

Summer Village of Larkspur

Bylaw Name:	Council Procedures Bylaw		
Bylaw number	19-5	Date Approved:	Dec 6, 2019
Reviewed By:		Date Reviewed:	

THE PURPOSE OF THIS BYLAW IS TO PROVIDE FOR PROCEDURES TO BE USED BY COUNCILS, COUNCILLORS, AND COUNCIL COMMITTEES.

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 for the transaction of its business; and that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees.

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) that has permission of council to appear before council, or a committee of council, to provide pertinent information and views about the subject they wish to speak about;

2) STRUCTURE OF COUNCIL

- a) The structure of the Summer Village of Larkspur shall consist of three members of Council and one being the Mayor;
- b) All members of Council shall be elected by a vote of eligible voters of the Summer Village of Larkspur;

3) MEETINGS

- a) The regular meetings of Council shall be established by a motion of Council and may be a specific date or at the call of the chair;
- b) Special meetings of Council may be called according to the provisions of the Municipal Government Act and the public shall be given notice;
- c) The meetings of council committees shall be called by motion of each committee and the public must be given notice;

- d) If a quorum is not present within twenty minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
- e) Attendance at the meeting may be done by teleconferencing.

4) CONDUCT AT MEETINGS

- a) Each member or delegate shall address the chair but shall not speak until recognized by the chair;
- b) The chair may authorize a person in the public gallery to address members only on the topic being discussed at the time and within the time limits specified by the presiding officer;
- c) A motion does not need a seconder;
- d) A motion may be withdrawn at any time before voting subject to no objection from any member;
- e) The following motions are not debatable by members and only need to be stated:
 - i) Adjournment;
 - ii) To take a recess;
 - iii) To question a privilege;
 - iv) Point of order;
 - v) To limit debate on a matter to a time certain.

5) DELEGATIONS

- a) A person or a representative of any group of persons who wish to bring any matter to the attention of council, or who wish to have any matter considered by council shall;
 - i) communicate to council outlining the subject to be discussed, and
 - ii) this communication shall be delivered to the CAO at least five days preceding the meeting at which it is to be presented, and
 - iii) if the person wishes to appear before council on the matter it shall be stated in the letter.
- b) Delegates shall be granted a maximum of fifteen minutes to present the matter outlined in the request. The chairperson may, with the consent of the majority of members present, extend the time.
- c) Delegates may be provided a copy of Schedule "A" Policy (Making a Presentation at a Council Meeting").

6) AGENDA AND ORDER OF BUSINESS

- a) Prior to each meeting, the CAO shall prepare an agenda for all matters to be brought before council;
- b) The agenda and all supporting documents shall be presented to each member before the meeting;
- c) Elections for mayor and deputy mayor, as well as standing committees of council, shall be established and governed by motions at the annual organizational meeting of council or as when otherwise required.

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

Read a first time this _____ day of _____, 2019

Read a second time this _____ day of _____, 2019

Read a third time and finally passed this _____ day of _____, 2019

Mayor

Administrator