

TOWN OF BEAUMONT
Bylaw Number 773-01-12

COUNCIL PROCEDURAL BYLAW

**A Bylaw amending Bylaw No. 773-11, the Council Procedural Bylaw
of the Town of Beaumont in the Province of Alberta**

**A BYLAW OF THE TOWN OF BEAUMONT IN THE PROVINCE OF ALBERTA TO
REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING
OF BUSINESS BY COUNCIL FOR THE MUNICIPALITY.**

WHEREAS, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

WHEREAS, pursuant to the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, Council may pass bylaws in relation to the procedures of Council and Council Committees, and the conduct of elected officials and members of Council committees; and

The Council hereby establishes the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

I. TITLE

This bylaw shall be cited as the "Procedural Bylaw".

II. DEFINITIONS

"Act" means the Municipal Government Act RSA 2000 Chapter M-26 and regulations made under the Municipal Government Act as amended.

"Administration" means the employees of the Town of Beaumont.

"Agenda" means the agenda for regular or special meetings of Council prepared pursuant to Section IX.

"Chief Administrative Officer" or "CAO" means the person appointed to that position by Council under the provisions of the Municipal Government Act.

"Council" shall mean the Council of the Town of Beaumont.

"Deputy Mayor" shall mean the member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.

"Electronic Communications" shall mean that members of Council may attend a Council or General Management Committee through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

"General Management Committee" shall refer to members of Council and administrative leadership team.

"In Camera" means the portion of the meeting at which only members of Council and other persons designated by Council may attend.

"Mayor" shall mean the Chief Elected Official or presiding officer of the Town of Beaumont.

"Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.

"Municipal Clerk" mean the person appointed to the position as delegated by the CAO for the Town of Beaumont.

"Notice of Motion" is the means by which a member of Council brings business before Council that is not on the approved agenda.

"Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other member of Council chosen to preside at the meeting.

"Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act.

"Quorum" is the majority of all members, being fifty (50) percent plus one (1), unless Council provides otherwise in this bylaw.

"Special Meeting" means a meeting called by the Mayor pursuant to the Act.

"Town" means the Corporation or the Town of Beaumont.

III. APPLICATION

1. Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice-versa.
2. Words importing the singular shall include the plural or vice-versa whenever the context so requires.
3. This bylaw applies to all meetings of Council, General Management Committee, and Council committees as identified.
4. To the extent that it is a matter is not dealt with the Act or this bylaw, Council shall refer to *Robert's Rules of Order Newly Revised*.
5. The precedence of the rules governing the procedures of Council is:
 - a) the Act;
 - b) other provincial legislation
 - c) this bylaw; and
 - d) *Robert's Rules of Order Newly Revised*
6. In the absence of statutory obligation, any provision of this bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all members present. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

IV. ORGANIZATIONAL MEETING

1. Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year.
2. The CAO shall set the time and place for the Organizational Meeting, the business of the meeting shall be limited to:
 - a. the appointments of members to Committees which Council is entitled to make;
 - b. establishing a roster of Deputy Mayors for the following year;
 - c. any other business required by the Act, or which Council or the CAO may direct.
3. Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

V. REGULAR AND SPECIAL MEETINGS

1. The date and time of regular Council meetings will be regularly scheduled for the second and fourth Tuesday's of any given month.
2. Regular meetings of Council shall commence at 7:00 p.m., located in the Town's Administration Office.
3. If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours notice of the change to all members and post the notice in a public office. Posting a public notice in the front foyer of the Town's Administration Office is sufficient notice to the public if administration is unable to advertise the change in the local newspaper.
4. All meetings will be open to members of the public, except for In Camera portions of the meeting.
5. Council has the authority to move "In Camera" pursuant to Section 197 (2) of the Municipal Government Act for the purposes of:
 - a. protecting the Town, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information;
 - b. to comply with Division Two of Part One of the Freedom of Information and Protection of Privacy Act.
6. Matters which may be discussed In Camera, include the following:
 - a. wages, salary and other personnel matters;
 - b. any information regarding contract negotiations;
 - c. the acquisition, sale, lease or exchange of land;
 - d. matters involving preliminary financial information, not yet ready to be made public, i.e., budget, financial reporting, etc.;
 - e. matters involving litigation, or the discussion of legal advice provided to the Town;
 - f. matters concerning RCMP investigations or confidential reporting; and
 - g. information pertaining to the Town's accounting practices.

