

# The Town of Rimbey Council Procedural Bylaw

## Bylaw 889/13

### **A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE AND CONDUCT OF COUNCIL.**

WHEREAS, pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws in relation to the procedure and conduct of Council; and

WHEREAS, the Council of the Town of Rimbey desires to establish a procedural and conduct Bylaw;

NOW THEREFORE, the Council of The Town of Rimbey, duly assembled enacts as follows:

#### **PART I - BYLAW TITLE**

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

#### **PART II - DEFINITIONS**

- 1) In this bylaw, unless the context otherwise requires:
  - a) "Council" shall mean the Municipal Council of the Town of Rimbey.
  - b) "C.A.O." means the Chief Administrative Officer of the Town of Rimbey or duly appointed designate.
  - c) "Chair" shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
  - d) "MGA" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
  - e) "Town" means the Town of Rimbey.

#### **PART III – MEETINGS OF COUNCIL**

- 2) The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.
- 3) Special Meetings of Council must be called pursuant to Section 194 of the MGA.
- 4) The Council of the Town shall hold an annual Organizational Meeting of Council pursuant to Section 192 of the MGA.

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- 5) Notice to the public of Special and Council Committee Meetings shall be deemed to be given by the C.A.O. posting notice of all meeting dates and times at the Town Office or advertising the meeting dates and times in the Town's newsletter or on its website.
- 6) The C.A.O. shall record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- 7) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the C.A.O. shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.
- 8) In the event that the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the C.A.O. shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 9) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at his discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.

### **PART IV – CONDUCT OF MEETINGS**

- 10) Each member of Council shall address the Chair but shall not speak until recognized by the Chair.
- 11) A delegate, scheduled to address Council on a topic, shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
- 12) The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.
- 13) A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.

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- 14) Following debate on the motion under consideration, the Chair may call for a vote on the motion. The motion may be:
  - a) Amended;
  - b) Carried;
  - c) Defeated;
  - d) Withdrawn by the presenter subject to there being no objection by a member of Council;
  - e) Tabled to another meeting.
- 15) When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
- 16) All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
- 17) The Chair shall declare a motion carried, carried unanimously or defeated. A member of Council wishing a recorded vote on a motion shall make such a request of the Chair prior to the calling of the vote.
- 18) A motion on first reading of a bylaw shall be decided without amendment or debate.
- 19) Pursuant to the MGA, every proposed bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and C.A.O. The C.A.O. shall include the date of the passing upon every bylaw.
- 20) After any question has been decided, any member of Council who voted in the majority may at the same meeting or at the next regular meeting, move for reconsideration thereof. If reconsideration is approved by Council, the question to be considered may be dealt with immediately if all members of Council are present who voted on the question originally; otherwise the question shall be tabled to the next regular meeting of Council and dealt with at that time.

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- 21) Should any issue pertaining to procedure or process arise that is not covered under this Bylaw, it shall be decided by a majority of Council. If there are an equal number of Council members in attendance and the matter voted upon results in a tie, the Chair shall make the final decision.
- 22) When at any session of the Council, the duration of time reaches a total of ninety (90) minutes, the Chair shall call for a review of the agenda and Council will determine the action. When it has been determined that the meeting shall be in recess for the evening, the time and date of resumption of the meeting shall be by a majority vote of Council.
- 23) The Mayor shall act as ex-officio to all Committee appointments and may attend any meetings.

### **PART V – AGENDA AND ORDER OF BUSINESS**

- 24) Prior to each Regular Meeting of Council, the C.A.O. shall prepare a statement of the order of all business, to be known as the "Agenda". To enable the C.A.O. to do so, all documents and notice of delegations shall be placed in the hands of the C.A.O. no later than 12:00 p.m. local time the Thursday prior to the Regular Meeting of Council. The Mayor and C.A.O. shall meet to review the agenda prior to compiling the agenda package.
- 25) No further additions to the Agenda will be presented by the C.A.O. unless they determine that the addition is of an emergent nature and the Mayor is in agreement.
- 26) The C.A.O. shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.

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- 27) The order of business on the agenda shall be as follows:
1. Call to Order
  2. Public Hearings
  3. Agenda Adoption and Additions
  4. Approval of Minutes
  5. Delegations
  6. Bylaws
  7. New and Unfinished Business
  8. Reports
  9. Correspondence
  10. Open Forum
  11. In Camera
  12. Adjournment
- 28) The order of business established in 27) shall apply unless Council otherwise determines by a majority vote of the members in attendance and the vote on the matter of priority of business shall be decided without debate.
- 29) A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council shall address correspondence to Council outlining the matter to be discussed. The correspondence shall clearly state the matter at issue and the request made of Council in respect thereof. One person shall be identified as the spokesperson on behalf of the delegation in the correspondence.
- 30) The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council. No formal decision shall be made on any matter presented to Council during the open forum session.

### **PART VI - REPEAL**

- 31) Bylaws No. 515/86, No. 611/94 and No. 858/10 are hereby repealed.

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## PART VIII - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a first time this 13 day of November, 2013.

READ a second time this 13 day of November, 2013.

**UNANIMOUSLY AGREED** to present this By-Law for Third and Final Reading.

READ a third and final time this 13 day of November, 2013.



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MAYOR



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CHIEF ADMINISTRATIVE OFFICER