

Municipality of Jasper

Bylaw #190

BEING A BYLAW OF THE SPECIALIZED MUNICIPALITY OF JASPER IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF

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PURPOSE

WHEREAS pursuant to the Municipal Government Act, Council may adopt bylaws in relation to the establishment and functions of Council committees and the procedure and conduct of Council and Council committees;

AND WHEREAS the Municipal Government Act governs the conduct of Council, Councillors, Council committees; municipal organization and administration; public participation; and the powers of a municipality;

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF JASPER, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

PART 1 INTERPRETATION**1.0 Citation**

- 1.1 This bylaw may be called the "Procedure Bylaw."

2.0 Definitions

- 2.1 "Act" means the Municipal Government Act, R.S.A. 2000, c.M-26;
- 2.2 "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- 2.3 "amend a motion previously adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- 2.4 "chief administrative officer" (CAO) means the chief administrative officer of the Municipality of Jasper or designate;
- 2.5 "committee of the whole" means a committee comprised of all Councillors which conducts itself as a committee of Council;
- 2.6 "Council" means Council of the Specialized Municipality of Jasper;
- 2.7 "Council committee" means a committee, board or other body established by a Council under the Act;
- 2.8 "Councillor"; "member of Council"; "Council member" means any elected member including the Mayor;
- 2.9 "in camera" means a meeting at which only Councillors and other persons specified by Council may attend;
- 2.10 "Municipality" means the Specialized Municipality of Jasper in Jasper National Park in the province of Alberta;
- 2.11 "orders of the day" means a requirement that the Mayor return to the predetermined agenda, including adjourning at the pre-determined time, unless a motion to extend the discussion occurring at that time or a motion to extend the meeting is adopted;
- 2.12 "peace officer" means a peace officer as defined in the Police Act, RSA 2000, c.P-17.
- 2.13 "point of order" means a demand by a Councillor that the Mayor enforce the rules of procedure;

- 2.14 "point of privilege" means a request made to the Mayor by a Councillor on any matter related to the rights and privileges of Councillors and includes:
 - 2.14.1 the comfort of Councillors
 - 2.14.2 the conduct of municipal employees or members of the public in attendance at the meeting;
 - 2.14.3 the accuracy of the reports of Council's proceedings; and
 - 2.14.4 the reputation of Council and Councillors;
- 2.15 "postpone" means to delay the consideration of any matter, either:
 - 2.15.1 to later in the meeting;
 - 2.15.2 to a specified time or date or both;
 - 2.15.3 until the occurrence of an event; or
 - 2.15.4 indefinitely;
- 2.16 "public hearing" means a meeting or portion of a meeting that Council is required to hold under the Act or another enactment for the primary purpose of hearing submissions;
- 2.17 "public meeting" means a meeting of Council or committee of the whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing;
- 2.18 "recess" means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- 2.19 "reconsider" means a motion made by a member who voted on the prevailing side of a motion adopted by Council with the purpose of retaking the vote on a motion dealt with earlier in that same meeting;
- 2.20 "refer" means to send a motion made but not voted upon or agenda item to a Council committee or the administration for investigation and report;
- 2.21 "renew" means to bring forward to a later meeting a previously defeated motion;
- 2.22 "rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- 2.23 "table" means to set a matter aside until a majority decides to address the item again by means of a motion to lift from the table;
- 2.24 "term" means the length of time that an elected Council serves between two consecutive municipal elections.

3.0 Application and Interpretation

- 3.1 Unless otherwise noted, this bylaw shall apply to all meetings of Council and Council committees.
- 3.2 Where this bylaw is applicable to Council committees it shall apply with all necessary modifications, and
 - 3.2.1 any reference to the Mayor shall be treated as a reference to the Chair of the Council committee;

- 3.2.2 any reference to a Councillor shall be treated as a reference to a member of the Council committee; and
- 3.2.3 any reference to Council shall be treated as a reference to the committee.
- 3.3 The precedence of the rules governing the procedures of Council is:
 - 3.3.1 the Act;
 - 3.3.2 other provincial legislation;
 - 3.3.3 this bylaw; and
 - 3.3.4 Robert's Rules of Order.
- 3.4 In the absence of statutory obligations, Council may waive all or part of the provisions of this bylaw for a meeting, if the Councillors present vote unanimously to do so. A motion to temporarily alter or suspend any provision of this bylaw is not debatable or amendable.

4.0 Severability

- 4.1 If any section in this bylaw is found by a court of competent jurisdiction to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

PART 2 COUNCIL PROCEDURE

Application and Interpretation

5.0 Organizational Meeting

- 5.1 Council shall hold an organizational meeting each year not later than two weeks after the third Monday in October.
- 5.2 Except for the inaugural meeting, the Mayor shall set the date, time and place for the organizational meeting.
- 5.3 At the organizational meeting, Council shall establish, by resolution, for the forthcoming year:
 - 5.3.1 the dates, time of commencement and place of regular Council meetings and of meetings of the committee of the whole;
 - 5.3.2 review the existing Council committee structure and adopt any necessary changes;
 - 5.3.3 upon nomination by the Mayor, appoint members to Council committees and representatives of the Council to other organizations, boards or committees.
 - 5.3.4 confirm statements of the Council's goals and objectives for the year.
- 5.4 No meeting other than a special meeting may be held on a Canadian national holiday or a statutory holiday in Alberta.

6.0 Inaugural Meeting

- 6.1 The organizational meeting immediately following a general municipal election shall be called the inaugural meeting.
- 6.2 The CAO shall set the date, time and place of the inaugural meeting.
- 6.3 Until the Mayor has taken the oath of office, the CAO shall chair the inaugural

meeting.

6.4 Each Councillor shall take the prescribed oath of office as the first order of business at the inaugural meeting.

6.5 At the inaugural meeting, in addition to those items in Section 5.3:

6.5.1 each Councillor shall, by signing, affirm the Code of Conduct set out in Schedule 1 to this bylaw;

6.5.2 unless otherwise agreed, the roster for Deputy Mayor on a rotating eight month basis shall be determined by random selection for the Council's term of office.

6.5.3 the outgoing Deputy Mayor shall be the Acting Mayor except that immediately after a general election the Acting Mayor will be chosen by random selection.

7.0 Special Meetings

7.1 Special meetings of Council shall be called as required in accordance with the Act.

8.0 Quorum

8.1 Quorum of Council and of committee of the whole is a majority of Councillors.

8.2 If quorum is not achieved within 30 minutes after the time the meeting was scheduled to begin, the recording secretary will document the names of those who are present and the meeting will be adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment shall be posted on the outside door of access to the Council chambers.

