

TOWN OF TABER  
BYLAW NO.20-2018

**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.**

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**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 Council 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 Council Organizational 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 "Council Procedural Bylaw".

**2.0 INTRODUCTION**

Pursuant to the Municipal Government Act, the purpose of a Municipality is:

- a) To provide good government
- b) To foster the well-being of the environment
- c) To provide services, facilities, or other things that, in the opinion of council are necessary or desirable for all or a part of the municipality, and
- d) To develop and maintain safe and viable communities

**3.0 DEFINITIONS**

In this Bylaw:

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

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

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<b>Agenda</b>	means the list and order of business items for any meeting of Council or authorized Council Committees;
<b>Bylaw</b>	means a bylaw of the municipality, or a section, clause, or provision of such bylaw;
<b>Carried Motion</b>	means the resolution put forward by a Member has been voted on and passed;
<b>Chief Administrative Officer</b>	means the Chief Administrative Officer (CAO), or Town Manager, or designate, for the Town;
<b>Chief Elected Official</b>	means the Chief Elected Official (CEO). The Chief Elected Official is to be called Mayor in the Town of Taber;
<b>Chair</b>	means the Member of Council, or an authorized Council Committee, acting as the presiding officer for the meeting;
<b>Closed Session</b>	means a meeting that permits Council, or an authorized Council 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. May also be referred to as Committee of the Whole;
<b>Conflict of Interest</b>	means a situation when an Elected Official's personal interests are in conflict with their duties as an Elected Official of the Town of Taber;
<b>Council</b>	means the duly elected Mayor and Councillors for the Town of Taber;
<b>Defeated Motion</b>	means a resolution put forward by a Member that has been voted on, and not passed;
<b>Delegation</b>	means any person or group that has permission to appear before Council, or an authorized Council Committee, to

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	provide pertinent information and views about a specific subject;
<b>Deputy Mayor</b>	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;
<b>FOIPP Act</b>	means the <i>Freedom of Information and Protection of Privacy Act</i> , Revised Statutes of Alberta 2000 Chapter F-25, and all amendments thereto;
<b>Friendly Amendment</b>	means a proposal to change a motion being considered, and are offered with positive intent;
<b>Mayor</b>	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;
<b>Member</b>	means a Member of Council, or an authorized Council Committee, duly elected, or appointed;
<b>Motion</b>	means a formal suggestion that is put to a vote;
<b>Municipality</b>	means the Town of Taber;
<b>Organizational Meeting</b>	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> ;
<b>Pecuniary Interest</b>	is as defined in Section 170(1-4) of the <i>Municipal Government Act</i> . If a matter before Council may financially benefit an Elected Official and/or his or her family to the exclusion of benefitting others, that Elected Official has a pecuniary interest in the matter;
<b>Point of Order</b>	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;



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<b>Presiding Officer</b>	means the Mayor, or in absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor the acting Chief Elected Officer or Chair;
<b>Public Hearing</b>	means a meeting of Council convened to hear matters pursuant to the <i>Act</i> ;
<b>Quorum</b>	means a simple majority of Members in attendance of Council, or an authorized Council Committee;
<b>Recording Officer</b>	means any person directed or appointed by the Chief Administrative Officer to record the minutes of the meeting;
<b>Regular Meeting</b>	means a reoccurring scheduled meeting of Council, or an authorized Council Committee, pursuant to the <i>Act</i> and as described in the Bylaw;
<b>Repeal or Rescind</b>	means to render a bylaw, policy, or motion no longer in affect;
<b>Special Meeting</b>	means a meeting called by the Mayor pursuant to the <i>Act</i> ;
<b>Tabled Motion</b>	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;
<b>Teleconference Services</b>	means suitable electronic methods to participate in the live (real-time) meeting, allowing Members to participate in discussion, debate, resolutions, and voting;
<b>To Refer Motion</b>	means the opportunity to postpone the issue being addressed either to another time in the meeting or to another meeting. The resolution to refer allows for debate and amendment;
<b>Town</b>	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

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the municipality in other areas, as the context requires;

**Withdraw Motion**

means a resolution brought forward by a Member that has been removed from the floor by the Member prior to voting.

