



**BYLAW NO. 25-1001**  
**of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16 , in the Province of Alberta, to provide for the orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.**

**Whereas**, pursuant to section 145 of the Municipal Government Act, R.S.A 2000, c. M-26, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

**Whereas**, pursuant to section 203 of the Municipal Government Act, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its powers, duties and functions to a Council Committee;

**Whereas**, the Municipal Government Act governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

**Therefore**, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

**1. TITLE**

1.1. This Bylaw shall be cited as the "Procedural Bylaw."

**2. DEFINITIONS**

2.1. **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.

2.2. **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.

2.3. **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.

2.4. **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.

2.5. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer, or delegate, for the Municipal District of Greenview No.16.

2.6. **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the Municipal District of Greenview under Section 150 of the *Municipal Government Act*.

2.7. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

2.8. **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.

2.9. **Council** means the municipal Council of the Municipal District of Greenview.

2.10. **Council Committee** means a committee or board established by Council, through bylaw.

2.11. **Council Meeting** means those meetings of Council permitted by the *Municipal Government Act*, and include regular, organizational and special meetings. These meetings shall:

- A) Be open to the public unless taking place in Closed Session, pursuant to the *Freedom of Information and Protection of Privacy Act*;
- B) Include matters which are within the jurisdiction of Council;
- C) Be where debate and/or deliberation occurs;
- D) Be where Council decisions may be made;
- E) Have a quorum of Council; and,
- F) Maintain a record of decisions.

2.12. **Delegation** means an individual or group making a presentation to Council or Council Committee.

2.13. **Deputy Reeve** the Councillor appointed by Council, pursuant to the *Municipal Government Act* to act as Chief Elected Official in the absence or incapacity of the Reeve.

2.14. **Electronic Meeting** means a meeting conducted through electronic communications.

2.15. **Greenview** means the Municipal District of Greenview No. 16.

2.16. **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.

2.17. **Reeve** means the Chief Elected Official appointed from among Council Members to fulfill the duties outlined in Section 154 of the Municipal Government Act.

2.18. **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

2.19. **Robert's Rules of Order (RONR)** means Robert's Rules of Order Newly Revised, current edition.

### 3. APPLICATION

3.1. This Bylaw applies to all meetings of Council and Council Committees and shall be binding on all Councillors and Committee Members.

3.2. This Bylaw shall prevail over any other Bylaw of Greenview.

3.3. The rules contained in this Bylaw shall be used to facilitate progress and shall be applied in the spirit of fairness, equality and common sense.

### 4. INTERPRETATION

4.1. When a matter arises relating to proceedings not covered by a provision of this Bylaw, or the Municipal Government Act, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order, if applicable to the situation.

4.2. Procedure is a matter of interpretation by the Chair.

A) In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.

- B) In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
  - i. The provisions about statutory hearings; and
  - ii. The provisions for amending or repealing this Bylaw.

4.3. In a case where a suspendable rule is inadvertently not adhered to, and no one's rights are being infringed upon, nor is any discernible harm done to the proper transaction of business, the rule shall be deemed to have been suspended for that specific case.

## 5. **LOCATION OF MEETINGS**

- 5.1. Meetings of Council must ordinarily be held in the Council Chamber in the Administration Building, located in Valleyview.
- 5.2. Meetings of the Committee of the Whole shall be held in rotation between the Administration Building and Public Service Buildings.
- 5.3. All other Council Committees will be held at the location determined within their specific Bylaw.

## 6. **QUORUM**

- 6.1. Quorum will consist of a simple majority of Members.
- 6.2. At the time set for the start of the meeting, if a Quorum is present, the Chair must call the meeting to order.
- 6.3. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO shall record the names of the members present, and the meeting shall be adjourned to the time of the next regular meeting.
- 6.4. If at any time during a meeting, Quorum is lost, the meeting shall be recessed and if a Quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.
- 6.5. Meeting minutes shall reflect that the meeting was called to order and adjourned due to lack of Quorum.
- 6.6. A Quorum for an emergency meeting of the Emergency Operations Center is not dependent on the number attending, but on those Members available to attend.

