



Town of Nanton

BYLAW NUMBER: 1407/25

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF NANTON IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES

1. PURPOSE:

- 1.1 **WHEREAS** Section 180 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, requires council to act by bylaw; and
- 1.2 **WHEREAS** the Municipality of the Town of Nanton has the duty to ensure that it provides good government, and its elected officials uphold the highest standards for an accountable and transparent governance process; and
- 1.3 **NOW THEREFORE** the Council of the Town of Nanton in the Province of Alberta hereby establishes the following rules and regulations for the order and conduct of all Council and Council committee meetings.

2. INTERPRETATION:

- 2.1. This Bylaw # 1407/25 will be cited as the **Council and Committee Procedural Bylaw**.
- 2.2. **CAO** is the **Chief Administrative Officer** and means that person appointed to the position and title by Council and includes any person appointed by the CAO to act as his/her appointee.
- 2.3. **CEO** is the Chief Elected Official of the Town of Nanton, duly elected to the position under the Municipal Government Act and includes any Councillor appointed by the CEO to act as his/her appointee.
- 2.4. **Chair** means the Member of a Committee or other person (ie. Mayor or appointee) who has the authority to preside over a meeting.
- 2.5. **Committee** is a Council Standing Committee, Special Committee or Ad Hoc Committee established by Bylaw.
- 2.6. **Committee of the Whole** is a committee comprised of all Council Members present at a meeting, assembled for the purpose of informal discussions, including, but not limited to, a question, initiative, policy or bylaw.
- 2.7. **Consensus** means a decision-making process that seeks the input and agreement of participants to resolve or mitigate objections to achieve the most agreeable decision. Consensus is defined as meaning both general agreement and the process of getting to such an agreement.
- 2.8. **Council** is the Council of the Town of Nanton in the Province of Alberta, comprised of one Chief Elected Official (Mayor) and six Councillors.

- 2.9 **Councillor** is a Member duly elected to the position under the Municipal Government Act, to represent the Town.
- 2.10 **FOIP** is the Province of Alberta Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25, and Alberta Regulations 186/2008, and any amendments thereto.
- 2.11 **Mayor** has the same meaning as Chief Elected Official, as defined in the Municipal Government Act.
- 2.12 **Member** means a Mayor or Councillor and includes members of Council Committees established by the Town of Nanton.
- 2.13 **Municipal Government Act** is the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended or legislation substituted therefore, and is referred to as the **Act**.
- 2.14 **Quorum** is more than fifty percent (50%) of the voting membership of Council or a Council Committee present at a meeting. Quorum must be maintained at a meeting, even in situations where the majority of members cannot vote due to pecuniary interest.
- 2.15 **Request for Decision (RFD)** is a form prescribed by Administration and used for submissions to Council in order to clarify and provide the information required by Council to deliberate and make decisions. The submission presented may request direction on an issue rather than a decision.
- 2.16 **Terms of Reference** is a statement of the purpose of a Committee, approved by Council within a bylaw, and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable.
- 2.17 **Town** is the Town of Nanton in the Province of Alberta.

Where any use of the terms he/she or him/her are used throughout this bylaw, gender neutrality shall be implied.

3. APPLICATION OF THE BYLAW:

- 3.1 The precedence of the rules of governing the proceedings of Council is:
- The Act
 - Other provincial legislation
 - This Bylaw, and
 - Robert's Rules of Order Newly Revised.
- 3.2 When a matter arises related to proceedings in a meeting which is not covered by a provision of this Bylaw or the Act, the matter shall be decided by reference to Roberts' Rules of Order.
- 3.3 Procedure shall be a matter of interpretation by the Mayor or meeting Chair.
- 3.4 The Mayor or Chair shall regulate all discussions within a meeting.
- 3.5 All Members of Council, shall read, sign and abide by the Town of Nanton Council Code of Conduct bylaw, prior to attendance at the Inaugural Organizational Meeting or first Regular Council Meeting following the official election results, whichever comes first, and will be re-confirmed with each Member, by signature, at each subsequent Organizational Meeting of Council.



