

SUMMER VILLAGE OF GHOST LAKE
BY-LAW NO. 225

Being A Bylaw Of The Summer Village of Ghost Lake In The Province of Alberta, To Provide The Organizational And Procedural Matters Of Council, Council Committees And Councillors

WHEREAS, the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the “M.G.A.” provides for the establishment of Council Committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and

WHEREAS, the M.G.A. provides for organizational and procedural matters of Council, Council committees and Councillors;

NOW THEREFORE, the Council of the Summer Village of Ghost Lake, duly assembled, enacts as follows:

1.0 Title

This Bylaw shall be called the Procedural Bylaw.

2.0 Definitions

In this bylaw:

- a) “delegation” means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee
- b) “CAO” means the chief administrative officer or his delegate, for the Municipality.
- c) “member” means a councillor or person at large appointed by Council to a committee of council.
- d) “meetings” means meetings of Council and Council committees.
- e) “Municipality” means the Summer Village of Ghost Lake, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.

3.0 Chief and Deputy Chief Elected Official

- a) In accordance with the M.G.A., the chief elected official shall have the title of Mayor and one member of council shall have the title of Deputy Mayor.
- b) Annually, at the organizational meeting of Council, Council shall elect the Mayor and Deputy Mayor.

4.0 Meetings of Council

- a) The Organizational meeting of Council shall be held annually, not later than the thirty-first day of August.

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- b) The dates, times and place of regular meetings of Council shall be established at the Organizational meeting or at a Council meeting by motion of Council at any time.
- c) The CAO shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting
- d) If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next regular or special meeting.

5.0 Conduct of Meetings

- a) Every delegate to a regular Council meeting and each member of Council shall address the chair but shall not speak until recognized by the chair.
- b) 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 with time limits specified by the Mayor or other presiding officers.
- c) A motion does not require a seconder.
- d) A motion may be withdrawn by the mover at any time before voting.
- e) The following motions are not debatable:
 - i) Adjournment.
 - ii) Take a Recess.
 - iii) Question of Privilege.
 - iv) Point of Order.
 - v) Limit Debate on the Matter before Council.
 - vi) Division of a Question.
 - vii) Table the Matter to Another Meeting.

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- f) 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 directs.
- f) When the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council committee, he shall apprise the member thereof immediately, before putting the question to discussion and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.
- g) In all cases not provided for in the proceedings of the Council a two-thirds majority of council shall determine to uphold the ruling of the presiding officer or not, as may be the case.

6.0 Delegations

- a) A person or a 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 and delivered or mailed to the office of the CAO so that it arrives at least 4:00 o'clock in the afternoon three calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.
- b) Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. 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 office may limit the length of time granted to the delegation.
- c) Delegations who have not submitted a letter in accordance with this section may be granted by the Mayor or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council.

7.0 Agenda and Order of Meetings

- a) Prior to each regular meeting, the CAO 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 the regular meeting.
- b) To enable the CAO to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the CAO three days before the regular meeting, unless extenuating circumstances occur.

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- c) Additions placed on the agenda at the meeting shall be discouraged, however, an addition may be made to the agenda with a simple majority consent of Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exception to actions given by unanimous consent are a tabling motion or that the agenda item be received as information.

8.0 Council Committees and Boards

- a) Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.
- b) Members of any Summer Village of Ghost Lake Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board when in attendance at the meeting.

This Bylaw shall come into full force and effect at the date of its final reading.

First reading given on the 10th day of February, 2016

Second reading given on the 10th day of February, 2016

Third reading given on the 10th day of February, 2016

“Brian Oblak”
Mayor

“Sharon Plett”
Chief Administrative Officer