

**BYLAW 8:2016  
of the TOWN OF IRRICANA  
in the PROVINCE OF ALBERTA**

**Being a bylaw of the Town of Irricana, in the Province of Alberta to regulate the proceedings and conduct of Council meetings.**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and may regulate the conduct of Councillors

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of Council;

**AND WHEREAS** should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence. Failing that it shall be decided by a majority of Council.

**TITLE:**

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

**PART I – DEFINITIONS**

- 1) In this bylaw, unless the context otherwise requires:
  - a. "Agenda" means the list and order of business items for any meeting of Council.
  - b. "Agenda Package" shall mean the Agenda accompanied with all reports and communication to be presented during the meeting.
  - c. "Council" shall mean the Municipal Council of the Town of Irricana.
  - d. "CAO" means the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
  - e. "Chair", shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
  - f. "Emergent Matter" means a situation demanding prompt action that poses an immediate risk to health, life, property, environment, or town finances/operations
  - g. "Friendly Amendment" is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion, often only as clarification of intent.
  - h. "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
  - i. "on the floor" is when a motion is under debate.
  - j. "Pecuniary Interest" is something that causes or may cause either a negative or positive financial impact for an individual.
  - k. "Quorum" is the majority of all Council Members, three (3) of the five (5) Council Members.
  - l. "Representative of a Delegation" is any member of the public; special interest group or Council committee
  - m. "Tabled" is the postponement of a motion for future consideration
  - n. "Town" means the Town of Irricana.

## **PART II – MEETINGS OF COUNCIL**

- 2) The Regular Meetings of Council shall be held in the Council Chambers of the Town of Irricana 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) The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to section 192 of the MGA.
- 4) Notice to the public of regularly scheduled Council Meetings, Special Council Meetings, Regular Board & Committee Meetings shall be deemed to be given by the CAO. posting notice of all meeting dates and times on the Town's website.
- 5) Pursuant to section 208 of the MGA the CAO. shall ensure:
  - a. All minutes of council meetings are recorded in the English language, without note or comment.
  - b. The names of the Councillors present at council meetings are recorded;
  - c. The minutes of each council meeting are given to council for adoption at a subsequent council meeting
- 6) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the CAO. 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.
- 7) If quorum is lost for more than fifteen (15) minutes during the course of a meeting, the CAO will note this in the minutes and the meeting shall dissolve. Issues under discussion at the time of the loss of quorum shall be raised at the next meeting.
- 8) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, in the event that the Mayor is not in attendance the Deputy Mayor shall preside.
- 9) 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 CAO. 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.
- 10) Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities when available upon two business days' notice.
- 11) The Mayor shall be an ex officio member of all Town Committees

## **PART III – CONDUCT OF MEETINGS**

- 12) Each member of Council shall address the Chair and shall not speak until recognized by the Chair and address their remarks to the Chair, confine themselves to the question. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
- 13) 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.
- 14) 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.

- 15) 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.
- 16) Debate on a motion shall be limited to no more than ten (10) minutes unless extended by Council.
- 17) Prior to a vote being called by the Chair when a motion is on the floor a friendly amendment, if agreed upon by the originator of the motion can be heard.
- 18) A vote on a motion can only result in the chair declaring the motion being:
  - a. Carried
  - b. Defeated
  - c. Tabled
- 19) All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes or for reasons of pecuniary interest.
- 20) A member of Council wishing a recorded vote on a motion shall make such request of the Chair prior to the calling of the vote.
- 21) If there is an equal number of votes for and against, the motion is defeated.
- 22) After a motion has been voted on, at any time during the remainder of the meeting in progress or during the next regular meeting, any member of Council who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
- 23) Debate on a motion to reconsider must be confined to reasons for or against reconsideration
- 24) Council must not reconsider a motion if any action has been taken based on the original motion
- 25) A motion to reconsider that is carried, automatically suspends the reconsidered motion
- 26) If a motion to reconsider is carried, the original motion becomes the next order of business in the meeting in progress, unless the majority of Council agrees to table the original motion to the next Regular Meeting of Council for debate
- 27) A motion to reconsider that is tabled, results in the motion to reconsider being added to the next Regular Meeting of Council for debate
- 28) A motion to reconsider that is defeated is not debatable for at least 7 months or 213 days, whichever is higher of the defeat.
- 29) Any Councillor may submit a motion to reconsider any motion that was defeated, at least 7 months or 213 days, whichever is higher from the motion to reconsider.
- 30) A motion to rescind a motion must be made in the same way as the original motion.
- 31) Should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence.
- 32) Any Councillor may present a motion for a ten (10) minute recess provided it is not be called when another person has the floor.
- 33) Regular meetings shall adjourn by 10:00 PM, unless Council passes a motion to extend the meeting.

