

MOUNTAIN VIEW COUNTY

BYLAW NO. 24/20

PROCEDURE AND CONDUCT OF COUNCIL MEETINGS

**Mountain View County
Province of Alberta**

Bylaw No. 24/20

**A BYLAW OF MOUNTAIN VIEW COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE
PROCEDURE AND CONDUCT OF COUNCIL MEETINGS.**

SECTION 1 - AUTHORITY

- 1.01 The Municipal Government Act, Chapter M-26 Statutes of Alberta 2000, and amendments authorizes Council to pass a bylaw in relation to procedure and conduct of public meetings.
- 1.02 This bylaw may be cited as the "Procedure and Conduct of Council Meetings".
- 1.03 Mountain View County hereby enacts the following:

SECTION 2 – MEETINGS OF COUNCIL

- 2.01 The regular meetings of Council shall be held in the Council Chamber, Mountain View County Office building on the 2nd and 4th Wednesday of each month or as otherwise determined by resolution of Council at the annual Organizational Meeting.
- 2.02 Regular meetings of Council shall commence at such time as determined by resolution of Council at the annual Organizational Meeting.
- 2.03 The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or departure prior to the completion of the meeting.
- 2.04 If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next regular or special meeting.
- 2.05 In the case the Reeve or Deputy Reeve is not in attendance after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chair shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.

SECTION 3 – CONDUCT OF MEETINGS

- 3.01 Every delegate to Council and each member of Council shall address the chair but shall not speak until recognized by the chair.
- 3.02 The Reeve or other presiding officer may, upon request of a member of Council authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Reeve or other presiding officers.
- 3.03 Resolutions do not require a seconder. A resolution may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.

- 3.04 The following resolutions are not debatable by Council.
- a. Adjournment.
 - b. Take a Recess.
 - c. Question of Privilege.
 - d. Point of Order.
 - e. Limit Debate on the Matter before Council.
 - f. Division of a Question.
- 3.05 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Reeve or other presiding officer so directs.
- 3.06 Whenever the Reeve or other presiding officer is of the opinion that a resolution is contrary to the rules and privileges of the Council, they shall advise the member thereof immediately, before calling the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds majority vote of the members present.

SECTION 4 - DELEGATIONS

- 4.01 A person or a representative of any delegation or group of persons who wishes to appear before Council to bring any matter to the attention of the Council, or who wishes to have any matter considered by the Council shall address a letter of request or other communication to Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer, containing the full mailing address of the requestor. A request to appear as a delegation may be accepted or rejected at the discretion of the presiding officer.
- 4.02 Delegations shall be granted a maximum of five (5) minutes to present the matter outlined in their letter. Where the Reeve or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Reeve or other presiding officer.
- 4.03 Notwithstanding Section 4.02, where the Reeve or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Reeve or other presiding officer may limit the length of time granted to the delegation.
- 4.04 Delegations who have not submitted a letter in accordance with Section 4.01 may be granted by the Reeve or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Sections 4.02 and 4.03 to present the matter outlined.
- 4.05 In the event that a request to appear before Council as a delegation is denied the requestor may address a letter outlining the subject matter to be brought forward to Council and this will be included as a Correspondence item in the Agenda.
- 4.06 Whenever a delegation appears before Council that requires further Council direction, that item requiring action shall be added to a subsequent Council Meeting for consideration.

SECTION 5 – AGENDA AND ORDER OF BUSINESS

- 5.01 Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the

Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 1:00 p.m., the Wednesday before the regular meeting.

- 5.02 Councillors wishing to add business to the Agenda shall forward that item to the Reeve for inclusion in the Agenda with sufficient time to meet the time requirements outlined in Section 5.01.
- 5.03 The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 4:00 p.m., the Friday before the regular meeting.
- 5.04 Notwithstanding section 5.03, a revised agenda may be developed containing either items that are emergent and require immediate attention by Council, or items with supporting materials that provide additional information for an existing agenda item. This revised agenda shall be distributed not later than 4:00 pm, the Monday before the regular meeting.
- 5.05 Where the deadline in Section 5.04 occurs on a statutory holiday, the revised agenda shall be distributed by 12:00 pm, the Tuesday before the regular meeting.
- 5.06 Where the deadlines in Sections 5.01, 5.02, 5.03, 5.04 or 5.05 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
- 5.07 The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 1. Call to Order
 2. Agenda
 3. Adoption of the previous minutes
 4. Business arising out of the minutes
 5. Public Hearings
 6. Delegations
 7. Bylaws
 8. Directives
 9. Old Business
 10. New Business
 11. Councillor Reports
 12. Correspondence
 13. Confidential Items
 14. Adjournment
- 5.08 The order of business established in the foregoing paragraph shall apply unless altered by the Reeve or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- 5.09 The Chief Administrative Officer is authorized to publish the order of business of any Council or Committee meetings in advance of the meeting and prior to the adoption of the Order of Business, and at the discretion of the Chief Administrative Officer, to release to the public or the media all, or any portions of the prepared Agenda materials.

SECTION 6 – MINUTES

6.01 The unadopted minutes of Council shall be published.

SECTION 7 – PUBLIC HEARINGS

7.01 Public Hearings shall be scheduled and held in accordance with Mountain View County's "Establishing Procedure and Conduct of Public Hearings" Bylaw.

SECTION 8 – GENERAL

8.01 Unless otherwise outlined within an approved Terms of Reference, Standing Committees of Council should adopt formal procedures that align with this Bylaw while respecting the character and intent of the committee.

8.02 In all cases not provided for in the proceedings of the Council the "Revised Bourinots Rules of Order" shall be followed and in such cases the decision of the Reeve or other presiding officer shall be final and accepted without debate.

SECTION 9 - REPEAL OF BYLAW

9.01 Bylaw No. 21/07 and all amendments thereto are hereby repealed.

SECTION 10 - EFFECTIVE DATE

10.01 This Bylaw shall come into effect at such time as it has received third (3rd) reading and has been signed in accordance with the *Municipal Government Act*.

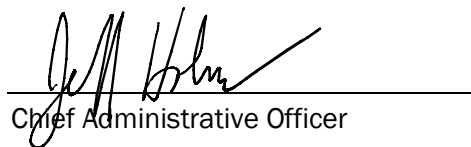
Read the first time this 25th day of November 2020.

Read the second time this 25th day of November 2020.

Read the third time this 25th day of November 2020.



Reeve



Chief Administrative Officer

November 25, 2020
Date of Signing