



Village of Delia - Province of Alberta

By-Law # 672-2025 – Council & Committee Procedural Bylaw

A BYLAW OF THE VILLAGE OF DELIA IN THE PROVINCE OF ALBERTA TO ESTABLISH THE PROCEDURE AND CONDUCT OF MEETINGS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 and amendments therefore, Council may pass bylaws in relation to the procedures of Council, Council Committees and other bodies established by Council and the conduct of elected officials and members of Council committees;

AND WHEREAS it is necessary to provide a standard, familiar format for Council and committee meetings to make it clear for members of Council, staff, the media and the public to understand the decision making process;

AND WHEREAS it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

AND WHEREAS the Council hereby establishes the following rules and regulations for the order and conduct in which the business of all Council and committee meetings shall be transacted.

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

1. TITLE

This Bylaw may be cited as the "Procedural Bylaw".

2. DEFINITIONS

- 2.1 "Act" means the Municipal Government Act (MGA), RSA 2000 Chapter M-26 and regulations made under the MGA as amended.
- 2.2 "Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting.
- 2.3 "Agenda" means the items of business of a meeting and the associated reports, bylaws or other documents and includes the order of business and time for said meeting.
- 2.4 "CAO" means the person appointed to the position of Chief Administrative Officer by the Council under the provisions of the MGA.
- 2.5 "Chair" means the Mayor, Deputy Mayor or other persons who has authority to preside over a meeting.
- 2.6 "Closed Meeting or Session" means all or part of the meeting which is held in private pursuant to the provisions of the Act at which only members of Council and other persons designated by Council may attend.

Council & Committee Procedural Bylaw 672-2025

- 2.7 "Council" means elected officials of the Village of Delia for the time being elected pursuant to the provisions of the Act whose term is not expired, who has not resigned and who continues to be eligible to hold office as such under the terms of the Act.
- 2.8 "Council Committee" means an ad hoc or standing committee or any other body established by Council. Council Committee does not include an Assessment Review Board established under Section 454 MGA or a Subdivision and Development Appeal Board established under Section 627 MGA.
- 2.9 "Councillor" means a member of Council duly elected under the Local Authorities Act and continues to hold office.
- 2.10 "Delegation" means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 "Deputy Mayor" means the Member of Council appointed by Council to act as Mayor in the absence or in capacity of the Mayor.
- 2.12 "Electronic Communication" means that members of Council may attend a Council or Council Committee meeting through electronic communication such as by telephone, computer or other means of technology provided that two-way communication is achieved.
- 2.13 "Improper Conduct" means any action by a member of the public at a meeting which, in the opinion of the Mayor or the Chair of the meeting, intimidates, threatens, harasses, obstructs, or physically injures any other person and includes the refusal to follow any directions of the Mayor or the Chair of the meeting.
- 2.14 "Mayor" means the member of Council appointed by Council to be the chief elected official.
- 2.15 "Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by Council.
- 2.16 "MGA" means the Province of Alberta Municipal Government Act and any amendments thereto.
- 2.17 "Minutes" means the record of decisions of any meeting recorded in the English language in accordance with the requirements stated in the MGA.
- 2.18 "Municipality" means the corporation of the Village of Delia.
- 2.19 "Notice of Motion" is the means by which a Member of Council brings business before Council that is not on the approved agenda.
- 2.20 "Offensive Words" means words that are insulting, derogatory, disrespectful, hurtful or abusive.
- 2.21 "Pecuniary Interest" means something of which could monetarily affect you, your spouse or adult interdependent partner, your children, your parents or the parents of your spouse or adult interdependent partner or a business which employs you or in which you have an interest.
- 2.22 "Point of Order" means a statement by a Member raising a departure from this Bylaw.
- 2.23 "Postpone an Item" means to enable Council to postpone addressing a specific item of business to a specified future meeting or time period.
- 2.24 "Public Hearing" means a public meeting of Council convened to hear matters on a proposed bylaw or resolution, matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.
- 2.25 "Quorum" is the majority of Council members elected and serving on Council.
- 2.26 "Registered Presentations" means the item on the Meeting Agenda for Delegations who have requested to be on the Agenda. Presentations requested by the Council as a Whole or the CAO will be in the Business sections of the Agenda.
- 2.27 "Resolution" means a motion made by Council.

