TOWN OF NOBLEFORD

IN THE PROVINCE OF ALBERTA

BYLAW NO. 721

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

WHEREAS the Council of the Town of Nobleford wishes to set rules for the order and efficient conduct of its meetings, under the *Municipal Government Act*, RSA 2000, c M-26, as amended;

NOW THEREFORE Council enacts as follows:

1 DEFINITIONS

1.1 In this bylaw:

a. "Act" means the Municipal Government Act.

b. "CAO" means the Chief Administrative Officer, or a person the CAO designates.

c. "Presiding Officer" means the Mayor, the Deputy Mayor, or a chairperson chosen under 4.4.

d. "Recording Secretary" means the person the CAO designates to take the minutes.

2 COMMITTEES

2.1 Council shall pass bylaws establishing committees, boards or commissions, setting out their responsibilities and protocols.

2.2 A committee member who cannot attend a meeting shall notify their alternate, if there is one.

3 AGENDAS

3.1 The CAO prepares each agenda in consultation with the Mayor. For a regular meeting, each member receives the agenda, with all pertinent correspondence and reports, at least two (2) days before the meeting. For a special meeting, the agenda goes out with the notice of meeting, or as soon afterward as practical.

3.2 Anyone wanting an item on the agenda shall give it to the CAO by 4:00 PM, three (3) business days before the meeting, with enough information for Council to deal with it.

3.3 The order of business at a regular meeting is:

a. Call to Order

b. Open Floor for citizens (15 minutes)

c. Adoption of the agenda

d. Adoption of previous minutes

e. Delegations

f. Public Hearings

g. Financial, accounts and approval of payment

h. Unfinished Business

i. New Business

j. Bylaws
k. Reports
l. Information and Correspondence
m. In Camera
n. Adjournment

3.4 A majority of members present may change the order of business.

3.5 Council shall not consider an item that is not on the agenda unless two-thirds of members present agree. Before the vote, the Mayor, any councillor or the CAO may explain why the item is urgent.

4 RULES FOR COUNCIL MEETINGS

4.1 Regular meetings start at the day and time set at the organizational meeting and end within four (4) hours of the call to order, unless two-thirds of members present agree to extend.

4.2 The Mayor calls special meetings under section 194 of the Act, with at least 24 hours' written notice to each councillor and the public stating the purpose, date, time and place, unless section 194(4) applies. Only the business in the notice may be dealt with, unless the whole Council is present and agrees to add something.

4.3 When a quorum is present at the appointed time, the Mayor takes the chair and calls the meeting to order.

4.4 If the Mayor and Deputy Mayor have not arrived within fifteen (15) minutes and there is a quorum, the CAO calls the meeting to order. The councillors present choose a chairperson who presides until the Mayor or Deputy Mayor arrives.

4.5 If there is no quorum within thirty (30) minutes, the Recording Secretary records the names of those present, and the meeting is adjourned to the next regular meeting unless a special meeting is called first. A notice of adjournment shall be posted on the Council chamber door.

4.6 The Presiding Officer keeps order, decides points of order without debate, and states the rule relied on. A majority of members present may reverse the decision on appeal.

4.7 Members speak through the Presiding Officer. The Presiding Officer may limit how long and how often a member speaks, depending on the importance of the matter.

4.8 A motion does not need a seconder.

4.9 While a motion is being considered, only these motions are allowed: refer it, amend it, table it, postpone it, or adjourn the meeting. After a question has been put, no one may speak or make a motion until the result is declared.

4.10 When a question has separate parts, a member or the Presiding Officer may ask that each part be voted on separately.

4.11 The minutes shall record when a member arrives late, leaves early, or is absent more than two (2) minutes.

4.12 A member with a pecuniary interest shall follow section 172 of the Act. The minutes shall record the disclosure, the abstention, and the times the member leaves and returns.

4.13 Votes are by show of hands. Every member present must vote unless the Act requires or permits abstaining. Before a vote, a member may ask for a recorded vote, and the minutes then show how each member voted. A tie defeats the motion.

4.14 Meetings are open to the public unless section 197 of the Act allows closing them. Before closing a meeting, Council shall pass a motion naming the part to be closed and the exception to disclosure under the Access to Information Act that applies. Only a motion to return to open session may be passed while closed. When the meeting reopens, the public waiting outside shall be told and given reasonable time to return.

4.15 Delegations are heard in the order listed unless a majority of members present change it. Each delegation has fifteen (15) minutes unless scheduled longer, or unless two-thirds of members present approve a fifteen (15) minute extension. These rules apply to each member of the delegation.

4.16 Council may adjourn an unfinished meeting to a fixed future date to complete its business.

4.17 Anything not covered by this bylaw follows "Robert's Rules of Order." Where they conflict, this bylaw governs.

4.18 This bylaw may only be repealed or amended by:

a. a bylaw passed unanimously at a regular or special meeting where all members of Council are present; or

b. a bylaw passed at a regular meeting after written notice, setting out its substance, was given and announced at the preceding meeting.

4.19 To reconsider a motion or a defeated first reading of a bylaw, a councillor gives notice at the preceding regular meeting, in writing through the agenda, with the reasons. Two-thirds of all members holding office must accept the notice. Council may then pass the motion by simple majority. No motion may be reconsidered more than once in one year.

4.20 A bylaw defeated at second or third reading is dealt with under the Act and must be reintroduced. A bylaw that requires a public hearing cannot be reconsidered for second or third reading.

5 PUBLIC HEARINGS

5.1 A public hearing may be its own meeting or part of a regular meeting. Where one is required, Council shall hear the public before second reading of a bylaw, or before voting on a resolution, unless another enactment says otherwise.

5.2 A public hearing follows this order:

a. Administration presents, and Council asks questions of clarification.

b. The CAO reports on how the hearing was advertised, including section 606 of the Act where it applies.

c. The CAO acknowledges written submissions received.

d. Verbal submissions are heard: applicant, those in favour, those against, then the applicant's closing statement.

e. Council may ask questions of clarification after each presentation.

f. Administration makes closing comments.

g. Council closes the hearing, or adjourns it to a set date.

5.3 Speakers are limited to five (5) minutes, not counting questions, unless two-thirds of members present approve more time.

5.4 Speakers shall give the correct spelling of their name, say who they represent, and provide a copy of any presentation for the record.

5.5 Council shall hear anyone who says they are affected and who followed the hearing procedure. Council may hear others it wishes to hear. Council's questions are for clarification only.

5.6 Written submissions in the agenda are not read aloud. Every submission must include a name and contact method. Anonymous submissions are not accepted.

5.7 Deadlines:

a. Verbal participants may join electronically if they register with the CAO at least 24 hours before the hearing.

b. Submissions received before 12:00 noon, four (4) business days before the hearing, go in the agenda, despite 3.2.

c. Submissions received after that, but before noon the day before the hearing, go to Council.

d. Later submissions, or those brought to the hearing, go into the record if enough copies are provided for Council and Administration.

e. After the registered speakers are heard, anyone else present may speak.

6 GENERAL

6.1 Bylaw No. 710 is repealed on third reading of this bylaw.

6.2 This bylaw comes into force on third reading and signing by the Mayor and the CAO.

READ a first time this 27th day of October 2026.

Mayor

Chief Administrative Officer

READ a second time this 27th Day of October 2026..

Mayor

Chief Administrative Officer

READ a third and final time this 27th Day of October 26.

Mayor

Chief Administrative Officer