8.3 The agenda delivered for that meeting shall be considered at the next regular meeting of Council prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

8.4 If at any time during a meeting the quorum is lost, the meeting shall be recessed and if quorum is not achieved again within 30 minutes, the meeting shall be deemed to be adjourned to the next regular meeting, or it shall be the agenda for a special meeting called for that purpose.

DUTIES OF OFFICIALS

9.0 Duties of the Mayor

9.1 The Mayor shall, when present:

9.1.1 open and adjourn Council meetings;

9.1.2 chair all meetings of Council;

9.1.3 preserve order and decorum in meetings of Council

9.1.4 rule on all questions of procedure;

9.1.5 ensure that each member of Council who wishes to speak on a debatable motion is granted the opportunity to do so;

9.1.6 determine the speaking order when two or more members of Council or others wish to speak; and

9.1.7 decide who, aside from members of Council, may address Council.

10.0 Duties of the Deputy Mayor and Acting Mayor

- 10.1 The Deputy Mayor shall chair meetings of Council when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this bylaw during the absence or incapacity of the Mayor.
- 10.2 The Acting Mayor shall chair meetings of Council when the Mayor and Deputy Mayor are absent or unable to act as Mayor or Deputy Mayor, and shall have all the powers and responsibilities of the Mayor under this bylaw during the absence or incapacity of the Mayor or Deputy Mayor.

11.0 Duties of the Chief Administrative Officer

- 11.1 The CAO shall be subject to the Act and the bylaw governing the responsibility, authority and specific duties of the CAO.

PUBLIC PARTICIPATION

12.0 Public Meetings

- 12.1 Except as provided in section 17, all meetings of Council shall be held in public.
- 12.2 The recording secretary shall keep an audio record of all regular meetings
- 12.3 The public shall be made aware by notice if a meeting is being recorded.
- 12.4 A Council meeting or Council committee meeting may be conducted by means of electronic or other communication facilities according to the provisions of the Act and policies and procedures adopted by Council.

13.0 Letters and Communications

- 13.1 When a person wishes to have a letter or other communication considered by Council or a committee, it shall be addressed to the Council, and shall:
 - 13.1.1 clearly set out the matter at issue and the request; and
 - 13.1.1.1 for written correspondence, must be printed, typewritten or legibly written, be signed with the name of the writer and contain the mailing address of the writer; or
 - 13.1.1.2 for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
 - 13.1.2 a communication received by the Municipality which does not meet the conditions in section 13.1.1, or is abusive in nature, may be disposed of or filed.
- 13.2 On receipt of the communication, the CAO may:
 - 13.2.1 include it on the agenda of the next regular meeting, in full or in summary form; or
 - 13.2.2 refer it to administration for reply.
- 13.3 Once decided, no communication on substantively the same matter can be considered for at least six months.

14.0 Appearing at Council Meetings

- 14.1 A member of the public may appear as an individual or as a delegate of a group or

organization before Council. In such cases:

- 14.1.1 a person who wishes to address Council must inform the administration in writing or email at least two weeks before the proposed presentation, and state the reason for the request to speak. The CAO shall consider any request.
- 14.1.2 the CAO may:
 - 14.1.2.1 recommend that Council hear from the person; or
 - 14.1.2.2 refer the matter to the administration for reply.
- 14.1.3 if it is recommended by the CAO that Council hear the matter, the administration will contact the person and provide a time in which they can speak. Confirmation will be sent in writing or by email setting the time and date of the presentation.
- 14.2 A member of the public may address Council during a regular meeting in the time reserved for presentations or at another time with the permission of the Mayor, and shall be restricted to discussion of items on the approved agenda.
- 14.3 Notwithstanding sections 14.1 and 14.2:
 - 14.3.1 Council may allow a person to address a matter that is on the agenda;
 - 14.3.2 Council may, with the consent of two-thirds (five) of members, allow a person to address a matter that was not on the agenda, by referring the matter to any appropriate committee, appoint a special committee to deal with the matter, or deal with the matter itself at that or some later meeting; and
 - 14.3.3 no person shall address Council for more than three (3) minutes, exclusive of the time required to answer questions, unless and to the extent allowed by a motion approved by Council.
- 14.4 A committee must hear a person referred to it by Council.
- 14.5 Persons addressing Council or any Council committee shall limit their comments to the matter contained in the request and the recommendations being discussed or to answering questions asked by members.

COUNCIL MEETINGS

15.0 Conduct of Business

- 15.1 Council business shall be carried out in accordance with Schedule 2 to this bylaw.

16.0 Regular Meetings

- 16.1 Council may, at a regular meeting, resolve that the date, time or location of a subsequent meeting be other than as resolved at the organizational meeting.
- 16.2 A meeting of Council shall not exceed four hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.

17.0 In Camera Meetings

- 17.1 No item shall be considered in camera unless one of the exceptions to disclosure in the Freedom of Information and Protection of Privacy Act RSA 2000, c.P-25 applies.

- 17.2 A portion of a meeting held in camera subject to the Act and the Freedom of Information and Protection of Privacy Act may exclude the administration, but not Councillors or the CAO except for improper conduct.
- 17.3 No bylaw or resolution shall be passed at an in camera meeting, except a resolution to revert to meeting in public.

18.0 Notice of Meetings

- 18.1 Notice of all meetings shall be given to Councillors and the public.
- 18.2 Notice of regular meetings of Council is deemed to be given by publication of the agenda together with supporting documentation on the municipal website by 4:00 p.m. on the Friday before a regular meeting.
- 18.3 For all other meetings requiring notice, it shall be:
 - 18.3.1 issued a minimum of 24 hours prior to the meeting date;
 - 18.3.2 posted on the Municipality's website specifying the time, date, and location;
 - 18.3.3 delivered, faxed or emailed to each Council member
- 18.4 If a matter is not specified in the notice of a special meeting, it may not be dealt with, unless all Council members are present and a motion is passed by a majority to deal with the matter.

19.0 Cancellation of Meetings

- 19.1 A regular meeting may be cancelled:
 - 19.1.1 by a majority of Council members at a previously held meeting; or
 - 19.1.2 with the written consent of a majority of Council members, provided twenty-four (24) hours' notice is provided to Council members and the public; or
 - 19.1.3 with the written consent of two-thirds (five) of the Council members if twenty-four (24) hours' notice is not provided to the public.
- 19.2 A special meeting, called by the Mayor, may be cancelled:
 - 19.2.1 by the Mayor if twenty-four (24) hours' written notice is provided to all Council members and the public; or
 - 19.2.2 if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (five) of Council members.
- 19.3 A special meeting, requested in writing by a majority of Council members, may be cancelled:
 - 19.3.1 with the written consent of the requesting members, if twenty-four (24) hours' notice is provided to the Council members and the public; or
 - 19.3.2 if less than twenty-four (24) hours' notice is provided, with the written consent of two-thirds (five) of Council members.
- 19.4 Committee meetings may be cancelled as per Section 19.1.1 and 19.1.2, however, at least twenty-four (24) hours' notice of cancellation must be provided to committee members and the public.