3.6. This Bylaw applies to:

- (i) All Meetings of Council, and
- (ii) Any Committee Meeting unless the Terms of Reference for the Committees, approved by Council, provide permission for alternate procedures.

4. ORGANIZATIONAL MEETING:

4.1 At the Organizational Meeting, Council shall, by resolution:

- (a) Establish dates, times, and location for Regular Council Meetings:
 - (i) Regular meetings of Council will be scheduled on the first and third Monday of every month, excepting July and August, with the meetings to commence at the hour of 7:00 o'clock p.m. at the Town of Nanton Council Chambers
 - (ii) One Regular meeting of Council will be scheduled for each of July and August as determined by Council, with the meetings to commence at the hour of 7:00 o'clock p.m. at the Town of Nanton Council Chambers
 - (iii) In the event a Regular Meeting would fall on a General Holiday, the meeting will be held the Tuesday following the General Holiday
 - (iv) Regular Council Meeting and Council Committee meetings must be conducted in public; however, Council 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 of Information and Protection of Privacy Act
 - (v) Regularly scheduled Council Meetings may only be cancelled by a resolution of Council
 - (vi) All Regular meetings of Council will be limited to four hours from the start time stated on the agenda, unless determined by the **majority** of Council present. Special Meetings of Council and Council Committee meetings will be limited to three hours, unless determined by **unanimous** vote of Members present
- (b) Appoint Members of Council Boards and Committees,
- (c) Conduct other business as identified within the organizational meeting agenda.

4.2 The Organizational meeting immediately following a general municipal election shall be referred to as the "Inaugural" Meeting, at which:

- (a) The CAO will chair the meeting until the Mayor has taken the Oath of Office,
- (b) Council will attend to the administration of the Oath of Office as the first Order of Business at the Inaugural Meeting,
- (c) The Mayor will appoint a schedule for Councillors to the position of Deputy Mayor, on a rotation basis, and



- (d) All of Council will acknowledge, sign and date the Council Code of Conduct bylaw.

5. AGENDA PREPARATION:

- 5.1 The agenda for each Regular Council Meeting is established by the CAO in consultation with the Mayor.
- 5.2 The following is a list of suggested contents and order of business for a Regular Council Meeting agenda. It serves as a guide rather than a rigidly followed document, and as such, items not requiring attention at a meeting may not be included on the agenda:
- (a) Call to order & Adoption of Agenda
 - (b) Presentations: (includes Public Hearings)
 - (c) Adoption of Previous Meeting Minutes
 - (d) Reports:
 - (i) CAO
 - (ii) Financial
 - (iii) Department
 - (iv) Council:
 - (v) Others
 - (e) Business Arising from Previous Minutes
 - (f) New and Unfinished Business
 - (g) Correspondence
 - (i) For Action
 - (ii) For Information
 - (h) Closed Confidential Session (if required)
 - (i) Adjournment.
- 5.3 The order of business for agendas of Special meetings of Council will include:
- (a) Call to Order & Adoption of Agenda:
 - (b) Priority Items: (established by the Mayor or CAO, items named as required)
 - (c) Adjournment:
- 5.4 All submissions for the Agenda of all Regular meetings of Council, shall be received by the CAO no later than noon the Monday (or Tuesday if that day is a general holiday) prior to the scheduled meeting, seven calendar days prior to the meeting.
- 5.5 Submissions from Administration will be formatted into the Request for Decision or information brief and be approved by the CAO for consideration by Council.