**4.0 APPLICATION AND GOVERNANCE**

This Bylaw applies to Regular Meetings, Special Meetings, Public Hearings, Organizational Meetings, and Closed Session.

The precedence of the rules governing the procedure of Council is:

- a) *The Municipal Government Act*
- b) Other Provincial Legislation
- c) This Bylaw
- d) Robert's Rules of Order

In the absence of a statutory obligation, any concern about the procedure or process of a Council meeting may be decided upon and approved by a majority vote of all Members present.

Notwithstanding any other provision in this Bylaw, Council may by a special majority recorded vote (2/3 of all Councillors in attendance at the meeting), temporarily suspend, waive or alter any provision of this Bylaw for any particular matter or any particular Council meeting, providing that at all times Council acts and individual Councillors act in accordance with the *Municipal Government Act* and any other applicable legislation.

**5.0 COUNCIL**

**5.1 Size of Council**

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.

**5.2 Election of the Chief Elected Official**

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.

**5.3 Duties of the Mayor**

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The duties of the Mayor, in addition to those of a Councillor as outlined in Section 5.5 of this Bylaw are:

- a) To preside when in attendance at a Council Meeting;
- b) To perform any other duty imposed on the Mayor by this or any other enactment or Bylaw;
- c) To be a member of all Council Committees and all bodies to which Council has the right to appoint members under the *MGA.*, unless otherwise indicated by Council.

**5.4 Election of a Councillor**

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.

**5.5 Duties of a Councillor**

- a) 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;
- b) To participate generally in developing and evaluating the policies and programs of the Municipality;
- c) To participate in Council meetings and Council Board, Committee and Commission meetings to which they are appointed to by Council;
- d) To obtain information about the operation or administration of the Municipality from the Chief Administrative Officer, or their designate;
- e) 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;
- f) To adhere to the Code of Conduct established by the Council under Section 146.1(1) of the *Municipal Government Act*;
- g) To perform any other duty or function imposed on Councillors by this or any other enactment or by Council; **BUT**,
- h) 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;
- i) A Council may not delegate:
  - i. Its power or duty to pass a bylaw;



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- ii. Its power to make, suspend or revoke the appointment of a person to the position of Chief Administrative Officer;
- iii. Its power to adopt budgets;
- iv. Its power with respect to set and collect taxes;
- v. 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 Council Committee and authorized by bylaw.

**5.6 Election of Deputy Mayor**

Council must appoint one or more Councillors as Deputy Chief Elected Official who shall be referred to as Deputy Mayor so that:

- a) Only one Councillor will hold that office at any one time.
- b) The office will be filled at all times.

**5.7 Duties of Deputy Mayor**

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

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.

**5.8 Pecuniary Interest/Conflict of Interest**

Elected Officials who have a pecuniary interest, or a conflict of interest, as per sections 170(1)(a, b, c) 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.

Any Elected Official with a pecuniary interest, or a conflict of interest, must leave Council Chambers before the discussion and abstain from voting on the matter.

**5.9 Committees, Boards and Commissions**

Council shall from time to time pass bylaws establishing authorized Council Committees, Boards or Commissions. These bylaws shall establish the parameters of responsibility and protocols.

Council shall from time to time, by resolution, establish Council Standing Committees and establish the parameters of responsibility and protocols.

**6.0 MEETING PROCEDURES**

**6.1 Regular Meetings**

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- a) 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.
- b) Regular Meetings shall be held on the second and fourth Mondays of each month, except for the months of July, August, and December, which shall be held on the third Monday of these months. When a Statutory Holiday falls on a Monday, the Council meeting will be moved to the Tuesday following.
- c) 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.
- d) In accordance with the *Municipal Government Act*, the public has the right to be present at all Council, or Council Board, Committee, or Commission meetings.
- e) Notice of all Council, Board, Committee, and Commission 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, Board, Committee, and Commission meetings in the Taber Times, in the section known as "Town Ad", and on the Town of Taber website. This shall constitute notification to the public.

