

**TOWN OF MILLET
BYLAW # 2022-04**

**A BYLAW OF THE TOWN OF MILLET, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE COUNCIL PROCEDURAL BYLAW**

WHEREAS, Section 145(b) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto, authorizes a Council to pass a bylaw in relation to the procedure and conduct of Council; and

WHEREAS, the Council of the Town of Millet desires to establish a procedural and conduct bylaw;

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

1. This Bylaw shall be referred to as the “Council Procedural Bylaw”.
2. DEFINITIONS
 - 2.01 “*Council*” shall mean the Municipal Council of the Town of Millet.
 - 2.02 “*C.A.O.*” shall mean the duly appointed Chief Administrative Officer or his/her duly appointed designate.
 - 2.03 “*Chair*” shall mean the Mayor, Deputy Mayor or any other duly appointed presiding Officer at a constituted meeting.
 - 2.04 “*Town*” shall mean the corporation of the Town of Millet.
3. MEETINGS OF COUNCIL
 - 3.01 Any matter of meeting conduct which is not herein provided for, shall be determined in accordance with the Municipal Government Act, and then Robert’s Rule of Order, in that order.
 - 3.02 The Regular Meetings of Council shall be held in the Council Chambers on days 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.
 - 3.03 Regular Meetings of Council shall commence at such times as determined by resolution of Council at the annual Organizational Meeting of Council. Commencement times of Regular Meetings of Council may be amended by resolution of Council at any duly constituted meeting.
 - 3.04 Special Meetings of Council may be called by giving at least 24 hours’ notice in writing to all members of Council and the public stating the purpose of the meeting and the date, time, and place where it will be held, pursuant to Section 194 of the Municipal Government Act.
 - 3.05 The Council of the Town must hold an Organizational meeting Annually, no later than 2 weeks after the 3rd Monday in October, pursuant to Section 192 of the Municipal Government Act.
 - 3.06 Notice of Regular Meetings, Special Meetings and Council Committee Meetings, to the public, shall be deemed to be given by the C.A.O. posting notice of all meeting dates and times on the Town website and advertising the meeting dates and times in the Town’s bi-monthly newsletter.

- 3.07 The C.A.O., or designate shall record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- 3.08 If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the C.A.O. 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.
- 3.09 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 C.A.O. shall call the meeting to order and a Chairperson shall be chosen, by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 3.10 Pursuant to Section 154(1)(a) of the Municipal Government Act, the Mayor shall preside at meetings of Council and the Mayor, at his discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
- 3.11 The Organizational meeting immediately following a general municipal election shall be called the inaugural meeting. The Mayor and each member of Council shall take the prescribed oath of office as the first order of business at the inaugural meeting. Until the Mayor has taken the oath of office, the Chief Administrative Officer shall chair the inaugural meeting.
- 3.12 Except during a public hearing, if a Councillor is unable to attend a Council or Standing Committee meeting due to unforeseen circumstances they may participate by electronic or audio means such as electronic meetings apps or telephone speaker. In the event a meeting must carry forward and no members of Council are able to physically attend, the meeting may be conducted via zoom or any other similar application that allows all members to hear discussions. This is only in the event that unforeseen circumstances, such as, but not limited to, health issues, pandemic or other means that make it impossible to attend. Council members are expected to attend in person whenever possible.

4. CONDUCT OF MEETINGS

- 4.01 Each member of Council shall address the Chair but shall not speak until recognized by the Chair.
- 4.02 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 the permission of the Chair. Any correspondence regarding the delegation should be sent to the C.A.O. by 10am on the Friday prior to Council.
- 4.03 The Mayor or other presiding officer 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 Mayor or other presiding officer shall specify the time limit provided to the person wishing to address the matter.
- 4.04 A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded by the recording secretary and the motion shall be deemed to be “on the floor”.

The presenter of a motion shall be provided two (2) minutes to address the motion on the floor. Each member of Council, who wishes to address the topic under consideration, shall be limited to two (2) minutes for debate once only. The presenter of a motion shall be provided a final two (2)

minutes for closure of the debate once all other members of Council have had an opportunity to speak to the topic. The Mayor or other Presiding Officer may waive the aforementioned time limits if so requested.

