

Council  
Meeting  
Procedures  
Bylaw  
MOG 1/16

February 10

2016

Community Governance Guidelines

Town of  
Gibbons



**TOWN OF GIBBONS**  
**Bylaw MOG 1/16**

**A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING THE MEETING PROCEDURES AND CONDUCT OF COUNCIL and COUNCIL COMMITTEES and OTHER BODIES ESTABLISHED BY COUNCIL.**

**WHEREAS** under the provisions of the Municipal Government Act, being Chapter M-26.1, of the Statutes of Alberta 2000 or thereof amended or replaced from time to time.

**AND WHEREAS:** a council may pass bylaws in relation to the meeting procedures and conduct of Council, council committees and other bodies established by the Council, the conduct of Council and the conduct of members of council committees and other bodies established by Council;

**AND WHEREAS:** to provide a standard, familiar format for council meetings and to make it clear for members of council, staff, the media and the public to understand the decision making process;

**NOW THEREFORE:** Council of the Town of Gibbons, in the Province of Alberta, hereby enacts as follows:

**TITLE:**

1. This Bylaw may be cited as the "Council Meeting Procedures Bylaw".

**DEFINITIONS:**

"Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting.

"Agenda" means the statement of the order of business to be brought before the Council.

"CAO" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Gibbons and includes any person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.

"Council" means the municipal Council of the Town of Gibbons.

"Councillor" means a member of Council and includes the Chief Elected Official.

"Delegation" means a person or group of persons wishing to appear before the Council to address a specific matter.

"Deputy Mayor" means the person appointed to act as Mayor in the absence or incapacity of the Mayor.

"Inaugural meeting" means the first organizational meeting after a general municipal election.

"Mayor" means the person elected as the Chief Elected Official.

"Minutes" means the record of decisions of any meeting recorded in the English language without note or comment that has been adopted by resolution of Council.

"MGA" means the Province of Alberta Municipal Government Act and any amendments thereto.

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"Municipality" means the Town of Gibbons, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

"Person" means any person, firm, partnership, association, corporation, company or organization of any kind.

"Point of Order" means a demand by a Councillor that the Chair enforce the rules of procedure.

"Presiding Officer or Chair" shall mean the Mayor, Deputy-Mayor, or Chairperson charged with maintaining order and proceedings of a meeting either by appointment at the Annual Organizational Meeting or by resolution of Council.

"Public hearing" means a public meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.

"Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table.

"Quorum" means the majority of all Councillors that comprise the Council under the MGA. If there is a vacancy on Council and the Council is not required to hold a by-election under the MGA, a quorum shall consist of the majority of the remaining Councillors that comprise Council.

#### **AMENDING PROCEDURES:**

1. This Bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:
  - (i) by a Bylaw unanimously passed at a regular or special meeting of Council at which all of the Council members thereof are present; or
  - (ii) by a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of Council and setting out the terms of the substantial effect of the proposed Bylaw.

#### **GENERAL:**

1. This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council.
  2. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a standing committee, such committee and its mandate shall be established by bylaw.
  3. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.
  4. A motion to waive any provision of this Bylaw may be brought at any time, and if unanimously accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed and is only in order if it does not conflict with the MGA.
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5. The precedence of the rules governing the procedure of Council is:
  - i. The Province of Alberta Municipal Government Act
  - ii. Other Provincial Legislation
  - iii. Town of Gibbons Bylaw MOG 1/15 and any amendments thereto
  - iv. Most current edition of Robert's Rules of Order
6. The Mayor, unless otherwise provided for in this Bylaw, when present, shall preside as Chair over all meetings of Council,
7. The Deputy Mayor shall Chair council meetings when the Mayor is absent or unable to act as Mayor as a result of a Resolution passed by the majority of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
8. In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the roster or otherwise appointed by resolution of the majority of Council shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
9. As a rule, the Chair does not make any motions, but shall be able to voice what he/she sees as a useful motion and seek someone to move the motion.
10. When the Chair wishes to participate in the debate on a question or motion properly before the meeting, they shall vacate the Chair and request the Member of Council responsible to act in the absence of the Chair to assume the chair.
11. Direction to administration by Council shall be limited to Council as a whole directing the CAO only.
12. 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, shall be guilty of an offense and liable on conviction to the penalties provided in the MGA, and shall be subject to removal from the Council Chambers by Peace Officers.
13. Electronic communication devices used other than for purposes outlined in this bylaw with the exception of emergency equipment, shall be silenced or placed in vibration mode during Council meetings.