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- 5.6 Any other communication intended for Council will be forwarded to the CAO in writing and must:
- (i) be legible, coherent, and respectful; and
 - (ii) be able to identify the writer and the writer's contact information.
- 5.7 If the standards set out in section 5.6 are met and the CAO determines the communication is within the governance authority of Council, the CAO will:
- (i) if it relates to an item already on the agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the agenda is being considered; or
 - (ii) acquire all information necessary for the matter to be included on a future Council agenda for consideration by Council.
- 5.8 If the standards set out in section 5.6 are met and the CAO determines the communication is not within the governance authority of Council, the CAO may:
- (i) refer the communication to the administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Mayor and Councillors;
 - (ii) take any other appropriate action on the communication.
- (If a Councillor objects to the process determined by the CAO, a Councillor may introduce a RFD for the item to be included for Council consideration on a Council agenda.)
- 5.9 If the standards set out in section 5.6 are not met, the CAO may file the communication. Administration will respond to the person sending the communication to advise that person of the process to be followed and any action taken on the subject of the communication.
- 5.10 An individual or group may request to be included on an Agenda as a delegation. The request must be in writing and shall:
- i) Include a written summary of the information that will be presented to Council;
 - ii) Be submitted to the CAO no later than noon the Monday prior to the Regular scheduled Council meeting (or seven days in advance of a Committee Meeting), with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
 - iii) The CAO will review the request in consultation with any affected department and may:
 - o Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with consent of the CAO and the individual or group requesting the appointment with Council.
 - o Add the appointment to the next Regular Council Meeting Agenda; or
 - o Add the appointment to a future Regular Council Meeting Agenda if
 - Requested by the individual or group making the request; or
 - If the CAO requires more time to properly investigate and report on the matter.
 - iv) Presentation time will be no longer than ten minutes, exclusive of the time required to answer the questions put forward by Council, unless extended by a majority vote of Council.
 - v) Delegations speaking to the subject will be restricted to the subject matter only.



vi) In questioning delegations, whether statutory or otherwise, Members of Council will ask only questions of clarification which are relevant to the subject of the presentation and will avoid repetition.

vii) Council may, at its next Regular Meeting following the Delegation presentation, make any decisions, if required, regarding the issue raised by the Delegation, unless there is unanimous support for Council decision at the regular meeting at which the Delegation presentation was made, and the issue is discussed under New Business.

5.11 The CAO will ensure that the established agenda with attachments is distributed to Council, department heads, and the public, at least three calendar days in advance of the meeting. The agenda package and supplemental materials (unless withheld under the MGA or FOIP) will be made available on the municipal website. The agenda outline will also be available at the municipal office.

5.12 Late submissions for the agenda after the agenda has been established will require the justification for the urgent nature of the late submission and will require the Mayor's and the CAO's approval, otherwise, the submission may be postponed to the agenda of the next Regular Meeting.

5.13 Proposed late additions or deletions to the agenda will be provided in writing to the CAO prior to the meeting being called to order.

5.14 No late submissions may be added to an agenda after the adoption of the agenda unless approved unanimously by resolution of Council.

6. MEETING PROCEDURES:

6.1 As soon after the scheduled hour of the Council or Committee meeting to commence there is quorum present, the Mayor, Deputy Mayor or Chair will call the meeting to order.

6.2 In case the Mayor, Deputy Mayor or Chair is not in attendance within fifteen minutes after the hour appointed for a Council meeting and a quorum is present, the CAO will call the meeting to order and a chairperson will be chosen by the Members present who will then preside over the meeting until the arrival of the Mayor, Deputy Mayor or Chair.

6.3 If there is no quorum present within half an hour after the time appointed for the meeting, the CAO will record the names of the Members who are present and the meeting will be absolutely adjourned until the next regularly scheduled meeting unless a special meeting has been duly called in the meantime.

6.4 A Council or Committee Meeting scheduled by resolution may only be cancelled by a resolution of the majority of members at a previously held meeting.

6.5 The CAO will ensure that the minutes of all Council and Committee meetings are prepared as a written record which will include:

- (i) The names of the Members present at and absent from the meeting.
- (ii) A brief description of the subject matter.
- (iii) All decisions and other proceedings.
- (iv) The names of members of the public who speak to an item.
- (v) The names of the Members voting for or against a motion, and of those who are absent for the vote, should a recorded vote be requested by any Members present.
- (vi) Any abstentions made under the Municipal Government Act by any Member and the general nature of the abstention.