COMMITTEE OF THE WHOLE

20.0 Committee of the Whole

- 20.1 There shall be a committee of the whole comprising all Councillors.
- 20.2 Committee of the Whole shall be chaired by members of Council as selected by Council.
- Duties of the Mayor in this bylaw (sec. 9.0) shall apply to the Chair of the Committee-of-the-Whole meetings.
- 20.3 Except as provided in section 17, all meetings shall be held in public.
- 20.4 Notice of all meetings shall be given to all Council members and the public.
- 20.5 Notice of regular meetings or committee of the whole is deemed to be given by publication of the agenda, together with supporting documentation, on the municipal website by 4:00 p.m. on the Friday before a regular meeting.
- 20.6 A committee of the whole meeting shall not exceed four hours in length unless the members present unanimously consent to an extension. If an extension is not approved, any remaining agenda items will be considered at the next regular meeting or at a special meeting called to complete the business.
- 20.7 Committee of the whole may, at a regular meeting, resolve that the date, time or location of a subsequent meeting be other than as resolved at the organizational meeting.
- 20.8 Notwithstanding s.5.3, Council may schedule a committee of the whole meeting or may resolve itself into committee of the whole
- 20.9 The Mayor may call for a meeting of the committee of the whole at any time. The CAO must give notice to all committee of the whole members and the public.
- 20.10 Any Councillor may move that Council move into committee of the whole to consider any matter either at the current Council meeting or at another date. Instructions to the committee of the whole may be included in this motion.
- 20.11 A motion to move into committee of the whole may be debated only regarding the desirability of committing the main motion to committee of the whole but not on the main motion itself.
- 20.12 Committee of the whole may consider any matter that Council may consider, including but not limited to, detailed consideration of the following matters:
- 20.12.1 the budget;
 - 20.12.2 the audit;
 - 20.12.3 transportation issues;
 - 20.12.4 strategic planning;
 - 20.12.5 policy formulation.
- 20.13 Committee of the whole may:
- 20.13.1 conduct public meetings;
 - 20.13.2 receive delegations and submissions;
 - 20.13.3 meet with other municipalities and other levels of governments;

- 20.13.4 recommend to Council appointments of members of the public to Council committees, other municipal committees and other bodies on which the Municipality is entitled to have representation.
- 20.14 Council may receive briefings in committee of the whole.
- 20.15 Other than motions to approve the agenda, adopt minutes and to adjourn, the only motions permitted at committee of the whole are:
- 20.15.1 to adopt reports or recommendations and to recommend amendments;
- 20.15.2 to amend its own reports or recommendations;
- 20.15.3 to meet in camera and subsequently to revert to a meeting held in public;
- 20.15.4 to rise without reporting;
- 20.15.5 to rise and report;
- 20.15.6 to recess.
- 20.16 Members of the public shall be restricted to public seating areas.
- 20.17 No resolution shall be passed when committee of the whole is sitting in camera except a resolution to revert to a meeting held in public.
- 20.18 When Council moves into committee of the whole within a Council meeting with the intention of returning to Council for a decision at the same meeting, committee of the whole is not required to vote on a recommendation to Council.
- 20.19 When Council moves into committee of the whole to consider a matter delegated to committee of the whole by Council, Councillors are required to vote on a recommendation to Council.
- 20.20 In committee of the whole, the procedures of Council shall be relaxed as follows:
- 20.20.1 a Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor, a Councillor shall only address that motion;
- 20.20.2 a Councillor may speak more than once, provided that each Councillor who wishes to speak to the matter has already been permitted to do so;
- 20.20.3 with the permission of the Mayor, persons other than Councillors may be seated at the Council table and on the Council floor; and
- 20.20.4 no notice need be given of any motion to be made.

PECUNIARY INTEREST

21.0 Pecuniary Interest

- 21.1 A Councillor who has a pecuniary interest as defined in the Act in a matter before Council shall:
- 21.1.1 disclose the general nature of the pecuniary interest; and
- 21.1.2 leave the meeting before debate and return after the vote is declared.
- 21.2 The member declaring a pecuniary interest is not considered part of the quorum for the item.
- 21.3 Pecuniary interests are to be noted in the meeting minutes stating the agenda item to which they pertain and the general nature of the interest disclosed.

- 21.4 Pecuniary interests for in-camera items are to be noted however, the description is not required.

PART 3 COUNCIL COMMITTEES

22.0 Establishment

- 22.1 Council may establish such committees as it considers necessary or advisable for the orderly and efficient handling of the affairs of the Municipality and does establish the committees set out in Schedule 3 to this bylaw;
- 22.2 When establishing a committee, Council shall by bylaw adopt terms of reference for the committee that:
- 22.2.1 names it;
- 22.2.2 establishes membership, purpose and authority;
- 22.2.3 sets the term or directs that the committee exists on an on-going basis at the pleasure of Council; and
- 22.2.4 allocates any necessary budget or other resources.
- 22.3 The CAO shall facilitate an annual review by Council of the terms of reference of all committees prior to the Council's organizational meeting and the making of committee appointments.

23.0 Committee members

- 23.1 Councillors shall be appointed as Council committee members as per section 5.3.3 at the organizational meeting or at any other time it becomes necessary or expedient to appoint a committee member. Members-at large may be appointed at any time when it is necessary or expedient. Members at large shall, at the first committee meeting following appointment, by signing, affirm the Code of Conduct set out in Schedule 1 to this Bylaw.
- 23.2 The Mayor shall be an ex-officio member of all committees to which Council has the right to appoint members, unless prohibited by statute or bylaw, and shall be counted to determine quorum and has all the rights and privileges of the other committee members including the right to make motions and vote.
- 23.3 Council Committee meetings shall be open to all members of Council, but only those members specifically appointed to that committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the committee.
- 23.4 Each member-at-large committee member's appointment shall become effective on the 1st day of January of the first year of the member's term of office and shall expire on the 31st day of December of the member's final year of office.
- 23.5 Members-at large shall be appointed for a three -year term. However, in the event of a vacancy occurring mid-term, the committee member appointed to fill such vacancy shall be appointed for the remainder of the term of the member whose absence created the vacancy.
- 23.6 Council may appoint members-at-large on its own motion or on the recommendation of a sub-committee.
- 23.7 Vacancies for memberships-at- large shall be advertised except when a vacancy occurs mid-term and there are acceptable applications remaining from the last recruitment cycle, when an appointment may be made from those applications, without advertising.
- 23.8 A member-at-large who has served two consecutive three-year terms shall be ineligible for reappointment for one calendar year after the expiry of the most recent term, unless there are no other qualified applicants, in which case the member-at-large may be reappointed three months after the expiry of their most recent term.
- 23.9 To be eligible for appointment to a committee as a member-at-large a person shall:

- 23.9.1 be sixteen years of age or older;
 - 23.9.2 have been a resident of Jasper for a period of not less than the six consecutive months prior to the date of his application; and
 - 23.9.3 apply to Council during the period in which the Municipality requests applications from the public.
- 23.10 Any committee member shall resign immediately and another member shall be appointed in his place:
- 23.10.1 when such person's residency changes to a location other than Jasper;
 - 23.10.2 when such person, appointed to the committee as a Councillor, ceases to be a member of Council;
 - 23.10.3 when a member-at-large is elected to the Council;
 - 23.10.4 when Council, having provided in writing a request and its reason or reasons for such request, asks for any reason for the resignation of a committee member.
 - 23.10.5 when required to do so by a Council committee's terms of reference
- 23.11 Any committee member may resign at any time by providing written notice to the CAO.
- 23.12 Any member-at-large absent from three consecutive regular meetings of a committee, unless such absence is authorized by resolution of the committee, will automatically forfeit their membership as of the date of the third consecutive meeting. Any member-at-large forfeiting their membership may be eligible for re-appointment but not for the unexpired portion of the term forfeited.

24.0 Election of Officers

- 24.1 At its annual organizational meeting, a committee shall elect a chair and vice-chair for a one year term from among the members unless Council designates:
- 24.1.1 the chair of a committee; or
 - 24.2.2 the manner in which the chair shall be selected.
- 24.2 A committee member may serve as chair for a maximum of two terms of office.
- 24.3 No serving Councillor shall be elected chair or vice-chair of a committee.
- 24.4 A chair of a committee may be removed from office by a vote of a majority of the members of the committee. No motion to remove the chair shall be in order unless notice of motion has been given in writing at a regular meeting of the committee held at least seven days prior to the meeting at which the motion is considered.

25.0 Voting and Quorum

- 25.1 The quorum for a committee shall be a majority of the members appointed.
- 25.2 The chair of a committee, if present, shall preside at every meeting. The vice-chair shall act in the absence of the chairperson.
- 25.3 At any regular meeting of a committee at which the chair and vice-chair are absent, the committee may, subject to the provisions of section 24.3, elect an acting chair for the duration of that meeting. The acting chair shall step down immediately upon the arrival at the meeting of either the chair or the vice-chair.
- 25.4 Subject to section 21, all members, including the chair and vice chair, shall vote on all motions.
- 25.5 In the event of a tied vote, the motion shall be defeated.

26.0 Meeting Protocols

- 26.1 Regular committee meetings shall be held not less than once each calendar month except during the months of July and August when a committee may determine an alternate schedule.
- 26.2 The chair may call a meeting of the committee at any time and must do so if a majority of committee members so request in writing, including a statement of purpose of the meeting. A special meeting requested by committee members must be held within 14 days after the request is received.
- 26.3 Notice of committee meetings not approved in the annual schedule, or cancellation of a previously scheduled meeting, must comply with requirements for public notice as set out in this bylaw and be filed with the Municipality a minimum of two working days prior to the meeting.
- 26.4 A committee shall conduct its meetings in public.
- 26.5 An organizational meeting of a committee shall be held each year during the month of January at which the committee shall:
- 26.5.1 elect officers pursuant to section 24;
 - 26.5.2 determine the time and place of regular meetings of the committee for that year;
- 26.6 Minutes shall be prepared for all committee meetings and must:
- 26.6.1 include all decisions and other proceedings;
 - 26.6.2 include the names of committee members present at and absent from the meeting;
 - 26.6.3 include any abstentions made under the Act by any member and the reason for abstention;
 - 26.6.4 include the signatures of the chair and the recording secretary; and
 - 26.6.5 be retained in a safe manner and be available upon request. A copy of the minutes must be filed with the CAO or his delegate within three working days of being confirmed by the committee.
- 26.7 When a committee is of the opinion that a meeting should be held in-camera, the motion passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera and the meeting shall be conducted in accordance with the Act.
- 26.8 No committee or any member has:
- 26.8.1 power to pledge the credit or course of action of the municipality or enter into any agreement on behalf of the committee or municipality;
 - 26.8.2 power to authorize any expenditure to be charged against the municipality without prior approval by Council; or
 - 26.8.3 authority to act, except as established in the terms of reference for the committee.
- 26.9 Councillors appointed to a committee by Council shall keep Council informed as to committee activities.
- 26.10 The CAO shall appoint an administrative representative to each committee who shall not be a member of the committee and may not vote on any matter. The administrative representative shall:
- 26.10.1 ensure required notice is given, and accurate minutes are kept, for all regular and special meetings of the committee; and

26.10.2 provide advice, research, information and additional support staff as required by the committee.

26.11 A committee shall report to Council as required

COMING INTO FORCE AND REPEAL

Bylaw #166, Procedure, is hereby repealed.

This bylaw shall come into force and effect on the final date of passing thereof.

READ a first time this 15 day of December 2015

READ a second time this 5 day of January 2016

READ a third and finally passed this 19 day of January 2016

Mayor

Chief Administrative Officer

SCHEDULE 1**SPECIALIZED MUNICIPALITY OF JASPER****Code of Conduct for Members of Council and Council Committees**

The Specialized Municipality of Jasper requires that its members of Council and council committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for members of council and committees.

Members shall abide by the following rules and principles:

1. GOVERN their conduct in accordance with the requirements and obligations set out in the municipal legislation of Province of Alberta (Municipal Government Act);
2. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
3. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community of the Municipality of Jasper;
4. SERVE in a liaison role when appointed as members of committees or boards;
5. COUNCILLORS shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest;
6. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;
7. NOT USE confidential information for the personal profit of themselves or any other person;
8. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
9. NOT ATTEMPT TO EXERCISE individual authority over the Municipality;
10. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly by Council authorized;
11. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;
12. DIRECT any comments on staff performance to the Chief Administrative Officer;
13. AVOID public comment on staff performance;
14. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone not entitled to receive same;
15. PRESERVE the integrity and impartiality of Council;

For a period of twelve months after leaving office, abide by the standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;

Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

Members of Council and committees agree to uphold the intent of these guidelines and to govern their actions accordingly.

