



**VILLAGE OF CONSORT
BY-LAW NO. A-875 Procedural Bylaw**

**A BY-LAW OF THE VILLAGE OF CONSORT IN THE PROVINCE OF ALBERTA TO
REGULATE THE PROCEDURES OF COUNCIL MEETINGS AND THE TRANSACTION 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 and open, transparent government where decisions are made after all information has been provided: and

WHEREAS, the Municipal Government Act, being Chapter M-26 as amended, provides that a Council of a Municipality may pass Bylaws in relation to the procedures of Council and Council committees and the conduct of elected officials and members of council committees; and

The Council of the Village of consort hereby establishes the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

NOW THEREFORE, under the authority of the Municipal Government Act RSA 2000, Chapter M-26, the council of the Village of consort duly assembled enacts as follows:

Part 1-Title

1.1 **TITLE** This bylaw may be cited as the "Procedure Bylaw".

Part 2-Purpose and Definitions

2.1 Purpose The purpose of this bylaw is to establish rules to follow in governing the Village of Consort.

2.2 Definitions The Following words and phrases mean:

"Act" Means the Municipal Government Act, R.S.A.2000, c.M-26, as amended or repealed and replaced from time to time.

"Administration" Means the employees of the Municipality of Consort;

"Agenda" means the agenda for Regular or Special meetings of council prepared pursuant to Part 9 of this bylaw;

"Bylaw" means a bylaw of the Village of Consort;

"CAO" means the Chief Administrative Officer appointed by the Council to that position under the provisions of the Municipal Government Act;

“Council” means the municipal council of the Village;

“Council Committee” Means any committee, board or other body established by Council under the Municipal Government Act;

“Delegation” means the person that will appear before Council or a Committee of Council to provide pertinent information and views about the subject before Council or council Committee;

“Electronic Communications” Shall mean that members of Council may attend a council of general management committee through electronic communications, this can include using a telephone with the use of a speaker, via personal computer, or other means as technology advances;

“Emergent Items” Means items of an emergent nature that cannot be left until the next meeting or require immediate attention. When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a majority vote of the Council;

“Employee” means those persons employed full-time, part-time, casually, seasonally, on contract, or as a volunteer, by and for the Village of Consort;

“Ex-officio” means by right of office, a member to all boards and committees in the absence of the appointed alternate member;

“Closed Session” 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 Village of Consort elected by the council to act as the Mayor, whose duties are set out in the Municipal Government Act and who presides at council meetings;

“Member” means 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;

“Municipality” Means the Corporation of the Village of Consort;

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

“Policy” means a statement of the Village’s intention certain areas of its responsibility for guidance when action is being taken in those areas;

“Postpone” means delaying the consideration of an matter either to a definite time, for example when further information is likely to be obtained, or indefinitely;

“Presiding Officer” Means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or Chairperson charged with maintaining order and proceeding of a meeting;

“Public Hearing” Means a meeting of Council convened to hear matters pursuant to the Act;

“Rescind” to repeal, cancel or revoke

“Quorum” means the majority of all members, being fifty (50) percent plus one (1) unless Council provides otherwise in this bylaw;

“Special Meeting” means a meeting called by the Mayor Pursuant to the Act.

Part 3-Interpretation and Application

3.1 Rules for Interpretation

The marginal notes and headings in the Bylaw are for reference purposes only.

3.2 Application

This Bylaw applies to all members attending meetings of Council, General Management Committee, and Council Committees as identified.

3.3 Suspension of the Rules

In the 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.

3.4 Words importing the masculine gender only, include the feminine gender whenever the context so requires and vice-versa.

3.5 Words importing the singular shall include the plural or vice-versa whenever the context so requires.

3.6 Paramount Rules If the provisions in any other bylaw conflict with rules in this bylaw, this bylaw will prevail.

PART 4 – Organizational Meeting

4.1 Organizational Meetings Council shall hold an organizational Meeting not later than two weeks after third Monday in October each year.

4.2 The CAO shall set the time and place for the organizational Meeting, the business of the meeting shall be limited to:

a) Council must:

1. Elect the Mayor for the coming year;
2. Elect the Deputy Mayor for the coming year;
3. Appoint Council members to committees and
4. Appoint representatives to external organizations.

b) In the case of the first meeting following a General Municipal Election;

1. Every member of Council must take the Oath office;
2. The Returning Officer must report.

c) Any other business required by the MGA, or which council or the CAO may direct.

d) Appointment of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.

PART 5-Regular and Special Meetings

5.1 Time, Date and Location of Meetings

The date and time of regular council meetings regular are held on the 2nd and 4th Mondays of each month except the month of July, August and December whereby only one council meeting will behold the 2nd Monday. If a regular council meeting falls on a statutory holiday, the meeting will take place on the next business day.

5.2 Regular Meeting

Regular Council Meetings shall commence at 7:00PM and adjourn by 11:00PM, unless Council passes a motion to extend the meeting by a Two-thirds vote.

5.3 Meeting Place

Regular Council meetings and Public Hearing meetings will be held in the Council chambers of the municipal office at 4901-50 Avenue.

5.4 Changing Time, Date and Location

Council may change the time, date or location of any meeting by Special Resolution and a Committee may change the time, date or location of any its meetings if at least 24 hours' notice of the change is given:

- a) In writing to all Council Members: and post the notice in a public office
- b) Posting a public notice in the front foyer of the Municipality's Administration Office or on the social media platform is sufficient notice to the public if administration is unable to advertise the change in the local paper or post it on the Village website.

5.5 Meetings are Open to the Public

All meetings will be open to members of the public, except for Closed Session portions of the meeting.

5.6 Closed Sessions

Council has the authority to move into a Closed Session pursuant to Section 197(2) of the MGA for the purposes of:

- a) Protecting the municipality, its operations, economic interests 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.

Part 6-Quorum

6.1 When Quorum is present at the time set for commencement of a council meeting, the Mayor shall call the meeting to order.

6.2 If there is a quorum present at the time set of commencement of 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,

6.3 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.

6.4 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum resulting from;

a) The declaration of a pecuniary interest or conflict of interest; or

b) From a Councilor 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 meeting of Council under particular order of business.

6.5 If quorum is lost for any other reason than those aforementioned in section 6.4, the meeting is adjourned.

This By-law shall take effect on the date of the third and final reading.

READ a first time this _____ day of _____, 2021

READ a second time this _____ day of _____, 2021

READ a third time and passed this _____ day of _____, 2021

Original copy of this Bylaw signed by the Mayor and CAO on this _____ day of _____, 2021.

Original signed by Mayor

Original signed by CAO

Mike Beier
Mayor

Barbara Kulyk
Chief Administrative Officer