

THE COUNTY OF VERMILION RIVER IN THE PROVINCE OF ALBERTA

BYLAW 17-09

Being a Bylaw of the County of Vermilion River in the Province of Alberta to Establish the Procedures for the Conducting of Regular and Special Council Meetings and to Establish the Procedure for Holding Policy and Priorities Committee Meetings

WHEREAS under the authority and pursuant to the *Municipal Government Act*, Chapter M 26, R.S.A. 2000, and amendments thereto, Council may establish procedures for the conduct of Council meetings;

AND WHEREAS the County of Vermilion River deems it appropriate to establish procedures for the conduct of meetings including Regular Council, Special Council and Policy and Priorities Committee Meetings;

NOW THEREFORE under the authority and pursuant to the provisions of the said Municipal Act, and by virtue of all other enabling powers, the Council of County of Vermilion River, duly assembled, enacts as follows:

Definitions

Reeve is the Councillor appointed by Council at the annual Organizational Meeting to preside at Council meetings and perform the general duties of Chief Elected Official.

Deputy Reeve is the Councillor appointed by Council at the annual Organizational Meeting to perform the general duties of the Deputy Chief Elected Official;

General

1. This bylaw shall apply to all Regular Council Meetings, Special Council Meetings and Policy and Priorities Committee Meetings.
2. The definition of any work or term used in this bylaw which is defined in the *Municipal Government Act* shall name the same definition of the word or term as specified in the *Municipal Government Act*.
3. Where a discrepancy exists between the provision of this bylaw or the *Municipal Government Act*, the latter shall prevail.
4. Where a matter arises which is not contemplated by either this bylaw or the *Municipal Government Act*, the Chairperson shall determine the matter in accordance with "Robert's Rules of Order, Newly Revised Edition".
5. Special Council Meetings (which include Organizational Meetings) are governed by the rules of the *Municipal Government Act*).

Organizational Meetings

6. At the Organizational meeting of Council each year, Council shall:

- a) establish the date, time and frequency of Regular Council Meetings and Policy and Priorities Committee Meetings, and
- b) conduct nominations and elections for the positions of Reeve and Deputy Reeve in accordance with Schedule 'A'

Electronic Meetings

- 7. Council may conduct Regular Council, Special Council or Policy and Priorities Committee Meetings by means of electronic or other communication facilities.
- 8. A Councillor may participate in a Regular Council, Special Council or Policy and Priorities Committee Meeting by means of electronic or other communication facilities if:
 - a) There is a quorum of other members of Council situated in the place of the meeting to ensure that the meeting may continue and decision could be made if the communication facilities failed.
- 9. Councillors who participate in meetings by means of electronic or other communications will verbally provide their vote to the Chief Administrative Officer. Voting by secret ballot will not be permitted by means of electronic or other communications.
- 10. The Chief Administrative Officer, or designate, must be present at the place of the meeting to accurately record the electronic vote of the Council Member in the meeting minutes.
- 11. A Council Member may vote by electronic or other communication facilities at a maximum of three meetings in a calendar year.

Agendas

- 12. The agenda and all related, supporting documentation, for each meeting shall be reviewed by the Chief Administrative Officer, or designate, and the Reeve, or designate, by 2:00 p.m., 4 days prior to the meeting. The Chief Administrative Officer and the Reeve shall finalize the agenda based on this review.
- 13. Complete agenda packages shall be available for viewing by Council Members via the County website by 4:30 p.m., on the third day prior to the Regular Council Meeting or Policy and Priorities Committee Meeting.
- 14. The agenda shall follow the order below and as per attached Schedule 'B' for Regular Council Meetings and for Policy and Priorities Committee Meetings. In cases where no information under a particular heading is being presented at the meeting, agenda headings are not required.

