

VILLAGE OF LOUGHEED

BYLAW 722/12

COUNCIL PROCEDURAL BYLAW

A BYLAW TO REGULATE THE PROCEEDINGS OF COUNCIL AND OF THE COMMITTEE(S), AND TO DEFINE CERTAIN DUTIES OF COUNCIL, THE COMMITTEE(S), AND CERTAIN OFFICERS OF THE VILLAGE OF LOUGHEED, IN THE PROVINCE OF ALBERTA

WHEREAS Pursuant to the provisions of the *Municipal Government Act*, Statutes of Alberta 2000, Chapter M-26 as amended, a Council may pass bylaws respecting the procedure and conduct of Council, Council Committee(s), and the conduct of the members thereto; and to define the duties of the Chief Administrative Officer and designated officers with respect to Council and Council Committee(s) meetings;

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26, and amendments thereto, Council may by bylaw delegate its powers, duties or functions to a Council Committee.

NOW THEREFORE the Municipal Council of the Village of Lougheed in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

This Bylaw may be called the "Council Procedural Bylaw".

2. DEFINITIONS

- a. In this Bylaw, words meaning male persons include female persons;
- b. "Act" means the Municipal Government Act, R.S.A 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- c. "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- d. "Administration" means the employees of the Village of Lougheed;
- e. "Agenda" is the list of items and order of business for any meeting of Council or its Committee(s);
- f. "Amend A Motion Previously Adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- g. "Bylaw" is a bylaw of the Village of Lougheed;
- h. "Chair" shall mean the Mayor, Deputy Mayor or other person who has the authority to preside over a meeting;

- i. "Chief Administrative Officer" means the person duly appointed by Council; and may be referred to as "the C.A.O." in this bylaw;
- j. "Closed Session" means a meeting at which only Councillors and other persons specified by Council may attend;
- k. "Committee of the Whole" means a committee comprised of all Councillors which conducts itself as a Committee of Council;
- l. "Council Committee" means a committee, task force, board or other body established by a Council under the *Act*;
- m. "Council Session" means the term of Council from the Inaugural Meeting after a municipal election to the following Inaugural Meeting after the next municipal election;
- n. "Councillor" includes the Chief Elected Official (as per the *Act*);
- o. "Delegation" shall be one or more persons who have formally requested, and been granted, an audience with Council at a regular Council meeting, in accordance with this bylaw;
- p. "Ex-officio" means membership by virtue of one's office and/or where appointed by Council.
- q. "Inaugural Meeting" means the first organizational meeting after a general municipal election;
- r. "Mayor" shall mean the Chief Elected Officer;
- s. "Motion to Accept as Information" is a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration and of having the item, report or recommendation placed in the records of Administration for future reference with no additional action being taken at the present time;
- t. "New Business" shall be any matter appearing before Council for the first time on an Agenda that requires a decision of Council;
- u. "Non-statutory Petition" means a petition received by the Chief Administrative Officer that does not meet the requirements of Sections 222 to 226 of the *Act*, or is not in compliance with Section 232 of the *Act*;
- v. "Non-statutory Public Hearing" means a meeting of Councillor Committee of the Whole at which member of the public may attend and may be invited to make submissions to Council, but which is not a public hearing;
- w. "Officer" shall be the designated officer attending at the Council Meeting; and to whom the Chief Administrative Officer has delegated certain responsibilities to, pertaining to Council meetings and minutes.
- x. "Person" shall refer to any Member of Council or Committee(s) member, any member of Village of Lougheed Administration, any delegation addressing Council or any committee/special task force, any member of the media and any member of the public present at a meeting.

- y. "Point of Information" is a request or statement directed to the Mayor or through the Mayor to another Member of Council, to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure.
- z. "Point of Order" means a demand by a Councillor that the Chair enforce the rules of procedure;
- aa. "Point of Privilege" refers to all matters affecting the rights and exemptions of Council collectively or the position and conduct of Members of Council in their respective character as elected representatives.
- bb. "Point of Procedure" is a question directed to the Mayor to obtain information on a matter of parliamentary law or the rules of Council regarding the business at hand in order to assist a Member of Council to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion.
- cc. "Presiding Officer" means the Mayor; or in the absence of the Mayor, the Deputy Mayor; or in the absence of the two, any other Member of Council chosen to preside at the Meeting from those Members of Council present.
- dd. "Public Hearing" is a Meeting of Council which is convened to hear matters pursuant to:
 - i. The *Municipal Government Act* (the "MGA");
 - ii. any other Act;
 - iii. Any other matter that Council directs may be considered at a Public Hearing.
- ee. "Public Question Period" is a period set aside prior to the commencement of the regular Council meeting, for the purpose of allowing members of the Gallery to ask questions to Council on any municipal matter.
- ff. "Question of Privilege" is the raising of a question which concerns a Member of Council, or Council collectively, when a Member of Council believes that another Member of Council has spoken disrespectfully towards her/him or Council, or when she/he believes her/his comments have been misunderstood or misinterpreted by another Member of Council.
- gg. "Special Meeting" is a meeting called by the Mayor pursuant to the *Municipal Government Act*.
- hh. "Unfinished Business" is business which was on the Agenda at the same or a previous meeting and which was not completed.