VI. QUORUM

1. When quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.
2. If there is a quorum present at the time set for commencement of a Council meeting, but the Mayor and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
3. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the members present and adjourn the meeting.
4. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from:
 - a. the declaration of pecuniary interest or conflict of interest; or
 - b. from a Councillor or Mayor not being present for all or part of a Public Hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
5. If a quorum is lost for any other reason than those aforementioned in section VI. 4., the meeting is adjourned.

VII. MEETING THROUGH ELECTRONIC COMMUNICATIONS

1. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances.
2. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by the Mayor.
3. A Council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
4. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
5. The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
6. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
7. When a Council member attends an In Camera session, they will be required to confirm that they have attended the In Camera session alone in keeping with the definition in this bylaw of "In Camera", by providing a statutory declaration or affidavit sworn or declared before the Municipal Clerk or Commissioner for Oaths prior to the next regular Council meeting.
8. If only the public will be present at the Council Chambers in the Town's Administration Office and all Council members are participating by way of electronic communication, notice shall be posted in the Town's Administration Office, 24 hours prior to the meeting, indicating the manner in which the meeting will be conducted.

VIII. CANCELLATION OF MEETINGS

1. A regular meeting may be cancelled:
 - a. by a vote of the majority of members at a previously held meeting; or
 - b. with the written consent of a majority of members, providing twenty-four (24) hours notice is provided to members and the public; or
 - c. with the written consent of two-thirds (2/3) of the members of Council if twenty-four (24) hours notice is not provided to the public.
2. A special meeting of Council may be cancelled:
 - a. by the Mayor if twenty-four (24) hours written notice is provided to all members and the public, or;
 - b. by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

IX. AGENDAS FOR COUNCIL MEETINGS

1. The agenda for each regular Council meeting shall be prepared by the Municipal Clerk or designate and submitted together with copies of all pertinent correspondence, statements and reports to each member of Council at least four calendar days prior to the meeting.
2. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the Municipal Clerk or CAO not later than 12:00 noon on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Municipal Clerk to enable the Council to consider the matter.
3. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described in Section 2. above or as a modification to the agenda approved by a vote at the meeting.
4. When the Municipal Clerk receives requests for presentation to the Council, she shall place it on the Council agenda. If the communication is considered administrative in nature, the originator will be notified of the administrative follow-up by the Municipal Clerk.
5. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:
 1. Call to Order
 2. Modification to or Adoption of Agenda
 3. Presentations
 4. Public Hearings
 5. Adoption of Minutes
 6. Unfinished Business
 7. New Business
 8. Bylaws
 9. Development Agreements
 10. Correspondence
 11. Notices of Motion
 12. Adjournment

X. MINUTES

1. With CAO approval, the Municipal Clerk may delegate any duties relating to Council to other administrative personnel, but shall remain responsible for the performance of those duties.
2. If a member of the Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
3. The Municipal Clerk shall record in the minutes, each time a member of the Council is absent; and each time a member of Council refrains from discussion and voting by reason of absence or pecuniary interest, as well as the general nature of the pecuniary interest or any other reason given for abstaining from voting.
4. As a matter of course, the Municipal Clerk shall record in the minutes, the name of each member of the Council present and whether each member voted for or against the matter.