VALUES OF COUNCIL

As a Council, or committee of council, we hold the following to be our guiding values:

- Respect for individuals and each other
- Honesty and integrity
- Openness
- Willingness to listen
- Willingness to participate
- Commitment to task at hand
- Receptive to new ideas
- Dedication to preparation
- Mutual support through positive feedback
- Speak with one voice

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

Witness's name (please print)

Councillor's/Committee Member's
name (please print)

Witness's signature

Councillor's/Committee Member's
signature

Date: _____

SCHEDULE 2 CONDUCT OF BUSINESS

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RECORDS OF COUNCIL**1.0 Agenda**

- 1.1 The proposed agenda for each Council meeting shall be established by the Mayor and CAO. In establishing the agenda, the Mayor and CAO may establish a specific time for the introduction of and debate on any agenda item.
- 1.2 Deadline for agenda items is 4:00 p.m. on the Wednesday six days before the regular Council meeting in which the item will be discussed, in order to allow sufficient time for review by the CAO
- 1.3 The agenda for regular meetings shall state business in the following order, where applicable:
- Call to Order
 - Approval of Agenda
 - Approval of Minutes
 - Presentations/Appointments/Recognitions
 - Business arising from Minutes
 - Departmental Reports
 - Bylaws
 - RFDs
 - Other New Business
 - Correspondence for Consideration or Action
 - Information Items – Upcoming Events
 - Adjournment
- 1.4 The first order of business at any Council meeting shall be consideration of the proposed agenda and adoption of it, subject to any amendment that Council may approve.
- 1.5 The order of business at a Council meeting shall be the order of the items on the adopted agenda.
- 1.6 Additions to the agenda are permitted but must be high priority items the addition of which are approved by resolution.
- 1.7 After adoption of the agenda, Council may alter the order of the items on the agenda, by majority vote, for convenience of the meeting.
- 1.8 All reports, including correspondence, will be designated with a request for Council decision or request for Council direction or for Council information with the recommendation.
- 1.9 Agenda packages shall be made available for the media.

2.0 In Camera Agenda

- 2.1 The items on the in camera agenda are approved by the CAO in accordance with the Act.
- 2.2 In accordance with the Act, and the Freedom of Information and Protection of Privacy Act, all members of Council are required to keep in confidence matters discussed in camera until the item is discussed at a meeting held in public.

3.0 Minutes

- 3.1 The recording secretary shall:
- 3.1.1 record the names of the Council members opposed to a motion;

- 3.1.2 prepare the minutes of every meeting, in accordance with section 208(1) of the Act, and distribute a copy to each Council member in a subsequent agenda for adoption at the meeting;
 - 3.1.3 record the name and general nature of a pecuniary interest declared by a Council member for open meeting discussions;
 - 3.1.4 record the names of persons who have spoken for or against a matter considered at a public hearing; and
 - 3.1.5 record the distribution of additional material authorized by the Mayor to be distributed to Council and to form part of the corporate record.
- 3.2 A councillor may make a motion requesting that the minutes be amended to correct an inaccuracy or omission, however, the recording secretary shall be advised of the challenge to the minutes before the meeting at which they are to be officially confirmed, to allow the recording secretary to review the audio tapes.
- 3.3 If a Council member questions the accuracy of a portion of the minutes of a meeting, the audio recording shall be used to decide the question.
- 3.4 Only minor changes may be made to correct errors in grammar, spelling, and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence; but no change shall be allowed which would alter or affect, in a material way, the actual decision made by Council.

4.0 Confirmation of Minutes

- 4.1 The Mayor shall request a motion to confirm the minutes.
- 4.2 The minutes of a previous meeting shall not be read aloud unless directed by a unanimous vote of the Council members present.
- 4.3 Committees shall confirm the minutes of previous meetings.

5.0 Presentations/Recognitions

- 5.1 All non-standard presentations and recognitions made to Council at a regular meeting must be placed on the agenda with the approval of the CAO.
- 5.2 Standard and recurring presentations and recognitions may be added to the agenda of a regular meeting through the approval process, by the CAO and Mayor.

DEBATE

6.0 Rules Governing Debate

- 6.1 Chair may allow Council to discuss any item on the agenda.
- 6.2 A motion must be made by a councillor before Council can debate an item before Council.
- 6.3 A seconder to a motion is not required.
- 6.4 All discussion at a meeting of Council shall be directed through the Mayor.
- 6.5 Except with the consent of Council, a councillor may speak only:
 - 6.5.1 once on any motion; and
 - 6.5.2 once on any amendment to a motion.

- 6.6 Notwithstanding paragraph 6.5:
 - 6.6.1 a councillor may ask questions of the administration or other councillors on any motion or amendment to a motion;
 - 6.6.2 a councillor may speak to answer questions put by other councillors; and
 - 6.6.3 a councillor who has made a motion may speak a second time to close the debate.
- 6.6 The Mayor may participate in debate on any matter before Council without relinquishing the chair.
- 6.7 The Mayor may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the chair to the Deputy Mayor until the vote on the motion has been taken.
- 6.8 When a councillor wishes to leave the Council chambers while a meeting of council is in progress:
 - 6.8.1 the councillor shall await the formal acknowledgement of the Mayor before leaving; and
 - 6.8.2 the time of the councillor's departure, and return, if any, shall be recorded in the minutes.
- 6.9 In order to ensure that quorum is not lost, the Mayor may recess the meeting briefly if a councillor wishes to leave the meeting but intends to return.
- 6.10 Subject to the Act, no councillor shall leave the Council meeting after a question is put to a vote until the vote is taken.
- 6.11 A councillor who is speaking may be interrupted by the Mayor if:
 - 6.11.1 the Council member speaking is out of order; or
 - 6.11.2 the matter being addressed by the Council member speaking is outside the jurisdiction of Council.
- 6.12 A councillor who is speaking may only be interrupted by another councillor on:
 - 6.12.1 a point of privilege; or
 - 6.12.2 a point of order.
- 6.13 The councillor who is speaking when a point of order or privilege is raised shall cease speaking immediately.
- 6.14 The Mayor may grant permission:
 - 6.14.1 to the Council member raising the point of order or privilege to explain the point briefly; and
 - 6.14.2 to the Council member who was speaking to respond briefly; but otherwise a point of order or privilege is not debatable or amendable.
- 6.15 The Mayor must rule on a point of order or privilege and no vote will be taken unless there is a challenge by a councillor to the ruling.
- 6.16 The Mayor may seek advice from the CAO on a point of order or privilege or to determine whether a matter is within the jurisdiction of the Council.

7.0 Information Requests

- 7.1 A councillor wishing to make an information request of administration shall present it to council at the appropriate time on the agenda of a regular Council meeting.
- 7.2 If the CAO is unable to answer the information request at the meeting, he will forward the request to the appropriate official or body in the Municipality for a response.
- 7.3 Unless the information request specifies that the councillor wishes the information to appear on a subsequent agenda, the information will be forwarded directly to all councillors.
- 7.4 If the CAO determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the Freedom of Information and Protection of Privacy Act, he shall file a response with Council stating the reasons for withholding the information.
- 7.5 If the CAO determines that the time and cost of compiling the information will be considerable, he shall request a resolution of Council to approve the request either at the same meeting or a future meeting.
- 7.6 If a councillor who has made an information request wishes to withdraw the request, at the appropriate time on the agenda that councillor shall so inform Council.