3. APPLICATION

- a. This bylaw shall apply to all meetings of Council, Committee of the Whole, and Council Committees as identified.
- b. To the extent that a matter is not dealt with in the *Act* or this bylaw, Council shall have regard to *Roberts' Rules of Order Newly Revised*.



- c. The precedence of the rules of governing the procedures of Council is:
 - i. The *Act*;
 - ii. Other provincial legislation;
 - iii. This bylaw and;
 - iv. *Robert's Rules of Order Newly Revised*.

4. ORGANIZATIONAL MEETING

- a. Council shall hold an organizational meeting not later than the second regular Council meeting in October of each year.
- b. At the organizational meeting, Council shall establish by resolution for the forthcoming year:
 - i. The dates, times of commencement, and locations of regular Council meetings and Committee of the Whole meetings. If a scheduled meeting of Council falls on a holiday, the meeting shall be held on the next day not being a holiday.
 - ii. The roster for each Councillor to act as Deputy Mayor.
 - iii. Appointments to Boards and Committees.
 - iv. The seating arrangements of Council. The Mayor shall occupy the seat at the centre of the Council table. Seating of Councillors shall be determined by lot or as otherwise agreed to by a unanimous vote of Council. In the event the seat of any Councillor becomes vacant by reason of death, resignation or otherwise, the member elected to fill his place shall occupy his seat in the Council Chamber until the next organizational meeting.
 - v. In addition to the above, at the Inaugural Meeting, the first order of business shall be the administration of the oath of office and the introduction of the Mayor and Council for the Council Session.

5. MEETINGS

- a. "Regular meetings of Council shall be held on the dates established annually by Council at their Organizational Meeting." "If a regular meeting falls on a holiday, the meeting shall be held on the next day, not being a holiday, unless said regular Council meeting is cancelled by Council resolution."
- b. Council shall, at its Organizational Meeting each year, also determine the following:
 - i. The appointment of Mayor.
 - ii. The appointment of the Deputy Mayor or the roster of Deputy Mayors for the following year;
 - iii. The appointments to Village Committee(s) (if any).
- c. Unless there shall be a quorum present in half an hour after the time appointed for the meeting of Council, the Officer shall call the roll and take down the names of Members of Council present; and the Council shall then stand absolutely adjourned until the next day of meeting unless a special meeting be duly called in the meantime.

- d. As soon after the hour of the meeting as there is a quorum present, the Mayor shall take the chair and the Members of Council shall be called to order.

In case the Mayor or Deputy Mayor shall not be in attendance within fifteen (15) minutes after the hour appointed, the Officer shall call the meeting to order and shall call for a Presiding Officer to be chosen by a Resolution of Council.

- e. The Officer shall record the time of arrival and departure of all in attendance at meetings, should a member of Council arrive late, or depart prior to the completion of the meeting.
- f. Special meetings shall be called in accordance with Municipal Government Act of Alberta, and using Schedule "D".
- g. Waiver of notice of special meetings shall be called in accordance with the Municipal Government Act of Alberta, and using Schedule "E".

6. MAKE-UP OF AGENDA

- a. Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained within the Agenda for the meeting. Agendas shall follow the format outlined as per Schedule "A" to this Bylaw.
- b. The agenda of Council shall be prepared under the joint direction of the Mayor and the Chief Administrative Officer, and shall include copies of all reports or communications to be dealt with at each regular meeting. The agenda is to be distributed to Council at least three (3) full working days prior to the Council meeting.
- c. When correspondence intended for Council is received by the Mayor, Chief Administrative Officer or the Officer, she/he shall place it on the agenda of the next regular meeting of Council, once she/he is assured that there is sufficient information contained therein to allow Council to render a decision. Items must be received by the Officer no later than 12:00 noon, the Thursday before the Council meeting or Public Hearing.

Every written communication reaching the Mayor, Chief Administrative Officer or the Officer, and intended for Council, shall be fairly written or printed on paper, and shall contain the following information:

- i. Name, mailing address, and phone number of the correspondent;
- ii. An indication of what action is desired.

Request for Decision reports shall be in the format as per Schedule "B" to this Bylaw; and shall contain, as the Recommendation, the clear wording of the motion suggested by Administration.