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

- 34) Prior to each Regular Meeting of Council, the CAO. shall prepare a statement of the order of all business, to be known as the “Agenda”.
- 35) All proposed agenda items for Regular Meeting of Council must be submitted in writing to the CAO. no later than 12:00 pm local time the Wednesday prior to the Regular Meeting of Council.
- 36) Any Councillor may make an administrative inquiry to the CAO the results of which are to be added as agenda items to a Regular Meeting of Council.
- 37) If the CAO determines that an administrative inquiry will cost more than \$500 or cannot be accommodated within the operational budget, the CAO will add the request for funding as an agenda items to a Regular Meeting of Council.
- 38) The CAO shall prepare and submit a draft agenda to the Mayor no later than 4:30 pm local time the Wednesday prior to the Regular Meeting of Council.
- 39) The Mayor and CAO shall review and approve the agenda no later than 4:30 pm local time the Thursday prior to the Regular Meeting of Council
- 40) Agenda items proposed by Councillors may not be deferred for more than once without the consent of the requestor.
- 41) No further additions to the Agenda received by the CAO after 12:00 pm local time the Wednesday prior to the Regular Meeting of Council will be presented by the CAO. unless determined by the CAO and Mayor that the addition is of an emergent nature.
- 42) The CAO shall provide each member of Council, a printed and electronic copy of the Agenda and all supporting materials no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 43) The CAO or designate shall post the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) to the Town’s website no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 44) Agenda preparation for Special Meetings of Council and Committee of the Whole will follow the same procedures as listed above. However, the time frames may be adjusted as required.
- 45) The order of business on the agenda shall be as follows:
  - A. ATTENDANCE
  - B. CALL TO ORDER
  - C. AGENDA
  - D. PRESENTATIONS
  - E. MINUTES
  - F. CORRESPONDENCE FROM PREVIOUS MEETING
  - G. COMMITTEE REPORTS
  - H. OLD BUSINESS
  - I. NEW BUSINESS
  - J. COMMUNITICATION/INFORMATION
  - K. FOLLOW-UP/ACTION & STATUS
  - L. PUBLIC INPUT
  - M. IN CAMERA
  - N. ADJORN
- 46) Emergent matters may be added to the agenda provided they are:
  - a. accompanied by a brief explanation from the requesting Council Member or CAO indicating the reasons for, and the degree of urgency of the item;
  - b. only be allowed on the agenda by majority vote of Council

- c. considered as an addendum to the Agenda.
  - d. introduced prior to the adoption of the agenda
- 47) The order of business established in Part IV Section 43 shall apply unless the Chair requests presentations to be moved to accommodate requests from delegations, or based on a resolution from council.
- 48) A representative of a delegation may request in writing to be included on an Agenda. The request must be submitted in writing and shall:
- a. include a summary not exceed five typewritten pages
  - b. include all information (letters, presentations and other supporting documents) that will be presented to Council
  - c. be submitted to the CAO no later than noon on the Monday the week before the next Council meeting is being held
- 49) Delegation presentations shall be limited to no more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by Council, unless granted a specific time extension by Council.
- 50) The open forum shall be for a maximum total of twenty (20) minutes in length, unless extended by council to allow members of the public present at the meeting to address Council regarding issues listed on the agenda of the meeting in progress.
- 51) Council and/or the CAO will address questions arising from the open forum of the meeting in progress. Both the question and the response will be posted to the FAQ section of the Town's website within 2 weeks of Council approving the minutes of the meeting.
- 52) No formal decision shall be made on any matter discussed with Council during the open forum session.
- 53) The CAO will post the minutes of the meeting to the Town's website within 2 weeks of Council approving the minutes of the meeting.

**PART V – REPEAL**

- 54) Bylaws No 1:2015 and No 4:2013 are hereby repealed.

**PART VI – EFFECTIVE DATE**

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

READ A FIRST TIME this 21 day of November A.D. 2016.

READ A SECOND TIME this 21 day of November A.D. 2016.

READ A THIRD TIME this 23 day of January A.D. 2017.

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MAYOR DENNIS TRACZ

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CHIEF ADMINISTRATIVE OFFICER  
FABIAN JOSEPH