



# **COUNCIL PROCEDURES**

**BYLAW NO. 783-2012**

**VILLAGE OF CHASE**

**BYLAW NO. 783 - 2012**

**A BYLAW TO REGULATE VILLAGE OF CHASE COUNCIL PROCEDURES**

\*\*(CONSOLIDATED FOR CONVENIENCE ONLY, INCLUDING BASE BYLAW NO. 783-2012 AND AMENDMENT BYLAWS NO. 849-2018, 865-2019, 883-2019)\*\*

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The Council of the Village of Chase in open meeting assembled, enacts as follows:

**1. CITATION**

That this Bylaw shall be cited as "Village of Chase Council Procedures Bylaw No. 783 - 2012."

2. Village of Chase Procedure Bylaw No. 747 - 2010 is hereby REPEALED in its entirety.

**3. DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

"Chairperson" shall mean the person presiding at a meeting of the Council, Committee of the Whole of the Council or the person appointed as Chairperson of a Standing or Select Committee of the Council;

"Corporate Officer" shall mean the Corporate Officer of the Village or Deputy to that person, duly appointed by Council and having responsibility for Corporate Administration pursuant to the Community Charter;

"Committee of the Whole" shall mean a Committee created by a resolution of Council, consisting of all members present at a Regular or Special Meeting of Council;

"Council" shall mean the elected Council members of the Village of Chase;

"Meeting" shall mean a regularly scheduled or special meeting of the Council;

"Minutes" shall mean the official recordings of Village Council meetings;

"Notice Board" means the area for posting notices at the Village Office;

“Notice of Motion” means an opportunity for a Council member to announce a business item they wish to be included on the next Council meeting agenda in order to avoid consideration of such matter unexpectedly;

“Public Hearing” means a Public Hearing on Bylaws in accordance with Part 26 of the Local Government Act;

“Standing or Select Committee” shall mean a committee established by the Mayor or Council and includes Committee of the Whole where the Committee of the Whole functions as a Standing or Select Committee;

“Standing or Select Committee” shall mean a Committee appointed by the Council but does not include Committee of the Whole; and,

“Village” shall mean the Municipality of the Village of Chase.

**4. INAUGURAL MEETING** (Amending bylaw 849-2018)

- a) An Inaugural Meeting of the Council shall be held on the first Tuesday of November following a general local election.
- b) If a quorum of Council members elected at the general local election has not taken office by the first Tuesday of November, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.
- c) At the Inaugural meeting or the first Regular Meeting in November each year, the Mayor shall appoint a roster of all Council members to serve as Acting Mayor in the absence, illness or disability of the Mayor, rotated annually so that no councillor will serve as Acting Mayor for the same quarterly period more than once during a term.
- d) At the Inaugural meeting or the first Regular Meeting in November each year, the Mayor shall make liaison appointments of Council members to various external organizations.
- e) At the Inaugural meeting or the first Regular Meeting in November each year, any appointments to external organizations requiring a vote of Council shall be decided by a majority of Council.

## 5. MEETINGS

- a) Regular meetings of Council must take place within the Village Office unless by resolution, Council designates an alternate location and that location is advertised in accordance with section 6 (a).
- b) Regular meetings of Council must be held on the second and fourth Tuesday of each month at 4:00 p.m., with the following exceptions:
  - during the months of July and August when a Regular meeting will be scheduled on the second Tuesday of the month only
  - when the fourth Tuesday falls between Christmas and New Year's
  - when a Regular meeting conflicts with the annual UBCM Convention
  - where a regularly scheduled meeting is cancelled by Resolution or,  
due to a lack of a quorum.
- c) Special meetings of Council may be held in accordance with section 126 of the Community Charter.
- d) Committee of the Whole meetings must be held on the first Tuesday of each month at 4:00 p.m. except during the month following a local election. No Committee of the Whole meeting will be held on that Tuesday.

## 6. NOTICE OF MEETINGS

- a) At least 72 hours before a regular meeting of Council the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board.
- b) At least 24 hours before a regular meeting of Council the Corporate Officer must give further public notice of by posting a copy of the agenda on the Notice Board.
- c) Except where notice of a special meeting is waived by a unanimous vote of all five Council members, advance public notice of the time, place and date of special meetings of Council shall be given by posting a notice on the Notice Board at least 24 hours before the meeting and in accordance with the Community Charter.