- d. No item shall be added on to any agenda as a Business item, at the Council meeting, unless it is of an emergency nature or is permitted to be so added by the Presiding Officer or a two-thirds (2/3) majority vote of Council; such items may however, be added on as Correspondence or Information items.



- e. Two-thirds majority (2/3) will be interpreted by the Presiding Officer as five of seven, four of six, three of five, three of four.
- f. All business items presented for addition to the agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- g. Closed session agenda items must include the topic to be discussed and the reason(s) why they must be in camera. Items not including this information will not be accepted.

7. PRESENTATIONS AND DELEGATIONS, PETITIONS

- a. Presentations may be made by Council to individuals or groups
- b. Individuals or groups may request an appointment to be heard by Council as a delegation.
- c. Delegates must submit a request in writing for an appointment with Council to the Chief Administrative Officer. All delegates are required to provide written documentation to the Chief Administrative Officer which clearly outlines the nature of their business for inclusion in the Agenda Package. All documentation is to be submitted not less than seven (7) working days in advance of the regular Council meeting date.
- d. The Chief Administrative Officer will review the request in consultation with any affected Departments and may:
 - i. Undertake an Administrative Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with consent of Administration and the individual or group requesting the appointment with Council.
 - ii. Add the appointment to the next regular Council meeting agenda; or
 - iii. Add the appointment to a future regular Council meeting agenda if
 - a) Requested by the individual or group making the request; or
 - b) If Administration requires more time to properly investigate and report on the matter.
- e. Delegates requesting reappearance on a specific matter shall only be permitted to do so if the information to be presented is new or a significant addition to which was previously presented.
- f. In questioning presenters or delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject of the appointment and will avoid repetition of questions. Likewise, presenters and delegates speaking to a subject will be restricted to speaking on the subject matter only.
- g. Any taxpayer or Village of Lougheed resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous six (6) months. If the person or group wishing to address is not a taxpayer or Lougheed resident, or if the subject is the same as one addressed within the previous six months, then



Council shall consider the request and determine whether or not to receive the delegation.

- h. In questioning delegations, whether statutory or otherwise, Members of Council will ask only questions of clarification which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the relevant subject matter only.
- i. Delegations shall not speak for more than ten (10) minutes, unless the time is extended by the majority vote of Council.
- j. Council shall, at its next regular meeting following the Delegation presentation, make any decisions, if required, regarding the issue raised by the delegation; unless there is unanimous support for Council decision at the regular meeting at which the Delegation presentation was made, and the issue is discussed under New Business.

8. CONDUCT OF BUSINESS

- a. The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal to the Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the members present, without debate.
- b. When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.

When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, Question of Privilege or practice, the point shall be stated without unnecessary comment, and the Presiding Officer shall cite the rule or authority applicable to same.

- c. When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or the Administration.
- d. When a Point of Order is raised or when a Member of Council is called to order by the Presiding Officer, the Member of Council speaking shall immediately cease speaking until the Presiding Officer decides the point raised.
- e. The Presiding Officer shall give each Member of Council who wishes to speak on an item, an opportunity to do so before calling the question. No Member of Council shall speak without first being recognized by the Presiding Officer; and being granted the floor. No Member of Council shall speak twice to the same item, without the leave of Council, except to make an inquiry or an explanation of a part of her/his speech that may have been misconstrued; and no Member of Council shall speak twice without every other Member of Council having first received their opportunity to speak.

No Member of Council shall speak to the same question, or in reply, for longer than five (5) minutes.



- f. Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or motion, shall address himself only to the Presiding Officer.

When a member of Council is addressing Council, he/she shall:

- i. Not speak disrespectfully of Her Majesty the Queen, her Official Representatives or her Government;
- ii. Not use offensive, disrespectful, or unkind words in referring to any Member, or to any official or staff member of the Village or any member of the Public;
- iii. Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;
- iv. Not shout or immoderately raise her/his voice or use profane, vulgar or offensive language;
- v. Assume personal responsibility for any statement she/he quotes to Council or upon request of Council shall give the source of the information.

The Presiding Officer may rule any Member of Council out-of-order for failing to observe any of the above-noted restrictions; and any Member of Council so ruled out-of-order shall immediately cease to speak.

- g. When two or more Members of Council desire to speak to a matter, the Presiding Officer shall establish the priority.
- h. A Member of Council called to order shall immediately cease to speak, but may afterwards explain, and the Council, if appealed to, shall decide the same without debate; if there be no appeal, the decision of the Presiding Officer shall be complied with. During the reading of the Minutes, reports, communications or other papers, and when a Member of Council or any other person is addressing Council, silence shall be observed and no person shall be allowed to disturb the meeting.
- i. Any Member of Council may require the question, or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member of Council while speaking.
- j. All motions shall be made in writing before being debated or put from the Chair. When a motion is stated, and upon request by any Member of Council, it shall be read by the Presiding Officer or Officer before debate.