## 7. ORGANIZATIONAL MEETINGS

- 7.1. An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
- 7.2. At the Annual Organizational Meeting Council will:
  - A) Adopt a schedule of Council and Council Committee meetings for the subsequent year.
  - B) Appoint Members of Council Committee; and,
  - C) Conduct other business as identified within the organizational meeting agenda.
- 7.3. Notice for meetings scheduled in a Council Calendar which has been adopted by Council need not be given.
- 7.4. The Organizational Meeting shall be conducted in the following manner:
  - A) The CAO shall call the meeting to order;
  - B) The Oaths of Office shall be issued to all Councillors as the first order of business at the first Organizational Meeting following a General Election;
  - C) The CAO will preside over the election of Reeve. Council shall confirm the result of the election by resolution;
  - D) The Oath of Office shall be administered to the Reeve, once elected.
  - E) Following the election of Reeve, the CAO will turn the meeting over to the Reeve, who will then preside over the election of Deputy Reeve.
- 7.5. The Reeve will:
  - A) Preside over the election of Deputy Reeve. Council shall confirm the result of the election by resolution, after which the CAO will administer the Oath of Deputy Reeve; and,
  - B) Preside over the remainder of the meeting.
- 7.6. A secret ballot must be held for the election of Reeve if requested by a Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council. In the event that the Organizational Meeting is conducted electronically, an electronic method of conducting a secret ballot vote shall be made available to all Councillors.
- 7.7. In the case of tied votes for either Reeve or Deputy Reeve, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips

of paper of equal size and place them in an appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper. Council shall confirm the result by resolution.

- 7.8. The Reeve and Deputy Reeve, as appointed from among Council Members hold their appointment from immediately after the vote is announced by the CAO, or designate, until immediately before the beginning of the next Organizational Meeting.

## **8. ADDITIONS OR CHANGES TO MEETINGS SCHEDULED ON THE COUNCIL CALENDAR.**

- 8.1. Council and Council Committee meeting dates and changes thereto, must be determined with input from the CAO, to minimize conflict between meetings and to ensure proper notification of the public.
- 8.2. Council and Council Committees may cancel or revise their respective meetings, or schedule additional meeting dates or times as required, by a vote of the body, in consultation with the CAO. The CAO must provide notice of the changes or additions.
- 8.3. A scheduled meeting may be cancelled by the Chair in consultation with the CAO, if the deadline for agenda submissions has passed, and there is no time-sensitive business to bring to that meeting.
- 8.4. The Reeve may call a special meeting at any time in accordance with the Municipal Government Act.

## **9. NOTICE OF SPECIAL MEETINGS**

- 9.1. The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- 9.2. A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 9.3. The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.

## **10. ROLE OF THE CHAIR**

- 10.1. As soon as there is quorum after the time for commencement if the meeting, the Chair will call meetings to order.
- 10.2. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or

their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.

10.3. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

10.4. The Chair will preserve order and decorum and decide all questions of procedure.

10.5. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.

10.6. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.

10.7. Anyone who is not a Councillor or Member-At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair's permission.

10.8. The Chair may call to order any Councillor or Member who is out of order.

10.9. The Chair is not required to vacate the Chair in order to join in the debate so long as the Chair participates on the same basis as all other members.

10.10. The Chair must vacate the Chair in order to make a motion, and must remain out of the Chair until the item, including any associated bylaw readings, has been concluded.

## **11. PARTICIPATION BY MEMBERS**

11.1. Members shall not leave their seats or make any noise of disturbance while a vote is being taken, or the result is declared.

11.2. A Member who wishes to speak or make a motion at a meeting shall do so only after being recognized by the Chair. Recognition must ordinarily be on a first-come-first-served basis.

## **12. ENFORCEMENT OF RULES BY MEMBERS**

12.1. All Members have the responsibility for ensuring that the rules of this Bylaw are adhered to. A Member may raise a Point of Order upon noticing a breach of Council's rules, but this must be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.

## **13. PARTICIPATION BY MEMBERS OF THE PUBLIC**

13.1. When Council is required to hold a public hearing on a proposed bylaw or resolution, Council must hear from members of the public prior to second reading of the bylaw or prior to voting on the resolution, unless another enactment specifies otherwise.

