



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
ADMINISTRATION

POLICY NUMBER: AD 06

POLICY TITLE: BYLAW PROCEDURES

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Date Adopted by Council / Motion Number:

11.05.292

PURPOSE:

To provide Council and Administration with guidelines when giving bylaws assent/defeat.

POLICY:

The minutes of Council meetings will show a true accounting of how each bylaw was dealt with, particularly when refused or denied.

The following procedures will be followed when no legislative ruling is in place to dictate otherwise:

1. All proposed bylaws will be numbered sequentially, beginning with the year of development and continuing sequentially (i.e. 11-645).
2. Council will not give first reading to a proposed bylaw until it is worded appropriately.
3. If the 'intent' of a bylaw is changed after it has been given first reading, a new bylaw number will be issued and the bylaw will be dealt with on a 'first-seen' basis.
4. Minor typing error corrections are not deemed as changing of intent, and therefore may be presented for second and third readings with such corrections in place.
5. Prior to giving any bylaw final assent, Council will receive the bylaw in its final form.
6. When a bylaw is defeated or rescinded, it will be marked as such, and C.A.O. will initial the marking.

(Original copy on file)
REEVE

C.A.O.