After a motion is read by the Presiding Officer or Officer, it shall be deemed to be in possession of Council, but may be withdrawn at any time before decision or amendment with the permission of all the Members of Council present.

- k. Whenever the Presiding Officer is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, she/he shall apprise the Members of Council thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment.



- l. Motions may be offered on items that are not on the Council or Committee agenda as adopted. Members of Council wishing to introduce motions at a meeting shall do so by Notice of Motion and present motion, a seconder shall be required prior to discussion and vote of Council.
- m. No motion shall be offered that is subsequently the same as one on which the judgment of the meeting has already been expressed during the same meeting.
- n. A Motion to Refer any matter, until it is decided, shall preclude all amendments to the main question; further, said motion to refer is open to debate, but only as to whether or not to refer.

A member of Council making a Motion to Refer shall be required to include in the motion:

- i. The terms on which the matter is being referred;
 - ii. The time when the matter is to be returned;
 - iii. Whatever explanation is necessary as to the purpose of the motion.
- o. A Member of Council moving a Motion to Table any matter shall include in the tabling motion:
 - i. The time at the Present Meeting or the date of a future meeting to which the matter is to be tabled; or
 - ii. A provision that the matter is to be tabled indefinitely.

A Motion to Table a matter shall not be put forward until every Member of Council has had an opportunity to speak on the item; and will not be debated thereafter, except as to the time when Council will again consider the matter.

- p. When the question under consideration contains distinct propositions, upon the request of any Member of Council, the vote upon each proposition shall be taken separately. If the vote is taken upon each proposition, it then becomes unnecessary to vote upon the whole question.
- q. A motion to rescind an action of Council may be offered at any time subsequent to the meeting at which the original motion was passed, upon service of a Notice of Motion by the Member of Council intending to seek the rescinding of the motion. Any Member of Council may make the motion to rescind; a majority vote of 2/3 of the Members of Council is necessary for the passage of a motion to rescind.
- r. A Member of Council may move a Motion to Adjourn a meeting at any time, except when:
 - i. Another Member of Council has the floor;
 - ii. A call for a vote has been made;
 - iii. The Members of Council are voting;
 - iv. Council is a closed session;
 - v. A previous Motion to Adjourn has been defeated, and no other intermediate proceedings have taken place.



A Motion to Adjourn shall be put without comment or debate; and a Motion to Adjourn cannot be reconsidered.

- s. After any question is finally put by the Presiding Officer, no Member of Council 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 Presiding Officer as to whether the question has been finally put may be subject to appeal, subject to confirmation by the Members of Council of the question being finally put. After the Presiding Officer has declared the vote, no change of vote can be made except by the unanimous consent of the Members of Council who were present when the vote was put.
- t. If any Member of Council wishes to have a Recorded vote, the request for a recorded vote must be made prior to the vote being taken. The Presiding Officer shall directly ask every Member in turn how they wish to vote on the matter at hand.
- u. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion after notice.
- v. All amendments shall be put in the reverse order to that in which they are moved; and every amendment shall be decided upon or withdrawn before the main question is put to a vote. Only one amendment to the main motion at one time shall be allowed, and only one sub-amendment shall be allowed to an amendment at one time.
- w. A sub-amendment should not enlarge the scope of the amendment, but should deal with matters not covered by the amending motion.
- x. An amendment proposing a direct negative to the original motion is out of order.
- y. Any motion made in the negative shall be ruled out of order.

9. BYLAWS

- a. A Bylaw appearing on the Council Agenda when listed as ready for first reading shall be introduced by a Member of Council moving "...that first reading be given to Bylaw (quoting the Bylaw number)". Council may then discuss or debate the bylaw prior to the vote for first reading.

If a Bylaw fails to receive first reading, it may be struck from the Agenda.

Proposed bylaws may be referred, after the first reading, to Village Committee(s).

- b. A Bylaw shall be introduced for second reading by a Member of Council proposing a motion that "...second reading be given to Bylaw (quoting the Bylaw number)". After a Member of Council has made a motion for second reading of a Bylaw, Council may:
 - i. Debate on the substance of the Bylaw; and
 - ii. Propose and consider amendments to the Bylaw.



When all amendments have been accepted or rejected, the vote for second reading of the bylaw, as amended, shall be taken.

- c. A Bylaw shall be introduced for third reading by a Member of Council proposing a motion that "...third reading be given to Bylaw (quoting the Bylaw number)". After a Member of Council has made a motion for third reading of a Bylaw, Council may:
 - i. Debate on the substance of the Bylaw; and
 - ii. Propose and consider amendments to the Bylaw.