**13.2. Members of the Public shall:**

- A) Not approach or speak to Members without the permission of the Chair;
- B) Limit speaking to fifteen (15) minutes unless permitted by the Chair;
- C) Maintain order and quiet;
- D) Not interrupt a Member or another member of the Public;
- E) Speak respectfully and must not use offensive language;
- F) Not wear head coverings within Council Chambers, except for recognized medical or religious reasons.

**13.3. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.**

**14. AGENDAS**

**14.1. Confirming the Agenda Order/Changes to a Published Agenda.**

- A) Once a Council or a Council Committee agenda is set or otherwise published, it is the property of the voting body. Changes or deletions from the published Agenda may only be considered at the meeting.
- B) The Agenda and any amendments to it must be confirmed by a majority vote at the start of meetings of Council and Council Committees.

**14.2. Preparation**

- A) Prior to each Council or Council Committee meeting, the, CAO, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration and previous meetings.
- B) Submissions to the Council and Committee of the Whole Agenda, shall be received by the CAO, no later than twenty (20) days preceding the meeting.
- C) Members may also provide a Notice of Motion to provide sufficient time for Administration to prepare for the request.

**14.3. Distribution**

- A) Meeting Agendas, and all supporting materials, should be delivered electronically to each member of Council, Council Committee and senior Administration not later than 4:30 p.m. five (5) days prior to the meeting.
- B) The CAO shall publish the Council or Council Committee Agendas on Greenview's public website (unless these must be, or may be, withheld under

the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.

#### 14.4. Late Submissions

- A) Administrative reports and submissions received too late to be added to the regular Agenda shall be included in the next Council Agenda.
- B) In exceptional circumstances, at the discretion of the CAO, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an urgent business item.
- C) A Member may make a motion to add urgent business to a Council or Council Committee meeting agenda.
- D) Adding a matter as urgent business to a published agenda, without notice to the public, must be kept to a minimum, noting Council's preference to be as transparent and as accountable as possible.
- E) A matter proposed to be added as urgent business must be provided to the Chair in advance of the meeting, in order for the Chair to confirm with Administration whether the item calls for immediate and urgent consideration.
- F) The Chair must provide a recommendation to Council or the Council Committee on whether the matter is urgent or not, prior to the matter being added to the agenda.
- G) A matter proposed to be added as urgent business must also be submitted to the CAO.
- H) If the proposed urgent business is in written form, the CAO will make all reasonable effort to distribute it in advance of the meeting.

#### 14.5. Order of Business

Council Meetings shall use the following order of business for meetings unless changed by unanimous consent:

- A. Call to Order
- B. Adoption of the Agenda
- C. Minutes
- D. Public Hearing
- E. Delegation
- F. Bylaws
- G. Business
- H. Notice of Motion
- I. Closed Session
- J. Members' Business Report

**K. Adjournment**

**14.6. Members Buisness Report**

- A) Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.

**14.7. Debate** is a formal discussion on a particular topic in a public meeting. Healthy debate among Councillors and Board Members is encouraged.

**14.8.** The Chair will determine the speaking order when two or more Councillors or Board Members wish to speak, subject to a challenge.

**14.9.** Councillors or Members must address the Chair when speaking.

**14.10.** Councillors or Members who have been assigned their turn to speak may only be interrupted:

- A) When a Councillor or member is discussing a subject and there is no motion on the floor;
- B) By a Call for Orders of the Day;
- C) By a Point of Privilege;
- D) By a Point of Order;
- E) By an objection to the considered motion; or
- F) By a Challenge.

**14.11.** Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.

**14.12. Request for Information**

- A) Members provide a Notice of Motion to provide sufficient time for Administration to prepare for the request.
- B) It is best practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.

**15. MINUTES**

**15.1.** Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:

- A) All decisions and other proceedings.
- B) The names of all Councillors, or Members at large, present at and absent from the meeting.

- C) The names of the Councillors, or members at large, who vote for and against each motion.
- D) Resolutions to go into Closed Session and to adjourn the meeting.
- E) The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in Closed Session.
- F) Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
- G) Any abstention made as a result of a pecuniary and the general nature of the abstention.
- H) The signatures of the Reeve or Chair and the Chief Administrative Officer.
- I) The names of the members of the public who speak to an item.