- 2.28 "Special Meeting" means a meeting called by the Mayor or Council in accordance with the Municipal Government Act.
- 2.29 "Table a Motion" means to enable Council to temporarily set aside a pending question for the sole purpose of taking up more Urgent Business that requires Council's immediate attention. This motion does not establish a specific time to 'take it from the table' (see Postpone); it is not debatable and is carried by a majority vote.
- 2.30 "Urgent Business" is a time sensitive matter which requires Council's immediate and urgent consideration.

3. APPLICATION

- 3.1 This Bylaw applies to all meetings of Council, public hearings and any other meeting as may be directed by Council.
- 3.2 Council Committees shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Council Committee, such committee and its mandate shall be established by bylaw.
- 3.3 The precedence of the rules governing the procedures of Council is:
 - a. The MGA
 - b. Other provincial legislation
 - c. Village of Delia Procedural Bylaw and any amendments thereto
 - d. Robert's Rules of Order.
- 3.4 The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw.
- 3.5 The Deputy Mayor shall chair Council meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of Mayor under this Bylaw.
- 3.6 Direction to administration by Council shall be limited to Council as a Whole directing the CAO only and should be in the form of a Council resolution or bylaw.
- 3.7 Waiving provisions of this Bylaw
 - 3.7.1 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if the majority of all Members present vote in favour of waiving the provision and addressing the matter under consideration in some other manner.
 - 3.7.2 A resolution waiving any provision of this Bylaw is only effective for the meeting during which the resolution is passed.

4. ESTABLISH A MUNICIPAL OFFICE

The Village office shall be located at 218 Main Street, Delia, Alberta, T0J 0W0.

5. FIRST MEETING OF VILLAGE COUNCIL AND ORGANIZATIONAL MEETING

- 5.1 The CAO shall establish the time, date and place of the first meeting of Council and each organizational meeting.
- 5.2 Oath of Office
 - 5.2.1 The first meeting of Council after a general election shall be held not later than two weeks after the date of the general election.
 - 5.2.2 A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oath of Office Act* or Solemn Affirmation.

Council & Committee Procedural Bylaw 672-2025

- 5.2.3 The CAO shall call the meeting to order and shall preside over the meeting while every Member of Council present has made and subscribed to the official oath as prescribed by the *Oath of Office Act* or Solemn Affirmation.

5.3 By-Election

- 5.3.1 In the event of a by-election, the newly elected Councillor(s) will be sworn in at the next regular scheduled Council meeting.
- 5.3.2 In the event of a by-election, newly elected officials will be offered orientation within ninety (90) days of completion of the by-election.

5.4 Organizational Meeting

- 5.4.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year.
- 5.4.2 The CAO shall call the meeting to order and shall preside over the meeting until the Mayor has been appointed.
- 5.4.3 The business of the Organizational Meeting shall be limited to:
 - a. The introduction of new Councillors.
 - b. In the first year following a general election, the Mayor will be the Councillor with the highest number of votes in the general election effective immediately and in the subsequent years the election of the Mayor position will be from among the Councillors with the appointment effective immediately.
 - c. In the first year following a general election, the Deputy Mayor will be the Councillor with the second highest number of votes in the general election and in the subsequent years the election of the Deputy Mayor position will be from among the Councillors.
 - d. Appointment of Council Members to Committees which Council is entitled to make.
 - e. Establishing the date, time and place of regular Council meetings.
 - f. Adoption of a schedule of regular Council meetings for the full period until and including the next Organizational Meeting.
 - g. Setting the remuneration rates for meetings.
 - h. Any other business required by the MGA or which Council or the CAO may direct.
- 5.4.4 Appointments of Council Members to committees shall be for a term of one year unless otherwise specified and reviewed at the Organizational Meeting.
- 5.4.5 Council shall appoint a Council Member rather than a member of the community to any Board or Agency that has requisitioning powers to the Village.