When all amendments have been accepted or rejected, the vote for third reading of the Bylaw, as amended, shall be taken.

- d. Every Bylaw which has passed the Council shall, as soon as reasonably possible after third reading, be signed by the Presiding Officer and the Officer, sealed with the Corporate Seal, and be deposited with the Officer for safe storage.
- e. Every Bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other bylaws shall be recorded and filed as well as amendments thereto and the Officer shall retain the original of every bylaw on file and properly record amendments thereto.

10. COMMITTEE(S)

- a. Council may, by bylaw, appoint Committee(s) consisting of one or more of the Members of Council and public representatives; and may delegate to any such Committee(s) any of Council's powers, duties, or functions; excepting:
 - i. The power to enter into contracts;
 - ii. The function of publicly expressing or communicating any opinion that may be misconstrued as being Council's opinion;
 - iii. Those duties and responsibilities that Council cannot delegate, pursuant to the *Municipal Government Act*.

A Committee(s) to which a duty or power is delegated may exercise or perform it in like manner and with same effect as Council.

- b. All Committee(s) shall be appointed on motion of a Member of Council by consent of a majority of the Members of Council present at a meeting of Council. Any Member of Council may be placed on a Committee(s), notwithstanding the absence of any such Member of Council at the time of her/his being named upon such Committee(s); the Mayor shall be ex-officio a member of all Committee(s) and the Mayor, as such member of the Committee(s) shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such Committee(s).



- c. In any case where a member of a Committee(s) is absent from the Village or is otherwise unable to attend meetings of the Committee(s) of which she/he is a member, the Mayor may appoint a Member of Council to such Committee(s) to attend the meetings of the Committee(s) concerned, such appointment to be restricted to one meeting unless authorized by Council.

The Member so appointed by the Mayor shall during the term of such appointment have all the powers, rights and duties as a member of the Committee(s) concerned as if appointed by Council thereto.

- d. A special Committee(s) may be appointed at any time by Council or by the Mayor acting upon the instructions of Council, providing only that a motion has been adopted specifying the matters to be dealt with by the Committee(s), and including the term of the Committee(s).
- e. The membership of the Committee(s) shall be subject to revision on a yearly basis at the Organizational meeting of each year of a Council's term of office.

Each proposed change will be voted upon and decided by a majority vote.

Each Committee(s) shall select one of its members to be the Chairman unless Council designates:

- i. The Chairman of a Committee(s);
 - ii. The manner in which the Chairman shall be selected.
- f. The business of Committee(s) shall be conducted under the following regulations and subject to the rules governing procedure in Council:
 - i. The Chairman shall preside at every meeting;
 - ii. The name of the Chairman shall appear upon all reports and recommendations made by the Committee(s);
 - iii. In the absence of the Chairman, the Deputy Chairman shall preside;
 - iv. The minutes of the transactions of every Committee(s) meeting shall be accurately entered in a book to be provided for that purpose;
 - v. When a division takes place on any question and the question may be put to a vote, the votes of the members may be recorded;
 - vi. No report or recommendation to do with any matter or thing shall be recognized as emanating from any Committee(s) unless it is in writing, nor unless it bears the name of the Chairman or Acting Chairman and has been certified correct by the Secretary and refers to the minutes of the Committee(s) under which it is issued;
 - vii. The Village staff person in attendance, or a Committee(s) member designated by the Committee(s) Chairman, shall record the minutes of the Committee(s) meetings;
 - viii. Any Member of Council not a member of a Committee(s) shall have the right to attend Committee(s) meetings with right of debate, but not to make motions or to vote.
 - g. The general duties of all the Committee(s) of Council shall be as follows:
 - i. To report to Council whenever so desired by Council, and as often as the interests of the Village may require, on all matters connected with the duties imposed on each such Committee(s); 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 Council;
- iii. The reports of all Committee(s) shall be made available to Council prior to same being made available to the public.

- h. Each of the Committee(s) may create any sub-Committee(s) it considers necessary and shall designate the duties, powers and responsibilities of each sub-Committee(s), including the requirements for reporting on its findings.

A Committee(s) may terminate the existence of any of the sub-Committee(s) created by it and a sub-Committee/special task force shall cease to exist on the submission of its final report.

- i. All Committee(s) meetings shall be open to the public.