**DEPUTY MAYOR:**

1. At the annual organizational meeting, Council shall appoint one member of Council as Deputy Mayor to act as Mayor in the absence or incapacity of the Mayor for a term that is established through resolution.
2. Council can by resolution, at a council meeting, make changes to the Deputy Mayor schedule.

**OATH OF OFFICE:**

1. A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act.
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2. At the inaugural meeting of Council, the CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act.

**RESIGNATION:**

1. A resignation of a Councillor must be in writing and given to the CAO; the CAO is required to report the resignation at the first council meeting after receiving the resignation.
2. The resignation is deemed effective immediately in accordance with the Province of Alberta Municipal Government Act.

**MEETINGS — Organizational:**

1. The annual organizational meeting shall be held on the fourth (4<sup>th</sup>) Wednesday in October of each year, with the meeting to be scheduled 30 minutes prior to the Regular Meeting of Council unless otherwise authorized by resolution of Council.
  2. The CAO shall have available for each member of Council and the public, a copy of the organizational meeting agenda and all supporting materials no later than 1:00 p.m., no less than two (2) days before the date on which the organizational meeting is scheduled.
  3. Immediately prior to the Call to Order of the annual organizational meeting, the seating arrangements of Council shall be determined. The Chair shall occupy the centre seat at the head of the Council table. The seating of Councillors shall be determined by each Councillor secretly drawing a number between 1 and 6. The Councillor chairs are also numbered from 1 through 6, with the chair numbered 1 being to the immediate left of the Chair's chair and the chair numbered 2 being to the immediate right of the Chair's chair, and the number three chair immediately to the right of the number 2 chair, and so on until all chairs are numbered 1 through 6.
  4. At an organizational meeting at which all of Council is present, or at the first regular council meeting where all of Council is present, Council shall by resolution, decide to hold regularly scheduled council meetings on specific dates, times and place for the next twelve month period.
  5. If a meeting date falls on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
  6. Changes by way of resolution, can be made to the date, time or place of a regularly scheduled meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not present at the meeting at which the change was made and that notice is given to the public.
  7. The order of business at the annual organizational meeting shall be stated in the agenda in the following order:
    1. Call to order.
    2. Adoption of the Organizational Meeting Agenda.
    3. Date, Time and Location of regular council meetings for the next twelve month period.
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4. Date, Time and Location of any Standing Committee meetings for the next twelve month period.
5. Deputy Mayors Schedule for the next twelve month period.
6. Appointments of Council Members to Authorities, Boards, Commissions and Committees.
7. Adjournment.

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

**MEETINGS — Regular:**

1. As a rule, regular council meetings are held the second (2<sup>nd</sup>) Wednesday at 10:00 a.m. and the fourth (4<sup>th</sup>) Wednesday at 10:00 a.m., of each month, notwithstanding any deviations as established at the annual organizational meeting.
  2. Each Council meeting shall be no longer than three (3) hours in length from when the meeting was called to order. If additional time is desired, then a motion granting a time extension stating the specific amount of time required must be passed by two-thirds ( $\frac{2}{3}$ ) of those present at the meeting.
  3. The CAO shall have available for each member of Council and the public, a copy of the regular meeting agenda and all supporting materials no later than 1:00 p.m., no less than two (2) days before the date on which the regular council meeting is scheduled.
  4. Agendas, reports and supplementary materials that are received too late to be included with the Agenda Package, or that are intended for "IN CAMERA" discussions will be made available as soon as reasonably possible, or will be circulated at the Council Meeting.
  5. Among the reports to each Council Meeting shall be written reports from Administration upon matters requiring the Council's decision or providing information to Council, or including any other matter that is submitted at the request of Council, or because Administration deems it to be a matter that should properly be placed before Council.
  6. Council must vote to adopt the Agenda prior to transacting other business and may:
    - (i) add new items, including reports that were to be distributed when available to the Agenda; and/or
    - (ii) delete any matter from the Agenda by majority vote.
  7. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
    - 1.0 ROLL CALL
    - 2.0 CALL TO ORDER
    - 3.0 ADDITIONS TO THE AGENDA
    - 4.0 ADOPTION OF THE AGENDA
    - 5.0 UNAPPROVED MINUTES
    - 6.0 ADOPTION OF THE MINUTES
    - 7.0 FINANCE
    - 8.0 APPOINTMENTS
    - 9.0 OLD BUSINESS
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- 10.0 NEW BUSINESS
- 11.0 BYLAWS & POLICIES
- 12.0 STAFF REPORTS
- 13.0 COMMITTEE REPORTS
- 14.0 PRESS COMMENTS & QUESTIONS
- 15.0 CORRESPONDENCE
- 16.0 IN-CAMERA
- 17.0 ADJOURNMENT

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

**MEETINGS — In-Camera:**

1. Council can meet "in-camera" to discuss matters relating to land, legal or labour. Issues that are private under the Freedom of Information and Protection of Privacy may also be discussed "in-camera." Resolutions or bylaws cannot be passed while in-camera. Any decision must be made at a meeting open to the public.
2. Councillors are to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.