6. REGULAR AND SPECIAL COUNCIL MEETINGS

- 6.1 All meetings will be held in strict compliance with the requirements of the Act.
- 6.2 All meetings will be open to the public except for Closed Session portions of the meeting.
- 6.3 Regular Council Meetings
 - 6.3.1 Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled Council meetings on specified dates, times and places.
 - 6.3.2 Notice of regularly scheduled meetings need not be given.
 - 6.3.3 If Council changes the date, time or place of a regularly scheduled meeting, the Village must give at least 24 hours' notice of the change

- a. to any Councillors not present at the meeting at which the change was made, and
 - b. to the public.
- 6.4 Special Council Meetings
 - 6.4.1 Whenever the Mayor deems it appropriate to do so, a special Council meeting can be called. At least twenty-four (24) hours notice shall be provided in writing (Schedule A Public Notice Form) to each Councillor and the public stating the purpose of the meeting and the date, time and place at which the Special Meeting shall be held.
 - 6.4.2 A special Council meeting waiving 24 hours notice to all Councillors and without notice to the public can be held if at least 2/3 of the whole Council agrees to this in writing (Schedule B Waiver Form) before the beginning of a special Council meeting.
 - 6.4.3 If the Mayor receives a written request for a Special Meeting stating its purpose from a majority of the Councillors, a special Council meeting shall be held within fourteen (14) days after the date the Mayor received the written request.
 - 6.4.4 No matter, other than that stated in the notice calling the special Council meeting, can be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.
- 6.5 Notice of Meetings
 - 6.5.1 A Councillor or a member of a Council Committee is deemed to have received sufficient notice of a Council or a Council Committee meeting if the notice was given by a method approved by the Council.
 - 6.5.2 The public is deemed to have received sufficient notice of a Council or a Council Committee meeting if the notice was given by a method approved by the Council.
- 6.6 Conduct in the Public Gallery
 - 6.6.1 The members of the public gallery, during a meeting shall:
 - a. not address the Members of Council except at the appointed time if they are on the Agenda,
 - b. maintain order and quiet,
 - c. not carry on a private conversation,
 - d. not cross visually between the speaker and Chair,
 - e. not applaud or otherwise interrupt a speech or action of the Members or other person addressing the Members, and
 - f. not engage in Improper Conduct as defined in Section 2.
 - 6.6.2 The Chair may order a member of the public who acts in a manner contrary to Clause 6.6.1 to be expelled.
 - 6.6.3 The Chair may request law enforcement to remove an expelled member of the public if that person does not leave voluntarily.
 - 6.6.4 When a member of the public is addressing Council, the public member shall not reflect on any vote of Council except when asking to rescind the vote, and when doing so shall:
 - a. Not reflect on the motives of the Members who voted for the motion or the mover of the motion,
 - b. Not shout or raise their voice or use profane, vulgar or offensive language, and
 - c. Assume personal responsibility for any statement quoted to Council or shall give the source of the information. Unfounded information or hearsay will be disregarded by Council.

Council & Committee Procedural Bylaw 672-2025

- 6.7 Regular and Special Council meetings may be recorded by Village personnel excluding Closed Sessions for the purpose of minutes preparation.

7. MEETINGS – CLOSED SESSION

- 7.1 All meetings of Council and Council Committees must be held in public unless a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom and Protection of Privacy Act*.
- 7.2 Council 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 and Protection of Privacy Act*.
- 7.3 Before holding a Closed Session or meeting, Council or a Council Committee must adopt a resolution in the public portion of the meeting which must include:
- 7.3.1 The basis on which under an exception to disclosure stating the specific section(s) in Division 2 of Part 1 of the *Freedom and Protection of Privacy Act*.
- 7.3.2 The time of day the resolution is being made.
- 7.4 A resolution is required to return to the open public meeting.
- 7.5 No bylaw or motion will be passed during a Closed Session. If an item being considered at a Closed Session requires a decision by Council, Council may pass a resolution embodying the decision after returning to the open Council meeting.

8. ATTENDANCE

- 8.1 Pursuant to the MGA, Councillors are to attend and participate in Council meetings and Council Committee meetings.
- 8.2 Council may attend a Council or Committee meeting through Electronic Communication.

9. QUORUM

- 9.1 When Quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.
- 9.2 If Quorum is not present within thirty (30) minutes after the time set for a regular or special Council meeting, the CAO shall record the name of the Member of Council present and the Council shall stand adjourned until the next regular or special Council meeting. Notice of adjournment shall be posted on the Village Office Bulletin Board. The agenda for the adjourned meeting will be dealt with at the next regular meeting unless a Special Meeting is called before or after the next regular meeting to deal with the business of the adjourned meeting.

10. CANCELLATION OF MEETINGS

- 10.1 A regular or special Council meeting may be cancelled by a majority vote of Council at a previously held meeting.
- 10.2 If there are changes to the date and time of the regular Council meeting, the Village must give at least twenty-four (24) hours notice of the change to all Members and post the notice in the Village Office. Posting a public notice on the Village Office Bulletin Board is sufficient notice to the public.