11. GENERAL

- a. No Member of Council shall resist the rules of Council, or disobey the decision of the Presiding Officer and Council on any question of order or practice or upon the interpretation of the rules of Council; and in case any Member of Council shall so resist or disobey, she/he may be ordered by Council by a majority vote to leave her/his seat for that meeting; and in case of her/his refusing to do so, she/he may on order of the Presiding Officer, be removed by the Police, but in the case of ample apology being made by the offender, she/he may by vote of Council without debate be permitted forthwith to take her/his seat.
- b. No Member of Council shall have the power to direct or interfere with the performance of any work for the Corporation, and the Officer in charge shall be subject only to her/his superior officer (if any) and to the Council, or to any Committee(s) (while acting in the capacity and not otherwise) to which the Council may in any case give authority in that behalf. Nothing in the foregoing shall in any way interfere or restrict the right of a Councillor to seek information from any officer or employee of the Village through the office of the Chief Administrative Officer.
- c. Any member of the public who, while in the Council Chambers, interrupts and disturbs the proceedings of Council by words or actions and who, when so requested by the Presiding Officer, refuses to end such interruption or to leave the Council Chambers if so requested, -and shall be subject to removal from the Council Chambers by the Police.

The Presiding Officer at any meeting may cause to be expelled and excluded any person who has been guilty of improper conduct.

- d. Members of Council shall subscribe to the Alberta Urban Municipalities Association Ethical Guidelines of Conduct for Members of Council. In addition to these Guidelines, Members of Council shall refrain from uttering malicious or libelous comments with respect to each other or members of Administration, either in Council Chambers or in the community at large.

A breach of this Section of the Bylaw by any Member of Council may place himself or herself in the position of censure by Council.

- e. Where the relationship between two Members of Council has deteriorated to a point so as to significantly interfere with the normal conduct of Council business, as judged by themselves, a majority of Council, or the Mayor, the two Members of Council shall seek to mediate their differences by any of the following steps:
 - i. A joint meeting to resolve their differences;
 - ii. A joint meeting with the Mayor as a neutral mediator to resolve their differences;
 - iii. A meeting with the Council to resolve their differences.
- f. The reference book in resolving procedural disputes not covered in this Bylaw shall be Robert's Rules of Order, Newly Revised edition.
- g. Notice of Council and Committee(s) meetings shall be by any one or more of the following methods:
 - i. Through advertisement or notice in the weekly newspaper circulating in the community or web site;
 - ii. Through posting of notice at the Council Chambers, or Public Library;
- h. The Agenda format for Council meetings is attached to this Bylaw as Schedule "A".
- i. The Request for Decision Report format is attached to this Bylaw as Schedule "B".
- j. The Direction Request form Schedule "D" shall be used by Administration in determining the direction Council wished to proceed on a particular item.
- k. Meetings shall be limited to duration not to exceed four (4) hours from the beginning of the meeting unless two thirds (2/3) of Council in attendance agree to extend beyond four (4) hours prior to the end of four (4) hours.
- l. Council provides the authority to the Chief Administrative Officer to publish Unapproved Agendas, Unapproved Minutes, and full Council Package with the exception of Closed Session matters prior to each Regular Council Meeting, Special Council Meeting and Council Open House.

12. CLOSED SESSIONS

- a. Council may consider a matter in closed session in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.A., 2000, Chapter F-25.
- b. No motions may be made when Council is sitting in closed session except the motion to reconvene the regular meeting.

13. PUBLIC HEARINGS

- a. Statutory Public Hearings
 - i. Public Hearings will be held in conjunction with a Council meeting.
 - ii. Persons interested in speaking at a public hearing may register with the Chief Administrative Officer prior to the public hearing. Names of



- registered speakers for a public hearing will be released to the public on the Friday preceding the public hearing.
- iii. Persons interested in providing a written submission may provide the Chief Administrative Officer with their submission prior to 12:00 noon of the Wednesday preceding the public hearing. Written submissions received prior to 12:00 noon of the Wednesday preceding the public hearing will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.
 - iv. Public Hearings will commence, as close and reasonably practicable to the advertised time as a regular Council meeting and will normally be held in the Council Chambers.
 - v. Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.
 - vi. Council may cancel a public hearing by resolution.
- b. Non-Statutory Public Hearings
- i. On the advice of Administration, and should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time, and place approved by Council resolution.
 - ii. The procedures for the conduct of a non-statutory public hearing shall be the same as those for a statutory public hearing.
- c. Conduct of Statutory Public Hearings
- i. The Mayor shall chair all public hearings.
 - ii. Once the Mayor has called the Public Hearing to order and identified the matter to be discussed, the Mayor shall review the process to be followed including the expectations relating to public feedback, rules for speaking, timelines and the process for decision making following the public hearing.
 - iii. Administration shall introduce the matter and provide any background material.
 - iv. After Administration has introduced the matter, the Mayor shall invite interested parties and members of the public to speak to the matter. The Mayor shall call upon those persons who have registered with the Chief Administrative Officer to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. If there is more than one person who wishes to speak, the Mayor shall establish the order of speaking.
 - v. Members of the public who wish to speak shall be asked to speak from the podium.
 - vi. All those who wish to speak to a matter (for or against) may only speak once and shall be limited to 10 minutes.
 - vii. The decision of the Mayor with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.
 - viii. A delegation of more than one member shall be considered to be one person for the purposes of a public hearing and only a spokesperson shall be entitled to speak once for a limit of 10 minutes regardless of the number of members of the delegation who may be present.
 - ix. The Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions must be directed through the chair.
 - x. Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated, and shows



