

VILLAGE OF ROSALIND
IN THE PROVINCE OF ALBERTA
PROCEDURAL BY-LAW 241-17

**BEING A BYLAW OF THE VILLAGE OF ROSALIND IN THE PROVINCE OF ALBERTA TO
REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS**

Pursuant to the provisions of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and Amendments thereto, the Council of the Village of Rosalind, requires that a Procedural Bylaw be established, enacts as follows:

- WHEREAS** Section 7(a) of the Municipal Government Act allows a Council to pass By-laws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;
- AND WHEREAS** Section 145(a) of the Municipal Government Act allows a Council to pass By-laws for the establishment and functions of Council committees and other bodies;
- AND WHEREAS** Section 145(b) of the Municipal Government Act allows a Council to pass By-laws for the procedure and conduct of Council committees and other bodies established by Council;
- AND WHEREAS** Section 146(b) of the Municipal Government Act allows a Council to pass By-laws where Council committees may consist of a combination of Councillors and other persons;
- AND WHEREAS** Section 153 (e) of the Municipal Government Act states that a Councillor's duty is to keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.
- AND WHEREAS** Section 197 (1) of the Municipal Government Act states that a Council and Council Committees must conduct their meetings in public.
- AND WHEREAS** Section 197 (2) of the Municipal Government Act allows a Council and Council Committees to close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

AND WHEREAS

Section 198 of the Municipal Government Act states that everyone has a right to be present at Council meetings and Council Committee meetings conducted in public unless the person chairing the meeting expels a person for improper conduct.

MEETINGS OF COUNCIL

1. In accordance with the Municipal Government Act and the Council Procedures By-law, Village of Rosalind Council Members meet in an official capacity in Regular Council Meetings. Dates, times and location of meetings are set by Council resolution at the Annual Organizational Meeting. Meeting dates, times and locations may change as long as it is 14 days' notice to public.
2. Municipal Administrator will record all minutes.
3. Municipal Administrator shall record the time of arrival and departure of council members at any meeting should it be arriving late or leaving early.
4. Meetings should be no longer than 90 minutes.
5. No coffee breaks unless the meeting is longer than 90 minutes.
6. Resolutions/motions will be by discussion than vote. A seconder is not required. Votes will not be recorded unless requested by council.
7. Council shall familiarize themselves with the Code of Conduct Bylaw 252-17.
8. All members of council and village administrator are expected to attend all Council Meetings. It is understood that extenuating circumstances may arise, preventing a member from attending. Members are not allowed to miss 2 consecutive meetings.
9. Council may decide to move "in-camera" if confidential matters are being discussed. Topics that qualify as "confidential" must be authorized by either an Act of Alberta or in accordance with Section 18 of the Alberta Freedom of Information and Protection of Privacy Act (FOIP). In-camera meetings are limited to meetings dealing with security of the property of the public body. In general, this is considered to be:
 - a. Personal information of an individual, including an employee of the public body.
 - b. The acquisition or disposition of property by or for the public body.
 - c. Labour relations or employee negotiations.
 - d. A Law enforcement matter, litigation or potential litigation, including matters before administrative tribunals.
 - e. Consideration of a request under the FOIP Act if the governing body or committee is itself designated as the head of the local public body.

No resolutions shall be passed during an in-cameral session.

AGENDAS FOR COUNCIL MEETINGS

1. The agenda for each regular and special meeting shall be prepared by the Village Administrator and submitted together with copies of all pertinent correspondence, statements and reports to each member of Council.
2. The agenda packages will be compiled and emailed before the scheduled council meeting. Hard copies of agendas must be requested
3. The agenda package is intended to provide Council Members with the opportunity to familiarize themselves with issues being discussed at the meeting. It is the Council Member's obligation to read the material and be prepared for discussion. This enables the Council Member to better consider the welfare and interests of the municipality as a whole and promote the welfare or interests of the municipality as well as constructively participate in the Council meetings and develop and evaluate the policies and programs of the municipality.
4. Any member of Council or any other person wishing to have an item of business placed on the agenda shall make the submissions approximately 5-7 working days prior to the meeting.
5. Council meetings will be chaired by the Mayor/CEO.
6. The order of business on the agenda shall be as follows:
 - a. Attendance (public not recorded unless on the agenda)
 - b. Call to Order
 - c. Acceptance of Agenda
 - d. Approval of Previous Minutes
 - e. Financial Review
 - f. Guests/Delegations
 - g. Bylaws
 - h. Business
 - i. Councillor Reports
 - j. Correspondence
 - k. CAO Report
 - l. In Camera
 - m. Meeting Date
 - n. Adjournment

Procedural Bylaw #241-14 is hereby amended by the following:

- a. Amend in Meeting of Council #7 – Code of Conduct Bylaw #252-17
- b. Add in Agendas for Council Meetings #2 – distribution of agendas
- c. Amend in Agendas for Council Meetings #4 – agenda submissions from council is 5-7 days.

Whereas, Procedural Bylaw 241-14 for the Village of Rosalind be amended.

RECEIVED FIRST READING THIS
24TH DAY OF OCTOBER, A.D. 2017
IN THE VILLAGE OF ROSALIND,
IN THE PROVINCE OF ALBERTA

Mayor James McTavish

C.A.O. Nancy Friend

RECEIVED SECOND READING THIS
24TH DAY OF OCTOBER, A.D. 2017,
IN THE VILLAGE OF ROSALIND,
IN THE PROVINCE OF ALBERTA

Mayor James McTavish

C.A.O. Nancy Friend

RECEIVED THIRD AND FINAL
READING THIS 24TH DAY OF OCTOBER,
A.D. 2017, IN THE VILLAGE OF
ROSA LIND, IN THE PROVINCE
OF ALBERTA

Mayor James McTavish

C.A.O. Nancy Friend