ORDER IN COUNCIL CHAMBERS**8.0 Order in Council Chambers – The Public**

- 8.1 Only councillors, the CAO, and those individuals authorized by the CAO may be present on the floor of council chambers.
- 8.2 A person not listed in section 8.1 may be present on the floor of council chambers if that person has first received the approval of the Mayor.
- 8.3 The CAO, an employee or consultant authorized by the CAO may address the Council from the floor of council chambers, if recognized by the Mayor.
- 8.4 A person not listed in section 8.3 may address Council from the public gallery with permission of the Mayor.
- 8.5 No person present in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker or interfere with the action of Council.
- 8.6 The Mayor may call to order any person on the floor or in the gallery who is out of order and may expel that person from council chambers.
- 8.7 An employee or member of the public who refuses to leave council chambers upon the order of the Mayor may be removed by a peace officer.

9.0 Order in Council Chambers - Council

- 9.1 The Mayor may call to order any councillor who is out of order.
- 9.2 A councillor who is called to order must cease talking or otherwise engaging in the activity specified by the Mayor in the call to order.
- 9.3 When a councillor has been called to order but persists in breaching the order of council, the Mayor may name the councillor and declare the offence.
- 9.4 The recording secretary shall note the offence in the minutes.

- 9.5 If a councillor who has been named:
- 9.5.1 apologizes to Council and withdraws the offensive statement or action, then
 - 9.5.1.1 that councillor may remain and continue to participate in the meeting; and
 - 9.5.1.2 the Mayor may direct that the notation of the offence be removed from the minutes; or
 - 9.5.2 fails or refuses to apologize and withdraw the offensive statement or action then that councillor is automatically expelled and must leave council chambers immediately.
- 9.6 A councillor who refuses to leave the council chambers upon the order of the Mayor may be removed by a peace officer.
- 9.7 No councillor shall be expelled for a period greater than the meeting that was in progress at the time of the expulsion.
- 9.8 A councillor who is called to order or named may immediately thereafter challenge the ruling of the mayor and state the terms of the challenge.
- 9.9 When there is a challenge to the ruling of the Mayor, all further debate shall cease until the challenge has been dealt with by council.

10.0 Challenge to Ruling of the Mayor

- 10.1 When a councillor wishes to challenge the ruling of the Mayor, the motion, "That the decision of the Mayor be overruled" shall be made, and the question shall be put to a vote of Council immediately without amendment or debate by decision of Council. A vote against the motion is a vote to uphold the ruling of the Mayor.
- 10.2 The Mayor shall be governed by the vote of the majority of the members present.
- 10.2.1 If the Mayor refuses to put the motion, "That the decision of the Mayor be overruled", the Deputy Mayor shall be requested to proceed with putting the motion and the vote, from the floor if necessary.
 - 10.2.2 A resolution carried under section 10.2.1 is effectual and binding as if carried with the Mayor as chair.

MOTIONS IN MEETINGS

11.0 Motions

- 11.1 A motion to be made at a Council meeting shall be given to the CAO in written or electronic form by 4:00 p.m. on the Wednesday before a regular meeting at which the motion is to be considered.
- 11.2 The CAO shall make all motions filed under paragraph 11.1 available to Council members by publication on the municipal website by 4:00 p.m. on the Friday before a regular meeting.
- 11.3 A motion must be made prior to any debate or vote occurring. No seconder is required.
- 11.4 A motion becomes a resolution after the passing of the motion by Council.
- 11.5 A recommendation in a report is not a motion until a councillor moves it.

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Procedure Bylaw – Schedules

- 11.6 A recommendation in a report may be moved as the main motion with an amendment included.
- 11.7 Council shall consider only one motion at a time.
- 11.8 After a motion has been moved, it may not be withdrawn without the majority consent of Council.
- 11.9 The following motions are not debatable by Council:
 - 11.9.1 to raise a point of privilege;
 - 11.9.2 to call for orders of the day;
 - 11.9.3 to raise a point of order;
 - 11.9.4 to withdraw a motion;
 - 11.9.5 to recess or adjourn the meeting; or
 - 11.9.6 to challenge a ruling of the Mayor.
- 11.10 When a motion has been made and is being considered, no councillor may make any other motion except:
 - 11.10.1 as set out in section 11.9;
 - 11.10.2 to amend the motion;
 - 11.10.3 to refer the main motion to committee of the whole, the administration, a council committee or some other person or group for consideration;
 - 11.10.4 to postpone consideration of the motion; or
 - 11.10.5 to table the motion.
- 11.11 Motions shall have precedence in accordance with the order that they are listed in section 11.9 and then in subsections 11.10.2. to 11.10.5.
- 11.12 With the exception of a motion to adjourn the meeting made under paragraph 18 of this schedule, if a motion fails, the same motion shall not be renewed unless:
 - 11.12.1 a general municipal election has been held; or
 - 11.12.2 one year has passed since the date that the motion was defeated.
- 11.13 Notwithstanding paragraph 11.12, if a motion is defeated, a councillor may introduce a motion calling on Council to renew the motion if:
 - 11.13.1 a two-thirds majority of Council grants leave to a councillor to introduce a motion calling on council to renew the motion; or
 - 11.13.2 the councillor who wishes to have Council renew a motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate.
- 11.14 If a motion succeeds, a councillor may introduce a motion calling on Council to rescind the motion or amend a motion previously adopted provided that the councillor sets out in writing what special or exceptional circumstances warrant further debate.
- 11.15 In emergent situations, where previous notice to rescind or amend a motion

previously adopted is not practical, a motion to rescind or amend a motion previously adopted shall require a two-thirds vote of councillors present at the council meeting at which the rescinding or amending motion is introduced.

- 11.16 A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.

12.0 Amendments to Motions

- 12.1 A councillor who moved a motion may not move an amendment to it.
- 12.2 Any councillor, other than the councillor who moved the main motion, may move to amend a motion.
- 12.3 The councillor who moved the main motion may move an amendment to the amendment.
- 12.4 A friendly amendment, or change in wording that enhances and strengthens the original motion, may be proposed and adopted if no members present object. Only the motion as amended by the friendly amendment will appear in the minutes.
- 12.5 The Mayor shall allow only:
- 12.5.1 one amendment to the main motion; and
- 12.5.2 one amendment to the amendment to be advanced and considered at a time.
- 12.6 Council must vote:
- 12.6.1. on an amendment to the amendment, if any, before voting on the amendment; and
- 12.6.2 on any amendment before voting on the main motion.
- 12.7 When an amendment is on the floor, Council may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.
- 12.8 The Mayor shall not put the main motion under debate to a vote until all amendments to it have been put to a vote of Council.
- 12.9 Once all amendments to the main motion have been voted on, the Mayor shall put forth the main motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.
- 12.10 Notwithstanding anything in this section, a councillor who has moved a motion may restate the motion to include a proposed amendment if no other councillor objects.

