

TOWN OF TABER
BYLAW NO.11 – 2022

BEING A BYLAW OF THE TOWN OF TABER, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF THE ESTABLISHMENT OF REGULATING FUNCTIONS, PROCEDURES, AND CONDUCTS OF MEETINGS OF TOWN COUNCIL AND ITS AUTHORIZED COMMITTEES WITHIN THE TOWN OF TABER.

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, a Council may pass bylaws relating to the right to govern the Town in the manner that Council considers appropriate; and,

WHEREAS, Council has deemed it necessary to regulate the conduct of Council and authorized Committee meetings in order to promote orderly proceedings and provide for open and effective government;

AND WHEREAS, the Council has deemed it desirable and necessary to update the Procedural Bylaw, which outlines the general meeting structure of the Town of Taber;

NOW THEREFORE, the Council of the Town of Taber in the Province of Alberta, duly assembled, hereby enacts as follows:

1.0 NAME OF BYLAW

This Bylaw may be cited as the "Procedural Bylaw".

2.0 DEFINITIONS

In this Bylaw:

Act means the *Municipal Government Act*, Revised Statutes of Alberta, 2000, Chapter M-26, and amendments thereto, also referred to as the *MGA*;

Administration means any employee or representative of the staff of the Town of Taber. May also be referred to as Administrative Staff. Elected Officials are not considered employees;

Agenda means the list and order of business items for any meeting of Council or authorized Committees;

Agenda Review Committee means a committee consisting of the Mayor, the Deputy Mayor, the Chief Administrative Officer, and Administrative Staff;

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Amended	means a significant change to a motion that enhances, strengthens, or changes the intent of the original motion. Amendments to a motion shall be voted upon individually prior to voting upon the main motion;
Authorized Committee	means a committee, board or other body established by Council under the <i>Municipal Government Act</i> , that is entirely of Council Members, entirely of other persons, or a combination thereof appointed by Council under Section 146 of the <i>Municipal Government Act</i> ; the Taber Municipal Police Commission, the Taber Municipal Library Board, the Subdivision and Development Appeal Board, and the Assessment Review Board are excluded from this Bylaw;
Business Day	means a day on which the municipal offices are open for normal business operations;
Bylaw	means a bylaw of the municipality, or a section, clause, or provision of such bylaw;
Carried	means the resolution put forward by a Member has been voted on and passed by a majority;
Carried Unanimously	means the resolution put forward by a Member has been voted on and passed in favour by all Members.
Chief Administrative Officer	means the Chief Administrative Officer (CAO), or Town Manager, or designate, for the Town;
Chief Elected Official	means the Chief Elected Official (CEO). The Chief Elected Official is to be called Mayor in the Town of Taber;
Chair	means the Member of Council, or an authorized Committee, acting as the presiding officer for the meeting;

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Closed Session	means a meeting that permits Council, or an authorized Committee, to function informally, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . A part of the meeting closed to the public that allows for freedom of debate but where no resolution or bylaw may be passed, except a resolution to revert a meeting held in public to an open portion of a meeting;
Council	means the duly elected Mayor and Councillors for the Town of Taber;
Councillor	means a Member of Council elected pursuant to the <i>Local Authorities Election Act</i> ;
Debated	means a resolution put forward by a Member may be spoken to by other Members prior to the vote;
Defeated	means a resolution put forward by a Member that has been voted on, and not passed;
Delegation	means any person, group, or organization that has permission to appear before Council, or an authorized Committee, to provide pertinent information and views about a specific subject;
Deputy Mayor	means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor. May also be referred to as Deputy Chief Elected Official;
FOIPP Act	means the <i>Freedom of Information and Protection of Privacy Act</i> , Revised Statutes of Alberta 2000 Chapter F-25, and all amendments thereto;