- (vii) Any abstentions made as a result of a Pecuniary Interest and the general nature of the abstention.
- (viii) Requests for recess of the meeting to record the time of the break, as well as the time the meeting reconvenes, without the necessity of a resolution for each.
- (ix) Should a Member arrive after a meeting has commenced, or if a Member receives permission from the Mayor or Chair of a meeting to leave the meeting, the times of arrival, departure and return to the meeting shall be noted within the minutes.
- (x) The signatures of the Chair and the CAO upon approval of the minutes by Resolution of Council.

7. MOTIONS:

- 7.1 The content of any Request for Decision submitted to Council or a Committee for consideration may be discussed prior to putting forth a motion, as an informal process. The Administrative options presented to the Members does not constitute a motion unless a Member expressly moves an option as a motion. The information presented to the Members within an RFD is intended to provide background and analyse possible solutions or responses to the issue. This process permits the Members to have the opportunity to engage in a full discussion and may then develop a consensus regarding the issue prior to putting forth a motion.
- 7.2 After receiving a motion from a Member the Mayor or Chair states the motion and calls for discussion or debate. Every Member wishing to speak to a question or motion must address the Mayor or Chair.
- 7.3 The Mayor or Chair has 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. Time limit to be ten minutes for delegations and Members.
- (i) All motions will be read by the Mayor, Chair, CAO or designate before being voted on.
 - (ii) A motion submitted to the Members does not require a seconder.
- 7.4 When a motion has been made and is being considered by the Members, no other motion may be made and accepted, except a motion to:
- (i) refer the main question to some other person or group for consideration;
 - (ii) amend the main question;
 - (iii) table the main question;
 - (iv) postpone the main question to some future time;
 - (v) adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- 7.5 Wherever practicable, **Negative Motions** to the Members will not be presented for consideration. A recommendation that is intended to not take action should be worded utilizing active language (ie. In the case of a request to not grant a request, word as "decline the request for ...), otherwise, the recommendation should be to vote against an action.
- 7.6 Where a question under consideration contains distinct propositions, the vote upon each proposition must be taken separately when any member so requests or when the Mayor or Chair so directs.
- 7.7 After any question is finally put by the Mayor or Chair, no member will speak to the question, nor will any other motion be made until after the result of the vote has been declared. The decision of the Mayor or Chair as to whether the question has been finally put will be conclusive.
- 7.8 Voting on all matters must be conducted as follows, to ensure that the votes may be easily counted by the Mayor or Chair:



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- (a) Except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat at the meeting when the motion is considered.
 - (b) The Mayor or Chair requests that a motion be put forward for a vote. The Member's name putting forward the motion must be clearly stated for recording purposes.
 - (c) Members vote by a show of hands or other method agreed to by the Members.
 - (d) The Mayor or Chair clearly declares the result of the vote for recording purposes.
 - (e) A motion is carried when a majority of Members present at a meeting vote in favour of the motion, unless otherwise specified in this bylaw.
- 7.9 After the Mayor or Chair declares the result of the vote, Members may not change their vote for any reason.
- (a) A question on the results of a vote may be resolved by the Mayor or Chair immediately calling for a revote on the motion.
 - (b) A motion is lost when the vote does not receive the required number of votes or when the vote is tied.
- 7.10 A motion made to accept the minutes of a Council or Committee Meeting must be presented for adoption by a voting Member that was present at the meeting whose minutes are being considered.
- 7.11 In the case of a motion presented to accept the minutes of a Standing Committee, the mover should be the Committee Chair; in the Chair's absence, the motion may be presented as per 7.10.
- 7.12 Committees may make motions to:
- (a) accept or amend the agenda for its meeting,
 - (b) recess to a later time or date,
 - (c) adjourn the meeting.
- 7.13 Committees may make Recommendations to Council for action or direction. As soon as practicable, upon finalization of the draft minutes of the Committee Meeting for adoption, the recommendations will be forwarded to the next available Council Meeting for consideration.
- 7.14 A member of Council may bring forward a Notice of Motion, in the form of a draft resolution, by the Agenda submission deadline.

