

TOWN OF NOBLEFORD
IN THE PROVINCE OF ALBERTA
BYLAW NO. 710

BEING A BYLAW OF THE TOWN OF NOBLEFORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS.

WHEREAS, Pursuant to the Municipal Government Act, being Chapter M-26.1, 1994, and amendments thereto, the Council of the Town of Nobleford in council duly assembled, enacts the following rules and regulations for the order and efficient conduct in which all council meetings shall transact their business.

NOW THEREFORE, under the authority and subject to provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Town of Nobleford in the Province of Alberta, duly assembled, does hereby enact the following:

1 COMMITTEES

- 1.1. Council shall, from time to time, pass bylaws establishing authorized Committees, Boards, or Commissions. These bylaws shall establish the parameters of responsibility and protocols.
- 1.2. It shall be the duty of the members to notify the alternate member when they will not be able to attend a committee meeting.

2 AGENDAS FOR COUNCIL

- 2.1. The agenda for each regular and special meeting shall be prepared by the CAO in consultation with the Mayor and submitted together with copies of all pertinent correspondence, statements and reports to each member of council at least two (2) days prior to each meeting.
- 2.2. Any member of Council, town official or any other person wishing to have an item of business placed on the agenda shall submit this to the CAO no later than 4:00 PM three (3) regular office business days prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- 2.3. Business on the agenda may include, but not be limited to:
 - a. Call to Order
 - b. 15 minutes Open Floor for citizens
 - c. Adoption of the agenda or agenda as amended
 - d. Adoption of previous minutes
 - e. Delegations
 - f. Financial, accounts – approval of payment
 - g. Unfinished Business
 - h. New Business
 - i. Reports
 - j. Information/Correspondence
 - k. Adjournment
- 2.4. The order of business as established in this bylaw shall apply for all regular council meetings unless members of Council present, by a majority vote, agree to any change.
- 2.5. The council shall consider no item of business if the item has not been placed on the agenda, unless members of Council present by a two-thirds majority vote agree to the item being placed on the agenda. The mayor, any councillor, or the administrator shall be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

3 GENERAL RULES OF COUNCIL MEETINGS

- 3.1. Regular meetings of Council shall commence on the day and at the time established at the annual organization meeting, and shall adjourn prior to or at 4 hours after call to order unless members of Council present by a two-thirds majority vote agree to an extension of time.

- 3.2. As soon after the hour of the meeting as there shall be a quorum present, the mayor shall take the chair and call the meeting to order.
- 3.3. In case the mayor or deputy mayor is not in attendance within 15 minutes after the hour appointed for a meeting and a quorum is present, the administrator shall call the meeting to order. A chairperson shall be chosen by the councillors present, who shall preside during the meeting or until the arrival of the mayor or deputy mayor.
- 3.4. If there is no quorum present within half an hour of the time appointed for a regular meeting of the council, the municipal secretary shall record the names of the members of Council who are present. The meeting shall be absolutely adjourned until the next regular meeting, unless a special meeting has been duly called in the meantime. Notice of adjournment shall be posted on the outside door of access to the council chamber.
- 3.5. The mayor or presiding officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution, and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
- 3.6. When the mayor or presiding officer is called on to decide a point of order or practice, he/she shall do so without argument or comment and shall state the rule of authority applicable to the case.
- 3.7. Every member wishing to speak to a question or motion shall address themselves to the mayor or presiding officer.
- 3.8. The mayor or presiding officer shall have the authority to set a time limit and the number of times that a member may speak on the same question or resolution, having due regard to the importance of the matter.
- 3.9. A motion submitted to Council does not require a seconder.
- 3.10. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - a. A motion to refer the main question to some other person or ground for consideration.
 - b. A motion to amend the main question.
 - c. A motion to table the main question.
 - d. A motion to postpone the main question to some future time.
 - e. A motion to adjourn the meeting, provided that a motion to table is not being debated, except as to the time when the matter will again be considered.
- 3.11. Where a question under consideration contains distinct propositions, the vote upon such propositions shall be taken separately when any member so requests or when the mayor or other presiding officer so directs.
- 3.12. After any question is finally put by the mayor or other presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
- 3.13. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting for more than 2 minutes, it shall be recorded in the minutes.
- 3.14. The recording secretary shall record in the minutes each time a member of Council discloses a pecuniary interest and abstains from voting or discussion. It shall also be recorded when a member of Council leaves the room and when they re-enter, as established in section 3.13. All proceedings regarding pecuniary interest shall conform to Section 172 of the MGA.
- 3.15. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
- 3.16. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda, or the order may be changed by a majority vote of members present. All rules of Council in this bylaw shall apply to each and every member of the delegation. Delegations shall have 15 minutes for a presentation unless previously scheduled on the agenda for a longer time or if a 2/3 majority by vote supports a 15-minute extension.