**MEETINGS — Special Council Meeting:**

1. Whenever the Mayor deems it appropriate to do so, a special council meeting can be called. At least twenty-four (24) hours' notice shall be provided in writing, to each Councillor and the public, stating the purpose of the meeting and the date, time and place at which the special meeting shall be held.
    - a) Written notice of a special council meeting called under section 194 of the Municipal Government Act, providing 24 hours' notice is attached as Schedule 'A'
    - b) Written notice to the public shall mean the written notice is posted at the front entrance to the Town of Gibbons Offices at 4807 — 50 Avenue, Gibbons Alberta or any other location identified in writing and posted on the Town of Gibbons website at [www.gibbons.ca](http://www.gibbons.ca) and further, that written notice is provided to the local print and radio media.
    - c) A special council meeting called under section 194 of the Municipal Government Act, waiving 24 hours' notice to all Councillors and without notice to the public can be held if at least two-thirds ( $\frac{2}{3}$ ) of the whole Council agrees to this in writing, before the beginning of the special council meeting. Written notice of a special council meeting called under this section is attached as Schedule 'B'.
  2. If the Mayor receives a written request for a special meeting stating its purpose, from a majority of the Councillors, a special council meeting shall be held within fourteen (14) days after the date that the Mayor received the written request.
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3. No matter, other than that stated in the notice calling the special council meeting, can be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

**QUORUM:**

1. Should a member of Council arrive late at a meeting or depart prior to the completion of the meeting, the CAO, or as designated by the CAO, shall record the time of arrival and departure of the Councillor.
2. In the case where the Chair and Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the next Councillor scheduled to be Deputy Mayor on the roster shall assume the Chair of the council meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the CAO, or as designated by the CAO, shall record the names of the members of Council present, and the Council shall stand adjourned until the next regular or special meeting.
4. Whenever a vote on any order, resolution, or question before Council cannot be taken because of loss of a quorum, the loss of quorum resulting from:
  - a) the excusing of a Council member or Council members of Council from voting by a resolution of Council; or
  - b) the disqualification of a Council member or Council members of Council from voting;then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of Council under that particular order of business. If a quorum is lost for any reason other than the aforementioned reasons in (i) or (ii), the meeting is at an end; and
5. A quorum of Council shall be a majority of those Council members elected and serving on Council, including the Chair.

**ATTENDANCE:**

1. Pursuant to the MGA, Councillors are to attend and participate in council meetings and council committee meetings.

**CANCELLATION OF MEETINGS:**

1. Council meetings maybe cancelled:
    - a) by a majority of Council at a previous meeting; or
    - b) with written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or,
    - c) with the written or oral consent of two-thirds ( $\frac{2}{3}$ ) of Council if twenty-four (24) hours' notice is not provided to the public.
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2. Special Meetings may be cancelled:

- a) by the Mayor if twenty-four (24) hours written notice is provided to Councillors and the public; or,
- b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written or oral consent of two-thirds ( $\frac{2}{3}$ ) of the Councillors.

**CONDUCT OF MEETINGS:**

1. Every delegate to Council and each member of Council shall address the Chair, but shall not speak until recognized by the Chair.
  2. The Chair or other presiding officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member of Council from any ruling of the Chair.
  3. The Chair or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Chair or other presiding officers.
  4. A motion may be withdrawn at any time before voting, subject to there being no objection from any member of Council.
  5. The following motions are not debatable by Council:
    - Adjournment
    - Take a Recess
    - Question of Privilege
    - Point of Order
    - Limit Debate on the Matter before Council
    - Table the Matter to another Meeting
  6. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests or when the Chair or other presiding officer so directs.
  7. A motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.
  8. Motions containing a negative statement shall be avoided whenever possible.
  9. Whenever the Chair or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall appraise the member of Council immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds ( $\frac{2}{3}$ ) majority vote of the members of Council present.
  10. After the Presiding Officer has declared the vote, and subject to a motion for reconsideration, no change of vote can be made except by the unanimous consent of the Council members who were present when the vote was put.
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11. To the extent that a matter is not dealt with in the MGA or this Bylaw, Council shall have regard to the most current edition of Robert's Rules of Order and in such cases the decision of the Chair or other presiding officer shall be final and accepted without debate.

