**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL MEETINGS.**

**WHEREAS,** the Council of the Summer Village of Island Lake considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council Meetings in the Summer Village of Island Lake;

**NOW THEREFORE,** the Council of the Summer Village of Island Lake hereby enacts as follows:

## Citation

1. This Bylaw may be cited as the “The Council Meeting Procedure Bylaw”.

## Definitions

1. In this Bylaw:
   1. ”Business Day” means every day but Saturday, Sunday and general holidays in the Province of Alberta as defined in the *Employment Standards Code;* (i.e. if a Council meeting is scheduled on a Tuesday, then the 5 business days prior would be the Tuesday prior, subject to no general holidays occurring during this time);
   2. “CAO means the Chief Administrative Officer or their delegate, for the Summer Village of Island Lake;
   3. “Chair” means the Mayor, Deputy Mayor or other person authorized to preside over a Meeting;
   4. "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 FOIPP Act; at which no resolution or Bylaw may be passed, except a resolution to revert to a Meeting held in public;
   5. “Council” means the Mayor and Councillors of the Summer Village of Island Lake for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
   6. "Delegation" means any person that has permission of Council or the CAO to appear before Council to provide pertinent information and views about the subject before Council;
   7. “Deputy Mayor” shall mean the member selected by Council to preside at a Meeting of Council in the absence of the Mayor, who shall have the duties and obligations prescribed by the *Municipal Government Act*;
   8. "FOIPP" means the *Freedom of Information and Protection of Privacy Act of Alberta.*
   9. “Mayor” shall mean the member selected by Council at the annual organizational Meeting to hold that position and to preside at Meetings of Council;
   10. "Member" means a Councillor;
   11. "Meeting(s)" means Meeting(s) of Council;
   12. "Municipality" means the Municipality of the Summer Village of Island Lake, a municipal corporation in the Province of Alberta and includes the area contained within the boundaries of the Municipality;
   13. “Public Hearing” is a pre-advertised segment of the Council Meeting that Council is required to hold pursuant to the provisions of the *Municipal Government Act* or another enactment; and
   14. Quorum” means the minimum number of Members that must be present at a Meeting for business to be legally transacted.

## Application and General Rules

1. This Bylaw applies to all Members attending Meetings, as well as to Delegations and other members of the public appearing at Meetings.
2. The procedures contained in this Bylaw shall be observed in Council Meetings.
3. A Member may participate in any Meeting through electronic means and, when they do so, they are deemed to be present at the Meeting.
4. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Robert’s Rules of Order Newly Revised.*

## Council Meetings

## 7. The regular Meetings and times of Council shall be established by resolution of Council at its annual organizational Meeting.

## 8. Special Meetings of Council shall be established as required by Council in accordance with the requirements of the *Municipal Government Act.* and the public shall be given notice accordingly.

## 9. Council by resolution, may establish other Council Meeting dates.

## 10. Quorum for a Meeting of Council is as set out in the *Municipal Government Act.*

## 11. As soon after the hour of which the Meeting of Council was called, and a Quorum is present, the Mayor shall act as Chair and call the Meeting to order.

## 12. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the Meeting was called, and a Quorum is present, the Deputy Mayor shall act as Chair and call the Meeting of Council to order.

## 13. If a Quorum is not present within thirty (30) minutes after the time fixed for the Meeting, the CAO shall record the names of the members present and the Meeting shall stand adjourned until the next Meeting.

## Agendas and Order of Business

## 14. Prior to each Council Meeting, the CAO shall prepare a statement of the order of business to be known as the “agenda” of all matters to be brought before the Meeting. To enable the CAO to do so, all reports and other supporting documents intended to be dealt with at the Council Meeting, including applications by Delegations to be heard, shall be received by the CAO not later than 1:00 p.m. on a Business Day at least five (5) Business Days before the Council Meeting.

## 15. Reports and other supporting documents related to items on the agenda, that are received less than five (5) Business Days prior to the Meeting will be accepted only upon the approval of Council and 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.

## 16. The CAO shall place at the disposal of each Council Member and post to the Island Lake website a copy of the Agenda for the Meeting and all supporting materials not later than 4:30 p.m. three (3) Business Days before the Meeting.

## 17. The business intended to be dealt with at a Council Meeting shall be stated in the agenda in the following order of business where applicable:

## a) Call to Order

## b) Adoption of Agenda

## c) Adoption of Minutes

## d) Delegations

## e) Public Hearings

## f) Bylaws

## g) Business

## h) Financial

## i) Council Reports

## j) Administrative Reports

## k) Correspondence

## l) Closed Session

## m) Next Meeting

## n) Adjournment

## 18. The Chair, in his or her sole discretion, may deviate from the order of business to accommodate special circumstances or to ensure effective and efficient use of time.

## 19. Additional agenda items may be added to the agenda prior to adoption of the agenda by a majority vote of the Members in attendance.

## Conduct of Meetings

20. No Member or Delegation may speak at a Meeting until recognized by the Chair.

21. The Chair, in his or her sole discretion, may authorize any member of the public

in attendance at the Meeting to address the Members but only on the topic being discussed at that time and within the time limits specified by the Chair.

22. Unless otherwise determined by the Chair, no matter may be debated or voted on at a Council meeting unless it is in the form of a motion.

23. A Member may move a motion whether or not the Member intends to support it.

24. A motion does not require a seconder.

25. The Chair may enter into any debate and propose motions in the same manner as any Member without relinquishing conduct of the Meeting.

26. A motion may be withdrawn by the Member who made it at any time before voting unless another Member in attendance at the Meeting objects to the motion being withdrawn.