Regular Council

Call to Order

Policy and Priorities Committee

Call to Order

Opening Inspiration	Additions to Agenda
Additions to Agenda	Adoption of Agenda
Adoption of Agenda	Appointments
Adoption of Minutes	Council New Business
Appointments	Finance
Business Arising from Prior Meeting	Public Works and Utilities
Council New Business:	Natural Gas Utility
Chief Administrative Officer Report	Agriculture and Environment
Finance	Protective Services
Public Works and Utilities	Planning and Development
Natural Gas Utility	General Administration
Agriculture and Environment	Policies
Protective Services	
Bylaws	
Planning and Development	Delegations
General Administration	Disposition of Delegation Business
Policies	Operational Review
Bylaws	In Camera
Delegations/Public Hearings	Adjournment
Disposition of Delegation Business	
Notices of Motion	
Council Reports	
In Camera Session	
Adjournment	

15. The order of the agenda may be revised upon resolution of Council with the support of the majority of the Council members present.
16. The order of Appointments/Delegations may vary depending upon the scheduled time assigned to the appointment/delegation.

Additions

17. Additional items may be added to the agenda, by resolution provided that:
 - a) The item is of sufficient urgency or of a time sensitive nature such that it is not possible to refer it to the next Regular Meeting of Council; and
 - b) There is sufficient information available for Council to make a decision on the matter.

Motions

18. Where a Council Member wishes to present an item which does not meet the criteria under Clause 18, the Council Member may serve "Notice of Motion" of the matter using the format process set out in attached Schedule 'C'. This matter and the Notice of Motion shall then be placed on the agenda of the next Regular Council Meeting.

19. Once the agenda has been adopted by Council, matters may only be added to the agenda by resolution with the support of the majority of the Council Members present.
20. All items presented to Council under the Finance, Public Works and Utilities, Natural Gas Utility, Agriculture and Environment, Protective Services, Planning and Development; and General Administration sections of the agenda shall be in either a "Briefing" format, with no recommendation, or in a "Request for Decision" format, including a recommendation.
21. Where, pursuant to Clause 21, Administration has made a recommendation to Council regarding a matter, the recommendation shall take the form of a draft motion.
22. A Council Member wishing to make a motion shall raise his/her hand so that the Chairperson is easily able to see the Member's hand. Once acknowledged, the Member may proceed with the substance of the motion. No seconders are required for motions.
23. Other than a motion to table, all motions may be debated.
24. Once a motion is before Council, prior to it being disposed of, no other motion may be accepted except a motion to table the motion, to postpone the motion to a definite date, to adjourn the meeting, or to amend the motion.
25. A motion that is before Council but has not been disposed of may be amended by motion. The amending motion must be disposed of before the main motion is voted on. If the amending motion is passed, then the main motion is amended accordingly.
26. A motion which is before Council but has not been disposed of may, as an alternative to the amending procedure identified in Clause 26, be amended via a "friendly amendment". A "friendly amendment" is an amendment to a motion before Council which:
 - a) Does not make "wholesale" changes and that affects only some aspect or aspects of the motion, but not the entire intent of the motion; and
 - b) Is acceptable to the mover of the main motion.
27. Each Council Member shall have an opportunity to speak to a motion before Council, with the mover having the right to speak last prior to the close of debate.
28. Once all members of Council have had an opportunity to speak to a motion or, alternatively, have declined to do so, any Member may request that the Chairperson call the question and proceed with the vote on the matter.
29. Voting shall be via a show of uplifted hand, except for:
 - a) Voting for the selection of Reeve or Deputy Reeve, which shall be by secret ballot, or
 - b) Voting by means of electronic or other communication facilities.

30. A Council Member may withdraw his/her motion before Council provided that it has not yet been voted on.

Meeting Conduct

31. All discussions of Council Members, County staff and delegations shall be directed to the Chairperson.
32. The use of audio or visual recording devices by anyone other than by the official recording secretary for the meeting are prohibited.
33. Council members and County staff shall not use offensive words or unparliamentary language at any meeting.
34. Council Members and County staff shall not make noise or any disturbance of any kind which would interfere with the conduct of the meeting.
35. The Chairperson shall identify and respond to any concerns regarding the conduct of a Council Member or member of County staff and shall immediately request that the party or parties in question comply with the conduct requirement of this bylaw. The Chairperson shall further identify and respond to any disruptive or otherwise inappropriate behavior of any member of the public observing the proceeding. In the event of such a disruption, the Chairperson shall call a recess and upon order of the Chairperson the offending party shall be excluded from Council Chambers and the meeting.
36. The Chairperson may remove any Council Member from the meeting who, despite having had a concern about his behavior brought to his or her attention by the Chairperson, persists in the unacceptable manner.
37. A Council Member may, at the discretion of the Chairperson, return to his or her seat following an apology to the Council for the unacceptable behavior.