**NOTICE OF MOTION:**

1. A member of Council wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by a Notice of Motion. The Notice of Motion shall:
    - i. be considered at a regular council meeting preceding the meeting at which reconsideration of the matter is requested;
    - ii. specify the meeting proposed to bring the matter to, for reconsideration;
    - iii. indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter;
    - iv. a template for a Notice of Motion outlined in this section is attached as Schedule 'C'.
  2. Notwithstanding section 1 if a Notice of Motion was not provided, the requirement for Notice contained in this section may be waived on a two-thirds ( $\frac{2}{3}$ ) majority vote and the item considered as urgent business.
  3. Notwithstanding the other provisions of this Section, no motion made or action taken shall be reconsidered unless:
    - a) it is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
    - b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a two-thirds ( $\frac{2}{3}$ ) vote prior to reconsideration.
    - c) Only a member of Council who voted with the prevailing side may move to reconsider an item. When a motion is lost on a tie vote, the prevailing side is those who voted against the motion.
  4. Prior to Council adjourning a regular council meeting, a Councillor can bring forward a notice of motion, other than a request to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting, by reading into the minutes the notice of the motion and by providing the CAO with a written copy of the notice to be included on the next regular council meeting agenda.
  5. A notice of motion given at one regular council meeting will automatically appear on the agenda of the next regular council meeting unless otherwise stated.
  6. A notice of motion cannot be made at a special council meeting.
  7. A notice of motion is not debatable until the motion has been moved by a member of Council.
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**DELEGATIONS:**

1. A person or, a representative of any delegation or, group of persons who wish to bring any matter to the attention of the Council, or who wish to have any matter considered by the Council shall address a letter or other communication outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 1:00 p.m. in the afternoon at least five (5) days before the date scheduled meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the communication.
2. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their communication. Where the Chair or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Chair or other presiding officer.
3. Where the Chair or other presiding officer determines that sufficient time has been granted to a delegation to present the matter, the Chair or other presiding officer may limit the length of time granted to the delegation.
4. Delegations who have not submitted a written letter may be granted by the Chair or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Chair or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

**PUBLIC HEARING:**

1. Council shall hold a public hearing when the MGA or other enactment requires Council to hold a public hearing on a proposed bylaw or, resolution or, any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.
  2. Council shall by resolution set a time, date and location of a public hearing.
  3. Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
    - a. The Chair of a public hearing shall declare the public hearing open.
    - b. A background shall be given on the proposed bylaw or resolution.
    - c. Presentations shall be limited to five (5) minutes.
    - d. Persons speaking will be given an opportunity to speak only once.
    - e. Order of presentations shall be as follows:
      - i. Those in support
      - ii. Those opposed
      - iii. Those deemed affected
    - f. Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
    - g. For clarification purposes, Council may ask questions of the speakers after each presentation.
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- h. No verbal or written submissions shall be received after the hearing has been deemed closed.
- i. The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate c, d, e, f, g as listed above.

- 4. After the close of the public hearing Council:
  - a. may pass the bylaw or resolution;
  - b. may make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;
  - c. can defeat the bylaw or resolution.

**MINUTES:**

- 1. That all Regular and Special Council Meetings are to be recorded by audio and may be video recorded upon receiving the direction of Council.
- 2. That all Council Meetings are open to audio and/or video recording by the public.
- 3. All minutes of council meetings shall be recorded in the English language, without note or comment.
- 4. The names of the Councillors present at the meetings shall be recorded as present, the names of the Councillors absent shall be recorded as absent.
- 5. The minutes of each council meeting shall be presented to Council for adoption at the next council meeting.
- 6. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.
- 7. The CAO, or as designated by the CAO, is responsible for recording the minutes of Council and responsible for causing the minutes to be prepared.