8. BYLAWS:

- 8.1 A proposed bylaw will be introduced at a Council meeting by a motion that the bylaw be read a first time.
- 8.2 After first reading has been given, subject to the requirements of the Municipal Government Act, any Councillor may move that the bylaw be read a second time.



- 8.3 Council may not give a bylaw more than two readings at a meeting unless unanimous consent is granted by the Council Members present at the meeting vote in favour of allowing a third reading at that meeting.
- 8.4 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second reading and will be incorporated into the proposed bylaw.
- 8.5 If a bylaw is defeated on third reading the previous readings are rescinded.
- 8.6 A bylaw is rescinded if the bylaw does not receive third reading within two years from the date of the first reading.

9. COMMITTEE OF THE WHOLE:

Committee of the Whole is a meeting of Council in which formal decisions are not made. Committee of the Whole Meetings must be conducted in public; however, Council may close all or part of the 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 of Information and Protection of Privacy Act.

The primary meeting must be recessed by a resolution of the majority of the Members present, and reconvened upon conclusion of the Committee of the Whole meeting. Other than the vote to reconvene the primary meeting, no vote shall be made within a Committee of the Whole Meeting; however, recommendation or consensus may be forwarded to Council in the Regular Meeting for consideration.

- 9.1 A Committee of the Whole may be comprised of all Councillors present at the primary meeting, notwithstanding any declaration of conflict of interest. Subject to the Act, the Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters;

- (i) Budget
- (ii) Audit
- (iii) Transportation issues
- (iv) Development issues
- (v) Strategic issues
- (vi) Legislative reform
- (vii) Policing matters, and
- (viii) Policy formulation.

- 9.2 Committee of the Whole may:

- (i) Conduct non-statutory public hearings
- (ii) Receive delegations and submissions
- (iii) Meet with other municipalities and other levels of governments, and
- (iv) Recommend appointments of members of the public to Council Committees, other Town Committees and other bodies on which the Town is entitled to have representation.

- 9.3 Council may receive briefings in Committee of the Whole.

- 9.4 In addition to the restrictions contained in Section 203(2) of the ACT, the Committee of the Whole shall not hold statutory Public Hearings.



- 9.5 Committee of the Whole may make the following motions:

- (i) To receive agenda reports as information,
- (ii) To refer matters to Administration or a Committee for review,
- (iii) Make recommendations to Council.
- (iv) Adjourn the Committee of the Whole to reconvene the Regular Meeting.

9.6 A quorum of Committee of the Whole is a majority of Councillors.

9.7 At a Committee of the Whole meeting, the procedures of Council shall be relaxed upon consent of the Chair, as follows:

- (a) A Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- (b) A Councillor may speak more than once, on a matter provided that each Councillor who wished to speak to the matter has already been permitted to do so.

10. PUBLIC HEARINGS:

10.1 Statutory Public Hearings will be held in conjunction with a Regular Council Meeting and scheduled within the agenda under "Presentations" at a Special Meeting of Council called specifically in relation to the Public Hearing.

10.2 **Adjourn** used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

10.3 **Close** used in relation to a Public Hearing, means to terminate the Public Hearing.

10.4 **Recess** used in relation to a Public Hearing, means to Adjourn the Public Hearing with the intent of returning to the Public Hearing within the same Regular or Special Meeting of Council.

10.5 At the commencement of a Public Hearing, the Chair shall:

- (i) State the matter to be considered at the hearing,
- (ii) Confirm that the Public Hearing has been advertised in accordance with the Municipal Government Act and that the Public Hearing will be conducted in accordance with the *Council and Committee Procedural Bylaw*.
- (iii) The Chair will ask if the development proponent, authorized representative or applicant is present and wishes to be heard by Council.
- (iv) The Chair will ask if there are any person(s) or group(s) present who claim to be affected by the subject matter of the Public Hearing and wish to be heard by Council.
- (v) The Chair will ask if there any other person(s), group(s) or authorized representative(s) other than those above who wish to be heard by Council, and
- (vi) State that any person, group or authorized representative wishing to speak must clearly state their names and position on the matter for recording in the minutes.