Delegations

38. Anyone wishing to be heard before Council at a Council Meeting will be allowed to do so upon provision of a written request for the same to the Chief Administrative Officer, or designatē, no less than seven (7) calendar days prior to the Council Meeting which identifies the issue or topic to be addressed, unless otherwise invited by Council to attend.
39. No delegation shall be scheduled for a period of more than ½ hour unless, in reviewing the agenda for the meeting, the Reeve and the Chief Administrative Officer shall consider and may approve exceptional circumstances where a longer delegation period is warranted.
40. All delegations shall address and be directed by the Chairperson.
41. During the delegation, the matter at hand may not be debated by Council, nor shall the Chairperson recognize any motions pertaining to the matter.
42. During the delegation, Council Members may not ask delegations for donations of any kind.

43. Matters brought forward by a delegation shall be discussed, debated and decided upon during the "Disposition of Delegation Business" portion of the agenda, unless the matter appears elsewhere in the agenda.
44. Any party wishing to attend Council as a delegation is restricted to one presentation on the same topic every twelve (12) months. Under exceptional circumstances, the Council may vary this restriction in the event that new or compelling information is brought to light which would warrant allowing the party to be present as a delegation again within the twelve month period. As well, this restriction shall not apply when the Council specifically, by resolution, invites a party to attend a Council Meeting as a delegation.

Public Hearings

45. Public Hearings shall:
 - a) be commenced during the Council Meeting and shall start at the advertised time, or,
 - b) be commenced during the Special Council Meeting and shall start at the advertised time.
 - c) The Chairperson shall determine the length of time for presentations.
46. Public Hearings shall be held using the script attached as Schedule 'D' to this bylaw.
 - a) Sections of this Script shall be omitted if no one is in attendance.

Policy and Priorities Committee Meeting

47. The purpose of the Policy and Priorities Committee Meetings, when Council meetings in committee session, and which meetings are open to the public, is for Council to:
 - a) Review policies, bylaws, plans, studies, and other County activities in a draft or planning stage;
 - b) Refer any matter which is not the subject of current policy to a Regular Meeting of Council;
 - c) Review reports and minutes from external boards and committees for review and discussion and referral, when appropriate, to Council;
 - d) Refer correspondence received to Council;
 - e) Provide Council and Administration with a forum for which to discuss matters in a setting that is less structured and rigid than a Regular Council Meeting; and
 - f) Provide Administration with direction on any matter to investigate further and/or to refer a matter to a future Council meeting.
48. Council may pass resolutions at Policy and Priorities Committee Meetings for the following purposes:
 - a) For "procedural" purposes (approving the agenda);

- b) To make a recommendation to Council regarding a matter discussed at the Policy and Priorities Committee Meeting; and
 - c) To provide direction to Administration in the preparation or continued development of a matter being reviewed by the Council at the Policy and Priorities Committee Meeting. This would include extending invitations to appointments/delegations and directing Administration to correspond on ongoing discussion or issues.
49. Specifically prohibited at a Policy and Priorities Committee Meeting are resolutions which adopt or finalize a document, or any resolution authorizing the expenditure of funds.
50. Recommendations to Council may be provided by the Policy & Priorities Committee; for the exception of Policies and Bylaws which will be included under the respective section, "Policy Section" or "Bylaw Section", these Recommendations will be included under the "Business Arising from Prior Meeting" at the next Council Meeting.

Councillor Reports

51. The purpose of Councillor Reports is to provide each Council Member with the opportunity to bring forward any matter which he or she wishes to be investigated further by Administration and/or brought forward to Council, for the changing/establishing of priorities of Council, and to advise Council of any matter of general interest to the Council or the County as a whole.
52. Council Members may propose motions during Councillor Reports for the purpose of providing direction to Administration in accordance with Clause 48.
53. Council Members may provide their reports either in writing, or verbally, or both.

Appointment of Board/Committee Members

54. Members shall be appointed to various Boards and Committees in accordance with the procedures outlined in attached Schedule 'A'.

