

**VILLAGE OF VETERAN  
BYLAW NO. 552-22  
PROCEDURE BYLAW**

**A BYLAW OF THE VILLAGE OF VETERAN IN THE PROVINCE OF ALBERTA FOR THE REGULATION OF THE PROCEEDINGS OF COUNCIL AND THE COMMITTEES THEREOF**

**WHEREAS**, pursuant to Section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, 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 Council of the Village of Veteran wishes to establish and follow a process of governance that reflects a transparent government;

**NOW THEREFORE** under the authority of the *Municipal Government Act* R.S.A. 2000, c. M-26, the Council of the Village of Veteran duly assembled hereby enacts the following:

**1. TITLE**

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

**2. DEFINITIONS**

2.1 In this Bylaw:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26 any regulations thereunder, and any amendments or successor legislation thereto;
- (b) "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- (c) "Closed Meeting" 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;
- (d) "Council Committee" means a committee, board, commission, authority, task force or any other public body established by Council pursuant to this bylaw, but excluding Committee of the Whole;
- (e) "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;
- (f) "Organization Meeting" means the meeting held as described in Section 192 of the *Municipal Government Act*;
- (g) "Pecuniary Interest" means when a member of council in any matter could monetarily affect the councilor or an employer of the councilor or the councilors immediate family;
- (h) "Public Hearing" means a meeting of council convened to hear matters pursuant to the Act;
- (i) "Quorum" is the majority of the valid and subsisting members of council or in case of a committee meeting, the majority of the members thereto, including members at large;

### **3. APPLICATION**

- 3.1 This Bylaw shall apply to all meetings of council and committee of the whole.
- 3.2 Council may make this bylaw applicable to other council committees either in whole or in part.
- 3.3 To the extent that a matter is not dealt in the Act or this bylaw, council shall have regard to *Roberts Rules of Order Newly Revised*.
- 3.4 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 Newly Revised*.
- 3.5 Council may waive all or part of the provisions of this bylaw for a meeting, if the members of council present vote unanimously to do so.

### **4. ORGANIZATIONAL MEETING**

- 4.1 Council shall hold an annual organizational meeting each year not later than two weeks after the third Monday in October.
- 4.2 The C.A.O. shall set the time and place for the organizational meeting, with the business of the meeting being limited to:
- (a) Elect the Mayor and Deputy Mayor for the upcoming year;
  - (b) Every member must take the oath of office;
  - (c) Establish dates and times of regular scheduled council meetings;
  - (d) Appoint members to boards and committees;
  - (e) Establish areas of responsibility and supervision;
  - (f) Any other business required by the Act, or which council or the C.A.O. may direct;
  - (g) *Roberts Rules of Order Newly Revised* will be used by council.
- 4.3 Appointments of members to committees shall be for a term of one year, unless otherwise specified.

### **5. REGULAR MEETINGS**

- 5.1 Notice of regularly scheduled meetings need not be given.
- 5.2 For all meetings requiring notice, the notice must be:
- (a) Issued a minimum of 24 hours prior to the meeting date;
  - (b) An e-mail or text to each member or committee member of the time, date, location and purpose of the meeting.
  - (c) Posted on social media, and/or at the Village Office and/or at the Post Office, and;
  - (d) Given any other notification as requested by council or the committee.
- 5.3 Despite Section 5.2, the Mayor may call a special meeting of council, on shorter notice without giving notice to the public, provided majority vote of the whole council give written consent to holding the meeting before the meeting begins.
- 5.4 Regular meetings of council shall be held in the Village Office at 110 Waterloo Street, unless notice is given in accordance with the Act and this Bylaw that the regular meeting will be held elsewhere in the community.
- 5.5 Regular meetings of council shall be held on the third Tuesday of every month except for July, August and December. These meeting dates will be determined

individually and posted on social media and/or at the Post Office and/or at the Village Office.

- 5.6 A regular meeting of council shall commence at 5:30 p.m. and shall adjourn by 8:30 pm, unless council passes a motion to extend the meeting by a majority vote.
- 5.7 Special meetings may be called, and notice of such special meetings shall be given in accordance with the provisions of the Act and this Bylaw.
- 5.8 A member who has a pecuniary interest in a matter before council shall disclose the general nature of the pecuniary 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.
- 5.9 Except as provided in Section 5.10, all meetings shall be held in public.
- 5.10 In-Camera Meetings:
  - (a) No item shall be considered “In-Camera” unless one of the exceptions to disclosure in Division 2, Part 1 of the Freedom of Information and Protection of Privacy Act applies.
  - (b) No bylaw or resolution shall be passed while “In-Camera”, except a resolution to revert back to the meeting or to recess.