13.0 Motions to Refer

- 13.1 Any councillor may move to refer any main motion, and any pending amendments, to a council committee or the administration for investigation and report.
- 13.2 A motion to refer:
- 13.2.1 is debatable;
- 13.2.2 precludes any further amendment to the main motion, until the motion to refer has been addressed by Council;
- 13.2.3 shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and

13.2.4 may be amended only as to the body to which the motion is referred and the instructions on the referral.

13.3 The Mayor shall refuse to accept a motion to refer that would have the effect of defeating the motion to which it applies.

13.4 Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by Council prior to the referral. The resolution proposed by the referral body shall be as if introduced to council for the first time, and Council shall be free to consider any amendment to it.

14.0 Splitting a Motion

14.1 When a motion is lengthy, complicated or contains a series of independent issues dealing with different subjects, a councillor may request that the motion be split into parts so that each part may be voted upon individually.

14.2 A councillor who requests that a motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.

14.3 The CAO may, on the request of the Mayor, assist with phrasing the motions that would result from a motion being split so that the motions may be dealt with most effectively by Council.

15.0 Tabling Motions

15.1 A motion may be tabled by a majority vote of Council to enable council to deal with other more pressing matters.

15.2 A motion to table:

15.2.1 includes all other motions; and

15.2.2 takes precedence over any other motion connected with the motion being tabled.

15.3 A motion that has been tabled may be raised from the table at any time by a majority vote of council.

15.4 If a motion to raise a motion from the table is defeated, it may only be made again after council has addressed some other matter or business.

15.5 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when laid on the table.

15.6 A motion fails if it is not raised from the table within one year of being tabled.

16.0 Postponing Motions

16.1 A motion may be postponed:

16.1.1 to later in the meeting to enable council to deal with other more pressing matters; or

16.1.2 to a specified time and/or date; or

16.1.3 until the occurrence of an event; or

16.1.4 indefinitely.

16.2 A motion to postpone:

- 16.2.1 includes the motion being postponed and all connected amendments; and
 - 16.2.2 takes precedence over any other motion connected with the motion being postponed.
- 16.3 A motion that has been postponed under section 16.1.1 or 16.1.4 may be considered at any time by a two-thirds majority vote of Council.
- 16.4 If a motion to consider a postponed motion is defeated, it may only be made again after council has addressed some other matter or business.
- 16.5 When a motion that has been postponed is brought back to council, it is brought back with all motions connected with it, exactly as it was when postponed.
- 16.6 If a motion has been postponed to a specified time and/or date or until the occurrence of an event, the motion is automatically placed on an agenda for consideration at that time and date or upon the occurrence of the event.

17.0 Notice of Motion

- 17.1 Prior to a regular Council meeting being adjourned, councillors will be given an opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the CAO with a written copy of the notice.
- 17.2 A notice of motion given at one regular Council meeting will automatically appear as a motion on the agenda of the next regular council meeting.
- 17.3 A notice of motion cannot be made at a special Council meeting.
- 17.4 A notice of motion is not debatable.

18.0 Adjourning the Meeting

- 18.1 When the Mayor is satisfied that all the business and purposes of a meeting have been addressed, the Mayor shall request a motion to adjourn the meeting.
- 18.2 Any councillor may move to adjourn a meeting at any time.
- 18.3 When a motion to adjourn is lost, a new motion to adjourn must be made and adopted. This motion cannot be reconsidered.

BYLAWS**19.0 Bylaws**

- 19.1 The CAO must review the form of each proposed bylaw to ensure that it is consistent with the form of bylaw that council may adopt from time to time by resolution.
- 19.2 Each proposed bylaw must include:
- 19.2.1 the bylaw number assigned to it;
 - 19.2.2 a concise title; and
 - 19.2.3. the reading to take place.
- 19.3 If the CAO is not satisfied with the form of a proposed bylaw, the CAO shall include a note to that effect on the agenda of council and council may refuse to consider

the bylaw until it is in the proper form.

- 19.4 The bylaw number, concise title of a proposed bylaw and the reading to take place must be included on the agenda of the meeting at which the bylaw is to be introduced.
- 19.5 The CAO must make available a copy of the bylaw to each councillor before the first reading of the bylaw.
- 19.6 Every proposed bylaw must have 3 distinct and separate readings.
- 19.7 After first reading of the bylaw a councillor may move to have the bylaw read a second time.
- 19.8 Council may not give a bylaw more than two readings at a meeting unless councilors unanimously agree to consider third reading at that meeting and the Parks Canada Agency's certification has previously been obtained.
- 19.9 Any amendments to the bylaw that are passed by Council before the motion for third reading is passed:
 - 19.9.1 are deemed to have received first and second reading; and
 - 19.9.2 are incorporated into the proposed bylaw.
- 19.10 The CAO may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.
- 19.11 If amendments to the proposed bylaw have been carried, a councillor may request an opportunity to review the full text of the bylaw as amended prior to third reading and the Mayor shall provide a recess for the councillor to do so.
- 19.12 If any reading of a proposed bylaw fails, all previous readings are rescinded.
- 19.13 A bylaw is passed when it receives Parks Canada's certification, third reading and it is signed by the Mayor and the CAO.
- 19.14 Copies of bylaws, once approved, are to be forwarded to the Library for information. These bylaws would remain in the building and not go out on loan.

20.0 Public Hearings

- 20.1 "Adjourn" used in relation to a public hearing means to take a break in the public hearing with the intent of returning to the public hearing at another meeting or later in the same meeting.
- 20.2 "Close" used in relation to a public hearing means to terminate the public hearing.
- 20.3 The agenda for public hearings shall include those items relating to planning matters in accordance with the Act, items which Council has directed to the public hearing and items placed on the agenda by the Mayor and CAO.
- 20.4 Members of the public addressing Council are subject to a three (3) minute time limit unless otherwise agreed in advance by the Municipality.
- 20.5 Members of the public addressing Council shall provide their name, who they represent and provide administration with the correct spelling of their name and presentation material to council to be included in the corporate record for the meeting.
- 20.6 The Mayor, or the CAO, shall inform Council of any written submissions and the

numbers in favour of and opposed to the matter.