Rescinding of Previous Bylaws

55. Bylaw 15-28 is hereby rescinded.

Come Into Effect

56. This Bylaw repeals, supersedes and takes precedence over all previously passed Bylaws that refer to Meeting Procedures, as well as any previously passed motions that may be in conflict with this Bylaw.
57. Should any provision of this Bylaw be determined to be invalid, then such provisions shall be severed and the remaining Bylaw shall be maintained.
58. This bylaw shall come into effect upon passing of the third reading.

READ a first time this 14 day of March, 2017.

READ a second time this 14 day of March, 2017.

READ a third time and passed this 14 day of March, 2017.

SIGNED by the Reeve and Chief Administrative Officer this 14 day of March 2017.

SEVERED

Reeve

SEVERED

Chief Administrative Officer

Schedule 'A'

Nominations and election for the position of Reeve, Deputy Reeve, and/or committee membership, if required or desired, shall be conducted in accordance with the following procedure:

1. The Chief Administrative Officer shall: take the Chair, call the meeting to order and preside over the meeting until the oath, as prescribed by the Oath of Office Act, has been administered to the Reeve.
2. Nominations for Reeve shall be received by the Chief Administrative Officer. All other nominations and/or appointments shall be conducted under the direction of the Reeve. Seconders to nominations are not required.
3. Nominations shall be called for three times and may be closed after the third call or by a "Carried" motion that nominations cease.
4. If only one nomination is received for the position of Reeve that nominee shall be declared elected by acclamation by the Chief Administrative Officer and the Oath shall be administered.
5. If more than one nomination is received for the position of Reeve or Deputy Reeve each nominee shall be given an opportunity to speak.
6. If an election is required for the position of Reeve, the Chief Administrative Officer shall conduct the election. Voting shall be by secret ballot and each voting member shall be given a ballot for this purpose. Collection and tabulation of ballots will be performed by the Chief Administrative Officer with the name of the successful nominee for the position of Reeve to be announced by the Chief Administrative Officer without reference to the number of ballots cast and the Oath shall be administered. The Chief Administrative Officer shall destroy all ballots once tabulation of ballots is completed.
7. For the election of Deputy Reeve and all other positions filled through the nomination and election procedure, the Chief Administrative Officer shall conduct the balloting process and the name of the successful nominees will be delivered to the Reeve without reference to the number of ballots cast. The Reeve shall make the formal announcement and the Oath shall be administered. The Chief Administrative Officer shall destroy all ballots once the tabulation of ballots is completed.
8. Council may exercise the option for appointment of members to Committees, Boards, Commissions, etc. by nominations and elections; or by resolution of Council. The Reeve and Deputy Reeve may compile a proposed list of appointments for Council review and ratification at the next regular Council meeting following the Organizational meeting.
9. In the event that a tie vote occurs, the candidates involved in the tie vote will be given the opportunity to make a brief presentation. A second ballot will be taken for only those nominees involved in the tie vote.
10. In the event that a further tie vote occurs the process outlined in Section 99 of the Local Authorities Election Act shall be used to decide the successful candidate.

(Equality of votes

99 *If it appears on the calculation of the votes that 2 or more candidates for any office have received the same number of votes, and if it is necessary for determining which candidate is elected, the returning officer shall write the names of those candidates separately on blank sheets of paper of equal size and of*

the same colour and texture, and after folding the sheets of paper in a uniform manner and so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets, and the returning officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate.

1983 cL-27.5 s99)

Schedule 'B'

COUNTY OF VERMILION RIVER

MEETING AGENDA

[Date], [Year]

[Time]

Council Chambers

County Council

1. CALL TO ORDER: (Time)
2. OPENING INSPIRATION
3. ADDITIONS TO AGENDA
4. ADOPTION OF AGENDA
5. ADOPTION OF MINUTES
 - 5(A) Regular Council Meeting (Date)
 - 5(B) Policy & Priority Committee Meeting (Date)
 - 5(C) Special Council Meeting (Date)
6. APPOINTMENTS
7. BUSINESS ARISING OUT OF PRIOR MEETINGS
8. COUNCIL NEW BUSINESS
 - 8(A) Chief Administrative Report
 - 8(B) Finance
 - 8(C) Public Works and Utilities

