE VILLAGE OF BITTERN LAKE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND THE CONDUCTING OF BUSINESS BY THE COUNCIL OF THE VILLAGE OF BITTERN LAKE.

WHEREAS pursuant to Section 145 of the Municipal Government Act a Council may pass bylaws in relation to the Council meeting procedures; and

WHEREAS the Council of the Village of the Bittern Lake it expedient to pass such a bylaw;

NOW THEREFORE the Council of the Village of Bittern Lake, duly assembled, enacts:

1. THE TITLE

This Bylaw may be cited as the "Council Meeting Procedural Bylaw".

2. PURPOSE

The purpose of the Council Meeting Procedural Bylaw is to:

- 2.1. Clearly acquaint members of Council and Administration of the Village of Bittern Lake with the guidelines and procedures for the conduct of council meetings.
- 2.2. Provide information and guidelines presented from the Municipal Government Act and/or standard meeting procedures.

3. DEFINITIONS

In this Bylaw, words have the meanings set out in the Act, except that:

- 3.1. "MGA" means the Municipal Government Act;
- 3.2. "Chief Administrative Officer" shall have the same definition and meaning as the Municipal Government Act and be referred as CAO in this bylaw;
- 3.3. "Mayor" means the Chief Elected Official and therefore the Chairperson;
- 3.4. "Council" means the municipal Council of the Village of Bittern Lake;
- 3.5. "Councillor" means a member of Council who is duly elected and continues to hold office, which include the Mayor;
- 3.6. "Deputy Mayor" means the Deputy Chief Elected Official of the Village of Bittern Lake, whom shall have the duties and obligations prescribed by the Municipal Government Act;
- 3.7. "General Election" means an election held in the Village of Bittern Lake to elect the members of Council as described in the Local Authorities Election Act;
- 3.8. "Closed Session" means a portion of a meeting of Council without the presence of the public, except for those invited by Council, where the matter to be discussed falls within one of the exceptions to disclosure in Division 2, of Part 1 of the Freedom of Information and Protection of Privacy Act;
- 3.9. "Inaugural Meeting" means the first Organizational Meeting held immediately following the General Municipal Election;



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- 3.10. "Majority Vote of Council" means the majority of Council Members present voting on a motion before Council;
- 3.11. "Organizational Meeting" means a meeting of Council held pursuant to Section 192 of the Municipal Government Act;
- 3.12. "Pecuniary Interest" means a pecuniary interest within the meaning of the Municipal Government Act;
- 3.13. "Point of Order" means a demand that the Mayor enforce the rules of procedure;
- 3.14. "Public Hearing" is a pre-advertised segment of the Council meeting that Council is required to hold pursuant to the provisions of Municipal Government Act or another enactment;
- 3.15. "Quorum" means the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 3.16. "Table" means to temporarily set aside a motion or resolution to immediately address a matter of greater importance. When the matter of greater importance has been addressed, the tabled motion or resolution must be returned to.

4. MEETINGS

Inaugural Meeting

- 4.1. Council must hold its Inaugural Meeting not later than two weeks after the date of an Alberta General Municipal Election.
- 4.2. At the Inaugural Meeting:
 - 4.2.1. All Councillors must take the official oath prescribed by the Oaths of Office Act;
 - 4.2.2. Council must confirm the Council Chambers seating arrangements of Councillors; and;
 - 4.2.3. Council must hold its Inaugural Meeting not later than two weeks after the date of an Alberta General Municipal Election.

Organizational Meeting

- 4.3. An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 4.4. At the Organizational Meeting, Council:
 - 4.4.1. Must establish which Councillor will serve as Mayor throughout the year by an election amongst Council;
 - 4.4.2. Must establish which Councillor will serve as Deputy Mayor throughout the year by an election amongst Council;
 - 4.4.3. Must establish the frequency, dates, times and locations for the holding of regular Council meetings for the next 12 months; and
 - 4.4.4. Must conduct any other business as identified within the Organizational Meeting Agenda.

Regular Council Meetings

- 4.5. When the date of a regular meeting of Council falls on a holiday, the meeting shall take place on the next business day immediately following the holiday, unless otherwise set by Council by resolution.



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- 4.6. Council meetings shall be limited to two (2) hours unless Council by resolution agree to extend a meeting past two (2) hours.
- 4.7. Council may, by resolution, establish other regular Council meeting dates as may be required from time to time.
- 4.8. Council may, by resolution, change the date, time or place of a regularly scheduled meeting by passing a motion supported by a Two-Thirds Vote.
- 4.9. Notice of Regular Council meetings will be provided on the Village of Bittern Lake Website.
- 4.10. Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the provisions of the Municipal Government Act and to the public by:
 - 4.10.1. Posting a notice in Village Office; and
 - 4.10.2. Posting a notice on the Village of Bittern Lake website.
 - 4.10.3. Council deems that providing notice in this manner is sufficient, pursuant to Section 196(2) of the Municipal Government Act, RSA 2000 and amendments thereto.
- 4.11. Council may cancel any meeting through resolution if notice is given in accordance with Section 4.10 of this Bylaw.

