

**Summer Village of Nakamun Park
Bylaw No. 2002 - 01**

A bylaw of the Summer Village of Nakamun Park to regulate Council meeting procedures.

The Council of the Summer Village of Nakamun Park, in the Province of Alberta, hereby enacts as follows:

1. TITLE

1.1 This Bylaw is called "the Meeting Procedures Bylaw".

2. DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act, S.A. 1994, c.M-26* as amended or replaced from time to time;
- 2.2 "Administrator" is the person appointed by Council as the Chief Administrative Officer pursuant to the *Municipal Government Act*;
- 2.3 "Agenda" is the list of items and order of business for any meeting;
- 2.4 "Bylaw" is a Bylaw of the Summer Village;
- 2.5 "Chairman" is the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor;
- 2.6 "Council" is the Members of Council of the Summer Village of Nakamun Park elected pursuant to the provisions of the *Local Authorities Election Act*.
- 2.7 "Deputy Mayor" is the Member of Council who is appointed pursuant to the *Municipal Government Act* to act as Mayor in the absence or incapacity of the Mayor;
- 2.8 "In camera" is a Committee session that is held in private and may include any person or persons invited to attend by Council;
- 2.9 "Mayor" is the member of Council duly appointed to office pursuant to *Section 150(2)* of the *Municipal Government Act*;
- 2.10 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;
- 2.11 "Quorum" is a majority of those members elected and serving on Council;
- 2.12 "Recorded Vote" is the call, by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;

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2.13 "Resolution" means a motion made by Council;

2.14 "Special Meeting" is a meeting called pursuant to *Section 194* of the *Municipal Government Act*.

3. APPLICATION

3.1 This Bylaw shall govern the proceedings of council and shall be binding upon all Members.

3.2 When any matter relating to the meeting procedures is not addressed in the Bylaw, Robert's Rules of Order, if applicable, shall apply.

3.3 In the event of a conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.

3.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if 2/3 of all members of Council present vote in favour of dealing with the matter under consideration.

4. QUORUM

4.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chairman shall take the Chair and call the meeting to order.

4.2 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the Chief Administrative Officer shall call the roll and record the names of the members present. Council shall stand adjourned until the next meeting unless a Special meeting be duly called in the meantime.

4.3 In the event that a Quorum is lost after the meeting is called to order, the meeting will be suspended until Quorum is obtained. If a Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

5. REGULAR COUNCIL MEETING

5.1 Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Summer Village.

5.2 The Council at any meeting may decide when to hold a regular meeting of Council and a resolution shall state the day, hour and place of such meeting.

5.3 The duration of Regular Meetings of Council shall adjourn no later than four (4) hours after being Called to Order. Upon majority vote of Council the meeting may be extended one half hour.

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5.4 The Council shall hold its meetings openly, unless Section 197(2) of the *Municipal Government Act* applies.

5.5 The preparation of the regular Council meeting Agenda shall proceed as follows:

5.5(1) Items initiated by Members of Council are submitted to the Office of the Chief Administrative Officer.

5.5(2) An Agenda listing the order of business for the use of Members of Council shall be prepared by the Chief Administrative Officer and shall be reviewed with the Mayor prior to the meeting.

6. PUBLIC PRESENTATIONS TO COUNCIL

6.1 Requests to speak to Council together with a copy of the specific subject matter of the presentation and the amount of presentation time required to a maximum of 15 minutes shall be provided to the Chief Administrative Officer at least 12 days prior to a regular meeting of Council. Requests received less than 12 days before a regular meeting of Council shall be included on the Agenda for the next regular meeting immediately following. This notice period may be waived at the discretion of the majority of Council.

6.2 Matters of a confidential nature as described in Section 7 of this Bylaw shall not be discussed during Public Presentations to Council.

6.3 Verbal presentations shall be limited to the amount of time allocated on the Agenda unless there is consent by Council to extend the allotted time. The extension of time limits for any verbal presentations during Public Presentations to Council may be granted by consent of Council if, (1) the issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter consideration; (2) the granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

6.4 Debate concerning matters raised during public presentations shall take place at the discretion of Council.

6.5 Information presented by a Person or Group shall relate only to the specific subject matter for which the presentation was originally requested.

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6.6 Each person or Group will be given an opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.

7. IN-CAMERA SESSIONS

7.1 Matters which are within one of the categories of information referred to in *Section 217* of the *Municipal Government Act* may be considered at an In-camera meeting or portion of a meeting.

7.2 Council has no power at an In-camera session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

8. GENERAL RULES OF COUNCIL

8.1 The Mayor or presiding officer shall preserve order and decorum, and decide questions of order. The decision of the Mayor or presiding officer shall be final unless reversed or altered by a majority vote of the members present without debate.

8.2 Members of Council shall not:

8.2(1) Use offensive words or unparliamentary language in the meeting;

8.2(2) Disobey the rules of the meeting or decision of the Chairman or of Members of Council on questions of order or practice; or upon interpretation of the rules of the meeting.

8.2(3) Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared .

8.2(4) Interrupt a Member of Council while speaking, except to raise a Point of Order.

9. GENERAL DUTIES OF COUNCIL

9.1 To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare and interest of the municipality.

9.2 To participate generally in developing and evaluating the policies and programs of the municipality.

9.3 To participate in Council meetings.

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9.4 To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.

9.5 To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

10. ORGANIZATIONAL MEETING

10.1 An Organizational Meeting of council shall be held annually as required by the *Municipal Government Act* not later than August 31 each year.

10.2 Appointment of the Mayor and Deputy Mayor.

10.3 Appointment of members to act on committees and other bodies upon which Council is entitled to sit.

10.4 Any such other business as is required by the *Municipal Government Act*.

11. EFFECTIVE DATE

11.1 This Bylaw comes into effect upon the final passing and proper signing thereof.

Read a first time this 20th day of February, 2002.
Read a second time this 20th day of March, 2002.
Read a third time this 20th day of March, 2002.

Summer Village of Nakamun Park



Mayor, Bill Burrell



CAO, Hilda Marsh