XI. PRESENTATIONS

1. The Presentations portion of Council meeting shall provide:
 - a. an opportunity for individuals to appear as a formal delegation (i.e., they have submitted information in accordance with Section IX 2. of this bylaw and their submission has been included in the agenda package distributed to Council); and,
 - b. an opportunity for members of the public to ask questions or make brief presentations to Council on matters of public interest or concern.
2. As a guideline, the recommended total time allotment for all presentations at a Council meeting (registered and unregistered presentations) is thirty (30) minutes, subject to the discretion of the Presiding Officer.
3. All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.
4. When individuals wish to appear before the Council as a Registered Presentation, their information will be submitted in accordance with Section IX 2. of this bylaw and their presentation to Council shall be limited to ten (10) minutes, followed by questions from Council members. When individuals wish to appear before the Council during a Public Hearing, their appearance shall be limited to ten (10) minutes.
5. When a member of the public wishes to ask questions or make a brief presentation to Council on matters of public interest or concern, they will be provided with an opportunity to speak during the Unregistered Presentation portion of the agenda. Time permitting each presenter will be provided with a maximum of five (5) minutes, followed by questions from Council members.
6. In the event that all persons who expressed an interest to speak at a Council meeting cannot be heard within the allotted amount of time for Presentations, they will be invited to attend and appear before the next regular Council Meeting, otherwise a time extension beyond the 30 minutes is subject to the discretion of the Presiding Officer.
7. Council will not entertain submissions from the public on issues that are before the Subdivision, Development Appeal Board, courts, require a statutory Public Hearing.
8. A response to each speaker's comments/concerns will be provided through one or more of the following:
 - a. immediate response, provided directly at the Council meeting by either a member of Council or the Administration; or,
 - b. referral of the matter to the Administration for review and recommendation at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter.

XII. GENERAL RULES OF COUNCIL

1. Council meetings shall adjourn at 11:00 p.m. (if in session at that hour), unless the members of the Council present, by a 2/3-majority vote, agree to extend the time.
2. Every person wishing to speak during a Council meeting shall address their comments through the Mayor. The Mayor shall be addressed as "Your Worship" and no person shall be permitted to speak unless and until the Mayor has granted that person permission.

3. A meeting may be adjourned by a motion or by declaration of the Mayor. A declaration by the Mayor to adjourn a meeting may be appealed through a motion decided by a majority of members.

XIII. MOTIONS

1. The Mayor shall have authority to set a time limit and the number of times that a member may speak on the same motion or matter, having due regard to the importance of the matter.
2. After a motion is accepted by the Mayor, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a vote is taken or an amendment is made.
3. The Municipal Clerk shall record all motions in writing before the motion is debated or put to a vote.
4. The Mayor shall reference all motions before they are debated or voted upon.
5. When speaking to a motion, a member shall at some point during their statement, indicate whether they are for or against the motion.
6. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
7. Where a matter under consideration contains several distinct propositions, a member may request; or the Mayor may direct, that each proposition be made as a separate motion.
8. After the Mayor has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
9. Voting on all motions shall be done by clearly raising one hand so that the Mayor may easily count them. When using electronic communications, the Mayor will ask whether the member is voting for or against the motion. After the Mayor has counted the vote, he shall declare whether it was "carried", "carried unanimously" or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council. If the vote results in a tie, the motion will be considered defeated.

XIV. MOTIONS BEFORE THE MEETING

1. When a motion has been made and is being considered by the Council, no other actions may be considered except:
 - a. a motion to *refer* to some other party for consideration, or to *withdraw* the motion;
 - b. a motion to *amend* the motion;
 - c. a motion to *table* the motion (the motion will remain pending in order to address another urgent matter at that meeting);
 - d. motion to *postpone* the motion to a future date (not beyond the third month from when it was presented);
 - e. a motion to *adjourn* the meeting; and, any necessary resultant motion to postpone shall not be debated except as to the time when the matter will again be considered; or,
 - f. a motion of privilege, an incidental or a subsidiary motion.
2. A motion to refer, adjourn, postpone or to table, until it is voted upon, shall preclude all amendments to the main motion. A motion to refer or postpone is debatable, while a motion to table is not. A motion to adjourn is not debatable except as allowed in Section XIII (1)(e) above.