Special Meetings

- 4.12. Special Council Meetings may be called in accordance with the provisions of the MGA.

Electronic Recording of Proceedings

- 4.13. The recording of a Council meeting or Public Hearing by a member of the public or media, by electronic or other means is allowed unless, at the sole determination of the Mayor, the recording of a Council meeting or Public Hearing by electronic or other means is determined to be disruptive to the process or if the recording of a Council meeting or Public Hearing will inhibit or discourage any member of Council or the public from fully participating in the Council meeting, in which case the Chair may prohibit the recording of a Council meeting or Public Hearing by electronic or other means.

Meeting Participation through Electronic Means

- 4.14. A member of Council may participate in any Council meeting through electronic means and, when they do so, they are deemed to be present at the meeting.

5. QUORUM

- 5.1. Quorum for a Council meeting is a majority of Councillors present.
- 5.2. If there is no quorum within thirty (30) minutes after the time appointed for the Meeting of Council, the CAO will for the purpose of record and remuneration, record the names of the Councillors present and the Council shall stand adjourned until the next regular meeting or until a special meeting is called.



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5.3. If, at any time during a meeting, quorum is lost, the meeting will be recessed and if quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned, unless a resolution was passed prior to losing the quorum, to extend the recess period.

6. COMMENCEMENT OF MEETINGS

6.1. As soon as there is a Quorum after the time for commencement of a Council meeting:

6.1.1. The Mayor will begin the meeting; or

6.1.2. If the Mayor is absent, the Deputy Mayor must begin the meeting.

7. DUTIES OF MAYOR

7.1. The Mayor:

7.1.1. Opens Council Meetings;

7.1.2. Chairs Council Meetings;

7.1.3. Preserves order in Council meetings, and may call to order any Councillor, staff member or member of the public who is out of order;

7.1.4. Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;

7.1.5. States and puts to a vote all questions that legitimately come before Council as motions and declares the results of all votes;

7.1.6. Decides who, aside from Councillors, may address Council; and

7.1.7. Declares meetings adjourned when Council so votes or, where applicable, at the time appointed for adjournment, or at any time in the event of an emergency.

8. AGENDA

8.1. The agenda for each Council meeting shall be established by the Mayor in consultation with the CAO.

8.2. The CAO will distribute the Council agenda to the Councillors on four (4) business days prior to the Council meeting.

8.3. Matters that have been placed on the Agenda at any meeting that do not receive full discussion and/or resolution of some nature will be deemed to be part of the Agenda on the next duly recognized meeting of Council.

Late Submissions

8.4. Reports and supplementary materials related to items on the agenda and that are received less than six (6) business days prior to the Council meeting will be accepted only if the matter is time critical, otherwise the additional material and the affected item on the agenda will be deferred to the next scheduled meeting. Any additional supplemental materials provided to Council will be made available as soon as reasonably possible in order to allow the greatest opportunity for review prior to the meeting.

8.5. Additional agenda items, reports and supplementary materials that are of very high priority, are time sensitive and are received too late to be included on the agenda may be made available for consideration of Council as an additional agenda item and will be delivered to Council



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members in paper or electronic format as soon as possible. Despite the urgency of any proposed additional item, an item will only be added to the agenda when there is sufficient information available for Council to make a decision.

8.6. The CAO will make the agenda available to the public after distribution to Council, subject to the following:

8.6.1. Agenda items whose subject matter relate to privacy, land, or legal or other related issues as described in the Freedom of Information and Protection of Privacy Act, the Municipal Government Act, or other applicable legislation may be withheld, in whole or in part as appropriate, from public distribution.

8.6.2. Upon request, paper copies of specific agenda items will be provided to members of the general public who do not have electronic access to the agenda.

9. ORDER OF BUSINESS

9.1. Unless otherwise specified, the Order of Business for any meeting of Council will be contained in the agenda for the meeting. The Agenda shall be prepared by the CAO.