11. AGENDAS FOR COUNCIL MEETINGS

- 11.1 The Agenda package for each regular Council meeting shall be prepared by the CAO and provided together with copies of all pertinent correspondence, statements and reports to each Member of Council at least two (2) business days prior to the day of the meeting.
- 11.2 Any Council Member or any other person wishing to have an item of business placed on the Agenda for a regular Council meeting including a request to appear before Council, shall make the submission to the CAO not later than 4:00 p.m. four (4) business days prior to the day of the meeting.
- 11.3 When a person wishes to appear before Council under the Delegations portion of the meeting, a written request to appear at a Council meeting shall be legible and contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. Adequate information includes, but is not limited to, the following:
 - a. Name, signature, address and telephone number of the person submitting the written communication and the name of the presenter.
 - b. Clear identification of the topic to be discussed.
 - c. Clear identification of the request being made to Council, if applicable.
 - d. Any background information to support the request, if applicable.Anonymous letters shall be disregarded.
- 11.4 Items and presentations that are determined to be Urgent Business and cannot be deferred to the next regular Council meeting agenda may be placed on the Agenda if approved by a separate vote at the meeting prior to the vote to approve the Agenda. The Mayor and the CAO are to be apprised of these items as soon as the need is identified and not later than prior to the meeting being called to order.
- 11.5 The Council shall consider no item of business unless the item has been placed on the Agenda approved by vote at the meeting.
- 11.6 Any additions or deletions to the Agenda after the Agenda has been approved requires a unanimous vote of all Councillors present. This includes when a person or delegation wishes to address Council on a matter not on the Agenda.
- 11.7 When the CAO receives a request for presentation to the Council and the CAO determines the request to be administrative in nature, the CAO will not be obligated to place it on the Agenda. The CAO will inform the originator of the request, address the item and will also mention the request refusal in the CAO report.
- 11.8 The general order of business on the Agenda shall be as follows, however, the actual order may be adjusted by Council as necessary:
 - a. Call to Order
 - b. Adoption of Agenda
 - c. Public Works Report
 - d. Registered Presentations
 - e. Adoption of Minutes
 - f. CAO Report
 - g. Financial Report
 - h. Business Arising from the Minutes
 - i. New Business
 - j. Council Reports
 - k. Council Inquiries and/or Comments

Council & Committee Procedural Bylaw 672-2025

- l. Correspondence to Mayor and/or Council as a Whole
 - m. Closed Session
 - n. Meeting Adjourned
- 11.9 If time allows, a five (5) minute time period may be provided for the public attending to make comments to the Council.
- 11.10 All original documents of and for the Village and Council are to remain in the Village office.

12. REGISTERED PRESENTATIONS

- 12.1 The Registered Presentations portion of Council shall provide opportunity for individuals to appear as a formal delegation. They are on the approved agenda and have submitted information prior to the meeting in accordance with Clause 11.3.
- 12.2 All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a Member of Council or CAO regarding the matter.
- 12.3 Registered Presentations to Council shall be limited to five (5) minutes, followed by questions from Council Members.
- 12.4 Council will not entertain submissions from the Public on issues that are before the Subdivision and Development Appeal Board, the courts, lawyers or require a statutory Public Hearing.
- 12.5 A response to each speaker's comments/concerns will be provided through one or more of the following:
- a. A resolution of Council at the meeting, or
 - b. Referral of the matter to the CAO for review and recommendation to Council at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter.

13. MINUTES

- 13.1 The names of the Councillors present at the meetings shall be recorded as present and the names of the Councillors absent shall be recorded as absent.
- 13.2 The minutes of each Council meeting shall be presented to Council for adoption at the next Regular Council meeting.
- 13.3 If a Member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes along with the time of such actions.
- 13.4 The CAO shall record in the minutes each time a member of Council refrains from discussion and voting by reason of pecuniary interest as well as the general nature of the pecuniary interest.

14. MOTIONS

- 14.1 A motion submitted to Council does not require a seconder.
- 14.2 After a motion is made, it may be withdrawn by the mover at any time before a vote is taken or an amendment is made. This action shall be noted in the minutes.
- 14.3 The CAO shall record all motions in writing before the motion is debated or put to a vote.
- 14.4 The Chair shall reference all motions before they are debated or voted upon.
- 14.5 Unless otherwise specifically provided for in this Bylaw, the following resolutions are debatable by Council:

- a. A resolution arising out of any matter on the agenda.
 - b. A resolution concerning any matter postponed from a previous meeting and postponed for the meeting at which it is discussed.
 - c. A resolution for adoption of, rejection of, referral back or future consideration of a report given to Council, or a resolution arising out of any matter dealt with in a report to Council.
 - d. A resolution for a previous question.
 - e. A resolution for the second or third reading of a bylaw.
 - f. A resolution for amendment to any bylaw properly before the Council or to any matter arising directly out of any bylaw properly before Council.
 - g. Such other resolutions necessary for conducting the business of Council and the observance of its priorities.
- 14.6 When a motion has been made and is being considered by the Council, no other actions may be considered and voted on except:
- a. A motion to refer the main question to some other person or group for consideration;
 - b. A motion to amend the main question;
 - c. A motion to table or postpone the main question to another time.
- 14.7 A Councillor has one vote each time a vote is held at a Council meeting at which the Councillor is present.
- 14.8 Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the Members present who are eligible to vote shall decide a motion or question before the Council.
- 14.9 A Councillor attending a Council meeting must vote on a matter put to a vote unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.
- 14.10 If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the minutes of the meeting.
- 14.11 Before a vote is taken, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.
- 14.12 When a Councillor declares a Pecuniary Conflict of Interest under the MGA, that Councillor will leave the Council meeting room while the matter is being discussed and voted upon. Prior to leaving the Council meeting room, the Councillor will describe in general terms the nature of the pecuniary interest which will be recorded as part of the minutes.
- 14.13 After the Chair has called the vote (question), no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
- 14.14 The decision of the Chair as to whether the question has been called shall be final.
- 14.15 All Councillors vote on every motion by either raising of the hand in such a clear manner that they may be easily counted by the Mayor or by secret ballot as authorized by a majority vote of Council.
- 14.16 After the Chair has acknowledged the votes, the Chair shall declare whether the vote was "carried", "carried unanimously" or "defeated".
- 14.17 If the vote results in a tie, the motion will be considered defeated.
- 14.18 When the Chair decides a motion is out of order, the Chair shall so advise the Council or Committee by giving the proper reason applicable.
- 14.19 Any Member of Council may move a motion questioning the ruling of the Chair.
- 14.20 Whenever a matter of privilege arises, it shall immediately be taken into consideration.

Council & Committee Procedural Bylaw 672-2025

- 14.21 A Member may move to adjourn a meeting at any time except when:
- Another Member is in possession of the floor.
 - A call for a decision has been made.
 - The Members are voting.
 - A previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.

15. RESCINDING A MOTION

- 15.1 A motion to rescind a motion of Council may be made at any time after the meeting at which the motion was passed.
- 15.2 The procedures to rescind a motion are as follows:
- Any Member of Council may make the motion to rescind.
 - Notice of the rescinding motion shall be on the Agenda.
 - The rescinding motion must be passed by a simple majority.

16. GENERAL RULES OF COUNCIL

- 16.1 Council meetings shall adjourn not later than three (3) hours after the meeting has been called to order. Upon majority vote of Council, the meeting may be extended by fifteen (15) minute increments to a maximum of one-half (1/2) hour.
- 16.2 Every person wishing to speak during a Council meeting shall address their comments through the Chair.
- 16.3 Issues may be debated prior to putting a motion/resolution on the floor. No matter may be voted on by Council unless it is in the form of a motion/resolution.
- 16.4 A meeting may be adjourned by a motion or by declaration of the Chair. A declaration by the Chair to adjourn a meeting may be appealed through a motion declared by a majority of Members.
- 16.5 The Mayor, subject to being overruled by a majority vote of Council Members:
- Shall maintain order and preserve decorum of the meeting.
 - Shall decide points of order without debate or comment other than to state the rule governing.
 - Shall ascertain all Members who wish to speak on a motion have spoken thereon and all Members are ready to vote by asking "Are you ready for the question?" and shall thereafter call for the vote.
 - Shall rule when a motion is out of order.
 - May call Members to order.

17. NOTICE OF MOTION

- 17.1 Prior to Council adjourning a regular Council meeting, normally during Council Inquiries, a Member of Council may introduce a new matter for consideration by bringing a Notice of Motion and reading into the minutes the notice of the motion and by providing the CAO with a written copy of the notice (Schedule C Notice of Motion Form) to be included on the next regular Council meeting Agenda.
- 17.2 A Notice of Motion given at a regular Council meeting will automatically appear on the Agenda of the next regular Council meeting unless otherwise stated.
- 17.3 No other action is required on a Notice of Motion at the meeting of which it has been given.
- 17.4 A Notice of Motion cannot be made at a special Council meeting.

18. COUNCIL CODE OF CONDUCT BYLAW

- 18.1 The Chair of Council and Committee meetings has the authority to ensure that the behaviour of Members during these meetings is in accordance with the Village of Delia Council Code of Conduct Bylaw.
- 18.2 When a Member of Council and Committee meetings is addressing the Chair, the other Members shall:
 - a. Remain quiet and seated,
 - b. Not interrupt the speaker except on a point of order, and
 - c. Not carry on a private conversation.
- 18.3 If the conduct is not compliant, the Chair may request the meeting to be recessed for a short period of time.
- 18.4 If the inappropriate behaviour continues, the Chair may request the Members to adjourn the meeting by Council resolution with the remaining business to be conducted at a future meeting.

19. COMMITTEES, BOARDS AND COMMISSIONS

- 19.1 The Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as deemed necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
- 19.2 All appointments made at the Organizational Meeting may be reviewed and modified as required through out the year by resolution of Council at a duly constituted Council meeting until the next Organizational Meeting.
- 19.3 Appointed Council Members shall keep Council informed of the actions of committees, boards and commissions to which they are appointed by Council by providing regular activity through their Councillor reports and statements.

20. BYLAW READINGS

- 20.1 When a bylaw is presented to Council for passage, the CAO shall publish the number and title of the proposed bylaw in the Agenda and shall copy the proposed bylaw in full and forward it with the Agenda.
- 20.2 Every proposed bylaw shall have three (3) separate and distinct readings. Only the title and identifying number must be read at each reading.
- 20.3 A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. The following applies at first reading:
 - 20.3.1 Council shall vote on the motion for first reading of a bylaw without amendment or debate; and
 - 20.3.2 After first reading, a Member may ask a question concerning the bylaw.
- 20.4 A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - 20.4.1 Council may debate the substance of the bylaw; and
 - 20.4.2 Council may propose and consider amendments to the bylaw.
- 20.5 The CAO shall be responsible for keeping a record of amendments to a bylaw passed by Council.
- 20.6 A proposed amendment shall be put to a vote and, if carried, shall be considered as having been read a first time and incorporated in the bylaw.

Council & Committee Procedural Bylaw 672-2025

- 20.7 When all amendments have been accepted or rejected, a vote on second reading of the bylaw, as amended, shall be called.
- 20.8 A bylaw shall not be given more than two (2) readings at one (1) meeting, unless the Members present unanimously agree to a motion authorizing to proceed to third reading.
- 20.9 A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.
- 20.10 If a reading of a proposed bylaw fails, the previous readings are considered rescinded and the proposed bylaw is deemed to be abandoned.
- 20.11 The CAO is authorized to consolidate one (1) or more bylaws as deemed convenient and in doing so, must:
 - 20.11.1 Incorporate all amendments to the bylaw into one (1) bylaw; and
 - 20.11.2 Omit a provision that has been repealed or that has expired.

21. PUBLIC HEARINGS

- 21.1 Council shall hold a public hearing when the MGA or other enactment requires Council to hold a public hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.
- 21.2 Council shall by resolution, set a time, date and location of a public hearing.
- 21.3 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
 - 21.3.1 The Chair of a public hearing shall declare the public hearing open.
 - 21.3.2 A background shall be given on the proposed bylaw or resolution.
 - 21.3.3 Presentations shall be limited to five (5) minutes.
 - 21.3.4 Persons speaking will be given an opportunity to speak only once.
 - 21.3.5 Order of presentations shall be as follows:
 - a. Those in support
 - b. Those opposed
 - c. Those deemed affected
 - 21.3.6 Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
 - 21.3.7 For clarification purposes, Council may ask questions of the speakers after each presentation.
 - 21.3.8 No verbal or written submissions shall be received after the hearing has been deemed closed.
 - 21.3.9 The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate Clauses 19.3.3 to 19.3.7.
- 21.4 After the close of the public hearing, Council may:
 - a. Pass the bylaw or resolution;
 - b. Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;
 - c. Defeat the bylaw or resolution.
- 21.5 When a public hearing on a proposed bylaw or resolution is held, a Councillor:
 - a. Must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing.

18. COUNCIL CODE OF CONDUCT BYLAW

- 18.1 The Chair of Council and Committee meetings has the authority to ensure that the behaviour of Members during these meetings is in accordance with the Village of Delia Council Code of Conduct Bylaw.
- 18.2 When a Member of Council and Committee meetings is addressing the Chair, the other Members shall:
 - a. Remain quiet and seated,
 - b. Not interrupt the speaker except on a point of order, and
 - c. Not carry on a private conversation.
- 18.3 If the conduct is not compliant, the Chair may request the meeting to be recessed for a short period of time.
- 18.4 If the inappropriate behaviour continues, the Chair may request the Members to adjourn the meeting by Council resolution with the remaining business to be conducted at a future meeting.

19. COMMITTEES, BOARDS AND COMMISSIONS

- 19.1 The Council shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as deemed necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
- 19.2 All appointments made at the Organizational Meeting may be reviewed and modified as required through out the year by resolution of Council at a duly constituted Council meeting until the next Organizational Meeting.
- 19.3 Appointed Council Members shall keep Council informed of the actions of committees, boards and commissions to which they are appointed by Council by providing regular activity through their Councillor reports and statements.

20. BYLAW READINGS

- 20.1 When a bylaw is presented to Council for passage, the CAO shall publish the number and title of the proposed bylaw in the Agenda and shall copy the proposed bylaw in full and forward it with the Agenda.
- 20.2 Every proposed bylaw shall have three (3) separate and distinct readings. Only the title and identifying number must be read at each reading.
- 20.3 A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. The following applies at first reading:
 - 20.3.1 Council shall vote on the motion for first reading of a bylaw without amendment or debate; and
 - 20.3.2 After first reading, a Member may ask a question concerning the bylaw.
- 20.4 A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time. The following applies at second reading:
 - 20.4.1 Council may debate the substance of the bylaw; and
 - 20.4.2 Council may propose and consider amendments to the bylaw.
- 20.5 The CAO shall be responsible for keeping a record of amendments to a bylaw passed by Council.
- 20.6 A proposed amendment shall be put to a vote and, if carried, shall be considered as having been read a first time and incorporated in the bylaw.

Council & Committee Procedural Bylaw 672-2025

- 20.7 When all amendments have been accepted or rejected, a vote on second reading of the bylaw, as amended, shall be called.
- 20.8 A bylaw shall not be given more than two (2) readings at one (1) meeting, unless the Members present unanimously agree to a motion authorizing to proceed to third reading.
- 20.9 A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.
- 20.10 If a reading of a proposed bylaw fails, the previous readings are considered rescinded and the proposed bylaw is deemed to be abandoned.
- 20.11 The CAO is authorized to consolidate one (1) or more bylaws as deemed convenient and in doing so, must:
 - 20.11.1 Incorporate all amendments to the bylaw into one (1) bylaw; and
 - 20.11.2 Omit a provision that has been repealed or that has expired.

21. PUBLIC HEARINGS

- 21.1 Council shall hold a public hearing when the MGA or other enactment requires Council to hold a public hearing on a proposed bylaw or resolution or any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.
- 21.2 Council shall by resolution, set a time, date and location of a public hearing.
- 21.3 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
 - 21.3.1 The Chair of a public hearing shall declare the public hearing open.
 - 21.3.2 A background shall be given on the proposed bylaw or resolution.
 - 21.3.3 Presentations shall be limited to five (5) minutes.
 - 21.3.4 Persons speaking will be given an opportunity to speak only once.
 - 21.3.5 Order of presentations shall be as follows:
 - a. Those in support
 - b. Those opposed
 - c. Those deemed affected
 - 21.3.6 Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
 - 21.3.7 For clarification purposes, Council may ask questions of the speakers after each presentation.
 - 21.3.8 No verbal or written submissions shall be received after the hearing has been deemed closed.
 - 21.3.9 The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate Clauses 19.3.3 to 19.3.7.
- 21.4 After the close of the public hearing, Council may:
 - a. Pass the bylaw or resolution;
 - b. Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;
 - c. Defeat the bylaw or resolution.
- 21.5 When a public hearing on a proposed bylaw or resolution is held, a Councillor:
 - a. Must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing.

- b. May abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.

22. Internal Auditor

22.1 A person may be appointed by resolution to serve as an Internal Auditor.

22.2 The Internal Auditor shall:

- a. Review the bank reconciliation.
- b. Review the General Ledger accounts, ledgers, suspense accounts, subsidiary ledgers on a monthly basis.
- c. Review the delinquent accounts and the collection process, including tax recovery.
- d. Have online access to the bank accounts.
- e. Have online access to the financial software as required by the CAO.
- f. Consult with and advise the CAO as required.
- g. Report directly to Council as required.
- h. Serve as a Signing Officer as required.
- i. Serve as Acting CAO in the absence of the CAO as required.

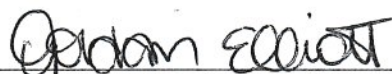
23. EFFECTIVE DATE

This Bylaw shall come into force and effect when it receives third reading and it is duly signed.

24. Repeal of Bylaw

Procedural Bylaw 669-2025 and all amending bylaws thereto are hereby repealed.

READ A FIRST TIME THIS 20th DAY OF MAY 2025.



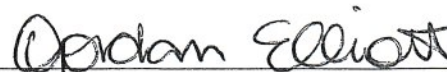
Mayor Jordan Elliott



Chief Administrative Officer
Lena Beninger

READ A SECOND TIME THIS 12th DAY OF JUNE 2025.

READ A THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JUNE 2025.



Mayor Jordan Elliott



Chief Administrative Officer
Lena Beninger

SCHEDULE 'A'

VILLAGE OF DELIA

**WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER THE
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

TO: MAYOR _____

COUNCILLORS _____

The Mayor has requested that a special meeting of Council be held in the (location)
of the Village of Delia on (date), commencing at (time) for the purpose of discussing and acting
upon the following item(s) of business:

1. _____
2. _____
3. _____

SCHEDULE 'B'

VILLAGE OF DELIA

**WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER THE
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

We the undersigned members of the Council of the Village of Delia, hereby waive notice of a special meeting of Council to be held in the (location) of the Village of Delia on (date), commencing at (time) for the purpose of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____

SIGNED: **(2/3 of the Whole of Council must agree to this in writing.)**

Name

Date

Name

Date

Name

Date

SCHEDULE 'C'

VILLAGE OF DELIA

NOTICE OF MOTION

Reference Procedural Bylaw 672-2025: **Notice of Motion**, Section 17

17. NOTICE OF MOTION

- 17.1** Prior to Council adjourning a regular Council meeting, normally during Council Inquiries, a Member of Council may introduce a new matter for consideration by bringing a Notice of Motion and reading into the minutes the notice of the motion and by providing the CAO with a written copy of the notice (Schedule C Notice of Motion Form) to be included on the next regular Council meeting Agenda.
- 17.2** A Notice of Motion given at a regular Council meeting will automatically appear on the Agenda of the next regular Council meeting unless otherwise stated.
- 17.3** No other action is required on a Notice of Motion at the meeting of which it has been given.
- 17.4** A Notice of Motion cannot be made at a special Council meeting.

NOTICE OF MOTION

Member of Council bringing the Notice of Motion forward: _____

_____ to bring the following for consideration:

(Specify the meeting date)

The substantive portion of the motion, the action which is proposed to be taken on the matter:

SCHEDULE 'C'

VILLAGE OF DELIA

NOTICE OF MOTION

Reference Procedural Bylaw 672-2025: **Notice of Motion**, Section 17

17. NOTICE OF MOTION

- 17.1** Prior to Council adjourning a regular Council meeting, normally during Council Inquiries, a Member of Council may introduce a new matter for consideration by bringing a Notice of Motion and reading into the minutes the notice of the motion and by providing the CAO with a written copy of the notice (Schedule C Notice of Motion Form) to be included on the next regular Council meeting Agenda.
- 17.2** A Notice of Motion given at a regular Council meeting will automatically appear on the Agenda of the next regular Council meeting unless otherwise stated.
- 17.3** No other action is required on a Notice of Motion at the meeting of which it has been given.
- 17.4** A Notice of Motion cannot be made at a special Council meeting.

NOTICE OF MOTION

Member of Council bringing the Notice of Motion forward: _____

_____ to bring the following for consideration:

(Specify the meeting date)

The substantive portion of the motion, the action which is proposed to be taken on the matter:
