

Town of Mayerthorpe
Province of Alberta
Canada.

BYLAW NO. 1029

A BYLAW OF THE TOWN OF MAYERTHORPE, 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;

NOW THEREFORE, the Council of the Town of Mayerthorpe in the Province of Alberta, duly assembled, hereby enacts as follows:

I. TITLE

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

II. DEFINITIONS

"Act" means the *Municipal Government Act (MGA)*, RSA 2000 Chapter M-26 and regulations made under the *MGA* as amended.

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

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

"Chief Administrative Officer" or "CAO" means the person appointed to that position by Council under the provision of the *MGA*.

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

"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 a member of Council may attend a Council or Policies and Priorities Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

"Policies and Priorities 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 Mayerthorpe.

“Member” shall mean 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 Secretary” means the person appointed to the position as delegated by the CAO for the Town of Mayerthorpe.

“Municipality” means the Corporation of the Town of Mayerthorpe.

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

“Point of Order” is the raising of a question by a member to call attention to any departure from the Procedural Bylaw.

“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, or member of a Council committee that is not a member of Council (Chairman of a board or committee (or his designee)).

“Public Hearing” means a meeting of Council convened to hear matters pursuant to the *MGA*.

“Quorum” is the majority of all members that comprise the Council pursuant to the *MGA*, unless Council provides otherwise in this bylaw.

“Special Meeting” means a meeting called by the Mayor pursuant to the *MGA*.

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, Policies and Priorities Committee, and Council committees as identified.
4. The precedence of rules governing the procedures of Council is:
 - a. The *MGA*;
 - b. Other provincial legislation; and
 - c. This bylaw.
5. In 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 term of the incumbent Council;
 - c. Any other business required by the *MGA*, 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 by policy or bylaw.

V. REGULAR AND SPECIAL MEETINGS

1. The date and time of regular Council meetings will be regularly scheduled for the second and fourth Monday's of any given month.
2. Regular meetings of Council shall commence at 7:00 p.m., located in the Town of Mayerthorpe Council Chambers.
3. If there are changes to the date and time of a regular meeting, the Town of Mayerthorpe must give at least twenty-four (24) hours notice of the change to all members and post the notice in the front and rear foyer of the Town Office.
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 *MGA* for the purposes of:
 - a. Protecting the Municipality, its operations, economic interest 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 litigation, or the discussion of legal advice provided to the Municipality;
 - e. Matters concerning RCMP investigations or confidential reporting; and
 - f. Information pertaining to the Municipality'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 of 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 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.