3. Each motion to amend a motion or motion to amend an amendment to a motion:
 - a. must be relevant to the motion on which it is proposed. Any amendment that raises a new question can only be considered as a new distinct motion;
 - b. must not propose a direct negative which would be considered out of order;
 - c. must be decided upon or withdrawn before the main question is put to a vote. Only one amendment at a time to the main motion shall be allowed; and, only one amendment to an amendment shall be allowed at one time;
 - d. shall not be moved by the original mover of the motion or the amendment;
 - e. must not enlarge the scope of the amendment (an amendment to an amendment), but should only deal with matters not covered by the original amendment;
 - f. shall only be sub-amended one time. A request for a second amendment to an amendment would require the current motion to be defeated and a new motion to be moved.
4. A motion to *reconsider* a motion shall:
 - a. only be made at the same meeting the motion was decided;
 - b. only be made by a member who voted with the prevailing side on the motion involved;
 - c. not be proposed more than once for a specific motion at any one meeting of Council;
 - d. be decided by a majority of the members of Council present; and,
 - e. not be allowed on a motion of adjournment.
5. A motion to *rescind* a previous motion of Council may:
 - a. be made by any member of the Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 1. a vote of 2/3 of the members of Council (who hold office at the time) when the motion is without notice; and
 2. a simple majority of the members of Council present when notice has been given. Notice shall be through a Notice of Motion or the inclusion of the item on an agenda delivered to the members of Council before the meeting.
 - b. the previous motion has not been acted upon to the extent that the Town has undertaken or become subject to any liability or obligation; or
 - c. was not a motion for a reading of a bylaw.
6. A motion that will address a bylaw for first reading shall be decided **without amendment or debate, but motions for subsequent readings are debatable**. Each bylaw shall be read a first, second and third time before being signed by the Mayor and Municipal Clerk.

XV. NOTICE OF MOTION

1. Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the meeting's minutes.
2. A written copy of the Notice of Motion shall be provided to the Municipal Clerk prior to the meeting's adjournment.
3. The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.

4. Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
5. A Notice of Motion cannot be made at a special Council meeting.
6. A motion on Notice is not debatable until a Council member moves the motion.

XVI. MISCELLANEOUS

1. No member shall:
 - a. use offensive words in or against the Council;
 - b. speak to a subject, except upon the question in debate;
 - c. reflect upon any vote of the Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
 - d. resist the rules of the Council or disobey the decision of the Mayor or of the Council on any question of order or practice or upon the interpretation of the rules of the Council. In case any member shall so resist or disobey, they may be ordered by a majority vote of the Council to leave their seat for that meeting and should they refuse to do so, the Mayor may request that they be removed by law enforcement. Should the offender provide an ample apology, they may, by majority vote of the Council (without debate), be permitted to return to their seat.
2. The Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened, but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.
3. No member of the Council shall have the power to direct or interfere with the performance of any work of the Corporation. This shall in no way however, interfere with or restrict the right of a Council member to seek information through the office of the CAO or appropriate administrative members (as established in the Communications Protocol).

XVII. PETITIONS

1. Statutory petitions will be submitted to the CAO and will be processed in accordance with the Act.
2. On receipt of a non-statutory petition, the CAO may do the following:
 - a. include it as an item on the agenda for the next regular meeting of Council in full or summary form;
 - b. refer it to Administration for a report to Council or appropriate Council committee;
 - c. refer it to Administration for action and/or reply, with a copy of such response being sent to Council;
 - d. refer it to the Mayor for direct reply, with a copy of such response being sent to Council; orcirculate it to the members of Council individually as information if it does not require any further action by Council.

XVIII. DEPUTY-MAYOR

1. The Council at its Organizational Meeting in each election year, or as required, shall appoint from its members, Deputy-Mayors to serve as follows:

- Year One: Organizational Meeting – April 30th
 May 1st – October 31st
- Year Two: November 1st – April 30th
 May 1st – October 31st
- Year Three: November 1st – April 30th
 May 1st – Organizational Meeting

XIX. COMMITTEES AND BOARDS

1. The Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. The Council may make appointments to a committee at any time, providing that the Council has adopted a bylaw or resolution specifying the terms of reference of the committee. Terms of reference will be adopted by bylaw if the committee is being delegated budgetary responsibilities; whereas adoption through resolution may be used for other committees' terms of reference.
3. It shall be the duty of the Chairman of each board or committee (or his designee), to summon members for meetings.
4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act.
5. The Mayor shall be advised in a similar manner as other committee members when any meetings are called.
6. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights through their Councillors' reports and statements.

XX. EFFECTIVE DATE

This bylaw shall come into force and effect on the date of its final passing.

Read a first time in Council this 8th day of May, 2012.

Read a second time as amended in Council this 22nd day of May, 2012.

Read a third and final as amended time in Council this 22nd day of May, 2012.



Mayor



Municipal Clerk