15.2. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted if:

- A) There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
- B) There are no errors or omissions, Council must adopt the minutes as presented;

15.3. Typographical errors should be reported to the recording secretary in advance of the meeting, but do not require a motion to amend.

15.4. No change must be allowed which would alter or affect, in a material way, the actual decision made by Council.

15.5. Greenview Council Meetings and Council Committee Meetings will be live streamed on Greenview's website and made available for the public to access.

15.6. All Council and Council Committee meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

## 16. UNFINISHED BUSINESS

16.1. Unfinished Business which was not concluded when a meeting did not achieve Quorum, or when Quorum was lost, is forwarded to the next appropriate meeting of Council or Council Committee, as determined by the CAO.

## 17. PECUNIARY INTEREST

17.1. A Member who has a pecuniary interest in a matter before Council or a Council Committee must:

- A) disclose the general nature of the pecuniary interest; and,
- B) leave the meeting before debate if required and return after the vote is declared.

**18. REGULAR COUNCIL MEETING**

- 18.1. Council shall hold Regular Council Meetings on the dates and at the times established at the Organizational Meeting.
- 18.2. When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
- 18.3. All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.

**19. SPECIAL COUNCIL MEETING**

- 19.1. The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- 19.2. A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 19.3. The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.
- 19.4. Notwithstanding section 20.1 the Reeve may call a special Council Meeting without 24 hours' notice, if at least two-thirds of the Members provide written consent prior to the start of the meeting.
- 19.5. No matters other than those stated in the notice shall be conducted at any special Council Meeting unless all Members are present and provide unanimous consent to add other matters to the Agenda.
- 19.6. Minutes of a special Council Meeting shall be taken using the same method as a regular Council Meeting.

**20. CLOSED SESSION MEETING**

- 20.1. The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions of disclosure contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

- 20.2. A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 20.3. When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 20.4. A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 20.5. When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.
- 20.6. All matters discussed while in Closed Session shall be kept confidential, unless directed otherwise that those matters discussed in Closed Session may be made public.

## 21. ELECTRONIC MEETINGS AND ELECTRONIC ATTENDANCE AT MEETINGS

- 21.1. Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
  - A) Notice is given to the public of the meeting, including the way in which it will be conducted;
  - B) The Meeting shall be advertised as an Electronic Meeting of Council;
  - C) The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and,
  - D) The facilities enable all the meetings participants to watch and/or hear each other.
- 21.2. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 21.3. Members of Council or Committees may participate in meetings through electronic means or other communication facilities instead of at the meeting location, if:
  - A) There is a quorum of six (6) Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail. Under extenuating circumstances, the Reeve or Chair in their sole discretion, may authorize a Council meeting or Council Committee Meeting to proceed through electronic means without half the Members being in physical attendance at the meeting.

A minimum of 24 Hours' notice should be provided to provide adequate public notice that the meeting will be proceeding electronically; and,

- B) The Chief Administrative Officer is present at the place specified in the notice to the public about the meeting.

21.4. When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.

21.5. Any person who wants to utilize electronic means or communication facilities to attend a meeting must:

- A) Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
- B) Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and,
- C) Advise the CAO of the phone numbers or means by which they will be available throughout the meeting.

## 22. PUBLIC HEARING

22.1. The conduct of any statutory Public Hearing shall be governed by this Bylaw, and pursuant to the MGA.

22.2. A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.

22.3. Council may change the date, time, and place of a Public Hearing by resolution. If any of the date, time, or place is changed, the Public Hearing must be readvertised.

22.4. If a Public Hearing is required on any proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.

22.5. A motion to go into Public Hearing is required before the subject matter is discussed.

22.6. The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:

- A) The speaker being acknowledged by the Chair;
- B) Generally, a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair;
- C) The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw;
- D) A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair; and,
- E) Discussion shall only be regarding the matter identified on the agenda.

22.7. Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.

22.8. Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.

22.9. Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.

22.10. Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.

22.11. At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.

22.12. In accordance with the Municipal Government Act, a Public Hearing:

- A) Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and,
- B) May hear any other person who wishes to make a representation and whom the Council agrees to hear.