**RULES OF DEBATE:**

- 1. Every Council member in speaking to any question or motion shall address him/herself only to the Presiding Officer.
  - 2. When two or more Council members desire to speak to a matter, the Presiding Officer shall settle the priority.
  - 3. Unless otherwise provided for in this Bylaw, Council members may speak only twice on any motion, once in debate, and once to ask questions; however, Council may, by majority of those present, give permission to speak again.
  - 4. During the reading of minutes, reports, communications or other papers, and when a Council member or any other person is addressing Council, silence shall be observed and no one shall be allowed to disturb the meeting.
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5. A Council member called to order shall immediately cease to speak, but may afterwards explain, and Council (if appealed to) shall decide the same without debate; if there be no appeal, the decision of the Presiding Officer shall be submitted to.
6. When a Councilor has been warned about breaches of order but continues to engage in them, the Chair may name the Councilor by stating his/her name and declaring the offense. The CAO must note the offense in the Minutes.
7. Council members must NOT:
  - (i) speak disrespectfully of the Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administering the Government of Canada or of this Province; or
  - (ii) use offensive words in or against Council or against any Council member thereof; or
  - (iii) speak except upon the question in debate; or
  - (iv) reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded; or
  - (v) resist the rules of Council; or
  - (vi) disobey the decision of the Presiding Officer or of Council on any question of order or practice or upon the interpretation of the question of order or practice or upon the interpretation of the rules of Council; and in case any Council member shall so resist or disobey, he/she may be ordered by Council by a majority vote to leave his/her seat for that meeting, and in case of his/her refusing to do so, he/she may on order of the Presiding Officer, be removed therefrom by a Peace Officer, however, in case of ample apology being made by the offender, he/she may, by vote of Council without debate, be permitted forthwith to take his/her seat.
8. Any Council member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Council member while speaking.
9. The presiding officer will give each Council member who wishes to speak an opportunity to do so before putting the question to vote.

**VOTING:**

1. A Councillor has one (1) vote each time a vote is held at a council meeting at which a Councillor is present.
  2. A Councillor attending a council meeting is required to vote on a matter put to a vote, unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.
  3. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the minutes of the meeting.
  4. A Councillor shall abstain from voting on a bylaw or resolution if the Councillor was absent from all of the public hearing,
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5. A Councillor may choose to abstain from voting on the bylaw or resolution if the Councillor was only absent for a part of the public hearing.
6. Before a vote is taken, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.
7. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
8. The Chair or other presiding officer shall make reasonable efforts, including the calling of a recess, to ensure all Members of Council in attendance at a meeting are present while a vote is being taken, unless a Member of Council is excused from voting in accordance with the Province of Alberta Municipal Government Act or as otherwise in this Bylaw.

#### **APPOINTMENT AND ORGANIZATION OF COMMITTEES:**

Whereas the MGA gives Council the authority to establish committees and determine functions of Council Committees, as well as regulate the procedure and conduct of those Committees, this Section is to set those functions, procedures and conduct.

1. All Boards, Committees and Commissions shall follow the guidelines stated in the MGA, a list of Council's committees both locally and regionally are listed in the attached Schedule "D".
  2. All standing and special committees shall be appointed by motion of a member of Council by consent of a majority of the Council members present at a meeting of Council.
  3. When any Special Committee or Council Committee is appointed, Council must, by Bylaw:
    - (i) name it;
    - (ii) establish Terms of Reference;
    - (iii) establish term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council;
    - (iv) establish requirements for reporting to Council or a Standing Committee; and
    - (v) allocate any necessary budget or other resources.
  4. Any Council member may be placed on a committee notwithstanding the absence of any such Council member at the time of his/her being named upon such committee.
  5. The Mayor shall be an 'ex-officio' member of all Council established committees unless otherwise restricted by resolution of Council whereas the Deputy Mayor will take the Mayor's place. The Mayor, as such member of the committees, shall have all the powers and privileges of any Council member of the same including the right to vote upon all questions to be dealt with by such committee,
  6. Appointees in Absence:
    - (i) In any case where a Council member of a standing or special committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he/she is a Council member, the Mayor may appoint a Council member to such committee to attend the meetings of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council; and
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- (ii) The Council member so appointed by the Mayor shall, during the term of such appointment have all the powers, rights and duties as a Council member of the Committee concerned as if appointed by Council thereto.
- 7. Council members, at their Organizational Meeting, shall select from among themselves the Chairperson and Council members of all standing Committees of Council, who shall continue in such position until the next Organizational Meeting of Council, unless determined otherwise by a majority vote of Council.
- 8. Council membership of Committees:
  - a. The Council membership of standing committees shall be subject to revision on a yearly basis at the Organizational Meeting of each year of a Council's term of office; and
  - b. Each proposed change will be noted upon and decided by a majority vote; and
  - c. The Mayor shall recommend to Council appointments of Councillors to Committees and Boards.
  - d. The Mayor will base recommendations for appointments on the following considerations in the order listed:
    - (i). the best interests of the Town,
    - (ii). the convenience of members,
    - (iii). the competence of members,
    - (iv). willingness to serve, and
    - (v). the desires expressed by members
- 9. Committee actions are only binding on the Town when power to take such action has been specifically delegated to a Committee by Council.