10.6 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:

- (i) Be in legible writing,
- (ii) Name the individual authorized to speak,
- (iii) Indicate the proposed bylaw to be spoken to, and
- (iv) Be signed by the person giving the information.

10.7 The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the CAO, or delegate.



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- 10.8 No one person shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.9 No person representing a group shall address Council for more than ten (10) minutes, exclusive of the time required to answer questions put forward by Council, unless granted a time extension by Council.
- 10.10 If there is more than one Public Hearing on the agenda, the Chair shall adjourn or close one Public Hearing before opening another Public Hearing.
- 10.11 If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 10.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
- 10.13 Persons interested in speaking at a Public Hearing may register with the CAO prior to the Public Hearing. Names of the registered speakers for a Public Hearing may be released to the public with the Council agenda packages.
- 10.14 Written submissions received from the public by the CAO in response to advertised Public Hearing matters must be included in the published agenda materials.
- 10.15 Despite subsection (10.14 above) the CAO may exclude a submission from the agenda materials if, in consultation with legal counsel, such a submission:
- (i) Is deemed to constitute hate speech as defined by the Criminal Code; or
 - (ii) Promotes discrimination against a person or class of persons, or is likely to expose a person or class of persons to hatred or contempt, in accordance with the provisions of the Human Rights Act; or
 - (iii) Is deemed to be defamatory.
- 10.16 At the discretion of the CAO, communications may be redacted to protect personal information that has been included in written submissions.
- 10.17 No written submissions to Council will be accepted by the CAO from the public after the advertised submission deadline for inclusion in the published agenda materials and will not be provided by the CAO to Council. However, the individual, person or group may make a verbal presentation to Council at the Public Hearing, which may include a written submission, with the permission of the Chair, as a component of the presentation.
- 10.18 In accordance with the Act, in the Public Hearing, Council:
- (i) 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
 - (ii) May hear from another person(s) who wishes to make representations and who Council agrees to hear.
- 10.19 Council may ask questions of public presenters for clarification of the presentation.
- 10.20 Council must not ask questions of Administration until the Public Hearing on a matter is concluded.



10.21 The vote on an item for which a Public Hearing has been held must comply with the following:

- (i) Members who are absent for the whole of a Public Hearing on a matter are not entitled to vote on the matter.
- (ii) Members who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter.
- (iii) A Councillor who is required to or who chooses to abstain from voting in keeping with subsections (i) or (ii) must leave the meeting before the vote commences.

10.22. Members of the public will be called upon by the Chair in the following sequence:

- (i) the development proponent or applicant,
- (ii) those in favour,
- (iii) those against.

10.23 The Chair may recall the proponent or applicant in order to allow Council to ask additional questions of clarification, if required. A recall for clarification may only be made at the same meeting at which the Public Hearing item was heard.

10.24 Council may change the date, time and place of a Public Hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised, as per the provisions of the Act.

10.25 Council may cancel a Public Hearing by resolution.

10.26 The Mayor or Deputy Mayor shall chair Public Hearings.

10.27 The minutes of a Public Hearing shall record:

- (i) The names of Administration and the applicant, or representatives of the applicant, who are present at the Public Hearing, and
- (ii) The names of the members of the public who provided written and/or verbal submissions, along with a general indication of support, opposition, or neutrality, but not a summary of the presentation and/or a copy of any written materials provided.

11. CONDUCT AT MEETINGS:

11.1 **Public Conduct** - During any Council or Committee meeting members of the public will:

- (i) Not approach or speak to the Members without permission of the Mayor or Chair,
- (ii) Not speak on any matter for longer than 10 minutes unless permitted by the Mayor or Chair,
- (iii) Maintain order and quiet,
- (iv) Not interrupt a speech or action of the Members or another person addressing the Members.

