

**VILLAGE OF VETERAN
BYLAW NO. 531-18
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 Village of Veteran pursuant to Section 203 of the *Municipal Government Act*, council may by bylaw delegate its powers, duties or functions to a council committee;

AND WHEREAS, the Municipal Government Act governs the conduct of council, councillor's, council committees; municipal organization and administration; public participation; and the powers of a municipality;

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) "Administration" means the Chief Administrative Officer (C.A.O.) of the Village of Veteran;
- (c) "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- (d) "Agenda" means the list and order of business items for any meeting of Council, or Committees;
- (e) "Amend a Motion Previously Adopted" means to bring forward to a later meeting an amendment to a previously successful motion;
- (f) "Bylaw" means a bylaw of the Village;
- (g) "C.A.O." means the Chief Administrative Officer of the Village of Veteran;
- (h) "Challenge" means an appeal of a ruling of the Presiding Officer;
- (i) "Committee of the Whole" is a procedural device that permits Council to function informally and freedom of debate where discussions are referred to a regular meeting for decision;

-
- (j) "Council" or "member of council" means the Mayor and Councillors of the Village of Veteran;
 - (k) "Councillor" means any member of council duly elected and continuing to hold office except for the Mayor;
 - (l) "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;
 - (m) "Delegation" means a person(s) that will appear before Council or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee;
 - (n) "Deputy Mayor" means the Councillor appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
 - (o) "Emergent Items" means an item than cannot be left until the next meeting or requires immediate attention. When the nature of an emergent item is in question, its acceptance for the agenda shall be determined by a majority vote of the Council;
 - (p) "Employee" means those persons employed full-time, part-time, casually, seasonally, by contract, or as a volunteer, by and for the Village of Veteran;
 - (q) "Ex-officio" means by right of office, a member to all boards and committees in the absence of the appointed or alternate member.
 - (r) "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;
 - (s) "Mayor" means the Chief Elected Official or Presiding Officer duly elected as Mayor whose duties are set out in the MGA and who presides at council meetings;
 - (t) "Minutes" means the written record of a meeting recorded in the English language without note or comment;
 - (u) "Motion" means to move a formal suggestion in a meeting and the resolution of same;
 - (v) "Municipality" means the municipality of the Village of Veteran, a municipal corporation of the Province of Alberta and includes the area contained with the boundaries of the Municipality;
 - (w) "New Business" means business dealing with a matter which has been introduced at the same meeting;
 - (x) "Orders of the Day" means the order of business and time schedule for a meeting of Council or committee meeting as set out in the appropriate part of Section 12.5;
 - (y) "Organization Meeting" means the meeting held as described in Section 4 and section 192 of the Municipal Government Act;
 - (z) "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;

-
- (aa) "Point of Order" means the raising of a question by a member of council 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;
- (bb) "Point of Privilege" means all matters affecting the rights and exemptions of council collectively or the propriety of the conduct of individual members of council and includes but is not limited to, the following:
- (i) The organization or existence of council,
 - (ii) The comfort of members of council,
 - (iii) The conduct of Village Council, employees or members of the public in attendance at the meeting, and
 - (iv) Accuracy of reports at council proceedings;
 - (v) The reputation of councillor's or council as a whole;
- (cc) "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 councillor to:
- (i) Make an appropriate motion;
 - (ii) Raise a Point of Order,
 - (iii) Understand the procedure, or
 - (iv) Understand the effect of a motion;
- (dd) "Policy" means a statement of the Village's intention in certain areas of its responsibility for guidance when action is being taken in those areas;
- (ee) "Postpone" means to delay the consideration of any matter either to later in the meeting, or to a specified time and/or date, or until the occurrence of an event or indefinitely;
- (ff) "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 councillor chosen to preside at the meeting;
- (gg) "Previous Question or Call for the Question" means a motion to end debate and vote on the motion under debate;
- (hh) "Procedure" means instructions on how to carry out the intent of a Village Policy;
- (ii) "Public Hearing" means a meeting of council convened to hear matters pursuant to the Act;
- (jj) "Public Meeting" means a meeting of council or committee of the whole at which members of the public may attend and may be invited to make submissions to council, but which is not a public meeting;
- (kk) "Question of Privilege" means raising of a question which concerns a member of council, or council collectively, when a member of council believes that another member of council has spoken disrespectfully towards them or council, or when they believe their comments have been misunderstood or misinterpreted by another member of council;
- (ll) "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;
- (mm) "Recess" means to take a short break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting.