- 8(D) Natural Gas Utility
- 8(E) Agriculture and Environment
- 8(F) Protective Services
- 8(G) Planning and Development
- 8(H) General Administration

9. POLICIES

10. BYLAWS

11. DELEGATIONS/PUBLIC HEARINGS

11(A) (Time, Presenter, Topic)

12. DISPOSITION OF DELEGATION BUSINESS

13. NOTICES OF MOTION

14. COUNCIL REPORTS

15. IN CAMERA SESSION

16. ADJOURNMENT

COUNTY OF VERMILION RIVER

MEETING AGENDA

[Date], [Year]
[Time]

Council Chambers

Policy and Priorities Committee

1. CALL TO ORDER: (Time)
2. ADDITIONS TO AGENDA
3. ADOPTION OF AGENDA
4. COUNCIL NEW BUSINESS
 - A) FINANCE
 - B) PUBLIC WORKS AND UTILITIES
 - C) NATURAL GAS UTILITY
 - D) AGRICULTURE AND ENVIRONMENT
 - E) PROTECTIVE SERVICES
 - F) PLANNING & DEVELOPMENT
 - G) GENERAL ADMINISTRATION
5. POLICIES

6. BYLAWS

7. DELEGATIONS

7(A) (Time, Presenter, Topic)

8. DISPOSITION OF DELEGATIONS

9. OPERATIONAL REVIEW

10. IN CAMERA

11. ADJOURNMENT

Schedule 'C'

COUNTY OF VERMILION RIVER

NOTICE OF MOTION

NOTICE DATE:

DATE OF MEETING TO BE REFERRED TO:

ISSUE: (DESCRIPTIVE TITLE OF ISSUE AT HAND)

WHEREAS:

WHEREAS:

WHEREAS:

WHEREAS:

NOW THEREFORE, BE IT RESOLVED (exact text of proposed motion)

**Respectfully Submitted:
Council Member
(Date of Notice)**

Schedule 'D'

PUBLIC HEARING SCRIPT

Date
Time

Bylaw Number and Description

1. I (Chairperson) call the (date) Regular Council Meeting back to order at (time) at the (venue). The item we are currently dealing with on the agenda is Bylaw No. ## (ONLY NEEDS TO BE INCLUDED IF COUNCIL MEETING IS IN THE EVENING)
2. I (Chairperson) declare the Public Hearing open at _____. All discussions of Council Members, County staff and delegations shall be directed to the Chairperson.
3. Introductions of Council Members and Administration Present
4. I (Chairperson) would like to note that during a public hearing, we will go through the sign-in sheets and give each of you requesting to speak, a chance to address Council. During the Public Hearing, we ask that you respect the views of everyone here and allow each person their time to speak without interruption. Each person wishing to speak, has up to ___ minutes to make a presentation to Council. When you are finished speaking, please remain at the front as Council may wish to ask you questions. Any questions brought forward by the public will be addressed at the next Council Meeting.
5. I would, at this time, ask the [Designate] to confirm whether or not this Public Hearing has been advertised and notice has been provided in accordance with the applicable legislation.
6. I would ask the [Designate] to summarize the purpose of the Hearing.
7. Have we received any written submissions? If so, I would ask the [Designate] to read aloud and enter them into the record.
8. I will now call upon anyone wishing to speak on the proposed bylaw. Please state your name for the record and whether you are in support or opposed to the proposed bylaw. Please note that each party wishing to speak will have only one opportunity to do so. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council will not debate this matter during the hearing. The decision regarding whether or not to grant the bylaw further readings will be dealt with under the Bylaw

Section (later in the meeting, at a subsequent meeting). Again, I would like to mention that any questions brought forward by the public will be addressed at the next Council Meeting.

9. I will now ask if anyone else wishes to speak on the proposed bylaw, who have not yet had the opportunity to do so. When you are finished speaking, please remain at the front of the room as Council may wish to ask you questions.
10. I would like to thank all presenters for their comments. Council will take your comments into consideration when deciding on this matter.
11. I (Reeve) declare the Public Hearing closed at ____ P.M