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Mayor	means the Member of Council duly elected as the Chief Elected Official. The Mayor is the presiding officer at all meetings of Council unless otherwise specified;
Member	means a Member of Council, or an authorized Committee duly elected, or appointed;
Motion	means a formal suggestion that is put to a vote;
Municipality	means the Town of Taber;
Notice of Motion	means the presentation of a motion by a Member, for consideration and debate at a subsequent meeting;
Organizational Meeting	means a meeting that is held annually by Council in accordance with the provisions of Section 192(1) of the <i>Municipal Government Act</i> ; or an annual meeting held by an authorized Committee in accordance with their Bylaw or other legislative requirement;
Pecuniary Interest	is as defined in Section 170(1-4) of the <i>Municipal Government Act</i> . A matter is considered a pecuniary interest if the matter could monetarily affect a Councillor or an employer of a Councillor, or if a Councillor knows or should know that the matter could monetarily affect the Councillor's family.
Point of Order	means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of business;
Presiding Officer	means the Mayor, or in absence of the Mayor, the Deputy Mayor; or the Chair, or in the absence of the Chair, the Acting Chair for authorized Committees;
Public Hearing	means a meeting of Council convened to hear matters pursuant to the <i>Act</i> ;

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Quorum	means a simple majority of Members in attendance of Council, or an authorized Committee;
Rescind	means to render a policy or motion no longer in affect;
Recording Officer	means any person directed or appointed by the Chief Administrative Officer or Chair to record the minutes of the meeting;
Refer	means the opportunity to refer the issue being addressed either to another Committee or to Administration to receive the motion for further research or further information. The resolution to refer allows for debate and amendment;
Regular Meeting	means a reoccurring scheduled meeting of Council, or an authorized Committee, pursuant to the <i>Act</i> and as described in the Bylaw;
Special Meeting	means a meeting called by the Mayor or Chair pursuant to the <i>Act</i> ;
Social Media	means websites, applications, and other various media that enables users to create and share content or to participate in social networking;
Tabled	means to delay consideration of any matter until a specified time, either at another time in the meeting or at another meeting. The resolution to table is not debateable, nor amendable;
Teleconference Services	means suitable electronic methods to participate in the live (real-time) meeting, allowing Members to participate in discussion, debate, resolutions, and voting;

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Town	means the municipal corporation of the Town of Taber, in the Province of Alberta, or the area within the Town of Taber's corporate limits, or owned by the municipality in other areas, as the context requires;
Two-thirds Vote	means a favourable vote made by five of seven, four of six, four of five, and three of four Members;
Withdraw	means a resolution brought forward by a Member that has been removed from the floor by the Member prior to voting.

3.0 APPLICATION AND GOVERNANCE

- 3.1 This Bylaw applies to Regular Meetings, Special Meetings, Public Hearings, Organizational Meetings, and Closed Session Meetings of Council and authorized Committees.
- 3.2 The precedence of the rules governing the procedure of Council is:
- 3.2.1 *The Municipal Government Act*;
 - 3.2.2 Other Provincial Legislation;
 - 3.2.3 This Bylaw;
 - 3.2.4 The current edition of Robert's Rules of Order Newly Revised.
- 3.3 In the absence of a statutory obligation, any concern about the procedure or process of a meeting may be decided upon and approved by a majority vote of all Members present.
- 3.4 Notwithstanding any other provision in this Bylaw, Council or an authorized Committee may by a special majority recorded vote two-thirds (2/3) of all Members in attendance at the meeting), temporarily suspend, waive or alter any provision of this Bylaw for any particular matter or any particular meeting, providing that at all times Council, or an authorized Committee, acts and individual Councillors, or Members, act in accordance with the *Municipal Government Act* and any other applicable legislation.

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4.0 COUNCIL

4.1 Size of Council

4.1.1 The Council of the Town of Taber shall consist of seven (7) Elected Officials. The Council shall be made up of one (1) Chief Elected Official and six (6) Councillors.

4.2 Election of the Chief Elected Official

4.2.1 The Chief Elected Official, who shall be referred to as the Mayor, shall be elected by the eligible electors of the Town of Taber as a whole, pursuant to the *Local Authorities Election Act*, being Chapter L-27, Revised Statutes of Alberta, 2000 and amendments thereto.

4.3 Duties of the Mayor

4.3.1 The duties of the Mayor, in addition to those of a Councillor as outlined in Section 4.5 of this Bylaw are:

4.3.1.1 To preside when in attendance at a Council Meeting unless a bylaw provides that another Councillor or other person is to preside;

4.3.1.2 To perform any other duty imposed on the Mayor by this or any other enactment or Bylaw; and,

4.3.1.3 To be a Member of all Council Committees and all bodies to which Council has the right to appoint Members under the *Municipal Government Act.*, unless otherwise indicated by Council.

4.4 Election of a Councillor

4.4.1 Councillors shall be elected by the eligible electors of the Town of Taber as a whole, pursuant to the *Local Authorities Election Act*, being Chapter L-27, Revised Statutes of Alberta, 2000 and amendments thereto.

4.5 Duties of a Councillor

4.5.1 To consider the welfare and interest of the Municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality.

4.5.2 To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities.

4.5.3 To participate generally in developing and evaluating the policies and programs of the Municipality.

4.5.4 To participate in Council meetings and Council Board, Committee and Commission meetings and meetings of other bodies to which they are appointed to by Council.

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- 4.5.5 To obtain information about the operation or administration of the Municipality from the Chief Administrative Officer, or their designate.
- 4.5.6 To keep in confidence matters discussed in Closed Session at a Council or Council Board, Committee, or Commission meeting until discussed at a meeting held in public.
- 4.5.7 To adhere to the Code of Conduct established by the Council under Section 146.1(1) of the *Municipal Government Act*.
- 4.5.8 To perform any other duty or function imposed on Councillors by this or any other enactment or by Council; **BUT**,
- 4.5.9 A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a Designated Officer; and,
- 4.5.10 A Council may not delegate:
 - 4.5.10.1 Its power or duty to pass a bylaw;
 - 4.5.10.2 Its power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer;
 - 4.5.10.3 Its power to adopt budgets;
 - 4.5.10.4 Its power with respect to set and collect taxes;
 - 4.5.10.5 A duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to an authorized Committee and authorized by bylaw.
- 4.6 Election of a Deputy Mayor
 - 4.6.1 Council must appoint one or more Councillors as Deputy Chief Elected Official who shall be referred to as Deputy Mayor so that:
 - 4.6.1.1 Only one Councillor will hold that office at any one time; and,
 - 4.6.1.2 The office will be filled at all times.
- 4.7 Duties of a Deputy Mayor
 - 4.7.1 The Deputy Mayor shall assume all responsibilities and duties of the Mayor when he or she is unable to perform their duties or when the office is vacant.
 - 4.7.2 Council may appoint an Acting Mayor to act as the Mayor if both the Mayor and Deputy Mayor are unable to perform their duties or if both offices are vacant.

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- 4.8 Pecuniary Interest
- 4.8.1 Elected Officials who have a pecuniary interest as per Sections 170(1)(a, b) of the *Municipal Government Act*, shall disclose his or her pecuniary interest to Council, describe the nature of the pecuniary interest, and ask that it be recorded in the Council minutes.
- 4.8.2 Any Elected Official with a pecuniary interest must leave Council Chambers before the discussion on the matter and abstain from voting on the matter.
- 4.9 Boards, Committees, and Commissions
- 4.9.1 Council shall from time-to-time pass bylaws establishing authorized Committees, Boards or Commissions. These bylaws shall establish the parameters of responsibility and protocols.
- 4.9.2 Council shall from time to time, by resolution, establish Council Standing Committees and establish the parameters of responsibility and protocols.

5.0 MEETINGS

- 5.1 Regular Meetings
- 5.1.1 All Regular Meetings of the Council of the Town of Taber shall be held in the Town Council Chambers, located at A - 4900 50 Street, unless otherwise agreed to by a majority of Council.
- 5.1.2 Regular Meetings of Council shall be held on the second and fourth Mondays of each month.
- 5.1.2.1 Except for the months of July, August, and December, which shall be held on the third Monday of these months.
- 5.1.2.2 Except for during a municipal election, Council will only meet on the fourth Monday of October.
- 5.1.2.3 When a Statutory Holiday falls on a Monday, the Council meeting will be moved to the Tuesday following.
- 5.1.3 The location and time of Regular Meetings of authorized Committees shall be determined in accordance with their governing legislation.
- 5.1.4 All Regular Meetings of Council shall commence at 3:30 P.M. and adjourn at 7:30 P.M. if in session at that hour, unless otherwise determined by a majority vote of the Members present.
- 5.1.5 In accordance with the *Municipal Government Act*, the public has the right to be present at all Council, or authorized Committee meetings.

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5.1.6 Notice of all Council, and authorized Committee meetings shall be placed in the public area of the Town of Taber's Administration Building located at A – 4900 50 Street. The Town of Taber shall also advertise all Council, and authorized Committee meetings in the local paper and on the Town of Taber's official channels, when available. This shall constitute notification to the public.

5.2 Special Meetings

5.2.1 A Special Meeting may be called at the discretion of the Mayor, or in their absence the Deputy Mayor, or the Chair of an authorized Committee, or in their absence their designate.

5.2.2 A Special Meeting may be held with less than 24 hours' notice to all Members in accordance with Section 194(4) of the *Act*.

5.2.3 When extenuating circumstances arise and a resolution or bylaw is required, Council or an authorized Committee may, with the required signing of a waiver, hold a Special Meeting.

5.2.4 No matter other than that stated in the notice calling the Special Meeting may be discussed at the meeting unless the whole Council or authorized Committee is present at the meeting, and agrees to deal with the matter in question, if all Members agree to the meeting or waive their right to attend.

5.3 Public Hearings

5.3.1 Public Hearings will be held in conjunction with a Regular or Special Meeting of Council, and will be included in the Agenda.

5.3.2 At the commencement of a Public Hearing the Presiding Officer will outline the Public Hearing procedures, as follows, for those present:

5.3.2.1 State the matter to be considered at the meeting.

5.3.2.2 Request that Administration present a report on the matter at hand.

5.3.2.3 State that any persons speaking must state their name, address, and if they are speaking for themselves or on behalf of a group or organization. Each presenter will be given one opportunity to address Council, and must ensure their presentation is brief and to the point.

5.3.2.4 Allow any Member of the public involved in the matter and/or their representatives up to five (5) minutes to present their position. This time does not include the time necessary to answer clarifying questions put forward by Council.

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- 5.3.3 Presentations from the public shall be in the following order:
- 5.3.3.1 Those opposed to the proposed bylaw, resolution, or matter to be dealt with.
 - 5.3.3.2 Those in support of the proposed bylaw, resolution, or matter to be dealt with.
- 5.3.4 The Presiding Officer shall ensure that all Members of the public present at the Public Hearing feel safe to participate by requiring those present to:
- 5.3.4.1 Speak respectfully;
 - 5.3.4.2 Refrain from using offensive or disrespectful language;
 - 5.3.4.3 Directly address the item without repetition or reference to the matters irrelevant to the Public hearing;
 - 5.3.4.4 Maintain order and quiet;
 - 5.3.4.5 Refrain from interrupting any speech or action of Members of Council or other members of the public that is addressing Council; and,
 - 5.3.4.6 Refrain from displaying placards or signs supporting a particular outcome of the topic under discussion.
- 5.3.5 Notwithstanding Section 5.3.2.4, the Presiding Officer retains the right to limit or extend public presentations in order to ensure the integrity of the Public Hearing.
- 5.3.6 The Presiding Officer maintains the right to expel a member of the public if they are deemed disruptive or in contravention of this Bylaw. If the person refuses to leave voluntarily, the Chair, may request the Taber Police Service to remove the person.
- 5.3.7 Council will not debate the matter during the Public Hearing.
- 5.3.8 The Presiding Officer may recess the Public Hearing to take a short break with the intent of returning to the Public Hearing later in the same meeting, or to postpone to another Council meeting.
- 5.3.9 Following the time allowed for all persons to speak, Council may close the public hearing.

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5.3.10 Following the Public Hearing, in accordance with the order of business and the Municipal Government Act, Council may then:

5.3.10.1 Make such amendments as it considers necessary and proceed to pass the proposed bylaw;

5.3.10.2 Defeat the proposed bylaw; or

5.3.10.3 Postpone the proposed bylaw.

5.4 Organizational Meeting

5.4.1 The Organizational Meeting of Council will occur annually, in accordance with the *Act*.

5.4.1.1 All Council Members of an authorized Committee shall be appointed by resolution of Council by consent of a majority of the Members present at the annual Organizational Meeting of Council.

5.4.2 At the first Organizational Meeting following the general municipal election a resolution is to be placed before Council for the appointment and election of the Deputy Mayor(s) for an 8-month period throughout the 4-year elected term.

5.4.3 Organizational Meetings for authorized Committees will occur in accordance with their individual governing bylaws.

6.0 MEETING PROCEDURES

6.1 Agenda Procedures

6.1.1 Agendas shall be prepared under the joint direction of the Agenda Review Committee.

6.1.1.1 The Agenda Review Committee may authorize inclusion of items on the Agenda received after the submission deadline, but before the Agenda is published.

6.1.2 The deadline for Agenda Items to be completed in their final format and submitted to Administration shall be 12:00 P.M. (Noon) five (5) business days prior to which the Regular Meeting is to be held.

6.1.3 The Agenda shall be prepared, compiled and be available to Members, and authorized Administrative Staff no later than 4:30 P.M. three (3) business days before the Regular Meeting.

6.1.4 Failure to meet the deadlines imposed in Section 6.1.2 or 6.1.3 does not invalidate the Agenda.

6.1.5 Once an Agenda is published, it is the property of Council, or the authorized Committee, and items may only be added or deleted from the Agenda by a vote of the Members.

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6.1.6 The Agenda, or order of business, for each meeting shall normally be as follows:

- 6.1.6.1 Call to Order
- 6.1.6.2 Adoption of Agenda (additions/deletions)
- 6.1.6.3 Public Hearings (applicable only to Council)
- 6.1.6.4 Adoption of the Minutes
- 6.1.6.5 Business Arising from the Minutes
- 6.1.6.6 Bylaws (applicable only to Council)
- 6.1.6.7 Action Items
- 6.1.6.8 Delegations
- 6.1.6.9 Media Inquires
- 6.1.6.10 Closed Session
- 6.1.6.11 Open Session
- 6.1.6.12 Close of Meeting

6.1.7 Council authorized Committees may amend their order of business to best suit the needs of their meetings by resolution.

6.2 Quorum

6.2.1 As soon after the hour of the meeting start time as there shall be quorum present, the Mayor shall take the Chair and call the meeting to Order.

If there is no quorum present within fifteen (15) minutes after the time appointed for the meeting of Council, the Chief Administrative Officer shall call the roll and take down the names of the Members present, and advise that the Council shall stand adjourned until the next meeting, unless a Special Meeting is duly called in the meantime.

6.2.2 In the case that the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting, and quorum is present, the Chief Administrative Officer, or designate, shall call the meeting to Order and a Chair shall be chosen by the Councillors present, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.

6.3 Resolution Procedures

6.3.1 After a resolution is stated by a Member, it may be withdrawn or amended by the Member before debate as begun. After debate has begun, the motion is owned by Council and the withdrawal of the motion or any amendments to the motion can only be made by a majority vote of Council.

6.3.2 A resolution is not required to be seconded.

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- 6.3.3 A resolution may be:
 - 6.3.3.1 Debated – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.2 Carried – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.3 Carried Unanimously – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.4 Defeated – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.5 Withdrawn – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.6 Tabled – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.7 Referred – as defined in Section 2.0 of this Bylaw;
 - 6.3.3.8 Rescinded – as defined in Section 2.0 of this Bylaw; and,
 - 6.3.3.9 Amended – as defined in Section 2.0 of this Bylaw.
- 6.3.4 All final resolutions, other than a recommend motion provided by Administration in the Request for Decision, must be presented to Administration in writing.
- 6.3.5 No resolution shall be offered that is substantially the same as one on which judgement of the meeting has already been expressed during the same meeting.
- 6.3.6 Any issue addressed by Council, or an authorized Committee, at any Regular Meeting where a resolution has been voted upon, either carried or defeated, other than a motion to table, shall not be allowed to be brought back to any Regular Meeting for further consideration until at least six (6) months following the date of the meeting where it was originally addressed.
- 6.4 Voting Procedures
 - 6.4.1 Every Member present, including the Presiding Officer, shall vote on every matter, unless:
 - 6.4.1.1 The Member is required to abstain from voting under this or any other bylaw or enactment; or
 - 6.4.1.2 The Member is permitted to abstain from voting under this or any other bylaw or enactment.
 - 6.4.1.3 If a Member is abstaining from voting under this or any bylaw or enactment they must verbally state for the record their reason for abstaining.
 - 6.4.2 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

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- 6.4.3 When a motion contains more than one distinct proposition, Council shall vote on each proposition separately.
- 6.4.4 The names of those who voted for and against the question shall be entered upon the minutes if a recorded vote is requested by a Member of Council, prior to the Chair calling for the question.
- 6.5 Notice of Motion
 - 6.5.1 A Notice of Motion must be used by a Member to introduce a matter which does not appear on the Agenda.
 - 6.5.2 A Notice of Motion may be received by the Chief Administrative Officer, or designate, prior to the closing of the Meeting. In this event, the Member shall read the Notice of Motion which shall be recorded in the minutes and shall form a part of the Agenda for the next meeting or meeting date as specified by the Member.
 - 6.5.3 A Member who hands a written Notice of Motion to the Chief Administrative Officer, or designate, to be read at the meeting, need not be present during the reading of the motion.
 - 6.5.4 If a motion is not made at the meeting indicated in the notice, it will appear on the Agenda for and may be made at any of the next two Regular Meetings. After the third Regular Meeting it will be removed from the Agenda and may only be made by a new Notice of Motion.
 - 6.5.5 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and it must state the date of the meeting at which the motion will be made. A Notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.
- 6.6 Meeting Decorum
 - 6.6.1 The Presiding Officer shall maintain order and decorum and decide questions of order, to decide the subject to appear before Council or an authorized Committee.
 - 6.6.1.1 The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of the Members present without debate.
 - 6.6.2 When the Presiding Officer is called upon to decide a point of order or practice, the Presiding Officer shall cite the rule or authority applicable, as set out in this Bylaw or otherwise referred to in Roberts Rules of Order.
 - 6.6.3 Every Member wishing to speak to a question or resolution shall address themselves only to the Presiding Officer.

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6.6.4 When two or more Members wish to speak to a matter, the Presiding Officer shall decide who is entitled to speak.

6.6.5 Members shall not:

6.6.5.1 Use offensive words during Council or Committee meetings or against Council, any Councillor or any person.

6.6.5.2 Discuss a vote after the vote has been taken, unless to move to reconsider or rescind.

6.6.5.3 Disturb the proceeds of the meeting.

6.6.5.4 Influence or communicate with any administrative staff, except the Chief Administrative Officer, or administrative staff involved with committees of which they are Members; any other communication or inquires must be through the Presiding Officer or Chief Administrative Officer, or designate.