- d) The notice under subsection (c) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
- e) The Council must confirm annually on or before January 15<sup>th</sup> a schedule of the dates, times and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.
- f) Council must give notice annually on or before January 30<sup>th</sup> of the time and duration that the schedule of Regular Council meetings will be available.

## **7. PROCEDURES**

- a) As soon as a quorum is present for a scheduled meeting, the Mayor or Acting Mayor shall take the Chair and call the members to order.
- b) If the Mayor and the Acting Mayor are absent, the Corporate Officer shall call the members to order, and if a quorum is present, the members shall appoint an Acting Chairperson, who shall preside during the meeting under the same authority as the Mayor.
- c) If a quorum is not present thirty minutes after the time appointed for a scheduled Meeting, the Corporate Officer shall record those members present, and the meeting shall adjourn.

## **8. MINUTES**

- a) Minutes of the proceedings of Council Meetings and Council Committee Meetings shall be legibly recorded and then adopted at a subsequent meeting, signed by the Mayor, or other member who was presiding at the meeting and by the Corporate Officer. Council shall adopt all minutes of meetings, prior to copies being supplied to, or being open for inspection by any person(s).
- b) After Council has dealt with a matter at an In Camera meeting that it wishes to be made public, a resolution authorizing the release of the information may be made at the In Camera meeting. The matter will then be placed on a subsequent Public agenda.

9. **AGENDAS** (Amending bylaw 849-2018)

- a) The Agenda for all open Council or committee meetings, shall proceed in the following order:

<b>Second Tuesday of the Month</b>	<b>Fourth Tuesday of the Month</b>
Call to Order	Call to Order
Adoption of the Agenda	Adoption of the Agenda
Adoption of the Minutes	Adoption of the Minutes
Public Hearings	Public Hearings
Delegations	Delegations
Public Input on Current Agenda Items	Public Input on Current Agenda Items
Reports a) Mayor and Council b) Staff	Reports a) Mayor and Council
Unfinished Business	Unfinished Business
New Business	New Business
	Opportunity for Public to speak on Municipal Matters
Notice of Motion	Notice of Motion
In Camera	In Camera
Release of In Camera Items	Release of In Camera Items
Adjournment	Adjournment

- b) The Corporate Officer shall prepare an Agenda prior to every Regular Council Meeting and shall circulate a copy to each member at least four days (96 hours) prior to the meeting. Council may temporarily waive the order of business on the Agenda, by resolution of the majority of those members present at the meeting.
- c) If required, the Corporate Officer shall prepare an Extra Agenda prior to a Regular Council Meeting, to be available to the Council at the meeting. Contents of the Extra Agenda shall be at the discretion of the Mayor in consultation with the CAO.
- d) When any meeting other than a regularly scheduled meeting is called, Administration shall prepare an agenda for the specific purpose(s) for which the meeting was scheduled. The opportunity of public input on current agenda business items will be provided on these Agendas.
- e) The Public Input on Current Agenda Items proceeding refers only to items in 'UNFINISHED BUSINESS' and 'NEW BUSINESS', and is not

to exceed a total of 15 minutes for all participants combined. This time limit may be extended by a Resolution of Council.

- f) The Opportunity to Speak on all Municipal Matters proceeding is not to exceed a total of 15 minutes for all participants combined. This time limit may be extended by a Resolution of Council.

## 10. **ADJOURNMENT**

The Village Council shall terminate meetings not later than three hours after commencement unless otherwise determined by two-thirds (2/3) of the majority of those members present at the meeting.