**6.2 Quorum**

- a) 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.
- b) 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.
- c) 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.
- d) The Mayor, Deputy Mayor, or Chair as indicated above shall maintain order and decorum and decide questions of order, subject to appeal before Council, or an authorized Council Committee, the decision of the Chair shall be final unless reversed or altered by a majority vote of the members present without debate.

**6.3 Meeting Decorum**



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- a) When the Chair is called upon to decide a point of order or practice, the Chair shall cite the rule or authority applicable, as set out in this Bylaw or otherwise referred to in Roberts Rules of Order.
- b) Every member wishing to speak to a question or resolution shall address themselves only to the Chair.
- c) When two or more members wish to speak to a matter, the Chair shall decide who is entitled to speak.
- d) Councillors shall not
  - i. Use offensive words during Council or Committee meetings or against Council, any Councillor or any person.
  - ii. Discuss a vote of Council after the vote has been taken, unless to move to reconsider or rescind.
  - iii. Disturb the proceeds of the meeting.
  - iv. 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 Mayor, Deputy Mayor or Chief Administrative Officer, or designates.
- e) A member called to order by the Chair shall immediately discontinue speaking and debate shall be suspended until the point of order is decided.
- f) Any member may ask for the resolution under discussion, but not so as to interrupt a member while speaking.
- g) The names of those who voted for and against the question shall be entered upon the minutes if it is requested by a member of Council, prior to the Chair calling for the question.
- h) The Chair 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.

**6.4 Closed Session Procedures**

- a) Council and Council Boards, Committees, and Commissions 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.
- b) Council shall state the purpose and time in the resolution to move into Closed Session.

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- c) In accordance with the *Municipal Government Act*, where Council, or an authorized Council 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.

**6.5 Agenda Procedures**

- a) Agendas shall be prepared under the joint direction of the Mayor, Chair, or designate, Chief Administrative Officer, or designate, and Administrative staff.
- b) The deadline for Agenda Items shall be 12:00 Noon the Tuesday prior to Monday on which the Regular Meeting is to be held.
- c) The Agenda shall be prepared, compiled and be available to Council, and authorized Council Committees no later than 4:00 P.M. the Thursday, five (5) days before the Regular Meeting.
- d) Failure to meet the deadlines imposed in Section 6.5 c) does not invalidate the Agenda.
- e) Only the Mayor, or Chair may authorize the consideration of Agenda Items of extenuating circumstances to be presented for consideration for inclusion of the Agenda of the day.
- f) The Agenda, or order of business, for each meeting shall be as follows:
  - i. Call to Order
  - ii. Adoption of Agenda (additions/deletions)
  - iii. Adoption of the Minutes
  - iv. Business Arising from the Minutes
  - v. Bylaws (applicable only to Council)
  - vi. Action Items
  - vii. Delegations
  - viii. Media Inquires
  - ix. Closed Session
  - x. Open Session
  - xi. Close of Meeting

**6.6 Notice of Motion**

- a) If past the Agenda deadline listed in Section 6.5, items may be brought forth as a Notice of Motion under Agenda Item No. 2 Adoption of the Agenda, or Agenda Item No. 6 Action Items for consideration of placement on the current meeting, the next meeting or other meeting date Meeting Agenda.
- b) A Member may present and describe a Notice of Motion. In this event, the Member shall read the Notice of Motion, which shall be recorded in the

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minutes and shall form part of the Agenda for the next meeting or other meeting date as specified by the Member.

- c) A Member who hands a written Notice of Motion to the Chief Administrative Officer, or designate, to be read at any Regular Meeting need not necessarily be present during the reading of the motion.