Following debate on the motion under consideration, the motion may be:

- (i) Amended;
- (ii) Carried;
- (iii) Defeated;
- (iv) Withdrawn by the presenter subject to there being no objection by a member of Council;
- (v) Tabled to another meeting.
- (vi) Laid on the table, ie: laying a pending question aside temporarily
- (vii) Referred, ie: turning the question over to a committee or administration for study; or
- (viii) postponed, ie: postpone indefinitely or to a certain time, a means of avoiding a direct vote until a later time.

- 4.05 No motion shall be presented for consideration which is substantially the same as one on which judgement has already been determined within sixty (60) days.
- 4.06 Where a motion under consideration contains two or more distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests.
- 4.07 All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reason of pecuniary interest.

Voting on all motions shall be done by raising of the hand in such a clear manner that the votes may be easily counted by the Chair. The Chair shall declare a motion carried, carried unanimously or defeated. A member of Council wishing a recorded vote on a motion shall make such a request of the Chair prior to the calling of the vote.

A motion on first reading of a bylaw shall be decided without amendment or debate.

- 4.08 Every member wishing to speak to a question or motion shall address the Mayor or Presiding Officer. The Address to the Presiding Officer shall be "Your Worship".

5. AGENDA AND ORDER OF BUSINESS

- 5.01 Prior to each Regular Meeting of Council, the C.A.O. or designate shall prepare a statement of the order of all business, to be known as the "Agenda", in consultation with the Mayor, to be brought before Council at the said meeting and to enable the C.A.O. or designate to do so, all documents, and notice of delegation, intended to be submitted to Council, shall be placed in the hands of the C.A.O. or designate no later than 10:00 a.m., the Thursday before the Regular Meeting of Council. No further additions to the Agenda will be presented by the C.A.O. unless he/she determines that the addition is of an emergent nature and the Mayor is in agreement with the C.A.O.

The C.A.O. or designate shall also prepare additional copies of the agenda to be available to the public at the meeting.

- 5.02 When a communication intended for Council is received by the Chief Administrative Officer, he/she shall place it on the agenda of Council unless the Chief Administrative Officer or designate considers the matter libellous,

or administrative in nature, in which case the Chief Administrative Officer or designate shall advise the originator that the communication is not being sent to Council. All responses will include “Further be advised that this correspondence was not shared with Council, as it was resolved through administration. If you would like this information to be forwarded to Council, please advise and we will ensure it is sent out to all members of Council.”

- 5.03 The C.A.O. shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. on the Friday before the Regular Meeting of Council.
- 5.04 Where the deadlines, as identified in Sections 5.01 and 5.02, are unable to be achieved due to the absence of the C.A.O., the aforementioned deadlines are moved to the Monday before the Regular Meeting of Council.
- 5.05 The order of business on the agenda shall be as follows:
 - 1.0 Call to Order
 - 2.0 Recognition of Treaty 6 Lands
 - 3.0 Public Hearings
 - 4.0 (a) Additions to /Deletions From the Agenda
(b) Adoption of the Agenda
 - 5.0 Adoption of Minutes
 - 6.0 Delegations
 - 7.0 Reports
 - 8.0 Bylaws
 - 9.0 Agreements
 - 10.0 Correspondence
 - 11.0 New Business
 - 12.0 Clarification of Agenda Business
 - 13.0 Closed Session
 - 14.0 Adjournment

After the closed session discussions are complete, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members to return before adjournment.

- 5.06 The order of business established in Section 5.05 shall apply unless Council otherwise determines by a majority vote of the members in attendance and the vote on a matter of priority of business shall be decided without debate.
- 5.07 A person or a representative of a delegation of persons who wishes to bring any matter to the attention of Council shall address correspondence to Council outlining the matter to be discussed. The correspondence shall contain all pertinent documentation on the matter. One person shall be identified as the spokesperson on behalf of the delegation in the correspondence. The correspondence shall contain the name and address, along with contact telephone numbers, of the person delegated to address Council.

1) 6. REPEAL

- 6.01 That Bylaw 2021-08 is hereby repealed.

7. EFFECT

- 7.01 This bylaw shall have effect on the passing of final reading and execution by the delegated signing officers for the Town.

Read a first time this day of, A.D., 2022.

Read a second time this day of, A.D., 2022.

Read a third time and finally passed this day of, A.D., 2022.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER