

Village of Marwayne

Procedural Bylaw No. 590-22



A BYLAW OF THE VILLAGE OF MARWAYNE TO ESTABLISH THE PROCEDURES FOR THE CONDUCT OF REGULAR AND SPECIAL COUNCIL MEETINGS.

WHEREAS Section 627 of the *Municipal Government Act* (MGA), R.S.A. 2000, Chapter M-26, as amended, authorizes a municipality to establish procedures for the conduct of Council meetings;

AND WHEREAS the Council of the Village of Marwayne deems it necessary to establish procedures for the conduct of meetings including Regular Council and Special Council meetings;

NOW THEREFORE the Council of the Village of Marwayne, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the Village of Marwayne "Procedural Bylaw".

2. DEFINITIONS

- 2.1. **Mayor** is the Councillor appointed by Council at the annual Organizational Meeting to preside at Council meetings and perform the general duties of the Chief Elected Official.
- 2.2. **Deputy Mayor** is the Councillor appointed by Council at the annual Organizational Meeting to perform the general duties of the Deputy Chief Elected Official.

3. GENERAL PROVISIONS

- 3.1. This bylaw shall apply to all Regular and Special Council Meetings.
- 3.2. The definition of any work or term used in this bylaw which is defined in the *Municipal Government Act* shall name the same definition of the word or term as specified in the *Municipal Government Act*.
- 3.3. Where a discrepancy exists between the provision of this bylaw or the *Municipal Government Act*, the latter shall prevail.
- 3.4. Where a matter arises which is not contemplated by either this bylaw or the *Municipal Government Act*, the Chairperson shall determine the matter in accordance with "Roberts Rules of Order".
- 3.5. Bylaw No. 560-17 and all amendments thereto are hereby repealed.
- 3.6. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.
- 3.7. This Bylaw shall come into force and effect upon the date it is passed.



4. ORGANIZATIONAL MEETINGS

- 4.1. At the Organizational meeting of Council each year, Council shall:
 - 4.1.1. Establish the date, time, frequency of Regular Council Meetings; and
 - 4.1.2. Conduct nominations and elections for the positions of Mayor and Deputy Mayor.

5. ELECTRONIC MEETINGS

- 5.1. Council may conduct Regular or Special Council Meetings by means of electronic or other communication facilities.
- 5.2. A Councillor may participate in a Regular or Special Council Meeting by means of electronic or other communication facilities if:
 - 5.2.1. There is quorum of other members of Council situated in the place of the meeting to ensure that the meeting may continue and decisions can be made if the communication facilities failed.
- 5.3. Councillors who participate in meetings by means of electronic or other communications will verbally provide their vote to the Chief Administrative Officer.
- 5.4. A Councillor may attend or vote by electronic or other communication facilities a maximum of three meetings in a calendar year unless otherwise approved by Council.

6. AGENDAS

- 6.1. Complete agenda packages shall be available for viewing by Council Members via the Village Website and by way of email by 4:30 p.m., on the third day prior to the Regular Council Meeting.
- 6.2. The agenda shall follow the order below for Regular Council Meetings. In cases where no information under a particular heading is being presented at the meeting, agenda headings are not required.
 - 6.2.1. Call to Order
 - 6.2.2. Additions
 - 6.2.3. Adoption of Agenda
 - 6.2.4. Adoption of Minutes
 - 6.2.5. Delegations/Public Hearings
 - 6.2.6. Addressing Service Needs
 - 6.2.7. Safe and Caring Community
 - 6.2.8. Planning for Growth and Change

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6.2.9. Pursuing Operational and Organizational Excellence

6.2.10. Administrative Reports

6.2.11. Financial

6.2.12. Correspondence

6.2.13. Confidential Closed Session

6.2.14. Next Meeting(s)

6.2.15. Adjournment

7. ADDITIONS

7.1. Additional items may be added to the agenda, by resolution provided that"

7.1.1. The item is of sufficient urgency or of a time sensitive nature such that it is not possible to refer it to the next Regular Council Meeting; and

7.1.2. There is sufficient information available for Council to make a decision on the matter.

8. MEETING CONDUCT

8.1. All discussions of Council members, Village staff and delegations shall be directed to the Chairperson.

8.2. The use of audio or visual recording devices by anyone other than by the Chief Administrative Officer are prohibited.

8.3. Council members and Village staff shall not make noise or any other disturbance of any kind which would interfere with the conduct of the meeting.

8.4. The Chairperson may remove any Council member or Village staff member who, despite having had a concern about their behavior brought to his/her attention by the Chairperson, persists in an unacceptable manner.

8.5. A Council member or Village staff member, at the discretion of the Chairperson, return to his/her seat following an apology to the Council for the unacceptable behavior.

9. DELEGATIONS

9.1. Anyone wishing to be heard before Council at a Council Meeting will be allowed to do so upon provision of a verbal or written request for the same to the Chief Administrative Officer, no less than a week prior to the Council Meeting which identifies the issue or topic to be addressed, unless otherwise invited by Council.

9.2. No delegation shall be scheduled for a period of more than ½ hour unless, the Chief Administrative Officer and the Mayor believe there are exceptional circumstances where a longer delegation period is warranted.

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- 9.3. All delegations shall address and be directed by the Chairperson.
- 9.4. During the delegation, the matter at hand may not be debated by Council, nor shall the Chairperson recognize any motions pertaining to the matter.
- 9.5. Matters brought forward by a delegation shall be discussed, debated and decided upon during the relevant section of the agenda.
- 9.6. Any party wishing to attend Council as a delegation is restricted to one presentation on the same topic every 12 months. Under exceptional circumstances, Council may vary this restriction in the event that new or compelling information is brought to light which would warrant allowing the party to be present as a delegation again within the 12 month period.

10. PUBLIC HEARINGS

10.1. Public Hearings shall:

10.1.1. Be commenced during the Council meeting and shall start at the advertised time;
or

10.1.2. Be commenced during the Special Council meeting and shall start at the advertised time.

10.2. The Chairperson shall determine the length of time for presentations.

11. COUNCILLOR REPORTS

11.1. The purpose of Councillor Reports is to provide each Council member with the opportunity to bring forward any matter which they wish to be investigated further by administration and/or brought forward to Council, and to advise Council of any matter of general interest to the Council or Village as a whole.

11.2. Council members may propose motions during Councillor Reports for the purpose of providing direction to administration.

11.3. Council members may provide their reports in either writing, verbally, or both.

12. APPOINTMENT OF BOARD/COMMITTEE MEMBERS

12.1. Council members shall be appointed to various boards and committees during the annual organizational meeting or during a Regular Council meeting under exceptional circumstances.

READ A FIRST TIME IN COUNCIL THIS 30TH DAY OF MAY, 2022.

READ A SECOND TIME IN COUNCIL THIS 30TH DAY OF MAY, 2022.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 30TH DAY OF MAY, 2022.

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Chris Neureuter, Mayor

Shannon Harrower, CAO