- the street address of the person making the submission. All written submissions will be filed with the Chief Administrative Officer.
- xi. "Adjourn" used in relation to a public hearing means to take a short break in the public hearing, take a break with the intent of returning to the public hearing later in the same meeting, or to adjourn the public hearing to another Council meeting.
 - xii. "Close" used in relation to a public hearing means to terminate the public hearing.
 - xiii. When all persons who wish to speak to an issue have been given their opportunity to speak, the Mayor shall declare the public hearing closed.
 - xiv. Once closed a public hearing may not be reopened. Council may hold a second public hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public hearing.

14. COMMITTEE OF THE WHOLE

- a. There shall be a Committee of the Whole comprising all Councillors
- b. Subject to the Act, the Committee of the Whole may consider any matter that Council may consider, including by not limited to discussion and debate of the following matters:
 - i. The budget;
 - ii. The audit;
 - iii. Transportation issues;
 - iv. Development issues;
 - v. Strategic planning;
 - vi. Legislative reform;
 - vii. Policing matters; and
 - viii. Policy formulation
- c. Committee of the Whole may:
 - i. Conduct non-statutory public hearings;
 - ii. Receive delegations and submissions;
 - iii. Meet with other municipalities and other levels of governments; and
 - iv. Recommend appointments of members of the public to Council Committees, other Village committees and other bodies on which the Village is entitled to have representation.
- d. Council may receive briefings in Committee of the Whole.
- e. In addition to the restrictions contained in section 203(2) of the Act, the Committee of the Whole shall not hold statutory public hearings.
- f. Committee of the Whole may make the following motions:
 - i. To receive agenda reports as information;
 - ii. To refer matters to Administration or a Committee for review;
 - iii. Make recommendations to Council.
- g. A quorum of Committee of the Whole is a majority of Councillors.
- h. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:



- i. A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
 - ii. A Councillor may speak more than once, on a matter provided that each Councillor who wished to speak to the matter has already been permitted to do so;
 - iii. No notice need to be given of any motion to be made.
- i. Members of the public shall be restricted to the public seating areas.
 - j. Committee of the Whole may consider a matter in closed session, in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.A., 2000, Chapter F-25 except motions to reconvene the Committee of the Whole meeting.
 - k.

15. PETITIONS

- a. Statutory petitions will be submitted to the Chief Administrative Officer and will be processed in accordance with the *Act*.
- b. Non-statutory petitions will be submitted to the Chief Administrative Officer and must:
 - i. Be clearly printed, typewritten or legibly written;
 - ii. Clearly set out the matter at issue and the request made of Council;
 - iii. Be temperate and respectful;
 - iv. Be signed (facsimile signature acceptable); and
 - v. Provide the name and mailing address of the writer or spokesperson for the group submitting the petition.
- c. On receipt of a non-statutory petition, the Chief Administrative Officer may do the following:
 - i. Include it as an item on the for the next regular meeting of Council in full or in summary form;
 - ii. Refer it to Administration for a report to Council or the appropriate Council Committee;
 - iii. Refer it to Administration for action and/or reply, with a copy of such response being sent to Council;
 - iv. Refer it to the Mayor for direct reply, with a copy of such response being sent to Council; or
 - v. Circulate it to the members of Council individually as information if it does not require any further action by Council.




16. DATE OF COMMENCEMENT / REPEAL OF PRIOR BYLAWS

- a. Previous procedural Bylaw's and all subsequent amendments thereto are hereby repealed.
- b. This Bylaw shall come into force and take effect upon the date of third reading thereof.

READ a first time this 10th day of May, A.D. 2012.

READ a second time this 10th day of May, A.D. 2012.

READ a third time and finally passed this 10th day of May, A.D. 2012.



MAYOR – Deb Smith



CAO – Alan Parkin



VILLAGE OF LOUGHEED



AGENDA

DATE OF MEETING

The regular meeting of the Council for the Village of Lougheed will be held on Thursday _____ 2012 in the Council Chambers, Municipal Office, Lougheed, Alberta, commencing at 7:00 PM.

Page

- 1 CALL TO ORDER & RELATED BUSINESS**
 - 1.1 Call to Order
 - 1.2 Adoption of Agenda
 - 1.3 Adoption of Minutes

- 2 ITEMS FOR DISCUSSION & RELATED BUSINESS**
 - 2.1 Public Hearings
 - a)

 - 2.2 Presentations (Delegations)
 - a)

 - 2.3 Requests for Decision
 - a)

 - 2.4 Public Question Period
 - a)

- 3 REPORTS**
 - 3.1 Mayor
 - a)

 - 3.2 Deputy Mayor
 - a)

 - 3.3 Councillor
 - a)

 - 3.4 Councillor
 - a)

 - 3.5 Councillor
 - a)

A handwritten signature or set of initials, possibly "D.M.", is located in the bottom right corner of the page.

SCHEDULE "A"
BYLAW 722/12

3.6 C.A.O

a)

4 CORRESPONDENCE

4.1

5 CLOSED SESSION

5.1 Labour - No Matters to Discuss

5.2 Legal - No Matters to Discuss

5.3 Land - No Matters to Discuss

6 ADJOURNMENT

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VILLAGE OF LOUGHEED

REQUEST FOR DECISION *YR-MM-NO.*

DATE OF MEETING

SUBJECT: *Decision Making Topic Title*

RECOMMENDATION: *Clear resolution answering What?, Who?, How?, When?.*

CAO COMMENTS: *Any additional comments regarding the reason for the recommendation*

RECOMMENDATION Report/DOCUMENT: Attached _____ Available _____ Nil _____

KEY ISSUE(S)/CONCEPTS DEFINED: *Define the topic, reference background material and state question to be answered*

RELEVANT POLICY/PRACTICES/LEGISLATION: *Cite existing policies, practices and/or legislation*

STRATEGIC RELEVANCE: *To Goals or priorities of current work program*

RESPONSE OPTIONS and DESIRED OUTCOME(S): *Main Result along with – highlighted requisites & benefits*

IMPLICATIONS OF RECOMMENDATION:

GENERAL: *Consequences to community, overall organization and/or other agencies*

ORGANIZATIONAL: *Policy change or staff work load requirements*

FINANCIAL: *Current and/or Future Budget impact*

ENVIRONMENTAL: *Consequences for the environment, consideration of effects on the Loughheed water aquifer, Environmental Sensitive Areas*

FOLLOW UP ACTION/COMMUNICATIONS: *Timelines, decision-making milestones and key products*

Submitted by: Writer _____ Reviewed by: CAO _____



VILLAGE OF LOUGHEED

DIRECTION REQUEST YR-MM-NO.

DATE OF MEETING

SUBJECT: *Discussion Topic title*

SUGGESTED FOLLOW-UP ACTION: *Next steps to develop the topic further discussion or decision?*

CAO COMMENTS: *Any additional comments regarding the suggestion*

BACKGROUND Report/DOCUMENT: Attached _____ Available _____ Nil _____

1. DEFINE THE TOPIC

KEY INFORMATION: *Key summary of existing information to understand the nature of the topic.*

RELEVANT OBSERVATIONS: *Note issues or opportunities related to the complexity of the topic*

STRATEGIC QUESTIONS: *What needs to be known before recommendations can be developed?*

ESSENTIAL QUESTIONS: *The key question to guide the information and recommendation activities _____?*

2. DETERMINE DESIRED OUTCOMES *if the essential question is addressed*

KEY RESULT: *The tangible outcome the organization can achieve to address the essential question.*

DESIRED BENEFITS OF KEY RESULTS: *What positive conclusions are expected?*

REQUISITES: *What must happen before the key result can be achieved?*

UNINTENDED OUTCOMES: *Are there possible undesirable effects that could occur?*

3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

1. _____

2. _____

3. _____

Submitted by: _____ Writer _____ Reviewed by: CAO _____



VILLAGE OF LOUGHEED

WRITTEN NOTICE OF SPECIAL MEETING

DATE OF MEETING

Written notice of a special meeting of Loughheed Village Council called under the authority of section 194 of the Municipal Government Act.

TO: Mayor _____
Deputy Mayor _____
Councillors _____

The Mayor has requested that a special meeting of Council be held in the Council Chambers of the Village of Loughheed on (DATE), commencing at (TIME) for the purpose of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____
4. _____
5. _____

Chief Administrative Officer
Village of Loughheed



VILLAGE OF LOUGHHEED

WAIVER OF NOTICE OF SPECIAL MEETING

DATE OF MEETING

Waiver of notice of a Special Meeting of Council called under authority of Section 194(4) of the Municipal Government Act.

We the undersigned members of the Council of the Village of Loughheed, hereby waive notice of a Special Meeting of Council to be held (DATE), commencing at (TIME) for the purpose of discussing and acting upon the following item(s):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

SIGNED

Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____
Name: _____	Date: _____