**BYLAW ENACTMENT AND ATTACHMENTS:**

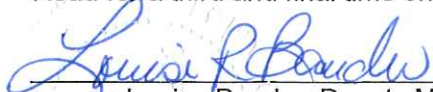
- 1. The following Schedules, attached to and forming part of this Bylaw, shall be amended by Resolution of Council from time to time:
    - (i) Schedule A – Special Meeting Notice Template
    - (ii) Schedule B – Waiver of Notice of Special Meeting Template
    - (iii) Schedule C – Notice of Motion Template
    - (iv) Schedule D – List of Council Committees, Boards and Commissions
  - 2. The Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 with amendments from time to time, shall have precedence over this bylaw in case of error or contradiction.
  - 3. This Bylaw shall repeal Meeting Bylaw **MOG 2/06** and Amending Bylaw **MOG 1/14** any other previously approved and passed Council Procedure Bylaws or Policies to do with Council or Committee Procedures.
  - 4. Any amendments to this Bylaw may be consolidated into this Bylaw copy as amended and changed from time to time.
  - 5. This Bylaw and Schedules attached thereto shall be copied and circulated to new Councillors upon election to Council.
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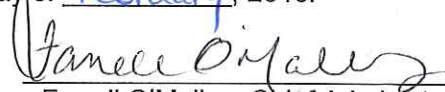
6. This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read for a first time on the 27<sup>th</sup> day of January, 2016.

Read for a second time on the 10<sup>th</sup> day of February, 2016.

Read for a third and final time on the 10<sup>th</sup> day of February, 2016.

  
\_\_\_\_\_  
Louise Bauder, Deputy Mayor

  
\_\_\_\_\_  
Farrell O'Malley, Chief Administrative Officer

Signed by the Deputy Mayor and Chief Administrative Officer this 10<sup>th</sup> day of February 2016.

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**SCHEDULE 'A',  
TOWN OF GIBBONS**

**WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER THE  
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

TO: MAYOR

	_____	_____
	Signature	
COUNCILLORS	_____	_____
	Signature	Signature
	_____	_____
	Signature	Signature
	_____	_____
	Signature	Signature
	_____	_____

The Mayor has requested that a special meeting of council be held in the (location) of the Town of Gibbons on (date), commencing at (time) for the purpose of discussing and acting upon the following item(s) of business:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**SCHEDULE 'C'**

**TOWN OF GIBBONS**

Reference: Procedure Bylaw: Notice of Motion, Section 1:

A member of Council wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by a Notice of Motion.

The Notice of Motion shall:

- i. be considered at a regular council meeting preceding the meeting at which reconsideration of the matter is requested;
- ii. specify the meeting proposed to bring the matter to, for reconsideration;
- iii. indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.

**NOTICE OF MOTION**

Member of Council bringing the Notice of Motion forward: \_\_\_\_\_  
(name)

ii to bring the following for reconsideration: (Specify the meeting date)

iii. The substantive portion of the motion, the action which is proposed to be taken on the matter:

**SCHEDULE 'D'**

**TOWN OF GIBBONS**

Appointments: Committees, Commissions and Boards – Local and Non-local:

**COMMITTEE APPOINTMENTS**

M = Member

A = Alternate

	Councillor Names						
<b>Outside Bodies</b>							
Sturgeon Foundation							
Capital Region Board							
Capital Region Board Land Use Planning Committee							
Capital Region Northeast Water Commission							
Capital Region Wastewater Commission							
Roseridge Landfill Commission							
Northern Lights Library System							
Capital Region Waste Minimization Advisory Committee							
Enbridge Northern Gateway Pipeline Community Advisory Board							
Community Futures Tawatinaw *							
Sturgeon River Watershed Alliance							
Alberta Industrial Heartland Association							
Edmonton Salutes							

\* Recommended Member

	Councillor Names						
<b>Local Bodies</b>							
Assessment Review Board							
Citizens on Patrol							
Community Services Board							
Disaster Services Committee							
Gibbons Fire Department							
Gibbons Trail Services Committee							
Intermunicipal Subdivision and Development Appeal Board							
Library Board							
Sturgeon Regional Economic Development Committee							
Subdivision Authority							