6.6.6 When the Presiding Officer calls a Member to Order, the Member shall immediately cease to speak. After the Presiding Officer has ruled, the Member may explain their action that resulted in the call to Order.

6.6.7 When a Member calls Point of Order the Presiding Officer shall immediately suspend the debate until the Point of Order is decided upon.

Any Member may ask questions about the resolution under discussion, but not so as to interrupt an Member while speaking.

6.6.8 The Presiding Officer may order any Member of the public who disturbs the proceedings of the Council or any Committee by words or actions to be expelled. If the person refuses to leave voluntarily, the Chair, may request the Taber Police Service to remove the person.

6.7 Alternative Method for Meeting Participation

6.7.1 Members of Council, or authorized Committees, who are unable to attend meetings in person, under extenuating circumstances, have the option to participate in a Meeting through teleconference services or electronic communication services.

6.7.2 Members of Council, or authorized Committees, who wish to use teleconference services or electronic communication services to participate in the meeting must provide notice to the Mayor, or Chair, and Chief Administrative Officer, or designate prior to the start of the meeting.

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- 6.7.3 Upon swearing their Oath of Office, or statutory declaration, Members of Council, or authorized Committees, confirm that no one else will be present or have access to Closed Session discussions while using alternative methods of meeting participation.
- 6.8 Closed Session Procedures
- 6.8.1 Council and authorized Committees may conduct all or part of their meetings closed to the public if a matter to be discussed is within one of the categories of information referred to in the *Freedom of Information and Protection of Privacy Act*, being chapter F-25 of the Revised Statutes of Alberta 2000, and amendments hereto.
- 6.8.2 Council and authorized Committees shall state the purpose and time in the resolution to move into Closed Session.
- 6.8.3 In accordance with the *Municipal Government Act*, where Council, or an authorized Committee closes all or part of a meeting to the public, the Council or authorized Committee, may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 6.9 Delegation Procedures
- 6.9.1 Council, or its authorized Committees, shall receive a maximum of two delegations at a regularly scheduled meeting.
- 6.9.2 The delegations shall be scheduled for the presentation not to exceed ten (10) minutes, exclusive of the time required to answer questions from Council or Committee Members.
- 6.9.3 The Presiding Officer may allow for the inclusion of additional delegations, or presentations that would exceed ten (10) minutes.
- 6.9.4 All requests to appear before Council or a Committee must be in writing and received by Administrative Staff no less than seven (7) business days prior to the requested attendance at the Meeting.
- 6.9.5 When multiple delegation requests are received, it is at the Mayor's, or Presiding Officer's discretion as to which delegations appear for the upcoming meeting.
- 6.9.6 Delegations shall present to Council at approximately 5:00 PM.
- 6.10 Councillor Verbal Report Procedures
- 6.10.1 At the second Regular Meeting of Council each month, or the only Regular Meeting held in July, August, and December, each Member of Council will be provided with a maximum of five (5) minutes for the purpose of providing a verbal update on Committees or community events in which municipal participation took place.

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6.10.2 Any action required as a result of a Councillor Report shall be brought forward as a separate business item or Notice of Motion.

7.0 ACCESS TO INFORMATION

7.1 The Town of Taber shall provide access to information as legislated by the Provincial and Federal Governments.

8.0 INTENTION OF TOWN COUNCIL

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Town Council that if any provision of the Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

9.0 RESCINDED OR AMENDED BYLAWS

Bylaw No. 14-2021 is hereby repealed in its entirety.

10.0 EFFECTIVE DATE


This Bylaw shall take effect on the day of the final passing and the signatures of the chief elected official and duly authorized designated officer thereof.

RES. 172/2022 Read a first time this 9th day of May, 2022.


RES. 173/2022 Read a second time this 9th day of May, 2022.

RES. 175/2022 Read a third time and finally passed this 9th day of May, 2022.

TOWN OF TABER



MAYOR



CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