- (nn) “Reconsider a Motion/Resolution Passed at a Subsequent Meeting” means a motion may be brought back only if the motion has not been acted upon and requires a two-thirds vote without notice, or a majority vote of all members of council who voted with the prevailing side and are present or have been notified;
- (oo) “Recorded Vote” means that prior to the vote on a motion, a member of council has called for the minutes to record the members of council present at the meeting and for the minutes to show which members of council voted for or against the motion or abstained;
- (pp) “Rescind” means to cancel, repeal or revoke;
- (qq) “Special Meeting” means a meeting called by the Mayor pursuant to the Act;
- (rr) “Table” means a motion to delay consideration of any matter in order to deal with more pressing matters; which does not set a specific time to resume consideration of the matter;
- (ss) “Term” means the length of time that an elected council serves between two consecutive municipal elections;
- (tt) “Village” means the Corporation of the Village of Veteran;

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) Any other business required by the Act, or which council or the C.A.O. may direct;
 - (f) *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. QUORUM

- 5.1 A quorum of council is a majority of members of council.
- 5.2 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.
- 5.3 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.
- 5.4 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.

6. NOTICE OF MEETINGS

- 6.1 Notice of regularly scheduled meetings need not be given.
- 6.2 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 to each member or committee member the time, date location and purpose of the meeting.
 - (c) Posted at the Village Office; and
 - (d) Given any other notification as requested by council or the committee.
- 6.3 Despite Section 6.2, 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.

7. MEETINGS OF COUNCIL

- 7.1 Regular meetings of council shall be held in the Village Office unless notice is given in accordance with the Act and this Bylaw that the regular meeting will be held elsewhere in the community.
- 7.2 Regular meetings of council shall be held on the fourth Tuesday of every month except for July, August and December. These meeting dates will be determined individually and posted.
- 7.3 A regular meeting of council shall commence at 5:30 p.m. and shall adjourn by 7:30 pm, unless council passes a motion to extend the meeting by a majority vote, by 15-minute intervals. Only two (2) 15-minute intervals are permissible before the meeting is finally adjourned.
- 7.4 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.
- 7.5 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.
- 7.6 Except as provided in Section 7.7, all meetings shall be held in public.
- 7.7 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.

8. CANCELLATION OF MEETINGS

8.1 A regular or special meeting may be cancelled:

- (a) By a majority of member of council at a previously held meeting;
or
- (b) By verbal consent of majority vote of the whole council if twenty-four (24) hours notice is not provided to the public;

9. DUTIES OF THE MAYOR

9.1 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.

9.2 The Mayor is an ex-officio member, by virtue of office, of all council committees.

10. DUTIES OF THE DEPUTY MAYOR

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

10.2 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.

11. DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

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

12. AGENDA

12.1 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.

12.2 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.

12.3 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.

12.4 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.

- 12.5 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
- 12.6 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.
- 13. CONTROL AND CONDUCT OF COUNCIL MEETINGS**
- 13.1 Council meetings will be held in public and no person may be excluded except for.
- (a) Improper conduct; or
 - (b) Council may, by resolution, meet In-Camera as per Section 7.7.
- 13.2 When a member of council or the C.A.O. is addressing the Presiding Officer every other member of council or C.A.O. shall:
- (a) Remain quiet and seated;
 - (b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege;
 - (c) Not carry on a private conversation.
 - (d) Not speak disrespectfully of others;
 - (e) Not shout, raise his / her voice or use offensive language;
 - (f) Not reflect on any vote of council except when moving to rescind it and shall not reflect on the motives of the members of council who voted on the motion, or the mover of the motion;
 - (g) Assume personal responsibility for any statement quoted to council or upon request of council shall give the source of the information
- 13.3 Members of the public gallery during a council meeting:
- (a) Shall not address council without permission;
 - (b) Shall maintain order and quiet; and
 - (c) Shall not applaud or otherwise interrupt any speech or action of the members, or any other person addressing council.
- 13.4 The Presiding Officer may call to order any member who is out of order.