**6.7 Resolution Procedures**

- a) After a resolution is read or stated by a Member, it shall be deemed to be in the possession of the Council, or authorized Council Committee, but may be withdrawn by the Member at any time before debate or decision.
- b) A resolution is not required to be seconded.
- c) When a resolution is before the meeting, it may be:
  - i. Debated – may be spoken to
  - ii. Requested for the consideration of a friendly amendment – as agreed to by the mover
  - iii. Carried – majority voted in favor
  - iv. Carried Unanimously – all members voted in favour
  - v. Defeated
  - vi. Withdrawn – at the request of the maker
  - vii. Tabled – as defined in Section 3.0 of this Bylaw
- d) 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.
- e) Any issue addressed by Council, or an authorized Council 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 Council meeting where it was originally addressed

**6.8 Delegation Procedures**

- a) Council, or its authorized Council Committees, shall receive a maximum of two delegations at a regularly scheduled meeting. The delegations shall be scheduled for the presentation not to exceed ten (10) minutes.
- b) The Mayor, or Chair, may allow for the inclusion of additional delegations, or presentations that would exceed ten (10) minutes.
- c) All requests to appear before Council must be in writing.
- d) When multiple delegation request are received, it is at the Mayor's, or Chair's, discretion as to which delegations appear for the upcoming meeting.



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- e) Delegations shall present to Council at approximately 5:00 PM.

**6.9 Organizational Meeting**

- a) The Organizational Meeting of Council will occur annually.
- b) All authorized Council Committees shall be appointed by resolution of Council by consent of a majority of the members present at the annual Organizational Meeting of Council.
- c) 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).

**6.10 Public Hearings**

- a) At the commencement of a Public Hearing, the Chair shall:
  - i. State the matter to be considered at the meeting.
  - ii. Request that Administration present a report on the matter at hand.
  - iii. Allow any delegation involved in the matter and/or their representatives up to ten (10) minutes to present their position. This time does not include the time necessary to answer questions put by Council. This time may be extended by Council.
- b) Following the presentations, Council shall allow time for anyone from the gallery, who wishes to do so speak in favour or against the proposed bylaw. Persons speaking must state their name, address, and if they are speaking for themselves or on behalf of a group or organization.
- c) No person may speak longer than 5 minutes exclusive of the time required to answer questions of Council. This time limit may be extended by Council.
- d) Following the time allowed for all persons to speak, Council may close the public hearing.
- e) At Council's next Regular Meeting, in accordance with the *Municipal Government Act*, Council may then:
  - i. Make such amendments as it considers necessary and proceed to pass the proposed bylaw;
  - ii. Defeat the proposed bylaw; or
  - iii. Postpone the proposed bylaw.

**6.11 Special Meetings**

- a) When extenuating circumstances arise and a Council resolution or bylaw is required, Council may, with the required signing of a waiver, hold a Special Meeting.

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- b) A Special Meeting of Council may be called at the discretion of the Chief Elected Official.

**6.12 Alternative Method for Meeting Participation**

- a) Members of Council, or authorized Council 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.
- b) Members of Council, or authorized Council 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 designates prior to the start of the meeting.

**7.0 ACCESS TO INFORMATION**

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. 12-2017 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. *368/2018* Read a first time this 20th day of August, 2018.
- RES. *369/2018* Read a second time this 20th day of August, 2018.
- RES. *371/2018* Read a third time and finally passed this 20th day of August, 2018.

TOWN OF TABER

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER (C.A.O)

SECRET

1. The purpose of this document is to provide information regarding the activities of the [redacted] in the [redacted] area.

2. It is noted that the [redacted] has been observed in the [redacted] area on several occasions. The [redacted] is believed to be engaged in [redacted] activities.

3. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

SECRET

4. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

SECRET

5. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

SECRET

6. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

SECRET

7. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

8. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

9. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

10. The [redacted] is believed to be operating in the [redacted] area. It is believed that the [redacted] is engaged in [redacted] activities.