22.13. The Order of Business for each item of the Public Hearing shall be:

- A) The Reeve or Chair will open the Public Hearing;
- B) Presentations from Administration, introduction of bylaw or resolution, and questions for clarification;
- C) Public Hearing Presentations by the public. Members of the public will be allotted 10 minutes to make their presentations. The Chair may grant additional time to any speaker. Presentations will be heard in the following order:
  - i. Those speaking in favour;
  - ii. Those speaking against;
  - iii. Follow-up questions from Council may be asked throughout the presentations.
- D) The Reeve or Chair closes the Public Hearing.

22.14. All presentations should be made from the delegate table.

22.15. Members who are absent from the whole of a Public Hearing, are not entitled to vote on the matter and shall leave the meeting before the vote is taken.

22.16. Members who are absent from part of a public hearing on a matter may choose to abstain from voting on the matter.

22.17. A Councillor who is required to or who chooses to abstain from voting in keeping with subsections (24.15) or (24.16) must leave the meeting before the vote commences.

22.18. When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

### 23. RULES GOVERNING DEBATE

23.1. A motion is the process used to present a request for consideration. Once a motion has been approved by Council or Council Committee, it becomes a resolution.

23.2. An item of business shall first be introduced to Council and may be followed by clarifying questions of Administration, an external presenter, or other Members.

23.3. A motion shall be made by a Member before it can be debated.

23.4. A motion submitted to Council does not require a seconder for approval

23.5. All discussion at a Council or Council Committee shall be directed through the Chair.

23.6. During a meeting, a Member may only speak once on any motion and once on any amendment to a motion, until each Member wishing to speak has had an opportunity to do so.

23.7. Pursuant to this Section:

- A) A Member may ask clarifying questions of Administration or other Members on any motion or amendment to a motion;
- B) A Member may speak to respond to questions or provide clarification to other Members;
- C) A Member who has made a motion shall have the opportunity to speak during debate and at the close of debate; and
- D) As the Member making closing statements may present additional information, Members shall be given the opportunity to speak to that information, if they wish to do so.

#### **24. POINT OF INFORMATION**

24.1. A Point of Information may be made by any Member who wishes to obtain information on meeting procedures to assist a Member in:

- A) Making an appropriate motion;
- B) Raising a point of order;
- C) Understanding a procedure; or,
- D) Understanding the effect of a motion.

24.2. A Point of Information may be made by the CAO to provide additional clarifying information to Members.

**25. POINT OF INTEREST**

25.1. A Point of Interest may be made by any Member who wishes to share a comment, information, or commendation about an individual, group, organization, or event. Points of Interest are not recorded in the minutes.

**26. POINT OF PRIVIEGE**

26.1. A Point of Privilege may be made by any Member who wishes to note a matter concerning the rights or privileges of any Member.

26.2. A Point of Privilege shall take precedence over other matters, and while the Chair is ruling on the Point of Privilege, no other Member shall be in possession of the floor.

**27. POINT OF ORDER**

27.1. A Member who wishes to challenge the rules of procedure shall:

- A) Raise a Point of Order to the Chair; and,
- B) Upon the Chair's acknowledgement, provide an explanation for the Point of Order.

27.2. The Chair shall make a ruling on the Point of Order.

27.3. The Member in possession of the floor when a point of order is raised shall have the right to the floor once debate resumes.

**28. MOTIONS**

28.1. Consideration of Motions

- A) Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

28.2. A Councillor may move a motion whether or not the Councillor intends to support it.

28.3. After a motion is moved, it can only be withdrawn by the person who made it.

28.4. All motions shall be concise and provide clear direction for Administration.

28.5. Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to "accept for information."

28.6. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.

28.7. When a motion is been made and is being considered, no Council Member may make another motion, except to:

- A) Amend the motion;
- B) Amend the amendment to the motion;
- C) Refer the main motion for consideration; or
- D) Move a motion that has privilege.

28.8. The following motions are not debatable:

- A) A motion to adjourn;
- B) A motion to suspend/waive the rules;
- C) A motion to table or to lift from the table;
- D) A motion to appeal a decision of the Chair; and,
- E) A motion to defer to a future Council or Council Committee meeting.