## **6. SPECIAL MEETINGS**

- 6.1 The Mayor may call a special meeting.
- 6.2 No less than 24 hours notice must be provided to councilors and the public, unless at least 2/3 of council agrees to this in writing before the meeting.
- 6.3 The special meeting must state the time, date, place and the purpose of the meeting.
- 6.4 The Agenda for the meeting shall be restricted to the business stated in the notice unless all councilors are present and a motion is passed to deal with the matter.

## **7. PUBLIC HEARINGS**

- 7.1 Council must conduct the public hearing during a regular or special council meeting.
- 7.2 “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.
- 7.3 ”Close” used in relation to a public hearing, means to terminate the public hearing.
- 7.4 At the commencement of a public hearing, the Presiding Officer shall:
  - (a) State the matter to be considered at the hearing;
  - (b) Ask the C.A.O. if the public hearing has been advertised in accordance with the Municipal Government Act;
- 7.5 Any person or group who claims to be affected by the subject matter of the public hearing shall be afforded an opportunity to speak in the following order:
  - (a) The Presiding Officer will call those who have indicated on the sign-in sheet that they wish to speak to the proposed bylaw;
  - (b) The Presiding Officer will allow an opportunity to all persons to respond to any new information that has arisen.

- 7.6 No person representing an individual shall address council for more than five (5) minutes, exclusive of the time required to answer questions put to him / her by a member of council, unless granted a time extension by the majority of council.
- 7.7 No person representing a group shall address council for more than ten (10) minutes, exclusive of the time required to answer questions put to him / her by a member of council, unless granted a time extension by the majority of council.
- 7.8 If there is more than one public hearing on the Agenda, the Mayor shall adjourn or close one public hearing before opening another public hearing.
- 7.9 The public hearing must be closed before council votes on the bylaw.
- 7.10 The meeting minutes shall record the names of all persons who:
- (a) Spoke for or against; and
  - (b) Provided written submissions in response of the Notice of Public Hearing for or against the proposed bylaw.

## **8. QUORUM**

- 8.1 A quorum of council is a majority of members of council.
- 8.2 If a quorum is not constituted within fifteen minutes from the time set for commencement of a council meeting, the CAO shall record the names of all the members present and the meeting will be adjourned and rescheduled.
- 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 the quorum is not achieved again within 15 minutes, the meeting shall be deemed to be adjourned.

## **9. CANCELLATION OF MEETINGS**

- 9.1 Council, by resolution, may change the frequency, time, date or location of any meeting.
- 9.2 Notification of a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a special meeting of Council will be provided to the public by:
- (a) Posting a notice on social media, and/or at the Village Office, and/or at the Post Office.

## **10. DUTIES OF THE MAYOR**

- 10.1 The Mayor shall, when present:
- (a) Open and adjourn council meetings;
  - (b) Chair all meetings of council and Committee of the Whole meetings;
  - (c) Preserve order and decorum in council meeting;
  - (d) Rule on all questions of procedure;
  - (e) Ensure each member of council who wishes to speak on a debatable motion is granted the opportunity to do so;
  - (f) Decide who, aside from members of council, may address council.

## **11. DUTIES OF THE DEPUTY MAYOR**

- 11.1 Council shall appoint a Deputy Mayor for a one-year period at the organization meeting.

- 11.2 The Deputy Mayor shall chair council meetings 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.

## **12 DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**

- 12.1 The C.A.O. shall be subject to the *M.G.A.* and the *Chief Administrative Officer Bylaw*.