- 13.5 A member of council who has been called to order but persists in breaching the order of council, the Presiding Officer may name the member and declare the offence and the offence will be noted in the minutes.
- 13.6 If the member of council who has been named:
- (a) Apologizes to council and withdraws the offensive statement or action, then;
 - (i) That member may remain and continue to participate in the meeting and;
 - (ii) The Presiding Officer may direct that the notation of the offence be removed from the minutes; or
 - (b) Fails or refuses to apologize and withdraw the offensive statement or action, then the Presiding Officer shall request the Deputy Mayor to make a motion to remove the unruly member of council either:
 - (i) For the balance of the meeting; or
 - (ii) Until a time stated in the motion; or
 - (iii) Until the member makes an apology acceptable to the meeting for the unruly behavior;
 - (iv) Whichever is the shortest time.
- 13.7 If the resolution passes, the Presiding Officer shall direct the member of council to leave.
- 13.8 The Presiding Officer may, in accordance with the Act, may expel and exclude any person who creates a disturbance or acts improperly.
- 14. RULES GOVERNING DEBATE**
- 14.1 A motion must be made by a member of council before council can debate an item.
- 14.2 All discussion at a meeting of council shall be directed through the Mayor.
- 14.3 Unless otherwise provided by this resolution, a member may speak only:
- (a) Once on any motion; and
 - (b) Once on any amendment to a motion.
- 14.4 Notwithstanding 12.3:
- (a) A member may ask questions of the administration or other member of council on any motion or amendments to a motion;
 - (b) A member may speak to answer any questions put by another member.
 - (c) A member who has made a motion may speak a second time to close the debate.
- 14.5 The Mayor may participate in debate on any matter before council without relinquishing the chair.
- 14.6 When a member of council wishes to leave the council chambers while a meeting of council is in progress he / she shall rise and await the Presiding Officer's permission before leaving. The absence and return shall be recorded in the minutes.
- 14.7 If a member of council is in conflict of interest or has a pecuniary interest under the *M.G.A.*, that member shall state that he/she is in conflict and the reason for the conflict and shall leave the meeting. This reason, time of departure and return, if any, shall be recorded in the minutes, and;
- (a) If council amends the motion before it, council shall recess to allow the C.A.O. to advise the member with conflict of the

- amendment so that the member may determine whether he/she still remains in conflict of interest; and
- (b) No new agenda item will be brought forward until the member with conflict has returned to the meeting.

- 14.8 To ensure quorum is not lost, the mayor may recess the meeting briefly if a member of council wishes to leave the meeting but intends to return.
- 14.9 No member of council shall, subject to the Act, leave the council chamber after a question is put to a vote until the vote is taken.

15. CHALLENGE TO THE RULING OF THE PRESIDING OFFICER

- 15.1 When a member of council wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate. A vote against the motion is a vote to uphold the ruling of the Presiding Officer.
- 15.2 The Presiding Officer shall be governed by the vote of the majority of the members present, and the names of the members of council voting shall be recorded in the minutes.
- 15.3 If the Presiding Officer refuses to put the question "That the decision of the Presiding Officer be overruled" council shall request the Deputy Mayor to proceed, with putting the motion and the vote, from the floor if necessary.
- 15.4 Any resolution carried under the circumstances mentioned in Section 15.3 of this Bylaw, is effectual and binding as if carried with the Presiding Officer as chair.

16. POINT OF INFORMATION, ORDER, PROCEDURE AND QUESTION OF PRIVILEGE

- 16.1 When any Point of Order, Point of Procedure or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer.
- 16.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate member or C.A.O.
- 16.3 When a Question of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favorably, the member who raised the Question of Privilege shall be permitted to pursue the question.
- 16.4 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 16.5 When the Presiding Officer is of the opinion that any motion is contrary to the rules of council, he / she shall advise the members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.
- 16.6 The decision of the Presiding Officer shall be final unless a challenge is made pursuant to Section 15 of the Bylaw.

