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Nobleford. Bylaw #639 Council Meeting Procedure Bylaw, amendment to #595

BEING A BYLAW OF THE VILLAGE OF NOBLEFORD IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS

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

This bylaw may be cited as the "Council Meeting Procedure Bylaw".

1. Committees

- a) The standing committees are hereby established as listed on Schedule "A" which is attached to and forms a part of this bylaw and which may be amended from time to time by resolution of Council.
- b) The members of these committees shall be appointed by council at the organizational meeting each year. The first member named shall be the chairman of the committee.
- c) A special committee may be appointed at any time by the council or by the mayor acting upon the instruction of the council, providing that a motion has been adopted specifying the matters to be dealt with by the committee.
- d) 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 Meetings

- a) 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.
- b) Any member of council, town official or any other person wishing to have an item of business placed on the agenda, shall make the submission to the CAO not later than 4:00 PM two (2) 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.
- c) Business on the agenda shall include:
  1. Call to Order
  2. 15 minutes open floor for Citizens
  2. Adoption of Agenda or Agenda as amended
  3. Adoption of previous minutes
  4. Delegations
  5. Unfinished Business
  6. Financial, Accounts – approval for payment
  7. New Business
  8. Reports
  9. Information/Correspondence
  10. Adjournment
- d) 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.
- e) 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, or 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

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) When the mayor or presiding officer is called on to decide a point of order or practice, he shall do so without argument or comment and shall state the rule of authority applicable to the case.
- g) Every member wishing to speak to a question or motion shall address themselves to the mayor or presiding officer.
- h) The mayor or presiding officer shall have 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.
- i) A motion submitted to council does not require a seconder.
- j) When a motion has been made and is being considered by the council, no other motion may be made and accepted, except:
  - i) a motion to refer the main question to some other person or ground for consideration;
  - ii) a motion to amend the main question;
  - iii) a motion to table the main question;
  - iv) a motion to postpone the main question to some future time;
  - v) 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
- k) 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.
- l) 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.
- m) 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.
- n) 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 the member of council leaves the room and when they re-enter. All proceedings regarding pecuniary interest shall conform to Section 172 of the MGA.

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- o) 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.
  - p) 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 agenda for a longer time or if 2/3 majority by vote supports a 15 minute extension.
  - q) 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.
  - r) Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Robert's Rules of Order".
  - s) This bylaw shall not be repealed, amended or suspended except so far as the terms permit unless it is repealed, amended or suspended.
    - i) by a bylaw unanimously passed at regular or special meeting of the council at which all members thereof are present; or
    - ii) by 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.
  - t) 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:
    - i) be given at a regular meeting preceding the meeting at which Council wishes to reconsider the matter; and
    - ii) 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.
  - u) 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 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 simply majority.
  - v) 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.
  - w) Bylaws that require a public hearing cannot be reconsidered for second or third reading.

Repealing Bylaws

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

EFFECTIVE DATE; This Bylaw shall come into effect on the date of the final passing thereof.

MOVED BY that Bylaw No. 639 be read a first time this 3 day of January 2017  
 MOVED BY that Bylaw No. 639 be read a second time this 3 day of January 2017  
 MOVED BY that permission be granted to give third reading to Bylaw No. 639 this 21 day of February 2017  
 MOVED BY that Bylaw No. 639 be read a third time and finally passed this 21 day of February 2017

  
 Chief Administrative Officer

  
 Mayor

**Amendments to Policy #01-04. Schedule "A", #308-2016**

Nobleford, POLICY #01-04

October 18, 2016

SUBJECT: COUNCIL ORGANIZATION AND COMMITTEES  
ADOPTED & APPROVED BY COUNCIL: October 18, 2016

DEPARTMENT: LEGISLATIVE  
RESOLUTION NO: #308-2016

PURPOSE: To develop a guideline for the Organization of Council and terms of council representation on specific committees.

**Schedule "A" Council Meeting Procedure Bylaw**

Oldman River Regional Service Commission;	1 Councillor & 1 Alternate
Subdivision and Development Appeal Board;	1 Councillor,
Municipal Planning Commission (MPC)	3 Councillors,
Regional Waste Management Services Commission;	2 Councillors,
Green Acres Foundation;	1 Councillor,
Community Futures Business Development;	1 Councillor,
Emergency Services Committee;	2 Councillors,
Barons Eureka Warner FCSS;	1 Councillor alternate years on board
Financial Audit Committee;	All Council
Human relation & negotiating committee (CUPE);	3 Councillors,
Southgrow;	1 Councillor,
Inter Municipal Development Committee;	2 Councillors,
Mayors and Reeves;	Mayor
Nobleford Newsletter Coordinator;	Village Staff
Nobleford and District Emergency Services, Fire Chief;	By Council appointment
Director of Emergency Management (DEM)	By Council appointment
Deputy Director of Emergency Management	By Council appointment
CAO	By Council appointment

**Nobleford. #01-05, Nobleford, HONORARIUMS, FEES, EXPENSES. POLICY**

-Mayors Annual allowance	\$ 3000.
-Councillors Annual allowance	\$ 1800.
-Council and committee meetings	\$ 100.
-Per Diem, full day	\$ 200.
-Per Diem, part day, (4 hours)	\$ 100.
-Travel rate	same as Alberta Government, (2016, \$ <sup>54</sup> <del>52</del> per km) <i>Mar 2017</i>
-Lodging	Per receipt or \$50 per night without receipt.
-Meals, per day	Per receipt maximum of: breakfast \$15. Lunch \$20. Dinner \$25.
-Personal expenses per day	\$25 maximum Receipt or claim submitted.
-Additional Allowance per day	\$25, upon CAO or Council approval, with receipt submitted.
-Special events	Per receipt with CAO and Mayor or Council Approval

**Honorariums**, are set amounts paid per meeting, for activities such as scheduled meetings, regular and special council meetings, workshops, education sessions, conventions, approved committee meetings.

**Allowances** are paid to Mayor and Councillors. This is for brief or unscheduled activities, meeting with electorate, social activities, home office and all other miscellaneous activities in the routine of being elected.

**Expenses** are reimbursed at set rates for mileage, accommodations, and meals.