28.9. To assist with the use of motions, a summary of the provisions for more commonly used motions is attached as Schedule "A" and forms part of this Bylaw.

## 29. **MOTION TO AMEND**

29.1. A motion to amend means to modify the wording of a pending motion before the pending motion is acted upon.

29.2. A motion to amend may be made by any Member, including the Member who moved the original motion.

29.3. When an amendment is on the floor, Members may debate only the merits of the amendment and shall not debate the merits of the motion to which it is applied.

29.4. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. A friendly amendment:

- A) Shall not extend beyond the scope of the original motion;
- B) Shall only apply if unanimous consent of Members to accept the friendly amendment is received; and,
- C) If unanimous consent is not granted, the original motion will be voted on.

29.5. A member may introduce a new motion, if a motion with refused amendments is defeated.

29.6. Only one amendment to the main motion and only one amendment to that amendment are allowed.

**30. MOTION TO AMEND SOMETHING PREVIOUSLY ADOPTED**

30.1. A motion to amend something previously adopted makes a change or substitutes wording in its place, for a motion which had previously been adopted by Council.

30.2. A motion to amend something previously adopted:

- A) May be made by any Member at any time after the meeting at which the original motion was passed;
- B) Is debatable and amendable;
- C) Requires a two-thirds vote to pass with no notice; or a majority vote to pass if notice has been given;
- D) Cannot be made when the vote would cause an irrevocable action, e.g., for a contractual liability or obligation; and
- E) Cannot exceed the scope of the original motion.

**31. MOTION TO RECONSIDER**

31.1. A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:

- A) The motion is approved at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result;
- B) A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again; or,
- C) Six (6) months have passed since a defeated motion was last considered.

31.2. If a motion to reconsider is passed, the original motion is on the floor.

31.3. Motions to reconsider require a two-thirds vote to pass with no notice; or a majority vote to pass if notice has been given.

31.4. Motions or actions which cannot be reconsidered include:

- A) A motion to suspend the rules;
- B) A motion to table;
- C) A motion to lift from the table, if approved;
- D) An action that has previously been reconsidered;  
or,
- E) A motion that has already been acted upon.

**32. MOTION TO DEFER**

32.1. A motion to defer is used to delay consideration of a matter so additional information may be obtained by Administration or other body, as directed by Council.

32.2. A motion to defer:

- A) May be made by any Member, for a Council Committee or Administration to investigate and report;
- B) Is debatable and requires a majority vote to pass;
- C) Does not allow any further amendment to the main motion until the motion to defer has been addressed;
- D) Shall include instructions indicating what the receiving body is to do and the date by which a response is required; and,
- E) May be amended only as to the body to which the motion is deferred and the instructions on the deferral.

32.3. When a response to a deferral is before Council, the motion under consideration shall be the motion which was deferred, including any amendments made prior to the deferral.

**33. MOTION TO RESCIND**

33.1. A motion to rescind is used to rescind a motion previously approved by Council.

33.2. A motion to rescind:

- A) May be made by any Member at any time after the meeting at which the original motion was approved;
- B) Is debatable and amendable;
- C) Requires a two-thirds vote to pass with no notice; or a majority vote to pass if notice has been given; and,

- D) Cannot be made when the vote would cause an irrevocable action, e.g., for a contractual liability or obligation.

#### **34. MOTION TO SUSPEND OR WAIVE**

34.1. In the absence of any statutory obligation, any provision of this Bylaw may be suspended or waived by a motion of Council, if two-thirds of all Members present vote in favour of dealing with the matter under consideration.

34.2. A motion to suspend or waive the rules:

- A) Is not debatable or amendable;
- B) May be made by any Member; and,
- C) Shall, if passed, only be in effect for the duration of the meeting in which it is passed.

#### **35. SPLITTING A MOTION**

35.1. A Member may make a request to the Chair that a single motion be split into separate motions. The separate motions may be reworded so that the integrity and content of each motion is maintained but shall not change the intent of the original motion.

35.2. When a motion is split, the same mover would be applicable for each motion.

35.3. A request to split a motion is debatable and amendable.

35.4. Splitting a motion requires a majority to adopt, however this request is frequently approved through unanimous consent.