- 3.17. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place, but which has not been completed.
- 3.18. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Robert's Rules of Order".
- 3.19. This bylaw shall not be repealed, amended, or suspended except so far as the terms permit, unless it is repealed, amended, or suspended by:
- a. A bylaw unanimously passed at a regular or special meeting of the council at which all members thereof are present; or
 - b. A bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the next preceding meeting of the Council and setting out the terms of the substantial effect of the proposed bylaw.
- 3.20. When Council wishes to reconsider a motion or reading of a bylaw that has been defeated, then a Councillor shall bring the matter before Council by Notice of Motion, which shall:
- a. Be given at a regular meeting preceding the meeting at which Council wishes to reconsider the matter; and
 - b. Such Notice of Motion shall be provided to Council in writing, via the agenda, stating the information or conditions pertinent to reconsidering the motion or reading.
- 3.21. A Notice of Motion may be accepted by Council to give reconsideration of a motion or a reading by a two-thirds majority vote of all Council members currently holding duly elected office. If the Notice of Motion is passed by a two-thirds majority vote, the motion or reading may then be passed by a simple majority.
- 3.22. No motion or reading shall be given more than one reconsideration prior to the expiration of one year after the date of the original motion.
- 3.23. Bylaws that require a public hearing cannot be reconsidered for a second or third reading.

4 GENERAL RULES FOR PUBLIC HEARING PROCEDURES

- 4.1. Public Hearings may occur as their own meeting, or as part of a Regular Council Meeting.
- 4.2. 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 the second reading of the bylaw or prior to voting on the resolution, unless another enactment specifies otherwise.
- 4.3. A Public Hearing shall include:
- a. A presentation from Administration and questions of clarification from Council;
 - b. A Compliance Report on advertising requirements from the CAO with the appropriate act or procedure of Council;
 - c. An acknowledgement of public written submissions received by the CAO;
 - d. Public verbal submissions and questions of clarification from Council to the speakers, in the following sequence:
 - The applicant (if applicable)
 - Those in favour, and
 - Those against.
 - The applicant's closing statement or rebuttal (if applicable).
 - e. Questioning by Council members will be allowed after each presentation.
 - f. Closing comments from Administration and questions for clarification from Council; and
 - g. Closing of Public Hearing (if appropriate).
- 4.4. Members of the Public addressing Council at a Public Hearing will limit their presentations to five (5) minutes, exclusive of questions, unless Council, by motion, approves an extension of that time.
- 4.5. Individuals addressing Council shall:
- a. Provide the correct spelling of their name for inclusion in the minutes;
 - b. Indicate who they represent, if applicable; and
 - c. Provide a copy of any presentation material to be included in the Corporate Record for

the meeting.

4.6. Written submissions that have been included in the published agenda will not be read aloud.

4.7. In a Public Hearing, Council:

- a. Must hear from a person, 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 Council; and
- b. May hear from another person(s) who wishes to make representations and whom Council wishes to hear; and
- c. May ask questions of public presenters, and the intent of such questions must be for clarification of the presentation.

4.8. In the case of a Public Hearing:

- a. Members of the public who are providing verbal submissions may participate through remote electronic means, but must register with the CAO and/or Legislative Services at least 24 hours prior to the Public Hearing;
- b. Anonymous written submissions shall not be accepted, and an individual's name and method of contact must be attached to every submission;
- c. Written submissions and notices of verbal submissions received prior to 12:00 p.m., noon, four (4) business days before the public hearing will be included in the agenda pursuant to section 2.2;
- d. Written submissions received after the deadline established in section 4.8 c, but prior to 12 noon the day before the hearing, will be distributed to Council. Written submissions received after 12 noon the day prior to the hearing will be distributed to Council at the Public Hearing, and included in the Corporate Record of the meeting, however, seven (7) copies are required to be provided for distribution to Council and administration;
- e. Once any verbal submissions included in the agenda have been heard, the presiding officer will allow any other person present who wishes to speak an opportunity.

4.9. After hearing from members of the public, Council may close a Public Hearing and entertain motions, or the Public Hearing may be adjourned to a certain date.

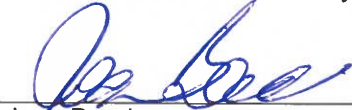
5 GENERAL

5.1. This bylaw shall repeal any other bylaw cited as "Council Procedural Bylaw".

5.2. This bylaw shall come into force and effect upon third reading by Council.

5.3. Upon third and final reading of this bylaw, Bylaw 684 shall be repealed.

READ a **first** time this 5th day of May 2025



Joan Boeder
Mayor



Steven Leusink
Administrator

READ a **second** time this 5th day of May 2025



Joan Boeder
Mayor



Steven Leusink
Administrator

READ a **third and final** time this 5th day of May 2025



Joan Boeder
Mayor



Steven Leusink
Administrator