9.2. The Order of Business in the Agenda of any Regular Meeting of Council will be as follows:

9.2.1. Call to Order

9.2.2. Amendments and Acceptance of Agenda

9.2.3. Confirmation of Previous Minutes

9.2.4. Guests/Delegations

9.2.5. Unfinished Business

9.2.6. New Business

9.2.7. CAO Reports

9.2.8. Financials

9.2.9. Adjournment

9.2.10. Next Meeting Date

10. MINUTES

10.1. The CAO or designate will prepare minutes for all Council meetings which will include:

10.1.1. The names of Councillors and members of Administration present and participating at Council meetings;

10.1.2. A brief introductory statement about the subject discussed for each agenda item;

10.1.3. All decisions and other proceedings;

10.1.4. The names of staff or members of the public who speak to an item;

10.1.5. Any abstentions made under the Municipal Government Act by a Councillor and the reason for the abstention;

10.1.6. A record of the time when any Member of Council leaves and returns to the Council Chambers during the meeting;

10.1.7. The signatures of the Mayor and the CAO.



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11. MOTIONS

- 11.1. Any member of Council can present a motion for consideration.
- 11.2. A motion does not require a seconder.
- 11.3. For recording purposes, every motion or resolution will be recorded as follows:
 - 11.3.1. Assigned a number, representing the number of motion or resolution for the year, a hyphen and the year (i.e. #123/10);
 - 11.3.2. With the name of the person also making the motion or resolution;
 - 11.3.3. The motion or resolution in its entirety; and
 - 11.3.4. The result of the vote.
 - 11.3.4.1. Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.
- 11.4. After a motion or resolution is made, it will be deemed to be in possession of Council but may be withdrawn at any time before debate or decision with the permission of Council.
- 11.5. A motion or resolution to refer, until it is decided, will preclude all amendments to the main question.
- 11.6. When a motion or resolution has been made and is being considered by council, no other motion or resolution may be made or accepted; except
 - 11.6.1. A motion or resolution to refer to the main question to some other person, group or committee for further consideration.
 - 11.6.2. A motion or resolution to amend the main question.
 - 11.6.3. A motion or resolution to table the main question.
 - 11.6.4. A motion or resolution to postpone the main question to some future time or meeting, definitely or indefinitely.
- 11.7. When a motion or resolution under consideration contains distinct propositions, a vote upon each proposition will be taken separately when any Councillor so requests or when the Mayor so directs.
- 11.8. After any motion or resolution is finally put by the chairperson, no one shall speak to the motion or resolution nor shall any other motion or resolution be made until after the result of the votes has been declared. The decision of the Mayor, as to whether the question has been finally put, shall be conclusive.
- 11.9. Whenever the Mayor is of the opinion that a motion or resolution is contrary to the rules and privileges of council, the Mayor will appraise the councillorship thereof immediately, before putting the motion or resolution, and shall cite the rule or authority applicable to the case without argument or comment.
- 11.10. When a vote is called, Councillors shall take their places and shall remain in their places until the chairperson has declared the result of the motion or resolution.
- 11.11. Matters of dispute over parliamentary practices shall be resolved by using Roberts Rules of Order, newly revised.



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12. READINGS OF DRAFT BYLAWS AND PROCEEDINGS THEREON

- 12.1. Every bylaw shall have three distinct and separate readings before it is finally passed, but not more than two readings of a bylaw will be had at anyone meeting unless all Councillors present unanimously agree to give the bylaw three readings. M.G.A. Section 187.
- 12.2. When a proposed bylaw is read in council, the Municipal Administrator shall certify the reading, the date of the reading, and the number of the bylaw. When the bylaw has been read the third and final time it shall be signed by the Mayor, or Deputy Mayor and the Municipal Administrator. The CAO will affix the seal of the Village and keep on file correct copies thereof including amendments, if any.

13. COMMITTEES OF COUNCIL

- 13.1. All standing and special committees shall be appointed by council.
- 13.2. Committees of council shall meet at the call of the Chairperson of the Committee. Any department heads, or their assistants, may be a member of a committee, but in a nonvoting and advisory capacity only.
- 13.3. The General Duties of all the committees of council shall be as follows:
 - 13.3.1. To report to council, whenever desired by 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 or direction by the council as it deems necessary within its terms of reference.
 - 13.3.2. To observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of council.
 - 13.3.3. The reports of all committees shall, at the discretion of the Chairperson of the committee, be made to council prior to the same being given to the public.

14. CLOSED SESSIONS

Motion to Proceed with a Closed Session

- 14.1. Any Councillor may move that Council proceed with the meeting in a closed session 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.
- 14.2. The closed session portion of the meeting will: a)
 - 14.2.1. Be chaired by the same person chairing the rest of the meeting; and
 - 14.2.2. Be held without the presence of the public unless one or more members of the public are invited by Council to participate in the closed session; as well, the Mayor will determine which, if any, Village staff are to be included in the closed session; and
- 14.3. The minutes shall notate the names of any person, other than a member of Council that attends the closed session and the reason for that person's attendance in the closed session.
- 14.4. No bylaws or resolutions can be passed during the closed session except for a resolution to revert to an open session.



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15. RESCINDS

15.1. This bylaw will come into force and effect on the date of final passing thereof and Bylaw #05/17 is hereby rescinded.

READ a FIRST time in COUNCIL this 9th day of JANUARY 2020.

READ a SECOND time in COUNCIL this 9th day of JANUARY 2020.

READ a THIRD time and passed UNANIMOUSLY in COUNCIL this 9th day of JANUARY 2020.

Mayor, Earl Debnam



CAO, Jill Tinson