17. MOTIONS IN COUNCIL

- 17.1 A motion must be made prior to any debate or vote occurring.
- 17.2 After a motion has been made, it may be withdrawn by the mover at any time before a vote is taken or an amendment is made.

-
- 17.3 Council shall consider only one motion at a time.
- 17.4 When a matter under consideration contains several distinct propositions, a member may request, or the Mayor may direct, that each proposition be made as a separate motion.
- 17.5 When a motion has been made and is being considered, no member may make any other motion except to:
- (a) Amend the motion;
 - (b) Postpone the main motion; or
 - (c) Table the motion.
- 17.6 Voting on all motions shall be done clearly by raising the hand so that the Mayor or Presiding Officer may easily count them.
- 17.7 No motion shall be offered that is substantially the same as the one that has already been expressed during the same meeting.
- 17.8 The following motions are not debatable by council:
- (a) To raise a point of privilege;
 - (b) To call for orders of the day;
 - (c) To raise a point of order;
 - (d) To withdraw a motion;
 - (e) To recess or adjourn the meeting; or
 - (f) To challenge a ruling of the Presiding Officer.
- 17.9 If a motion fails, the same motion shall not be renewed unless:
- (a) A general municipal election has been held; or
 - (b) One year has passed since the date that motion was defeated.
- 17.10 Notwithstanding Section 17.9, if a motion is defeated, a member may introduce a motion calling on council to renew the motion if:
- (a) The majority rules of council; or
 - (b) The member who wishes to have council renew a motion provides previous notice by setting out in writing to what special or exceptional circumstances warrant further debate.
- 17.11 Except as specifically provided elsewhere in this bylaw, after a motion has been made, a member may with the consent of council, change the wording of the motion or agree to a change proposed by another member if the change does not alter the intention of the motion.

18. VOTING ON MOTIONS

- 18.1 When this bylaw requires that a motion be made, a bylaw is passed, or any other action be taken by a vote of, a motion will be considered carried when a majority of council members present at the meeting vote in favor of the motion unless otherwise specifically by this bylaw.
- 18.2 A question or motion shall be declared lost when it:
- (a) Does not receive the required number of votes.
- 18.3 Each member present shall vote on every motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the member to abstain, in which case the member shall cite the legislative authority for abstaining, and the C.A.O. shall record the abstention and reasons in the minutes.
- 18.4 A member shall not vote on a matter if they are absent from the council chambers when the vote is called.

-
- 18.5 Any member, prior to the vote being taken, may ask for a recorded vote and the C.A.O. shall record the names of those who vote for and those who vote against a motion in the minutes.
- 18.6 Each member will be given the opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.
- 18.7 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 vote by a show of hands;
 - (c) The Presiding Officer must declare the result of the vote.
- 18.8 After the Presiding Officer declares the result of the vote, members may not change their vote for any reason.
- 18.9 When this bylaw or any other bylaw, regulation or other enactment requires a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 18.10 It is only necessary for each member to vote separately on a recorded vote. In every other case the decision of council may be expressed by a show of hands.

19. MOTIONS OUT OF ORDER

- 19.1 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.
- 19.2 The Presiding Officer shall advise council and shall cite the applicable rule or authority when determining that a motion is out of order.

20. AMENDING MOTIONS

- 20.1 A member who moved a motion may not make an amendment to it. However, the member who moved the main motion may move an amendment to the amendment.
- 20.2 No amendment shall be made to a motion:
- (a) To refer a question to some other body for consideration; or
 - (b) To adjourn a meeting.
- 20.3 While a motion is under discussion by council, a member may not move an amendment which:
- (a) Does not relate to the subject matter of the main motion; or
 - (b) Is directly contrary to the main motion.
- 20.4 The Presiding Officer shall allow only one amendment at a time to the main motion and only one amendment to that amendment may be allowed at a time.
- 20.5 The Presiding Officer shall put amendments to a vote in the reverse order to which they have been moved.
- 20.6 When all amendments are voted on, the Presiding Officer shall ask for a vote on the main motion, incorporating any carried amendments.