## 11. **RULES OF CONDUCT AND DEBATE**

- a) Every member shall address themselves to the Mayor before speaking to any question or resolution.
- b) Members shall address the Mayor as "Your Worship" or Mr./Madam Mayor and refer to each other as "Councillor...."
- c) No Member shall:
  - 1. Speak disrespectfully to anyone;
  - 2. Use offensive words in, or against, a member or anyone;
  - 3. Speak beside the question debate or reflect upon a vote of Council, except for the purpose of moving that the vote be rescinded;
  - 4. Leave their seat, or make any noise or disturbance, while a vote is underway nor until the result is declared;
  - 5. Interrupt anyone who is speaking, except to raise a point of order;
  - 6. Disobey the rules of Council or resist a decision of Council on questions of order, interpretation or practice of the rules of Council.
- d) If a member takes an action prohibited in Section 11 (c):
  - 1. they may be ordered by a majority vote of the members present to leave their seat for that meeting. If they refuse to do so, on the order of the Mayor, they shall be removed from the meeting by a Peace Officer; and

2. they may apologize to the Council, and the members may, by a majority vote, permit them to forthwith resume their seat.
- e) No member shall speak more than once to the same question without leave of the Mayor, except to explain a material part of their speech, which may have been misconceived, and in doing so may not introduce new information.
- f) A member who has made a substantive motion to the Council, shall be allowed a reply, but not a member who has moved an amendment.
- g) After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- h) The decision of the Mayor, as to whether the question has been finally put, shall be conclusive.

12. **NOTICE OF MOTION**

- a) If a member introduces a Notice of Motion:
  1. They may provide the Notice of Motion which they intend to present to Council by giving a copy of such motion to the Corporate Officer during or prior to the meeting of the Council. The Notice of Motion shall be read out at the meeting by the introducing Council member, and shall appear in the minutes of that meeting as a Notice of Motion and must be placed onto the agenda of the next meeting under *Unfinished Business*.
  2. Alternatively, the Council member may give the Notice of Motion to the Corporate Officer more than 6 days prior to the meeting, and it will be placed on the agenda as a motion for consideration at the meeting, when that member will provide only an introduction to the motion;
  3. The Council member will then provide any relevant background information to the Corporate Officer more than 6 days prior to the meeting that the item is to appear on the agenda under *Unfinished Business*.



4. Any Notice of Motion that is considered time-sensitive and/or urgent can be dealt with at the same meeting it is introduced subject to a 2/3 vote of all members present to waive the next meeting requirement.

### 13. **VOTING**

- a) When a question is called, all the members are expected to vote upon it. If a council member does not vote, the member is deemed to have voted in the affirmative.

If a member declares a conflict of interest, they shall not vote by declaring said conflict and the reason for the conflict, shall leave the Council Chambers during the debate and while the vote is being taken, and shall not return to the Council Chambers until the Mayor decides the question has been dealt with. The reason for the member declaring a conflict, and the times of leaving and returning to the meeting, shall be recorded in the minutes.

- b) If a member who votes against a question requests it, their name shall be recorded as voting against the resolution by the Corporate Officer.
- c) When the question under consideration contains distinct propositions, a member may request that the vote upon each proposition be taken separately.

### 14. **DELEGATIONS**

- a) Except when the Mayor declares an extraordinary occasion, no person or group of persons wishing to appear before the Council may do so, until they have first notified the Corporate Officer in writing, prior to the Agenda being prepared.
- b) Whenever possible, delegations to Council shall be limited to three (3), for any one meeting.
- c) Council may take any action it deems expedient to address a delegation.
- d) Delegation(s) shall appoint a speaker (or at the discretion of the Mayor, more than one speaker) and shall be allowed ten (10) minutes or a longer time, at the discretion of a majority vote of Council, to make its presentation.

- e) Any written petitions submitted to Council shall include the name, signature and civic address of each petitioner, and in the case of a corporation, the authority given by the corporation to sign the petition shall be produced with it.

## 15. **RESOLUTIONS**

- a) A resolution that has been seconded may be read aloud by the Mayor or Corporate Officer before debate, if requested.
- b) When a question is under consideration, no resolution shall be received except for the following:
  - 1. to refer to a Committee;
  - 2. to amend;
  - 3. to lay on the table;
  - 4. to postpone indefinitely;
  - 5. to postpone to a certain time;
  - 6. to move the question under consideration; and
  - 7. to adjourn.

The seven resolutions listed in this section shall be precedent in the order in which they are named, and the last five, shall be neither amendable nor debatable.

- c) Only one amendment shall be allowed to an amendment.

