

**MOUNTAIN VIEW COUNTY**

**BYLAW NO. 29/23**

**PROCEDURE AND CONDUCT OF COUNCIL MEETINGS**

**Mountain View County  
Province of Alberta  
Bylaw No. 29/23**

**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 2<sup>nd</sup> and 4<sup>th</sup> 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 A resolution may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.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 ten (10) minutes to present the subject matter, with additional time for questions from Council at Council's discretion. 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 Chief Administrative Officer for inclusion in the Agenda with sufficient time to meet the time requirements outlined in Section 5.01. A Councillor may also provide a Notice of Motion as to an item they intend to raise at a future Council Meeting during the Councillor Reports section of the meeting proceedings.
- 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. As such, a Councillor may be permitted to add an emergent item to the agenda during the acceptance of the agenda if Council is satisfied that the item requires immediate attention.
- 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. Public Hearings
  5. Delegations
  6. Bylaws
  7. Directives
  8. Old Business
  9. New Business
  10. Councillor Reports / Notice of Motions

11. Correspondence
  12. Confidential Items
  13. 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.
- 5.10 Once a motion has been laid on the table by a Councillor, the following guidelines should facilitate Council debate:
1. The Councillor that makes the motion shall be permitted the first opportunity to speak to the motion;
  2. Following that Councillor, any other Councillor shall be permitted an opportunity to speak to the motion or request any clarification on the motion or agenda item;
  3. The Reeve, or presiding officer shall have the flexibility to determine the speaking order with a focus on ensuring that all Councillors that wish to speak to an item are given an opportunity to do so and that equitable time allocations are granted to each speaker.

## **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 – MEETING BY ELECTRONIC MEANS**

- 8.01 In accordance with Section 199 of the *Municipal Government Act*, Council has authorized for public portions of Council meetings to be held by Electronic Means through the use of an online video-conferencing software. This authorization may also permit Councillors to participate by Electronic Means if they are unable to attend a Council meeting that is scheduled to be held in person. Efforts to permit Councillors an opportunity to participate in closed sessions will be undertaken but not guaranteed.
- 8.02 Councillors meeting via Electronic Means shall be required to confirm their identity, by use of their video, prior to the commencement of the meeting, but shall be permitted to turn their video off following confirmation in the event of poor internet connectivity.

- 8.03 Members of the Public, except in instances where Council meetings or portions of those Council Meetings are closed to the public in accordance with the *Municipal Government Act*, may be permitted to attend by Electronic Means in a comparable manner to that method permitted in Section 8.01. Members of the Public, when permitted to make submissions in accordance with this Bylaw, may utilize the video conferencing software to make applicable submissions. Opportunities to engage electronically are not guaranteed due to the unpredictable nature of technical difficulties.
- 8.04 In the event that a meeting is held by Electronic Means the Agenda and any other documentation that is required to be made publicly available will be provided on the Mountain View County corporate website.
- 8.05 Notice of meetings held by Electronic Means, the method by which the Public can access the meeting and documentation required for those meetings shall be done in accordance with Mountain View County's Advertising Bylaw.

#### **SECTION 9 – GENERAL**

- 9.01 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.
- 9.02 In all cases not provided for in the proceedings of the Council the "Roberts Rules of Order" shall be followed.
- 9.03 The Reeve, or other presiding officer, has been delegated authority to make necessary rulings on procedural matters. These rulings may be questioned by the remainder of Council by a Councillor raising an appeal, followed by a vote of the members to render a decision on the ruling.

#### **SECTION 10 - REPEAL OF BYLAW**

- 10.01 Bylaw No. 21/23 and all amendments thereto are hereby repealed.

**SECTION 11 - EFFECTIVE DATE**

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

Read the first time this 13<sup>th</sup> day of December 2023.

Read the second time this 13<sup>th</sup> day of December 2023.

Read the third time this 10<sup>th</sup> day of January 2024.



---

Deputy Reeve



---

Chief Administrative Officer

January 11, 2024

---

Date of Signing