

Summer Village of Larkspur

A BYLAW OF THE SUMMER VILLAGE OF LARKSPUR TO GOVERN THE PROCEDURES OF COUNCIL AND COUNCIL COMMITTEES

Bylaw Name:	Procedural Bylaw		
Bylaw number	25-05	Date Approved:	March 11, 2025
Reviewed By:		Date Reviewed:	

WHEREAS Section 145(b) of the Municipal Government Act provides that Council shall, by bylaw, make rules for calling meetings, governing its proceedings, the conduct of its members, the appointment of committees, and the transaction of its business; and

WHEREAS Council may establish committees to consider matters referred to them by Council, appoint the members of such committees, and require reports of the findings or recommendations of the committees;

NOW THEREFORE the Council of the Summer Village of Larkspur, in the Province of Alberta, duly assembled, enacts as follows:

1) DEFINITIONS

In this bylaw:

- a) **"Chair"** means the Mayor, Deputy Mayor, or presiding officer who presides over Council and/or committee meetings.
- b) **"Council Committee"** means a committee appointed by Council to provide advice and make recommendations to Council.
- c) **"Delegation"** means any person(s) or organization authorized to appear before Council or a Council committee to present information on a specific topic.
- d) **"Quorum"** means a majority of the members of Council or a committee required to conduct official business.
- e) **"CAO"** means the Chief Administrative Officer of the Summer Village of Larkspur.

2) STRUCTURE OF COUNCIL

- a) The Council of the Summer Village of Larkspur shall consist of three (3) members, one of whom shall serve as Mayor.
- b) All members of Council shall be elected by eligible voters in accordance with the Municipal Government Act.
- c) Council shall, at its annual organizational meeting, appoint a Mayor and Deputy Mayor and assign committee memberships by motion.

3) MEETINGS

- a) Regular Council meetings shall be scheduled by resolution of Council and may be set for a specific date or called at the discretion of the Chair.

- b) Special Council meetings may be called in accordance with the Municipal Government Act, and public notice shall be provided in a manner determined by Council.
- c) Council committee meetings shall be scheduled by resolution of each respective committee, with public notice given in accordance with applicable legislation.
- d) If quorum is not present within twenty (20) minutes of the scheduled meeting time, the CAO shall record the names of those present, and the meeting shall be adjourned to the next scheduled meeting.
- e) All meetings shall be conducted in accordance with applicable provincial legislation and this bylaw.

4) ELECTRONIC MEETINGS

- a) Council and committee meetings may be conducted electronically, in whole or in part, using video conferencing or other digital communication platforms that allow real-time participation such as Zoom or Microsoft Teams.
- b) Members attending electronically shall be considered present and counted toward quorum.
- c) Electronic meetings shall be conducted in a manner that ensures transparency, accessibility, and public participation, in accordance with applicable legislation.
- d) Members shall have their cameras turned on at all times except when the other members of council permit them to be off.

5) CONDUCT AT MEETINGS

- a) Each attendee or delegate shall address the Chair before speaking and shall not speak until recognized by the Chair.
- b) The Chair may, at their discretion, permit a person in attendance to address Council on the matter being discussed, subject to time limits as set by the presiding officer.
- c) A motion does not require a seconder.
- d) A motion may be withdrawn before voting, provided no member objects.
- e) The following motions are not debatable and only require a statement: i) Adjournment; ii) Recess; iii) Question of privilege; iv) Point of order; v) To limit debate to a specified time.
- f) Attendees must conduct themselves with decorum and respect. Disruptive behavior or personal attacks will not be tolerated.
- g) If an attendee is deemed disruptive or in violation of meeting procedures, the Chair may issue a warning, request an apology, or order their removal from the meeting if necessary.

6) DELEGATIONS

- a) A person or representative of a group wishing to bring a matter to Council's attention shall: i) Submit a written request outlining the subject to be discussed at least five (5) days before the meeting; ii) Indicate if they wish to appear before Council in person or by remote means.
- b) Delegates shall be granted a maximum of five (5) minutes to present their matter. Extensions may be granted by the Chair with the consent of a majority of Council members present.
- c) Delegates must conduct themselves respectfully and adhere to the procedural rules set by the Chair.
- d) Delegates may be provided a copy of Schedule "A" – Policy on Making a Presentation at a Council Meeting.

7) AGENDA AND ORDER OF BUSINESS

- a) The CAO shall prepare an agenda prior to each Council meeting, listing all matters to be considered.
- b) The agenda and all supporting documents shall be distributed to Council members at least five (5) before the meeting.
- c) Appointments for Mayor and Deputy Mayor, as well as the appointment of standing committees, shall be conducted at the annual organizational meeting or as required.

8) CONFLICT OF INTEREST

- a) A Council member must disclose any pecuniary interest in a matter before Council or a committee and must:
 - i. Declare the nature of the interest before discussion begins;
 - ii. Refrain from discussing or voting on the matter;
 - iii. Leave the room while the matter is being discussed and voted on.
- b) As per the MGA, a councillor has a pecuniary interest in a matter if
 - i. The matter could monetarily affect the councillor or an employer of the councillor, or
 - ii. The councillor knows or should know that the matter could monetarily affect the councillor's family.
- c) The minutes of the meeting shall record the declaration of conflict and the departure of the member.

9) ENFORCEMENT AND AMENDMENT

- a) This bylaw may be amended by Council through the standard bylaw amendment process.
- b) Any provisions found to be inconsistent with provincial or federal legislation shall be deemed invalid to the extent of the inconsistency but shall not affect the validity of the remaining provisions.
- c) This bylaw repeals Bylaws 94-44 and 19-05.

10) EFFECTIVE DATE

This bylaw comes into force upon the date of final passing.

Read a first time this 11th day of March 2025

Read a second time this 11th day of March 2025

Received Unanimous consent to be given third reading this 11th day of March 2025

Read a third time and finally passed this 11th day of March 2025

Mayor

Administrator

SCHEDULE "A"

Making a Presentation at a Council Meeting

Council encourages the public to express their views and concerns on municipal issues and believes that the procedures for public input should be fair to all those who attend Council meetings.

- (1) Any person wishing to appear before Council or to address an agenda item not designated as a public hearing shall provide written notice to the CAO no later than noon one week prior to the meeting date.
- (2) Approval of a presentation is subject to the Mayor's or designates discretion.
- (3) Any person or delegation addressing Council shall state name(s), address(es), and the purpose of the presentation, if requested by Council.
- (4) Presenters/delegates shall speak only on the matters for which they have submitted to Council and have been included on the agenda.
- (5) Presenter/delegates may be limited in the time they are permitted, but shall generally be allowed 5 minutes for presentation and discussion, which time can be extended or decreased at the discretion of Council.
- (6) Council may ask questions of the presenter/delegation which are relevant to the subject of the presentation.

Presenters/delegates shall respect the formal nature of the Council meeting and abide by the underlying parliamentary principles associated with dignity and decorum in public assemblies. Presenters/ delegates shall refrain from making negative references to any individual or group including but not limited to, members of Council, Summer Village of Larkspur staff, boards or committees etc. and shall use polite and respectful language when addressing Council.