21. TABLING AND POSTPONING MOTIONS

- 21.1 A motion may be tabled by a majority vote to enable council to deal with other more pressing matters.

-
- 21.2 A motion that has been tabled may be raised from the table at any time by a majority vote of council and will take precedence over other motions.
- 21.3 When a tabled motion is raised from the table, it is brought back with all motions connected with it, exactly as it was when it was laid on the table.
- 21.4 If a motion to raise a motion from the table is defeated, it may only be made again after council has addressed some other matter or business.
- 21.5 A motion fails if it is not raised from the table within one year of being tabled.
- 21.6 A motion to postpone any matter shall include in the motion:
- (a) A specific time to which the matter is postponed; or
 - (b) Provision that the matter is to be postponed indefinitely.
- 21.7 A motion to postpone a matter is amendable and debatable.
- 21.8 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by council before the date set, except on a majority vote of members present.
- 21.9 When a motion that has been postponed is brought back to council, it is brought back with all motions connected with it, exactly as it was when postponed.

22. RECONSIDERING, RESCINDING OR RENEWING A MOTION

- 22.1 A member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
- 22.2 A motion to reconsider may not be applied to:
- (a) A vote which has caused an irrevocable action; or
 - (b) A motion to reconsider.
- 22.3 A motion to reconsider is only debatable when the motion being reconsidered is debatable.
- 22.4 A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the rescinding or renewal motion is:
- (a) Made by a member who voted with the prevailing side;
 - (b) Brought more than one year after the date of the original motion; or
 - (c) Brought after a general election, which has taken place since the date of the original motion.
- 22.5 Notice of motion to rescind or renew a motion must be given or dispensed with pursuant to the provisions of this bylaw.
- 22.6 No motion to rescind may be made when:
- (a) A vote has caused an irrevocable action; or
 - (b) The question can be reached by reconsidering the motion.

23. NOTICES OF MOTION

- 23.1 Prior to council adjourning a regular council meeting, members have the opportunity to bring a notice of motion by reading into the minutes the notice of motion and by providing the C.A.O. with a written copy of the notice.

23.2 A notice of motion given at a regular council meeting will automatically appear on the agenda of the next regular council meeting.

23.3 A notice of motion cannot be made at a special council meeting.

23.4 A motion of notice is not debatable until a member moves the motion.

24. PUBLIC HEARINGS

24.1 When the MGA or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held unless another enactment specifies otherwise,

- (a) Before second reading of the bylaw, or
- (b) Before council votes on the resolution.

24.2 Council must conduct the public hearing during a regular or special council meeting.

24.3 “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.

24.4 ”Close” used in relation to a public hearing, means to terminate the public hearing.

24.5 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;

24.6 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.

24.7 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.

24.8 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.

24.9 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.

24.10 The public hearing must be closed before council votes on second reading of the bylaw.

24.11 If a public hearing is adjourned, council shall not receive any additional submissions in relation to the subject matter unless it re-opens the public hearing.

24.12 If a public hearing is closed, council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the public hearing.

25. DELEGATIONS

25.1 A member of the public may request to be included on an agenda as a delegation. The request shall include:

- (a) A 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.

25.2 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.

26 COUNCILLOR REPORTS

26.1 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.

26.2 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.

27. ADMINISTRATIVE INQUIRIES

27.1 A member wishing to make an "Administrative Inquiry" at a regular meeting shall put the administrative inquiry in writing at the appropriate time on the agenda, and submit it to the C.A.O.

27.2 Unless an inquiry specifies that the member wishes the answer to appear on a subsequent council agenda, the C.A.O. may give the answer directly to the members.

27.3 If the C.A.O. determines that the cost and time of compiling the information will be considerable, the C.A.O. shall request a resolution of council to approve the request.

27.4 If the C.A.O. determines that the requested information should not be supplied, as the Village has an obligation to keep it private under the provisions of the *Freedom of Information and Protection of Privacy Act*, the C.A.O. shall advise council of the reason for withholding the request.