## **13. AGENDA**

- 13.1 The C.A.O. shall ensure copies of the draft agenda are:
- (a) Available to members of council no later than 4:00 pm. on the Thursday before the meeting is held, via e-mail.
- 13.2 All submissions for the agenda of all public hearings and regular meetings of council shall be received by the C.A.O. no later than 12:00 p.m. on the day of the council meeting.
- 13.3 Only material which has been received in accordance with Subsection 12.2 of this bylaw shall be considered at the meeting for which the agenda is prepared.
- 13.4 If an emergent matter needs to be brought before council at any meeting the item shall:
- (a) Be accompanied by a brief explanation from the C.A.O. or member of council indicating the reasons for, and the degree of urgency of the item; and
  - (b) Be considered as an addendum to the Agenda.
- 13.5 The Agenda shall list the items and order of business for the meeting set out as follows:
- 1. Call to Order
  - 2. Adoption of the Agenda
  - 3. Adoption of Previous Minutes
  - 4. Public Hearing (if applicable)
    - (a) Call to Order
    - (b) Introduction
    - (c) Presentations/submissions
    - (d) Close Public Hearing
    - (e) Business arising from the hearing
  - 5. Delegations (if applicable)
  - 6. Business Arising out of the Minutes
  - 7. Bylaws
  - 8. New Business
  - 9. Councillor Reports
  - 10. C.A.O. Report
  - 11. Financial Reports
  - 12. Correspondence
  - 13. In Camera (if applicable)
  - 14. Adjournment
- 13.6 The normal order of business for the regular meeting of council shall be as set out as per Section 12.5 except:
- (a) When a previous meeting has been adjourned for lack of a 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; or
  - (b) When council alters the order of business by a majority vote.

## **14. DELEGATIONS**

- 14.1 A member of the public may request to be included on an agenda as a delegation. The request shall include:
- (a) A verbal or legible written summary of the information that will be presented to council;
  - (b) Be submitted to the C.A.O. no later than 12:00 p.m. on the day council meeting is being held, with the C.A.O. having discretion to bring forward items submitted late that may be of an emergent nature.
- 14.2 No person(s) representing an individual or group shall address council for more than ten (10) minutes, exclusive of the time required to answer questions put to him / her by a member of council, unless granted a time extension by the majority of council.

## **15. COUNCILLOR REPORTS**

- 15.1 Each member will be provided a maximum of five (5) minutes for the purpose of providing a verbal update on committees or community events in which municipal participation has been approved by council.
- 15.2 Any action required as a result of a councillor report may be dealt with at the current meeting if all the relevant information is presented. If more information is required, it will be brought forward as a separate business item or as a notice of motion.

## **16. COMMITTEES**

- 16.1 Council shall appoint council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organization Meeting.
- 16.2 Council may make appointments to a committee at any time.
- 16.3 The Mayor shall be an ex-officio member of all council committee's and bodies which council has a right to appoint members under the MGA.
- 16.4 Appointed members shall keep the rest of the council informed on the actions of committees or boards to which they are appointed by council, by providing regular updates through their Councillor reports at regular meetings.

## **17. MINUTES OF COUNCIL**

- 17.1 The C.A.O. shall ensure minutes of a council meeting are prepared and that a copy is distributed to each member via e-mail the next day.

## **18. BYLAWS**

- 18.1 The CAO should follow a consistent format for all new bylaws.
- 18.2 Each proposed bylaw must include the bylaw number and a concise title indication the purpose of the bylaw.
- 18.3 The C.A.O. shall copy the bylaw in full and forward it with the Agenda.
- 18.4 Every bylaw shall have three readings. Only the title or identifying number must be read at each reading.

- 18.5 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.
- 18.6 A bylaw shall be passed when a majority of the members voting on third reading vote in favor.
- 18.7 A bylaw is effective from the date of the third reading unless the bylaw provides for another effective date.
- 18.8 In conformance with the Act:
- (a) 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
  - (b) If a bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.
- 18.9 A bylaw is deemed to be passed when it received third reading and is signed and sealed by the Mayor and CAO.
- 18.10 Required bylaws will be published on the Village of Veteran website.

## **19. ADJOURNMENT**

- 19.1 A council regular meeting shall adjourn no later than 8:30 p.m., unless:
- (a) Council, by resolution of a majority vote, agrees to an extension of the meeting.

## **20. SEVERABILITY**

- 20.1 If any section of this bylaw or any part or parts of this bylaw are found in any court of law to be illegal or invalid, that section or sections or part or parts, shall be deemed to be severable, and all other sections or parts of this bylaw, are separate and independent there from and enacted as such.

## **21 REPEAL**

- 21.1 Bylaw #536-19 is hereby repealed.

## **22. COMING INTO FORCE**

- 22.1 This bylaw shall come into effect on the date of third and final reading.

**READ** a first time this 18th day of October, 2022.

**READ** a second time this 18<sup>th</sup> day of October, 2022.

**READ** a third time and finally passed this 18<sup>th</sup> day of October, 2022.

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Jerry Wipf  
Mayor

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Debbie Johnstone  
Chief Administrative Officer