35.5. A Member is not required to carry out the process of splitting if they do not agree that splitting the motion would meet their intent.

#### **36. MOTION TO TABLE**

36.1. A motion to table is used to delay consideration of any matter until such time that a motion is made by Council to lift it from the table, within the same meeting.

36.2. A motion to table:

- A) May be made by any Member;
- B) May be used to enable Council or Council Committee to address other more pressing matters on the Agenda, or when Members wish to set aside discussion on a matter at that time;

- C) Is not debatable or amendable, and takes precedence over all other motions associated with the motion being tabled, which are also tabled;
- D) Requires a majority vote to pass;
- E) Ends any debate; and,
- F) May be lifted from the table at any time by a majority vote of Members.

36.3. When a motion is lifted from the table, it is presented with all associated amendments, exactly as it was when laid on the table.

### **37. NOTICE OF MOTION**

37.1. A notice of motion may be made when a Member wishes to bring a matter forward to a future meeting for discussion, providing sufficient notice for consideration of the subject.

37.2. In accordance with this Section, Members shall provide a written notice of motion containing sufficient detail as to outline the subject and proposed actions of the motion to the CAO to the close of the meeting when notice was given.

37.3. The Member shall read the notice of motion, which shall be recorded in the minutes.

37.4. At the meeting in which the motion is introduced, the Member shall provide a brief overview of the subject matter. Members and Administration may ask clarifying questions.

37.5. For notice of motions which direct Administration to prepare an information report, the report shall be drafted based on information readily available, and may or may not include a recommendation.

37.6. The Member who submitted a written notice of motion, is not required to be present when the notice of motion is read.

### **38. VOTING**

38.1. Each Member present is required to vote in accordance with the *Municipal Government Act*.

38.2. Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.

38.3. A motion is lost if the vote is tied.

38.4. The Chair shall declare the result of the vote.

38.5. Once a vote is carried, or defeated, the decision of Council must be supported by all members.

**39. SECRET BALLOT – VOTING**

39.1. A secret ballot shall be held as per the MGA Section 185.1(1), if requested by any Member present at a meeting, for the establishment of or appointment of Members to a Council Committee.

39.2. The process for conducting a secret ballot shall be determined by Administration.

39.3. A vote by secret ballot shall be confirmed by a motion of Council.

**40. CHANGING A VOTE**

40.1. Should a Member request to change their vote, and the requested change does not alter the vote result, the request may be granted by general consent or by a majority vote, whether the requestor voted for or against the motion. If the requested change would alter the vote result, the Member may move to reconsider the original vote before the next motion is brought to the floor.

**41. ADJOURNMENT**

41.1. A Council or Council Committee Meeting shall adjourn at the conclusion of the Agenda.

**42. BYLAWS**

42.1. All proposed Bylaws must have:

- A) A Bylaw number assigned;
- B) A concise title indicating the purpose of the Bylaw; and,
- C) Three (3) separate and distinct readings.

42.2. Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.

42.3. Council shall hear an introduction of the proposed Bylaw or resolution from administration prior to first reading.

42.4. When a Bylaw is subject to a statutory Public Hearing, the Public Hearing shall be held prior to second reading.

42.5. After the first reading of a Bylaw has been given, any Council Member may move that the Bylaw be read a second time.

42.6. Granting three readings of a Bylaw at the same meeting shall not be permitted unless the Council Members in attendance provide unanimous consent to proceed with third and final reading.

42.7. Any amendments to the Bylaw that are carried prior to the vote on third reading, shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.

42.8. Once a bylaw has been passed, it may only be amended or repealed by another Bylaw made in the same way as the original Bylaw.

42.9. A Bylaw is effective from the date of the third reading and signing unless the Bylaw or any applicable statute provides for another effective date.

42.10. The Reeve and the CAO will sign the Bylaw as soon as reasonably possible after third reading.

A) A signature may be affixed to a bylaw by mechanical or electronic means.

#### 43. **SEVERABILITY**

43.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

#### 44. **Repeal**

44.1. Bylaw 21-875 "Procedural Bylaw" and all amendments thereto are hereby repealed.

#### 45. **COMING INTO FORCE**

45.1. This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this 9 day of September, 2025.

Read a second time this 23 day of September, 2025.

