

<b>Title:</b>	<b>Translation Services</b>	
<b>Policy No:</b>	1046	
<b>Effective Date:</b>	June 9, 2026	
<b>Motion Number:</b>	26.178	
<b>Responsible Department:</b>	Legislative & Administrative Services	
<b>Review Date:</b>	June 9, 2029	
<b>Legal References:</b>	N/A	<b>Cross References:</b>
		Bylaw 25-1001: Procedural Bylaw
<b>Purpose:</b>	The purpose of this Policy is to establish clear expectations for the use of translation and interpretation services during Council and Committee meetings in Greenview, while ensuring proceeding remain orderly, efficient, and consistent. This Policy supports reasonable access to municipal governance processes while preserving the integrity and continuity of meetings.	

**1. DEFINITIONS**

- 1.1. **Greenview** means the Municipal District of Greenview No.16.
- 1.2. **Interpretation** means the oral transmission of spoken communication from one language into another language.
- 1.3. **Meeting** means any Council, Committee, Board, or Public Hearing meeting conducted by Greenview.
- 1.4. **Translator** means an individual or device providing interpretation services during a meeting.

**2. POLICY STATEMENT**

- 2.1. Council and Committee meetings shall be conducted and recorded in the English language to ensure consistency in deliberations, accuracy in official records, and clarity in decision - making processes.
- 2.2. Greenview shall not be responsible for the provision or reimbursement of translation or interpretation services unless such services have been expressly authorized and approved by Council.
- 2.3. This Policy applies to all Members of Council, Boards and Committees established by Council, and members of the public who attend or participate in Council or Committee meetings.
- 2.4. Interpretation services may be permitted where arrangements have been made in advance and where the use of such services does not interfere with, delay, or otherwise disrupt the orderly conduct and progression of the meeting.

- 2.5. Nothing in this Policy shall be interpreted as creating an obligation or expectation for Greenview to provide translation or interpretation services, except where otherwise determined by Council.

### **3. PROCEDURE**

- 3.1. Any individual requiring interpretation services shall be responsible for arranging for a qualified translator and for all costs associated with such services. Greenview shall not coordinate, procure, or fund interpretation services unless otherwise approved by Council.
- 3.2. Interpretation services shall be conducted in a manner that does not interfere with meeting proceedings, delay decision-making processes, or disrupt legislative procedure, and shall be delivered in accordance with the direction of the Chair and Greenview's Procedural Bylaw.
- 3.3. Any individual intending to utilize interpretation services at a meeting shall provide written notice to Legislative and Administrative Services no fewer than fifteen (15) working days prior to the scheduled meeting, including sufficient details to allow Administration to assess potential impacts on meeting logistics and proceedings.
- 3.4. The Chair shall have the authority to regulate the use of interpretation services during a meeting and may impose conditions, limit, or prohibit such services where they are determined to interfere with the orderly conduct, efficiency, or integrity of the meeting.
- 3.5. Legislative and Administrative Services may provide guidance to individuals respecting meeting procedures, timing, and logistical considerations related to the use of interpretation services, including general information to support meeting readiness.

### **4. COUNCIL RESPONSIBILITIES**

- 4.1. Council shall ensure that meetings are conducted in accordance with the Municipal Government Act and the applicable Procedural Bylaw, and shall retain full discretion in matters relating to meeting conduct. In exercising this discretion, Council may provide direction to the Chair or Administration respecting the use of interpretation services to ensure that proceedings remain orderly, efficient, and consistent with established legislative processes.

### **5. ADMINISTRATION RESPONSIBILITIES**

- 5.1. Administration shall receive and document requests for interpretation services, provide guidance respecting meeting procedures, and take reasonable steps to support efficient meeting operations.