- 20.7 Any person who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by the Council in person or through an agent, as per Section 230(4) of the Act.
- 20.8 Any councillor or the public may review the written submissions received before the commencement of the public hearing or during the public hearing.
- 20.9 Members shall not ask questions of the administration until all of the public or representatives have been heard.
- 20.10 The public hearing must be closed before Council votes on second reading of the bylaw.
- 20.11 Once the public hearing is closed, Council shall not receive any additional information on the proposed bylaw or resolution without reopening the public hearing.
- 20.12 If there is more than one public hearing on the agenda, there shall be a motion to adjourn or close one public hearing before the Mayor opens another public hearing.
- 20.13 Matters that are related to the same topic may be addressed in the same public hearing.
- 20.14 The order of business for each item of a public hearing shall be:
- 20.14.1 Presentation from the administration and questions of clarification;
 - 20.14.2 Public hearing presentations by
 - 20.14.2.1 those speaking in favor,
 - 20.14.2.2 those speaking against, and
 - 20.14.2.3 follow-up questions from members.
 - 20.14.3 Questions of the administration from members; and
 - 20.14.4 Motions.
- 20.15 Council may hold public meetings to solicit input from the public on issues for which a public hearing is not required.
- 20.16 Public meetings shall be conducted according to the procedures for public meetings adopted from time to time by Council.

SCHEDULE 3 COUNCIL COMMITTEES: TERMS OF REFERENCE**CULTURE AND RECREATION BOARD****1.0 Establishment and Membership**

- 1.1 Council hereby establishes the Municipality of Jasper Culture and Recreation Board (the Board), which shall consist of seven members to be appointed by council as follows:
- 1.1.1 six members-at-large; and
 - 1.1.2 one councillor, or their alternate.
- 1.2 No person shall be eligible for appointment to the Board as a member-at-large when that person is, in any capacity, an employee of or contractor with the Culture and Recreation department.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Culture and Recreation department shall immediately resign.

2.0 Purpose

- 2.1 The Board shall:
- 2.1.1 with the appropriate director, complete and provide to Council for approval an annual strategic plan for culture and recreation in the Municipality, such plan to establish the Board's mission, goals and objectives, and such plan to be submitted to the CAO not later than November 30th of the year prior to the year in which the plan has effect; and
 - 2.1.2 with the director, complete and provide to Council for approval an annual budget for culture and recreation in the Municipality of Jasper, such budget to be submitted to the CAO not later than November 30th of the year prior to the year in which the budget has effect; and
 - 2.1.3 advise the director with respect to the implementation of the approved plan within the approved budget, including but not limited to:
 - 2.1.3.1 proposed amendments to approved capital budgets; and
 - 2.1.3.2 proposed amendments to approved operating budgets.
- 2.2 Notwithstanding the provisions of Section 2.1 above, the Board shall advise the director with respect to culture and recreation operations, programmes and facilities, including in respect of public playgrounds, recreation centres, and other recreation facilities owned or controlled by the Municipality on matters including:
- 2.2.1 recommendations for such rules and standards as it may deem necessary from time to time, provided always that such rules and standards are not inconsistent with this bylaw or with the policies, procedures and practices of Council and the Municipality, and provided also that such rules and standards shall be subject always to the approval of the CAO
 - 2.2.2 equipment;
 - 2.2.3 signage and marking;
 - 2.2.4 staffing;
 - 2.2.5 the development, maintenance and use of any lands or facilities owned or controlled by the Municipality and used or intended to be used for public park or public recreation purposes; and

- 2.2.6 the proposed purchase, sale or disposal of any lands or facilities owned or controlled by the Municipality and used or intended to be used for public park or public recreation purposes.
- 2.3 In fulfilling its obligations pursuant to this bylaw and in the interest of establishing and maintaining well-balanced, coordinated culture and recreation programmes, the Board shall:
 - 2.3.1 consider the development of a broad range of recreation services that will provide opportunity for people of all ages to use their leisure time in a wholesome and satisfying manner;
 - 2.3.2 co-operate with and encourage public, private, civic, social and religious organizations supporting, promoting, and working for culture and recreation in its broadest application within the Municipality; and
 - 2.3.3 hear and consider representations by any individual, organization or delegation of residents with respect to culture and recreation.
- 2.4 The CAO shall consult the Board with respect to:
 - 2.4.1 performance evaluations for the position of director, culture and recreation; and
 - 2.4.2 staffing of the position of director, culture and recreation.

JASPER GREENSPACE ADVISORY COMMITTEE

1.0 Establishment and Membership

- 1.1 Council hereby establishes the Municipality of Jasper Greenspace Advisory Committee (the Committee), which shall consist of five members to be appointed by Council as follows:
 - 1.1.1 four members-at-large; and
 - 1.1.2 one councillor, or their alternate.
 - 1.1.3 Notwithstanding paragraph 1.1, Council may appoint an additional committee member aged 16 to 25 years to represent Jasper youth.
- 1.2 No person shall be eligible for appointment to the Committee as a member-at-large when that person is, in any capacity, an employee of or contractor with the Municipality of Jasper Environmental Services department.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Municipality of Jasper Environmental Services department shall immediately resign.

2.0 Purpose

- 2.1 “Greenspace” means areas whether natural, cultural or archaeological that have important natural functions and/or cultural significance and/or that serve as green corridors or open space areas, or are designated Open Space in the Jasper Community Sustainability Plan or its successors;
- 2.2 The Committee shall:
 - 2.2.1 review and report annually, and not later than March 31st of each year, to Council on committee activities and more frequently when deemed necessary or desirable by the Committee or as required by Council;

- 2.2.2 provide input into policies and budgets related to greenspace designation, development, management and preservation;
 - 2.2.3 recommend implementation practices the Municipality can adopt to meet its greenspace objectives as established in the Jasper Community Sustainability Plan and the Town of Jasper - Green Space Vision Plan (2003); and
 - 2.2.4 promote public awareness of the role greenspace has in protecting and enhancing quality of life.
- 2.3 The Committee shall:
- 2.3.1 provide a forum for citizens to engage in greenspace initiatives, issues and concerns;
 - 2.3.2 advise Council with respect to the designation, development, protection, management and conservation of greenspace areas within the Municipality;
 - 2.3.3 advise Council on proposed actions that would have impacts on existing greenspace guidelines, and encourage and facilitate cooperation and coordination with allied service agencies operating within the Municipality;
 - 2.3.4 upon request of Council, investigate and provide timely advice to Council or other parties on specific topics or issues related to greenspace.

LIBRARY BOARD

1.0 Establishment and Membership

- 1.1 Council hereby establishes the Municipality of Jasper Library Board (the Board), which shall consist of seven members to be appointed by Council as follows:
 - 1.1.1 six (6) members-at-large; and
 - 1.1.2 one councillor, or their alternate.
- 1.2 No person shall be eligible for appointment to the Board as a member-at-large when that person is, in any capacity, an employee of, or contractor with, the Board.
- 1.3 Any member-at-large who becomes in any capacity, an employee of or contractor with the Board shall immediately resign.

2.0 Purpose

- 2.1 The Board shall manage, regulate and control the municipal library.
- 2.2 The Board shall conduct its business in accordance with the Libraries Act R.S.A. 2000 c. L-11.