27. Voting on all matters shall be done by raising of the hand or any other clear manner that they may be easily counted by the Chair

28. Any Member can call for a recorded vote in which case the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.

29. Where a motion under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.

30. When required to do so by the *Municipal Government Act*, Council will provide reasons why a motion was defeated.

31. The following motions are not debatable by Members:

a) Adjournment;

b) to take a recess;

c) question of privilege;

d) point of order;

e) to limit debate on a matter before members;

f) on division of a question;

32. The Chair shall preserve order and decorum and shall decide questions of order. Decisions of the Chair shall be final unless reversed or altered by a majority vote of Members present.

33. After any question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put shall be conclusive.

34. A Meeting that has been duly convened but not terminated may be adjourned to a fixed future date. The object of adjourning is to finish the business that the Meeting was called to transact in the first place but which has not been completed.

35. Before going into a Closed Session of a Meeting, a motion must be approved that identifies the basis on which, under an exception to disclosure in Division 2 of Part 1 of the FOIPP Act, the part of the Meeting that is to be closed. No minutes, notes, or recordings of the discussions in a Closed Session will take place and any printed reports provided to the Members will be retrieved by the CAO.

36. Recordings and recording devices:

a) Meetings may not be filmed or recorded in any manner, except as specifically authorized by the Chair.

b) No person may use a mechanical or electronic recording device at a Public Meeting or a Public Hearing. All such devices must be removed from the Meeting room.

c) For certainty, mobile/cellular telephones do not have to be removed from the Meeting room, but must not be used to film or record any Meeting, except as specifically authorized by the Chair.

d) Any person who fails to comply with this section may be ordered by the Chair to leave the Meeting room.

**Participation by Delegations**

37. A Delegation seeking to be heard at a Council Meeting shall apply by addressing a letter or other written communication to the CAO briefly outlining the subject to be discussed. The letter shall contain the full name of the writer, the postal address and/or the email of the writer~~,~~ and shall include any documents that the Delegation wishes the Members to consider at the Meeting. If the Delegation wishes to appear in person or virtually before Council on the matter, it shall be so stated in the letter. The application letter must be delivered, mailed or emailed to the CAO. The letter must be received by the CAO on or before 1:00 p.m. on a business day at least five (5) Business days immediately preceding the Meeting at which it is to be presented.

38. A Delegation that has properly applied to be heard shall be added to the Meeting agenda. If more than one Delegation applies to be heard on substantially the same issue the CAO, in consultation with Council, may deny an application by any Delegation whose presentation, in the opinion of the CAO and Council, will substantially duplicate that of another Delegation.

39. Notwithstanding Clause 37, delegations that have not applied to be heard in accordance with Section 37 may, in the sole discretion of the Chair, be granted a brief opportunity to outline the matter they wish to present to the Council Meeting and following that outline, Council shall determine if the Delegation is to be granted time to present the matter outlined.

40. A Delegation shall be entitled to a maximum of fifteen (15) minutes to present the matter outlined in its letter to the Meeting. The Chair may grant additional time to a Delegation in his or her sole discretion.

41. Where a Delegation consists of more than one person, only one person may speak on behalf of the Delegation or as determined by the Chair or Council at Meeting time.

42. A Delegation may not bring substantially the same question or issue before a Council Meeting more than three (3) times within a 12-month period unless, in the opinion of Council, new and compelling information comes to light which would warrant the Delegation to speak additional times within the 12-month period.

43. Members of the public who attend a Meeting may not address the Meeting without permission of the Chair, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of Members. Should the behavior of a Member or members of the public in attendance at a Meeting become unruly, the Chair may direct that person to leave the Meeting immediately.

**Preparation of Minutes**

44. After each Council Meeting, the CAO shall prepare a statement of what was done at the Meeting which will be known as the “minutes” of the Meeting. The minutes will be the written record of the proceedings of the Meeting and will be a record of what was done at the Meeting, and not what was said at the Meeting.

45. A copy of the unapproved minutes will be sent to Council of each respective Council meeting within five (5) Business Days and posted to the website as unapproved minutes of each respective Council meeting within ten (10) Business Days. Once the minutes have been approved at a subsequent Council Meeting, the approved minutes will be posted to the website within three (3) Business Days.

46. The CAO may delegate any duties related to the preparation of the Council Meeting Minutes to a recording secretary.

47. If a Member of Council arrives late, leaves before the Meeting is adjourned, or is temporarily absent from the Meeting, it shall be so recorded in the Minutes.

**Bylaws**

48. Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the Bylaw to appear on the agenda in the appropriate place.

49. Every Bylaw shall have three readings.

50. After a Councillor has made the motion of the first or second reading of the Bylaw, Council may:

a) debate the substance of the Bylaw; and

b) propose and consider amendments to the Bylaw.

51. 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.

51. Public Hearings, when required or requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the requirements of the *Municipal Government Act*.

53. Unless the Councillors present at a Council Meeting unanimously agree that a Bylaw may be presented to Council for a third reading at the same Meeting at which it has received two readings, the Bylaw shall not be given more than two readings at one Council meeting.

54. Once a Bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw, unless another method is specifically authorized by the *Municipal Government Act* or another enactment.

**General**

55. If any portion of this Bylaw is declared invalid by a Court of Competent Jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw ~~is~~ shall be deemed valid.

56. Bylaw No. 11-2021 is hereby repealed.

57. This Bylaw will come into force and effect upon third and final reading.

**READ** a first time this 18th day of January, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Chad Newton

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Administrative Officer, Wendy Wildman

**READ** a second time this 18th day of January, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Chad Newton

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Administrative Officer, Wendy Wildman

**READ** a third and final time this 18th day of January, 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor, Chad Newton

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Administrative Officer, Wendy Wildman