

BY-LAW #919

**A BY-LAW OF THE TOWN OF MAYERTHORPE IN THE PROVINCE OF
ALBERTA REGARDING THE PROCEDURE AND CONDUCT OF REGULAR AND
SPECIAL COUNCIL MEETINGS**

Meetings of Council

1. Regular meetings of Council shall be held in the Council Chamber, Town Office on the 2nd and 4th Mondays of each Month.
2. Special meetings of Council shall be held in the Council Chamber, Town Office in accordance with Section 194 of the Municipal Government Act.
3. When a regular meeting day falls on a statutory holiday, the meeting shall be held the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
4. Regular meetings of Council shall commence at such time as determined by resolution of Council at the annual Organizational Meeting.
5. Regular and special meetings of Council shall adjourn no later than four hours after the scheduled time of commencement, unless there is a unanimous motion of Council to proceed past that time.
6. Unless Council unanimously agrees to extend a regular or special meeting beyond the four (4) hour time limit, all matters of business which appear on the Council Agenda and which have not been dealt with by that time shall be deemed to be postponed until the next Regular or designated Special Meeting of Council.
7. The Chief Administrative Officer shall record the time of arrival and departure of Council members at regular or special meetings should a member of Council arrive late at a meeting or departure prior to the completion of the meeting.
8. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
9. In the case the Mayor or the Deputy Mayor is not in attendance within thirty minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be appointed by the Councillors present who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

Conduct of Meetings

10. Every delegate to Council and each member of Council shall address the Chair, but shall not speak until recognized by the Chair.
11. The Mayor or other presiding officer may, upon request of a member of Council authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Mayor or other presiding officers.
12. Resolutions do not require a seconder. A Resolution may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.
13. The following resolutions are not debatable by Council:
 - a. Adjournment.
 - b. Take a Recess.
 - c. Question of Privilege.
 - d. Point of Order.
 - e. Limit Debate on the Matter before Council.
 - f. Division of a Question.
 - g. Table the Matter to Another Meeting.
14. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so direct.

15. Whenever the Mayor or other presiding officer is of the opinion that a resolution is contrary to the rules and privileges of the Council, he shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by two-thirds majority vote of the members present.
16. Procedures for public hearings shall be established by policy approved by Council.

Delegations

17. A person or representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council 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 before 1:00 p.m. in the afternoon of the Thursday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the writer wishes to appear before Council it shall be so stated in the letter.
18. Delegates shall be granted a maximum of ten (10) minutes to present the matter outlined in their letter. Where the Mayor 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 Mayor or other presiding officer, subject to an appeal to Council.
19. Notwithstanding Section 17, where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Mayor or other presiding officer may limit the length of time granted to the delegation, subject to an appeal to Council.
20. Delegations who have not submitted a letter in accordance with Section 16 may be granted by the Mayor or other presiding officer an opportunity to outline the matter they wish to present to Council, and following that outline, the Mayor or other presiding officer shall determine if the delegation is to be granted time under Section 17 and 18 to present the matter outlined, subject to an appeal to Council.

Agenda and Order of Meetings

21. Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at which meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 1:00 p.m., the Thursday before the regular meeting.
22. The Chief Administrative Officer shall place at the disposal of each member of Council, a paper copy of the Agenda, and an electronic version of the Agenda package not later than 4:30 p.m. the Friday before the regular meeting.
23. Press packages will be available prior to the meeting start time of meetings that are recognized under the Municipal Government Act as being open to the general public, and will exclude information that would contravene any bylaws; and that all items that are "Draft", "Working Copy Only", or "Confidential".
24. Where the deadlines in Section 20 and 21 are not met, the Agenda and supporting documents shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
25. The business of Council intended to be dealt with shall be stated in the agenda in the following order (Legend: R – Regular Meeting, S – Special Meeting):

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|------------------------|-----------|
| a. Call to Order | (R and S) |
| b. Adoption of Agenda | (R and S) |
| c. Adoption of Minutes | (R) |
| d. Business Arising | (R) |
| e. Public Hearings | (R or S) |
| f. Delegations | (R or S) |

- g. Committee Reports/
Staff Reports/
Financial Reports (R or S)
- h. Old Business (R or S)
- i. New Business (R or S)
- j. Correspondence (R or S)
- k. In Camera (R or S)
- l. Adjournment (R and S)

26. The order of business established in the foregoing paragraph shall apply unless altered by the Mayor or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.


General

- 27. Standing Committees of Council shall be established and governed by policy approved by Council. Where procedures for Standing Committees are not defined in policy, this by-law shall apply.
- 28. In all cases not provided for in the proceedings of the Council the "Bourinot's" shall be followed and in such cases the decision of the Mayor or other presiding officer shall be final unless reversed by a majority vote of council members present, without debate.
- 29. By-law No. 819 and all amendments thereto are hereby repealed.

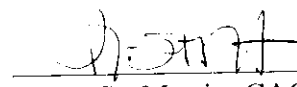
READ a first time this 10th day of March A.D. 2008.

READ a second time this 25th day of April A.D. 2008.

READ a third time this 25th day of April A.D. 2008.



Doug McDermid, Mayor



Karen St. Martin, CAO