27.5 A member who requested an administrative inquiry may, at a regular meeting, instruct administration to abandon the inquiry.

28. COMMITTEE OF THE WHOLE

28.1 Any member may move that council resolve into Committee of the Whole to consider any matter.

28.2 The Presiding Officer will chair the Committee of the Whole.

28.3 Quorum of Committee of the Whole is a majority of members.

28.4 Procedures in Committee of the Whole only differ from council's in that:

- (a) Members may speak more than once, provided that all members who wish to speak to the matter have been permitted to speak;
- (b) A member may speak even though there is no motion on the floor, but if there is a motion on the floor a member shall only address that motion;

- (c) The proceedings will not be recorded except the report to council;
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.

28.5 A motion to rise and report may be made at any time and must be decided without debate.

28.6 A motion to rise without reporting is always in order and takes precedence over any other motion when council is in Committee of the Whole. Debate is allowed and the motion must be passed by a two-thirds (2/3) vote. If the motion to rise without reporting is passed, any motion that was on the floor is lost, the Presiding Officer will take the chair and the council meeting will resume.

28.7 Any member may move to adopt the recommendations of the Committee of the Whole and debate will only be allowed on any amendments proposed by Committee of the Whole.

29 COMMITTEES

29.1 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.

29.2 Council may make appointments to a committee at any time.

29.3 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.

29.4 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.

30 RECESS

30.1 Any member may move that council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker.

30.2 A motion to recess may be amended only as to length of time, but neither the motion nor the amendment is debatable.

31 MINUTES OF COUNCIL

31.1 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.

31.2 The Presiding Officer shall present the minutes to council with a request for a motion to confirm the minutes.

31.3 Any member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission.

-
- 31.4 Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by council.
- 31.5 No member may introduce any extraneous evidence to support a challenge to the accuracy of the minutes unless the evidence has been compiled or made under the direction or control of the C.A.O.
- 31.6 If a member wishes to challenge the accuracy of the minutes of a previous meeting, the member must make the challenge known to the C.A.O. before council has officially confirmed the minutes.

32. BYLAWS

- 32.1 The CAO should follow a consistent format for all new bylaws.
- 32.2 Each proposed bylaw must include the bylaw number and a concise title indication the purpose of the bylaw.
- 32.3 The C.A.O. shall copy the bylaw in full and forward it with the Agenda.
- 32.4 Every bylaw shall have three readings. Only the title or identifying number must be read at each reading.
- 32.5 A bylaw shall be introduced for first reading by a motion that the bylaw be read a first time.
- 32.6 Council shall vote on the motion for first reading of a bylaw without amendment or debate
- 32.7 A bylaw shall be introduced for second reading by a motion that it be read a second time.
- 32.8 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.
- 32.9 Any amendments to the bylaw which are carried by council before the motion for third reading is passed will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 32.10 When council unanimously agrees that a bylaw may be presented for third reading:
- (a) Motion for third reading of the bylaw shall be made;
 - (b) Council shall vote on the motion without amendment or debate;
 - (c) The third reading requires no greater majority or affirmative votes than if it had received third reading at a subsequent meeting.
- 32.11 Council shall vote on the motion for third reading of a bylaw without amendment or debate.
- 32.12 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.
- 32.13 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.

32.14 A bylaw is deemed to be passed when it received third reading and is signed and sealed by the Mayor and CAO.

32.15 New bylaws will be published on the Village of Veteran website.

33. ADJOURNMENT

33.1 A council regular meeting shall adjourn no later than 7:30 p.m., unless:

- (a) Council, by resolution of a majority vote, agrees to an extension of the meeting by 15 minute increments;
- (b) A maximum of two 15 minute increments will be permissible.

33.2 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.

34 SEVERABILITY

34.1 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.

35. REPEAL

35.1 Bylaw No. 514-14 is hereby repealed.

36. COMING INTO FORCE

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

READ a first time this 24th day of October, 2018

READ a second time this 24th day of October, 2018

READ a third time and finally passed this 24th day of October, 2018

Jerry Wipf
Mayor

Debbie Johnstone
Chief Administrative Officer