Read a third time this 14 day of October, 2025.

*Tyler Olsen*

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REEVE

*Stacey Walick*

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**BYLAW No. 25-1001**  
**of the Municipal District of Greenview No. 16**

**Bylaw 25-1001 – Scheule “A”**  
**Highlights of Common Motions**

| Motion Type                        | Purpose  | Provisions   |
|------------------------------------|--|--|
| Amend                              | <ul style="list-style-type: none"> <li>To modify the wording of a pending motion before the pending motion is voted on.</li> </ul>                 | <ul style="list-style-type: none"> <li>May be made by any Member;</li> <li>Is debatable and amendable;</li> <li>Requires a majority to pass; and</li> <li>Members may only debate the amendment, not the original motion.</li> </ul>   |
| Amend Something Previously Adopted | <ul style="list-style-type: none"> <li>To make a change or substitute wording for a motion which had previously been adopted.</li> </ul>           | <ul style="list-style-type: none"> <li>May be made by any Member;</li> <li>Is debatable and amendable;</li> <li>With notice - majority to pass, or without notice - 2/3 vote to pass; and,</li> <li>Cannot exceed the original scope or cause an irrevocable action.</li> </ul>  |
| Reconsider                         | <ul style="list-style-type: none"> <li>To revisit a motion which was previously approved at the same meeting.</li> </ul>                           | <ul style="list-style-type: none"> <li>Must be made by a Member of the prevailing side;</li> <li>Six (6) months have elapsed since the motion was considered;</li> <li>Is debatable, but is not amendable; and,</li> <li>Requires a majority to pass.</li> </ul>   |
| Defer                              | <ul style="list-style-type: none"> <li>To delay consideration of a matter to a future meeting so additional information may be obtained</li> </ul> | <ul style="list-style-type: none"> <li>May be made by any Member;</li> <li>Is debatable;</li> <li>Can be amended, but limited to the body to which is referred and instructions; and</li> <li>Requires a majority to pass.</li> </ul>  |
| Rescind                            | <ul style="list-style-type: none"> <li>To rescind or cancel a motion which was previously approved by Council.</li> </ul>                          | <ul style="list-style-type: none"> <li>May be made by any Member after the date which the original motion was approved;</li> <li>Is debatable and amendable;</li> <li>With notice – majority to pass, or without notice – 2/3 vote to pass; and,</li> <li>Cannot rescind if already actioned (contractual liability or obligation).</li> </ul> |

|               |   |  |
|---------------|---|--|
| Split         | <ul style="list-style-type: none"> <li>To separate a lengthy or complex motion into separate motions. Each motion must be capable of standing on its own merits.</li> </ul> | <ul style="list-style-type: none"> <li>A request may be made by any Member;</li> <li>Is debatable and amendable;</li> <li>Requires a majority to pass, however is often agreed upon by unanimous consent; and,</li> <li>The same mover moves each separate motion, once split.</li> </ul>  |
| Suspend/Waive | <ul style="list-style-type: none"> <li>To suspend or waive any provision of this Bylaw.</li> </ul>  | <ul style="list-style-type: none"> <li>May be made by any Member;</li> <li>Is not debatable or amendable;</li> <li>Requires a 2/3 vote to pass; and</li> <li>Only in effect for the meeting in which it is passed.</li> </ul>  |
| Table         | <ul style="list-style-type: none"> <li>To delay consideration of a matter without debate.</li> </ul>  | <ul style="list-style-type: none"> <li>May be made by any Member;</li> <li>Is not debatable or amendable;</li> <li>Requires a majority to pass; and</li> <li>If passed, immediately ends debate until the matter is lifted from the table.</li> </ul>  |
| Withdraw      | <ul style="list-style-type: none"> <li>To withdraw a previously stated motion from consideration.</li> </ul>  | <ul style="list-style-type: none"> <li>May be made by the mover without permission, prior to the Chair accepting the motion;</li> <li>After the Chair has accepted the motion, may be withdrawn by unanimous consent or a motion to withdraw, without unanimous consent;</li> <li>Is not debatable or amendable;</li> <li>Requires a majority to pass; and</li> <li>May be made at any time prior to the start of voting.</li> </ul> |