



**TOWN OF COCHRANE  
BYLAW 19/2019**

**Being a bylaw of the Town of Cochrane, in the Province of Alberta to regulate the proceedings and conduct of Council and Council Committee meetings**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Members and members of committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate procedures for receiving and responding to communications and submissions to Council:

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF COCHRANE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**1 TITLE**

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

**2 DEFINITIONS**

2.1 In this Bylaw:

- (a) "Act" means the Municipal Government Act, S.A., as amended;
- (b) "Administrative Representative" refers to the senior Administration resource person appointed to a Committee by the CAO;
- (c) "Agenda" means the list and order of business items for any meeting of Council, or Committees;
- (d) "Bylaw" means a bylaw of the Town;

- (e) "CAO" means the Chief Administrative Officer; "Chairperson" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee;
- (f) "Committee of the Whole" is a Council Committee comprised of all members of Council that permits Council greater Freedom of debate. **(01/2021)**
- (g) "Committee" means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw;
- (h) "Council" means the Mayor and Members of the Town of Cochrane.
- (i) "Deputy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- (j) "In-Camera" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;
- (k) "Mayor" means the Member of Council duly elected as the Chief Elected Official, as defined by the Act and continuing to hold office;
- (l) "Member" means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
- (m) "Notice of Motion" is the means by which a Member of Council brings business before Council;
- (n) "Officer" means the Chief Administrative Officer, Deputy Chief Administrative Officer, or their delegates, all of whom shall be recorded in the official minutes;
- (o) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- (p) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;
- (q) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following;
  - (i) the organization or existence of Council,
  - (ii) the comfort of Members,

- (iii) the conduct of Administration or members of the public in attendance at the meeting, and
  - (iv) the reputation of Members or Council as a whole;
- (r) "Point of Procedure" means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
- (i) make an appropriate motion,
  - (ii) raise a Point of Order,
  - (iii) understand the procedure, or
  - (iv) understand the effect of a motion;
- (s) "Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other Member of Council chosen to preside at the meeting;
- (t) "Public Hearing" means a meeting of Council convened to hear matters pursuant to the Act;
- (u) "Question of Privilege" means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- (v) "Quorum" is the majority of all Members, fifty (50) percent plus one (1), unless Council provides otherwise in this Bylaw;
- (w) "Special Meeting" means a meeting called by the Mayor pursuant to the Act;
- (x) "Terms of Reference" means those terms pertinent to the establishment and mandate of a Committee and which are:
- (i) in addition to or beyond the parameters of this Bylaw; and
  - (ii) set out in Schedule 'C' attached to and forming part of this Bylaw.
- (y) "Town" means the Corporation of the Town of Cochrane.

### **3 APPLICATION**

#### 3.1 This Bylaw applies to:

- (a) all Council meetings, and
- (b) all Committee meetings, except:
  - (i) when Council has granted permission to a Committee to establish its own procedures, and
  - (ii) there shall be no limit to the number of times a member may speak to a question.

- 3.2 The precedence of the rules governing the procedure of Council is:
- (a) the *Municipal Government Act*;
  - (b) other provincial legislation;
  - (c) this bylaw, and;
  - (d) the current edition of *Robert's Rules of Order and Parliamentary Procedure*.
- 3.3 To the extent that a matter is not dealt with in the *Municipal Government Act* or this Bylaw, Council shall have regard to *Robert's Rules of Order and Parliamentary Procedure*.
- 3.4 Subject to the appeal process described in this Bylaw, the Presiding Officer or Chairperson shall interpret procedure.
- 3.5 In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.

#### **4 CONDUCT OF MEETINGS**

- 4.1 Quorum
- (a) As soon as there is a Quorum of Members after the hour fixed for the meeting, the Presiding Officer shall take the chair and call the Meeting to order.
  - (b) Unless a Quorum is present within 30 minutes after the time appointed for the Meeting, the Meeting shall stand adjourned until the next regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned Meeting. The Manager, Legislative Services shall record the names of the Members present at the expiration of the 30-minute time limit and such record shall be appended to the next Agenda.
  - (c) The only action that can legally be taken in the absence of Quorum is to extend the time to which to adjourn (if more than 30 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.
  - (d) In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

## 4.2 Presiding Officer

- (a) The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on Points of Privilege, Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Members from any ruling of the Chair.
- (b) The Presiding Officer shall make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at a meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act or this Bylaw.
- (c) When the Presiding Officer wishes to participate in the debate on a question or motion properly before the Meeting, the Presiding Officer shall vacate the Chair and request the Deputy Mayor to assume the Chair.

## 4.3 Conduct

- (a) Members shall not:
  - (i) use offensive words or unparliamentary language in the meeting and shall refrain from abusive conduct, personal attacks or verbal attacks upon the character or motives of other Members of Council, boards, commissions, committees, staff or the public;
  - (ii) disobey the rules of the meeting or disturb the proceedings
  - (iii) disobey the decision of the Presiding Officer or of Members on any ruling of a Point of Order, Point of Privilege, Point of Procedure, practice or interpretation;
  - (iv) leave their seat while a vote is being taken until the result is declared;
  - (v) interrupt a Member while speaking, except to raise a Point of Order, Point of Procedure or Point of Privilege;
  - (vi) engage in any other conduct in contravention of an Act of Canada or Alberta or a Council-approved Bylaw or Policy; or
- (b) A Member who wishes to leave the meeting prior to adjournment shall so advise the Presiding Officer and the time of departure shall be noted in the minutes.

## 4.4 Calling a Member to Order

- (a) When a Member has been warned about breaches of conduct but continues to engage in them, the Presiding Officer may name the Member by stating the Member's name and declaring the offence.
- (b) The offence must be noted in the minutes.

## 4.5 Effect of Naming Members

- (a) If a Member who has been named apologizes for a breach of conduct and withdraws any objectionable statements, at the meeting at which they were made then:
  - (i) that Member may remain and continue participating in the meeting; and
  - (ii) the Presiding Officer may direct that the notation of the offence be removed from the minutes; or
- (b) If a Member who has been named fails or refuses to apologize, then:
  - (i) Council may pass a motion to:
    - censure the Member; or
    - require that Member to immediately leave Council Chambers for the remainder of the meeting or until the Member apologizes and withdraws the objectionable statements
  - (ii) Council must, without debate, vote on a motion under this Section; and
  - (iii) A majority vote carries the motion.

#### 4.6 Removal of Members

- (a) If a Member has been expelled pursuant to Section 4.5 that Member must leave Council Chambers immediately.
- (b) The Presiding Officer may request the Royal Canadian Mounted Police to remove an expelled Member if that Member does not leave voluntarily.

#### 4.7 Disturbance by Public

- (a) The Presiding Officer may order any member(s) of the public who disturbs the proceedings of Council by words or actions to be expelled.
- (b) The Presiding Officer may request the Royal Canadian Mounted Police to remove the person(s).

#### 4.8 Points of Privilege

- (a) A Member who desires to address the meeting upon a matter which concerns the rights or privileges of the Members collectively, or of himself/herself as a Member personally, shall be permitted to raise such Point of Privilege.
- (b) A Point of Privilege shall take precedence over other matters and while the Presiding Officer is ruling on the Point of Privilege, no one shall be considered to be in possession of the floor.

#### 4.9 Points of Procedure

- (a) A Member who desires to call attention to a violation of this Bylaw shall ask leave of the Presiding Officer to raise a Point of Procedure. When leave is granted, the Member shall state the Point of Procedure with a concise explanation and shall attend the decision of the Presiding Officer upon the Point of Procedure. The speaker in possession of the floor when the Point of Procedure was raised shall have the right to the floor when debate resumes.
- (b) A Member called to order by the Presiding Officer shall immediately vacate the floor until the Point of Procedure is dealt with and shall not speak again without the permission of the Presiding Officer unless to appeal the ruling of the Presiding Officer.

#### 4.10 Appeal Ruling

- (a) The decision of the Presiding Officer shall be final, subject to an immediate appeal by a Member of the meeting.
- (b) If the decision is appealed, the Presiding Officer shall give concise reasons for his ruling and must state the question "Is the ruling of the Presiding Officer upheld?"
- (c) A majority of the Members present at the Meeting, without debate, shall decide the question. The ruling of the Members shall be final.

#### 4.11 Pecuniary Interest

- (a) Members who have a reasonable belief that they have a pecuniary interest (as defined by the Act) in any matter before Council, any committee of Council, or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.
- (b) the Minutes shall indicate the declaration of disclosure, the time at which the Member left the room and the time the Member returned.

#### 4.12 Electronic Meetings

- (a) A Meeting may be conducted by means of electronic or other communication facilities if:
  - (i) notice is given to the public of the meeting, including the way in which it is to be conducted;
  - (ii) the facilities enable the public to watch or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and

- (iii) the facilities enable all the meeting's participants to watch and hear each other.
- (b) Members participating in a Meeting by means of electronic communications are deemed to be present at the Meeting.

#### 4.13 Live Streaming

- (a) The Manager, Legislative Services will endeavor to cause all Regular Special Council & Council Committee of the Whole meetings to be live video streamed and publicly archived, excluding Closed Meetings, or a portion thereof. **(01/2021)**

### **5 AGENDAS AND MINUTES**

5.1 The Order of Business at a Meeting is the order of the items on the Agenda except:

- (a) when a previous Meeting has been adjourned for lack of Quorum and no Special Meeting has been called to deal with the business of the adjourned Meeting, the Agenda items from the adjourned Meeting must be dealt with before any items on the current Agenda;
- (b) when Council alters the Order of Business for the convenience of the Meeting by a majority vote;
- (c) when the same subject matter appears in more than one place on an Agenda and Council decides, by motion, to deal with all items related to the matter at the same time; and

5.2 The Agenda orders the business for a Meeting and will follow the appropriate Order of Business as set out on Schedule "A".

5.3 The Legislative Services Manager shall ensure copies of the Agenda are:

- (a) available for Councillors no later than 5:00pm on the fourth day before the day on which the meeting is held.
- (b) distributed to all Officers who are entitled to receive copies. **(01/2021)**

5.4 The Legislative Services Manager shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public, but only after they have been provided to the Council Members. **(01/2021)**

5.5 All submissions for the Agenda of all Public Hearings and Regular Meetings shall be received by the Legislative Services Manager no later than 4:00pm on the seventh complete day before the day on which the meeting is held. **(01/2021)**



- 5.6 Subject to Subsection 5.7 of this Bylaw, only material which has been received in accordance with Subsection 5.5 of this Bylaw shall be considered at the meeting for which the Agenda is prepared. **(01/2021)**
- 5.7 If an emergent matter needs to be brought before Council at any meeting the item shall:
- (a) be accompanied by a brief explanation from an Officer indicating the reasons for, and the degree of urgency of the item; and
  - (b) be considered as an addendum to the Agenda. **(01/2021)**

Council must vote to adopt the Agenda prior to transacting other business and may:

- (a) add new items; and
  - (b) delete any items from the Agenda.
- 5.8 Minutes
- (a) Minutes of Council Meetings shall be recorded without note or comment and shall record the names of the Members present at the Meeting and shall be presented to Council for adoption at a subsequent Meeting.
  - (b) The preparation and distribution of minutes of Council Meetings shall be the responsibility of the Manager, Legislative Services.
  - (c) Clerical, typographical and grammatical errors in Minutes may be corrected by the Manager, Legislative Services.

## **6 COUNCIL MEETINGS**

### 6.1 Organizational Meeting

- (a) An Organizational Meeting of Council shall be held annually as required by the Act.
- (b) The Agenda for the Organizational Meeting shall be restricted to:  
**(10/2021)**
  - (i) the administration of the oath, the introduction of new Members should the meeting follow a general municipal election;
  - (ii) the establishment of the Regular Meeting dates and times for Council and Committee of the Whole;
  - (iii) selection of the Deputy Mayor by rotation;
  - (iv) establishment of Members membership on committees, boards and partnerships; and
  - (v) any such other business as is described in the notice of the meeting

- (c) The Manager, Legislative Services shall ensure a schedule of Meetings as scheduled at the Organizational Meeting is posted as directed by Council.

## 6.2 Regular Meetings **(10/2021)**

- (a) Notice of Regular Meetings need not be given.
- (b) Regular Meetings of Council shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Meeting will be held elsewhere in the community.
- (c) Regular Meetings of Council shall be held on the second and fourth Monday of every month except for July and December when the Meeting shall be held on the second Monday of the month only. There will be no meetings held in August.
- (d) No Regular meetings will be held between Nomination Day and a Municipal General Election.
- (e) If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the next business day.
- (f) If Council changes the date, time or place of a Regular Meeting, at least 24 hours' notice of the change must be given to:
  - (i) any Members not present at the meeting at which the change was made, and
  - (ii) the public.

## 6.3 Special Meetings

- (a) A Special Meeting shall be scheduled by the Manager, Legislative Services when required to do so by the Mayor or a majority of the Members of Council.
- (b) Where a Special Meeting is required by a majority of Council the Mayor shall call such meeting within 14 days of the date on which the request was made.
- (c) No less than twenty-four (24) hours' notice of a Special Meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting shall be provided to each Member and to the public.
- (d) A Special Meeting may be held with less than 24 hours' notice to all Members and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
- (e) The Agenda for a Special Meeting of Council shall be restricted to the business stated in the notice unless all the Members of Council are

present, in which case, by unanimous consent, any other business may be transacted.

#### 6.4 In-Camera Sessions

- (a) Council and Council Committees may close all or part of a Meeting to the public if a matter to be discussed is within one of the exceptions to disclosure as set out in the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25;
- (b) When a Meeting is closed to the public, the Meeting may include any person or persons invited to attend by Council;
- (c) When a Meeting is closed to the public pursuant to this Section, no resolution or bylaw may be passed at the Meeting, except a resolution to revert to a Meeting held in public.

#### 6.5 Public Hearings

- (a) Public Hearings will be held, whenever possible, at a time to accommodate members of the public.
- (b) Persons interested in speaking at a Public Hearing should register with the Manager, Legislative Services' office prior to the Public Hearing.
- (c) All submissions for the Agenda of all Public Hearings, to be included in the published agenda, shall be received by the Legislative Services Manager no later than 4:00 p.m. on the seventh complete day before the day on which the meeting is held.
- (d) The Presiding Officer shall introduce the resolution or bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the bylaw or resolution.
- (e) The Presiding Officer shall then open the floor to presentations from the public.
- (f) The Presiding Officer shall call upon those persons who have registered with the Manager, Legislative Services' office to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. The Presiding Officer shall request those who wish to make presentations to identify themselves. A person who does not identify himself or herself will not be given the opportunity to speak.
- (g) Presentations by the public may be made verbally, in writing, or electronically. Written submissions shall be collected by the Manager, Legislative Services and retained for record purposes.
- (h) Presentations shall be limited to 5 minutes unless there is consent by Council to extend the allotted time.

- (i) Questions of clarification will be addressed during the Public Hearing.
- (j) Following public presentations, the Presiding Officer shall close the Public Hearing.
- (k) The passage of Bylaws requiring a Public Hearing shall be in accordance with Section 11.3 of this Bylaw.
- (l) When a Member is absent from a Public Hearing on a proposed Bylaw or resolution, that Member must abstain from discussions or voting on any question relating to the matter and must declare the reason for the abstention prior to any discussion on the matter.
- (m) Where a Member is absent for a portion of a Public Hearing on a proposed Bylaw or resolution, that Member may abstain from discussions or voting on any question relating to the matter and must declare the reason for the abstention prior to any discussion on the matter.
- (n) The Minutes shall indicate all declarations of abstention.

## **7 MEMBERS INQUIRIES AND REPORTS**

### 7.1 Reports

- (a) Each Member will be provided a maximum of two (2) minutes at the appropriate time on the agenda of a Regular Council meeting for the purpose of providing a verbal update on Committees or community events in which municipal participation has been approved by Council.
- (b) Any action required as a result of a Member's Report shall be brought forward as a separate business item or Notice of Motion.

### 7.2 Notices of Motion

- (a) A Member may make a motion introducing any new matter only if:
  - (i) Notice is given at a previous regular Council meeting and a legible copy of the content of the notice is made available to the Manager, Legislative Services; or
  - (ii) Council on a two-thirds (2/3) vote waives the requirement for Notice.
- (b) A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.
- (c) To be placed on the meeting agenda, the Notice of Motion and any supporting documents must be submitted in the form of a Council

Report to the Manager, Legislative Services by 4:00pm on the seventh complete day preceding the meeting.

- (d) If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two Regular Meetings; thereafter, it will be removed from the agenda and may only be made by a new Notice of Motion.

**8. COMMITTEE OF THE WHOLE (01/2021)**

- 8.1 Unless otherwise scheduled, any Council member may during a regular meeting of Council, move that Council resolve into Committee of the Whole to consider any matter.
- 8.2 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.
- 8.3 The Presiding Officer will chair the Committee of the Whole.
- 8.4 Quorum of Committee of the Whole is a majority of Council Members.
- 8.5 Procedures in Committee of the Whole only differ from those established within Section 6, Council Meetings as follows:
  - (a) Council members may speak more than once, provided that all Council members who wish to speak to the matter have been permitted to speak;
  - (b) a Council Member may speak even though there is no motion on the floor, but if there is a motion on the floor a Council member shall only address that motion;
  - (c) the proceedings will not be recorded in the minutes except the report to Council and any subsequent motions; and
  - (d) the only motions permitted are:
    - (i) to adopt reports or recommendations and to recommend amendments;
    - (ii) to amend its own reports or recommendations;
    - (iii) to meet In-Camera and subsequently to revert to a meeting held in public;
    - (iv) to rise without reporting;
    - (v) to rise and report; or
    - (vi) to recess.

- 8.6 A motion to rise and report back to a regular meeting of Council may be made at any time and must be decided without debate.
- 8.7 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.
- 8.8 When Council considers a matter in Committee of the Whole delegated to Committee of the Whole by Council, Councillors are required to vote on a recommendation to Council.

## **9 MOTIONS**

- 9.1 A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
- 9.2 A recommendation in a report does not constitute a motion until a Member has expressly moved it.
- 9.3 Any Member may require the motion under discussion to be read at any time during the debate, except when a Member is speaking.
- 9.4 The mover of a motion must be present when the vote on the motion is taken.
- 9.5 When a matter is under debate, no motion shall be received other than a Motion to:
- (a) Fix the Time for Adjournment;
  - (b) Adjourn;
  - (c) Recess;
  - (d) Withdraw;
  - (e) Call the Question (that the vote must now be taken);
  - (f) Postpone to a certain time or date;
  - (g) Refer;
  - (h) Amend;
  - (i) Postpone indefinitely;
- which in declining order shall be the order of precedence.

- 9.6 Motion to Withdraw

- (a) Enables the mover to withdraw or modify a motion or substitute a different one in its place.
- (b) The mover of a motion may withdraw that motion without permission so long as the motion has not been stated by the Presiding Officer.
- (c) If the motion has been stated by the Presiding Officer and is formally before the meeting the mover may ask to withdraw, substitute or modify it and the Presiding Officer shall grant permission with the unanimous consent of Council; however, if any objection is made, it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once a motion is withdrawn, the effect is the same as if it had never been made.

#### 9.7 Motion to Postpone to a Certain Time or Date

- (a) Is used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- (b) Is debatable to its merits only and cannot go into the main question except as necessary for debate of the immediately pending question.

#### 9.8 Motion to Refer

- (a) Is used to send a pending question to a committee, department or selected persons so that the question may be carefully investigated and put into better condition for Council to consider.
- (b) Shall be clear as to the information required and shall provide direction as to the Person or Group to which it is being referred.
- (c) Is debatable.

#### 9.9 Motion to Amend

- (a) Is used to modify the wording of a motion before the motion itself is voted on.
- (b) Is debatable whenever the motion to which it applies is debatable.
- (c) All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Presiding Officer shall rule on disputes arising from amendment.
- (d) Only one amendment to a motion may be made at any time, and only one amendment to that amendment may be made at a time.
- (e) The amendment to the amendment must be voted on before the amendment.

- (f) An amendment to an amendment must be relevant to the amendment.
- (g) The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
- (h) Nothing in this Section shall prevent other proposed amendments being read for the information of the Members.
- (i) The Presiding Officer may accept an amendment as a Friendly Amendment if no member of Council objects.
- (j) "Friendly Amendment" means a change that does not affect the substance of a motion and clarifies the motion's intent.

#### 9.10 Motion to Postpone Indefinitely

- (a) Is used as a method to dispose of a question without bringing it to a direct vote.
- (b) Must include a reason for postponement and is debatable. Debate can go into the main question.

#### 9.11 Motion to Reconsider

- (a) Is used to permit correction of an action or to take into consideration added information or a changed situation that has developed since the taking of the vote on a motion.
- (b) May be moved after a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Presiding Officer declares adjourned the Meeting at which the motion was voted upon.
- (c) Must be moved by a Member who voted with the prevailing side and who shall state the reason for making the Motion.
- (d) Debate must be confined to reasons for or against reconsideration.
- (e) If a Motion to Reconsider is carried, the Question on which the vote is to be reconsidered becomes the next order of business.
- (f) Reconsideration of the question shall be open to debate, voted upon, and shall require the votes of a majority of Members present to carry it, unless otherwise required by this Bylaw.
- (g) A motion to reconsider may not be applied to:
  - i a vote which has caused an irrevocable action; or
  - ii a motion to reconsider.

#### 9.12 Motion to Rescind



- (a) Is used to cancel a previous action.
- (b) A Motion to Rescind a previous motion, if passed by a majority vote of the Members present, renders the previous motion referred to null and void.
- (c) A Motion to Rescind is debatable into the merits of the question it is proposed to rescind.
- (d) If a Motion to Rescind relates to an action taken at a previous meeting and the matter does not appear on the Agenda, a Notice of Motion made in accordance with Section 7.3 of this bylaw shall precede the Motion to Rescind.
- (e) A Motion to Rescind will not undo actions which have already been taken as a result of the motion previously passed.

#### 9.13 Motion to Suspend the Rules

- (a) Is used to temporarily suspend the rules of procedure in order to allow Council to take up a question or do something that would be in violation of this Bylaw and is not debatable.
- (b) If passed, Council may proceed to deal with the matter in question.
- (c) A resolution waiving any provision of this Bylaw as provided for in this Section shall only be effective for the meeting during which it is passed.

#### 9.14 Motion to Recess

- (a) Any Member may move that Council recess for a specific period.
- (b) The motion may not be used to interrupt a speaker.
- (c) After the recess, business will be resumed at the point when it was interrupted.
- (d) A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

#### 9.15 Motion to Renew

- (a) If a motion fails, the same, or substantially the same, motion may not be renewed unless:
  - (i) it is brought more than one year after the date of the original motion; or
  - (ii) it is brought after a general election which has taken place since the date of the original motion; or

- (b) A motion to renew may not be introduced where the vote on the original motion has caused an irrevocable action.

#### 9.16 Motions out of Order

- (a) Subject to an appeal in accordance with Robert's Rules of Order, it is the duty of the Presiding Officer to determine if a motion or amendment is in order and the Presiding Officer may decline to put a motion before Council if it is out of order or contrary to law.
- (b) 13.2 The Presiding Officer shall advise Council and shall cite the applicable rule or authority when determining that a motion is out of order.

### **10 SPEAKING TO MOTIONS AND LIMITS ON DEBATE**

- 10.1 No Member is permitted to speak unless and until recognized by the Presiding Officer.
- 10.2 Unless otherwise provided by this Bylaw, Members may speak only twice on any motion; however, Council may give permission to speak again.
- 10.3 Members may not speak more than once until every Member has had the opportunity to speak except:
  - (a) in the explanation of a material part of the speech which may have been misunderstood; or
  - (b) in reply, to close debate after everyone else wishing to speak has spoken, provided that the Member presented the motion to the Meeting.
- 10.4 Supplementary questions or a series of questions relating to the matter may be raised by a Member, but each such question requires the consent of the Presiding Officer.
- 10.5 Through the Presiding Officer, a Member may ask:
  - (a) questions of another Member or of staff on a Point of Information relevant to the business at hand.
  - (b) questions to obtain information relating to the Minutes presented to the Meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
- 10.6 All questions or debate shall be directed through the Chair.

### **11 VOTING**

- 11.1 Votes on all motions must be taken as follows:

- (a) The Presiding Officer must declare the motion and call for the vote.
- (b) Members must:
  - (i) Vote by a show of hands; or
  - (ii) Vote verbally by stating "for" or "against" the motion if participating by electronic communications.
- (c) Every Member present, including the Mayor, shall vote on every matter, unless:
  - (i) the Member is required to abstain from voting under this or any other bylaw or enactment; or
  - (ii) the Member is permitted to abstain from voting under this or any other bylaw or enactment.
- (d) A Member present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Member is excused from voting pursuant to this Section.
- (e) Every vote taken at a Meeting shall be recorded in the minutes by stating the names of those Members voting for and against the motion and declaring the result of the vote.
- (f) If there are an equal number of votes for and against a resolution, the resolution is defeated.
- (g) After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

## 11.2 Call the Question

- (a) When a Motion that a Vote be Taken (Call the Question) is presented, it shall be put to a vote without debate and, if carried by a majority vote of the Members present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- (b) When the Presiding Officer, having ascertained that no further information is required, commences to take a vote, no Members shall speak to or present another motion until the vote has been taken on such motion or amendment.

## 11.3 Voting on Bylaws

- (a) When a Bylaw is presented to Council for enactment, the Manager, Legislative Services shall publish the number and title of the Bylaw in the Agenda.
- (b) The Manager, Legislative Services shall copy the Bylaw in full and forward it with the Agenda.

- (c) Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.
- (d) A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- (e) Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- (f) Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- (g) A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- (h) After a Member has made a motion for second reading of a Bylaw, Council may:
  - (iii) debate the substance of the Bylaw; and
  - (iv) propose and consider amendments to the Bylaw.
- (i) A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- (j) When Council unanimously agrees that a Bylaw may be presented for third reading:
  - (i) motion for third reading of the Bylaw shall be made;
  - (ii) Council shall vote on the motion without amendment or debate;
  - (iii) the third reading requires no greater majority or affirmative votes than if it had received third reading at a subsequent Meeting.
- (k) A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- (l) In conformance with the Act:
  - (i) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and
  - (ii) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.
- (m) The Manager, Legislative Services is designated to consolidate one (1) or more bylaws as deemed convenient and in doing so, must:
  - (i) incorporate all amendments to the bylaw into one (1) bylaw; and
  - (ii) omit a provision that has been repealed or that has expired.

- (n) After passage, a Bylaw shall be signed by the Mayor or Mayor's designate and by the Manager, Legislative Services and shall be impressed with the corporate seal of the Town.
- (o) Clerical, typographical and grammatical errors in bylaws may be corrected by the Manager, Legislative Services.
- (p) A copy of any bylaw, resolution or record certified by the Manager, Legislative Services as a true copy of the original is prima facie proof of the bylaw, resolution or record.

## **12 COMMUNICATIONS & PETITIONS**

12.1 When a person wishes to have a letter or other communication considered by Council, it shall be directed to the Manager, Legislative Services and shall:

- (a) be legible and clearly set out the matter and issue and any request made of Council;
- (b) be signed by at least one person who provides a printed name and address;
- (c) be on paper or in a printable form; and
- (d) not be libellous, impertinent or improper.
- (e) In the case of a petition, indicate in the petition if a representative wish to address Council on the subject matter of the petition;
- (f) Be signed by the proper authorities as required by the Act;
- (g) In the case of a petition, be in the form and provide the information as required in accordance with the Act.

12.2 Where a matter has been presented to Council by a person or group pursuant to Section 12.1 and/or Section 12.1 has been dealt with by Council in any final manner and a person or group directs a letter or communication to Council on the same or substantially the same matter again within six months after the time Council so dealt with the matter, Council subject to Section 12.4 shall not hear, discuss or consider the matter again until six months has elapsed after the time when Council previously disposed of the matter.

12.3 Notwithstanding Section 12.2, Council by a majority vote of Council may again consider the matter at an earlier time than the time set by Section 12.2.

12.4 Where pursuant to the provisions of Section 12.1, a communication intended for Council is received, the CAO shall then:

- (a) Include it as an item on the agenda for the next regular meeting, or;

- (b) Refer it to the appropriate standing Committee of Council together with any necessary reports from the applicable departments.

### **13 DELEGATIONS (10/2021)**

- 13.1 The opportunity to appear as a Delegation to Council is afforded to those presenting on a matter that is: of broad interest within the jurisdiction of the Town; will initiate interest and guidance to a solution for an item of public concern; or, to bring Council up to date on an endorsed community project, idea, or concept.
  - (a) A member of the public may request in writing to be included on an agenda as a delegation.
  - (b) The written application must clearly indicate the topic and purpose of the presentation for inclusion in the meeting agenda.
  - (c) The Manager of Legislative Services will review the request in consultation with any affected Departments and may:
    - (i) Provide an administrative response to the delegation to satisfy the request for an appointment with Council;
    - (ii) Add the appointment to the next available Regular or Committee of the Whole meeting agenda;
    - (iii) Add the appointment to a future meeting agenda if requested by the individual or group making the request.
  - (d) Not all delegation requests will be approved. In some cases, your request may be directed to a Council Committee or to staff. Delegations are scheduled at the discretion of the CAO, subject to:
    - (i) the volume of material on any given agenda;
    - (ii) the number of requests for a specific meeting date and urgency of request;
    - (iii) subject matter
  - (e) Upon approval, if presenters have written or electronic submissions that are intended to be part of their presentation, the written or electronic submission must be provided to the Manager of Legislative Services at least seven (7) working days prior to the meeting unless the Manager approves a lesser time.
  - (f) Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group.
  - (g) Delegates will be required to identify themselves prior to addressing Council.
    - (i) As per Section 4.13 of this Bylaw, presentations to Council may be recorded to provide live streaming and video archiving. Any printed materials provided will be made public subject to the provisions of the Freedom of Information and Protection of Privacy Act.
    - (ii) Presentations will be directed to the Chair and, unless otherwise scheduled, will be limited to five (5) minutes for individuals and (10) minutes for groups, exclusive of time for questions or clarification by members. The Chair may extend the time limits as necessary.

- (iii) Delegates requesting reappearance on a matter shall only be permitted to do so if the information to be presented is new or significantly additional to the material previously presented.
- (iv) Debate concerning matters raised by a delegation will take place at the discretion of the members.
- (h) Council may not make any decisions, at that meeting, on any requests made. Requests will be referred to staff for review, report and recommendation to Council at a future meeting.

## **14 ADJOURNMENT**

- 14.1 A Regular Council Meeting shall adjourn no later than 10:00pm, if in session at that time, except to conclude the matter under discussion, and Council shall recess and reconvene at 6:00pm on the next business day unless:
- (a) otherwise directed by Council; or
  - (b) Council, by resolution of a two-thirds (2/3) vote, taken as soon before 10:00pm as the business permits, agree to an extension of the meeting beyond 10:00pm.
- 14.2 A Member may move a motion to adjourn a Meeting at any time, except when:
- (a) another Member has the floor;
  - (b) a call for a vote has been made;
  - (c) the Members are voting;
  - (d) Council is In-Camera; or
  - (e) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 14.3 A motion to adjourn shall be put without comment or debate.
- 14.4 When all items of an approved agenda have been dealt with, the Presiding Officer may adjourn the meeting without requiring a motion or vote by Council.

## **15 URGENT BUSINESS**

- 15.1 Notwithstanding subsection 7.3, a Member may move to discuss a matter of urgent public importance without a prior Notice of Motion.
- 15.2 A motion to bring a matter before Council as urgent business is subject to the following conditions:

- (a) the matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;
- (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting;
- (c) the matter shall not be one which should be dealt with by giving written Notice of Motion; and
- (d) the matter shall not raise a Question of Privilege.

## **16 COMMITTEES**

- 16.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and shall establish the Terms of Reference for said Committees as set out in Schedule 'C' attached to and forming part of this Bylaw.
- 16.2 The Terms of References for Committees may be amended by resolution of Council from time to time, as required.
- 16.3 When establishing a Committee Council must adopt a Terms of Reference for the Committee that:
  - (a) names it;
  - (b) establishes membership, purpose and authority;
  - (c) sets the term or directs that the committee exists on an on-going basis at the pleasure of Council; and
  - (d) allocates any necessary budget or other resources.
- 16.4 The Manager, Legislative Services will facilitate an annual review by Council of all Committees' Terms of Reference.
- 16.5 Council may appoint, by resolution, Members, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference and any applicable statute or bylaw. The Committee member selection process is set out in Schedule 'B' attached to and forming part of this Bylaw.
- 16.6 The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members, unless otherwise prohibited by statute or bylaw, and, as such member of the Committee, 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.



- 16.7 At its first meeting each year, a Committee shall elect a Chairperson and Vice-Chairperson for a one (1) year term from among the Members unless Council designates:
- (a) the Chairperson of a Committee; or
  - (b) the manner in which the Chairperson shall be selected.
- 16.8 A Member of a Committee can remain in the position of Chairperson for a maximum of three terms of office.
- 16.9 A Chairperson of a Committee may be removed from the position by a vote of a majority of the members of the Committee. No motion to remove the Chairperson 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.
- 16.10 The Chairperson of a Committee shall preside at every meeting and shall vote on all questions.
- 16.11 In the absence or inability of the Chairperson to preside over a meeting, the Vice-Chairperson shall preside and shall exercise the same powers, duties and responsibilities that the Chairperson would be entitled to exercise if present.
- 16.12 In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside for that meeting.
- 16.13 A Committee shall conduct its meetings in public in accordance with the provisions of the Act.
- 16.14 Committees shall adhere to the following minimum meeting requirements:
- (a) Committees shall establish, on an annual basis, a schedule of regular meetings;
  - (b) a regular meeting schedule established under this section must be filed with the Manager, Legislative Services a minimum of three (3) clear days prior to the first meeting in the schedule;
  - (c) the Chairperson 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; and
  - (d) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public Notice as set out in this bylaw and be filed

with the Manager, Legislative Services a minimum of 48 hours prior to the meeting.

16.15 Minutes must be prepared for all Committee meetings and must:

- (a) include all decisions and other proceedings;
- (b) include the names of Committee members present at and absent from the meeting;
- (c) include any abstentions made under Act by any member and the reason for abstention;
- (d) include the signatures of the Chairperson and the Recording Secretary; and
- (e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Manager, Legislative Services within a minimum of three working days after being confirmed by the Committee.

16.16 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.

16.17 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.

16.18 A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the interest and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

16.19 Any member absent from three (3) consecutive regular meetings of a Committee, unless such absence is authorized by resolution of the Committee, will automatically forfeit his/her membership as of the date of the third consecutive meeting absent from. Any member forfeiting his/her membership may be eligible for re-appointment in the future but not for the unexpired portion of the term forfeited.

16.20 No Committee or any member of a Committee has:

- (a) power to pledge the credit or course of action of the Town or enter into any agreement on behalf of the Committee or Town;
- (b) power to authorize any expenditure to be charged against the Town without prior approval by Council; or

(c) authority to act except as established in the Terms of Reference for the Committee.

16.21 Members appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.

16.22 A Committee shall report to Council, as required.

16.23 The CAO shall appoint an Administrative Representative to each Committee who shall:

(a) ensure required notice is given, and accurate minutes are kept, for all Regular and Special Meetings of the Committee;

(b) provide advice, research, information and additional support staff as required by the Committee; and

(c) not be a member of the Committee and may not vote on any matter.

**17    GENERAL**

17.1    That Bylaw 01/2011 be repealed in its entirety.

17.2    That this Bylaw comes into effect upon third and final reading.

Read a first time March 25, 2019

Read a second time March 25, 2019

Unanimous consent March 25, 2019

Read a third time March 25, 2019

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager, Legislative Services

## **Town of Cochrane ~ Procedural Bylaw**

### **Schedule 'A'**

#### **ORDER OF BUSINESS AT MEETINGS**

The normal order of business for the regular meeting of Council shall be as follows:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Adoption of Previous Minutes
- (d) Delegations
- (e) Bylaws
- (f) Business
- (g) Finance
- (h) Notices of Motion
- (i) Mayor's Report
- (j) Councillors Reports
- (k) In-Camera
- (l) Adjournment

## **Town of Cochrane ~ Procedural Bylaw**

### **Schedule 'B'**

#### **COMMITTEE MEMBER SELECTION PROCESS**

The recruitment, selection and appointment process of members to serve on Committees established pursuant to this Bylaw shall be as follows:

- 1 Member of Council
  - (a) To be appointed by Council at the annual Organizational Meeting or, if required, during the year;
  - (b) An alternate to be appointed, where permitted by statute, in the event that the appointed Members(s) is unable to attend.
- 2 Public-at-Large
  - (a) There will be no automatic succession appointments.
  - (b) No appointee shall serve more than two (2) consecutive terms, unless provisions are made by statute or bylaw, and after two (2) consecutive terms will not be eligible for re-appointment until after observing an absence of one (1) full year.
  - (c) Membership terms will be no longer than three (3) years and will be made in such a manner that the expiry dates of members serving on on-going Committees are staggered.
  - (d) Committee members should represent a cross section of all community interests, whose mandate is service to the total community.
  - (e) All public-at-large vacancies on Committees shall be advertised to request formal submission of applications.
  - (f) Public-at-large member selection will be made from those applicants responding on a timely basis to the advertised need.
  - (g) A Selection Panel for each Committee will be comprised where possible of the Committee Chairperson, Committee Administrative Representative and the Manager, Legislative Services, with the Human Resources Division providing advice and/or training to the Panel as required.
  - (h) To be considered, candidates must be a Town resident and a minimum of 18 years of age, unless otherwise specified in the Terms of Reference.

- (i) All applicants shall be notified acknowledging receipt of their application.
- (j) Upon close of applications, the Selection Panel shall be provided with all applications received for the respective Committee, along with a report from the Administrative Representative outlining any skill sets required on the Committee.
- (k) The Selection Panel shall review all applications in a manner deemed appropriate and which may include an interview of the applicant.
- (l) The Selection Panel shall submit an appointment recommendation to Council for a decision.
- (m) Appointments to be made through a secret ballot vote by Council with the candidate, or candidates receiving the highest number of votes being appointed by resolution of Council if the majority of Council voted in favor of that candidate.
- (n) When Council has appointed members to fill vacancies, all applicants shall be advised of Council's decision.
- (o) Appointments will be made at the Regular Meeting held in December each year or, if required, during the year.

### 3 Other Representatives

- (a) When a Terms of Reference includes members representing other organizations or groups, they will be invited to appoint a representative.

**Bylaw 19/2019**  
**Town of Cochrane ~ Procedural Bylaw**  
**Schedule 'C'**



**COCHRANE LIBRARY BOARD**  
**TERMS OF REFERENCE**  
**REVISED**

<b>PURPOSE</b>	To fulfill the requirements of The Libraries Act to establish a Municipal Library Board.
<b>MEMBERSHIP</b>	<ul style="list-style-type: none"><li>▪ One (1) Council member;</li><li>▪ Six (6) public-at-large representatives, four (4) shall be residents of the Town of Cochrane and two (2) may be a resident of the Town of Cochrane or Rocky View County.</li><li>▪ Up to two (2) non-voting youth representatives, 16 – 18 years of age.</li></ul>
<b>AUTHORITY</b>	<p>The Cochrane Library Board will:</p> <ul style="list-style-type: none"><li>▪ Manage, regulate and control the Municipal Library in accordance with The Libraries Act;</li><li>▪ Fulfill approved policies of the Municipal Library Board; and</li><li>▪ To comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act.</li></ul>
<b>TERM</b>	On-going
<b>FUNDING</b>	As authorized by Council during the annual budget cycle.
<b>APPROVAL DATE</b>	March 25, 2019 (RES #83/03/19)
<b>REVISED</b>	<b>December 14, 2020 (RES #248/12/20)</b>

**COCHRANE PLANNING COMMISSION  
TERMS OF REFERENCE**

<b>Purpose</b>	To exercise development powers and duties on behalf of the Town of Cochrane
<b>Membership</b>	<ul style="list-style-type: none"><li>• Five (5) public at large representatives.</li><li>• Two (2) members of Council.</li><li>• No person who is a Development Officer, a Subdivision Authority Officer or a member of the Subdivision and Development Appeal Board, shall be appointed to the Cochrane Planning Commission.</li></ul>
<b>Authority</b>	<p>The Cochrane Planning Commission will:</p> <ul style="list-style-type: none"><li>• Act as a Development Authority to the extent required or permitted by the Land Use Bylaw; Act as Subdivision Authority to the extent required or permitted by the Subdivision Authority Bylaw on applications for subdivision approval referred to it by the Subdivision Authority Officer;</li><li>• Consider and comment upon development and redesignation applications of significance referred to the Town by adjoining municipalities;</li><li>• Advise Council with regard to the planning policy issues arising from development and subdivision applications reviewed by the Commission as Council may require from time to time; and</li><li>• Comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act.</li></ul> <p>The CAO shall appoint a Secretary to the Commission, who shall:</p> <ul style="list-style-type: none"><li>• Notify applicants, members and advisory of the Commission of the arrangements for the holding of Regular and Special Meetings of the Commission;</li><li>• Notify such persons as the Commission may designate of the decisions of the Commission and the reasons therefore;</li><li>• Keep and maintain a file for inspection by the public during all reasonable hours, the following official records:<ul style="list-style-type: none"><li>• A register of all applications for development permits and subdivision approvals including the decisions thereon and the reasons therefore where, under the Act, reasons are required to be given; and</li><li>• Written minutes of all meetings and business transacted by the Commission.</li></ul></li></ul> <p>The CAO may delegate to the Secretary of the Commission</p>

the authority to sign on its behalf an order, decisions, approval notice, or other thing made or given by the Commission.

The CAO shall ensure members are provided with an annual orientation / training session and handbook outlining the roles and responsibilities of the Cochrane Planning Commission.

**Term**

On going

**Funding**

As authorized by Council during the annual budget cycle.

**Approval  
Date**

March 25, 2019 (Resolution #83/03/19)

**FAMILY & COMMUNITY SUPPORT SERVICES ADVISORY BOARD**  
**TERMS OF REFERENCE**  
**REVISED RES # 181/12/21**

<b>PURPOSE</b>	The FCSS Advisory Board will function in an advisory capacity to Town Council and Administration to enhance, strengthen and stabilize family and community life:
<b>MEMBERSHIP</b>	<ul style="list-style-type: none"><li>▪ One (1) Council member;</li><li>▪ Five (5) public-at-large representatives (Town residents); and</li><li>▪ One (1) public-at-large representative (Rocky View County resident)</li></ul>
<b>AUTHORITY</b>	<p>The FCSS Advisory Board shall:</p> <ul style="list-style-type: none"><li>▪ Participate in the development and review of priorities for FCSS project funding in accordance with the terms of the Family and Community Support Services Act and Regulation and for UW project funding based on the terms of the current Letter of Agreement;</li><li>▪ Prioritize project applications based on community needs and priorities. Provide recommendations for funding allocation of FCSS and United Way grant dollars;</li><li>▪ Develop and facilitate the delivery of fundraising activities that will strengthen our position to achieve positive change and build a strong community;</li><li>▪ Make recommendations to Council for the allocation of funds based on the FCSS Act, United Way of Calgary and Area Agreement and established FCSS and Council priorities for:<ul style="list-style-type: none"><li>○ FCSS grant funding</li><li>○ United Way of Calgary and Area grant funding;</li></ul></li><li>▪ Monitor progress and outcomes of funded social initiatives within the community;</li><li>▪ Increase awareness of social issues and the services and resources available for Cochrane and area residents; and</li><li>▪ Comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act.</li></ul>
<b>TERM</b>	On-going
<b>FUNDING</b>	As authorized by Council during the annual budget cycle.
<b>APPROVAL DATE</b>	March 25, 2019 (Resolution #83/03/19)

**PARKS AND RECREATION COMMITTEE**  
**TERMS OF REFERENCE**  
**REVISED**

<b>Purpose</b>	To act as an advisory body to Council and Administration regarding matters pertaining to community parks, and recreation.
<b>Membership</b>	<ul style="list-style-type: none"><li>• One (1) Town Council member; appointed as Chair (Non Voting)</li><li>• Eight (8) Public-at-Large representatives (including one senior and one youth, if possible)</li><li>• One (1) Spray Lake Sawmills Family Sports Centre Board of Directors Member</li><li>• One (1) Local School Divisions Member (Non-Voting)</li><li>• One (1) Member – Cochrane &amp; District Ag Society (Non-Voting)</li></ul>
<b>Authority</b>	<p>The Committee will:</p> <ul style="list-style-type: none"><li>• Review and discuss:<ul style="list-style-type: none"><li>○ Community parks and recreation services that exist or may be needed;</li><li>○ The most effective use of the parks and recreation infrastructure and programing in the community.</li></ul></li><li>• Invite and receive submissions from community groups and Administration with respect to creating and enhancing recreational opportunities.</li><li>• Review any parks and recreation issues referred to the Committee by Council.</li><li>• Make recommendations to Council and Administration on projects or programing and to create and enhance parks and recreation opportunities.</li><li>• Review and provide input into Capital Budgets.</li><li>• Comply with the Town of Cochrane Procedural Bylaw and Municipal Government Act.</li></ul>
<b>Term</b>	On-going
<b>Funding</b>	As authorized by Council during the annual budget cycle.
<b>Approval Date</b>	March 25, 2019 (Resolution #83/03/19)
<b>REVISED</b>	<b>December 09, 2019 (Resolution #290/12/19)</b>

## **SUBDIVISION & DEVELOPMENT APPEAL BOARD TERMS OF REFERENCE**

<b>Purpose</b>	To hear and determine appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.
<b>Membership</b>	<ul style="list-style-type: none"><li>• Seven (7) public at large representatives (6 regular members and 1 alternate).</li><li>• One (1) member of Council.</li><li>• No person who is an employee of the Town, or a member of the Cochrane Planning Commission, and carries out subdivision or development powers, duties and functions on behalf of the Town may be appointed to the Board.</li></ul>
<b>Authority</b>	<p>The Subdivision &amp; Development Appeal Board will:</p> <ul style="list-style-type: none"><li>• Hear and determine appeals brought to it in respect of an order or decision of a Development Authority;</li><li>• When hearing an appeal, shall follow the order of appearance set out below unless, in special circumstances, the Board considers that in the interest of fairness, the Board ought to adopt a different order of appearances:<ul style="list-style-type: none"><li>▪ Staff Report;</li><li>▪ Appellant</li><li>▪ Those present who are opposed to the Appellant (if the Applicant is the Respondent, the Applicant should lead followed by those who support the Applicant's position);</li><li>▪ Interested persons who neither support nor oppose the appeal, but wish to make comments; and</li><li>▪ Response by the Appellant.</li></ul></li><li>• Require that the party making the written submission shall present the submission to the Board. If such party is absent from the hearing, the person who makes the report to the Board may present the written submissions.</li><li>• In arriving at its decision and formulating its reasons, may obtain advice and assistance from the Town's staff, legal advisors and other technical agencies, but assistance from such persons shall not be obtained in any case where the Town has taken a position either for or against an appeal.</li><li>• Comply with the Town of Cochrane Procedural Bylaw, the Municipal Government Act and any applicable Regulations.</li></ul>

The CAO shall appoint a Secretary to the Subdivision & Development Appeal Board, who shall;

- Keep and maintain a file for inspection by the public during all reasonable hours, the following official records:
  - A register of all appeals to the Board and the decisions thereon;
  - A record of the proceedings before the Board, which may be in the form of a summary of the evidence presented at a hearing;
  - Written minutes of all meetings and business transacted by the Board; and
  - Copies of all decisions rendered by the Board.

The CAO may delegate to the Secretary of the Board the authority to sign on its behalf an order, decision, approval notice, or other thing made or given by the Board.

The CAO shall ensure members are provided with an annual orientation / training session and handbook outlining the roles and responsibilities of the Subdivision & Development Appeal Board.

**Term**

On going

**Funding**

As authorized by Council during the annual budget cycle.

**Approval  
Date**

March 25, 2019 (Resolution #83/03/19)

**COCHRANE CROSSING CIVIC PLAZA ART TASK FORCE  
TERMS OF REFERENCE**

**Purpose** | The Cochrane Crossing Civic Plaza Art Task Force (the Task Force) will act as an impartial advisory body to Council and Administration. The task force will review submissions for eligibility and provide recommendations on successful proponent(s).

**Membership** |

- One (1) Councillor
- Up to six (6) Public at Large members who may have experience with art curation, art conservation, art history, landscape architecture, architecture, design, civil engineering and or creating visual art
- One (1) Town Administration (Non-Voting member)

Task Force members may not submit their own work or be part of any collective of artists submitting to the Call for Submissions: Cochrane Crossing Civic Plaza Art Installation.

**Authority** | As authorized by Town Council, the Task Force will:

- Meet requirements, timelines and objectives of the approved Canada Community Revitalization Fund (CCRF) application;
- Review and guide the Call for Submissions;
- Evaluate the submissions and recommend the best options to Council based on the Call for Submissions: Cochrane Crossing Civic Plaza Installation;
- Provide a recommendation to Town Council for the installation of art at the Cochrane Crossing Civic Plaza.

**Term** | May 31, 2023

**Funding** | N/A

**Approval Date** | June 27, 2022  
RES #136/06/22