## 16. **BYLAWS**

- a) Only the title and intended object of the Bylaw are required to be read aloud by the Mayor or Corporate Officer.
- b) The first three readings of a Bylaw may take place at the same meeting. A separate resolution is not required for each reading.
- c) If a Bylaw requires statutory approval, it shall be obtained after third reading and prior to being reconsidered and adopted, unless the applicable statute stipulates otherwise.

**17. COMMITTEE OF THE WHOLE**

- a) Committee of the Whole meetings must be held on the first Tuesday of each month at 4:00 p.m. except as noted in section 5 (d).
- b) Committee of the Whole meetings may also be held during Regular Council meetings in the order listed in section 9 of this bylaw or a Special Committee of the Whole meeting may be called in accordance with section 6 (c) and (d) of this bylaw.
- c) The Mayor must leave the Chair and the Chairperson appointed under section 4 (b) shall then Chair the Committee of the Whole meeting.
- d) A Committee member shall not be limited to the number of times they wish to speak on any question.

**18. COMMITTEE STRUCTURE**

- a) Other than the Committee of the Whole, the Mayor shall establish Committees of the Village of Chase and appoint members of Council to these Committees as well as a Chairperson or rotation roster of members of Council to be the Chairperson.
- b) Any member of Council may attend Committee meetings and may participate in the discussions or debate by permission of a majority vote of the members of the Committee, but shall not be entitled to vote.
- c) A Committee of Council may consider and report to Council from time to time, or whenever desired by the Council and as often as the interests of the Municipality may require, on all matters assigned to it, and may recommend such action on said matters as is deemed necessary or expedient, by the Committee or the Council.
- d) The Council shall determine the dates, times and places of Committee meetings.
- e) Committee meetings shall proceed in the following order:
  - 1. Call to Order
  - 2. Approval of the Agenda

3. Adoption of the Minutes
4. Delegations
5. Unfinished Business
6. New Business
7. Adjournment

**19. NOTICE OF COMMITTEE MEETINGS**

- a) At least 72 hours before a regular meeting of a Committee the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice posted on the Notice Board.
- b) At least 24 hours before a regular meeting of a Committee the Corporate Officer must give further public notice of by posting a copy of the agenda on the Notice Board.
- c) Advance public notice of the time, place and date of a special meeting of a Committee shall be given by posting a notice on the Notice Board at least 24 hours before the meeting and in accordance with the relevant sections of the *Community Charter*, as it applies to special meetings of the Council.

20. In the transaction of business all Committee of the Whole meetings and Standing and Select Committee meetings shall adhere as far as possible to the rules governing proceedings at Regular Meetings of the Council.

21. In situations not provided for in this Bylaw, the Council, Committee of the Whole and its Committees shall follow the laws and rules contained in the most current edition of Robert's Rules of Order, except that in such cases, there shall not be any inconsistency with this Bylaw, nor with the Community Charter.

**22. ELECTRONIC PARTICIPATION** (Amending bylaw 865-2019)

- a) A member of Council who is unable to attend a meeting may participate by electronic means in accordance with section 128 of the Community Charter, providing Administration is able to secure the necessary equipment and make suitable timely requisite preparations.
- b) The Chairperson may not participate electronically.

- c) A maximum of up to two Council members may participate in any Council meeting by electronic means at any given meeting subject to having a physical quorum in the Council Chambers.
- d) A council member is not permitted to participate electronically in a meeting if that member does not join the meeting at its scheduled start time.
- e) A council member participating electronically will be deemed to have voted in the affirmative during technical interruptions, disconnections, and unintelligible responses during a meeting.

This Bylaw comes into effect upon the date of its adoption.

READ A FIRST TIME THIS 10<sup>th</sup> day of **JULY, 2012**

READ A SECOND TIME THIS 10<sup>th</sup> day of **JULY, 2012**

READ A THIRD TIME THIS 10<sup>th</sup> day of **JULY, 2012**

ADOPTED THIS 14<sup>th</sup> DAY OF **AUGUST, 2012**

Original Signed  
Ron Anderson, Mayor

Original Signed  
Larry Randle, Corporate Officer