11.2 The Mayor or Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

11.3 **Member Conduct** - During a Council or Committee meeting, Members will adhere to Council's or Committee Members Code of Conduct Policy and will not:

- (i) Speak disrespectfully, use offensive words, or unparliamentarily language in Council,
- (ii) Address Members without permission,
- (iii) Carry on a private conversation,
- (v) Break the rules of Council or Committees or disturb the proceedings,



- (vi) Leave their seat or make any noise or disturbance while a vote is being taken or the result declared,
- (vii) Disobey the decision of the Mayor or Chair on any question of order, practice or interpretation.

11.4 Use of third party electronic equipment in Council Chambers is governed by the *Town of Nanton Electronic Equipment Policy*, as amended from time to time.

12. MEETINGS HELD BY ELECTRONIC MEANS:

- 12.1 The Town of Nanton may hold Council or Council Committee meetings by using electronic means. Before a meeting can be held by electronic means the following conditions must be met:
- (i) provided the meeting is not closed to the public, notice to the public of the meeting must include how the meeting will be conducted; up to and including the method by which members of the public may access the meeting and make submissions and how this meeting will be publicly available before and during the meeting
 - (ii) the facilities must enable the public to hear all meeting participants at the place specified in the notice and the CAO must be present at that place; and
 - (iii) the facilities must permit all participants to communicate adequately with each other during the meeting.
- 12.2 Members may attend a Council or Committee meeting by means of electronic communication. Any Member participating by electronic means is deemed present at the meeting, having their identity confirmed through video capabilities. Acceptable alternatives include through use of a telephone with conference call capabilities (speaker and video), ensuring that dialogue is available for both parties; through the use of a personal computer; or other means as technology advances. The minutes of the meeting shall reflect the attendance of any Member as per electronic means.
- 12.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active, and recorded in the minutes accordingly. The Mayor, Deputy- Mayor or Chair shall announce to those in attendance at the Meeting a Member is attending the meeting by means of electronic communications. As soon as the connection becomes inactive, the Mayor, Deputy-Mayor or Chair shall declare the time as the Member leaving the meeting, which shall be recorded in the minutes.

13. COMMITTEES:

- 13.1 Standing Committees of Council shall be established by Bylaw which will specify the terms of reference for the Committee, including matters to be dealt with by the Committee.
- 13.2 Special or Ad Hoc Committees shall be established by Bylaw which will specify the terms of reference, including matters to be dealt with by the committee, and a time frame for the duration of the Committee, if applicable.
- 13.3 Special and Ad Hoc Committees may be comprised entirely of Councillors or a combination of Councillors, staff and other Public Members-at-large.
- 13.4 Special and Ad Hoc Committees may elect from its membership a chairperson to preside over the meetings and a secretary to record the minutes of the meeting.
- 13.5 It will be the duty of the chairperson of each Standing, Special or Ad Hoc Committee, or in case of his/her illness or absence from the town, it will be the duty of the CAO to summon a special



meeting of any committee whenever requested in writing to do so by a majority of members of any such committee.


- 13.6 Any matter of meeting conduct of Special and Ad Hoc Committees must be in accordance with this Bylaw as well as the Town of Nanton's Code of Conduct Bylaw for Council Members.

14. EFFECTIVE DATE AND READINGS


- 14.1 This bylaw repeals Bylaw #1354/21 and any amendments thereto.

- 14.2 Read a **first** time this 5th day of May, 2025

TOWN OF NANTON




CHIEF ELECTED OFFICIAL




CHIEF ADMINISTRATIVE OFFICER

- 14.3 Read a **second** time this 5th day of May, 2025.

TOWN OF NANTON




CHIEF ELECTED OFFICIAL




CHIEF ADMINISTRATIVE OFFICER

- 14.4 Read a **third** time this ____ day of _____, 2025.

TOWN OF NANTON



CHIEF ELECTED OFFICIAL



CHIEF ADMINISTRATIVE OFFICER

