

BYLAW 07/25

Being a bylaw of Flagstaff County, in the Province of Alberta, to regulate the proceedings of Council meetings, committees of Council, and other bodies established by Council and the transacting of business by Council, for the Municipality.

WHEREAS Pursuant to Section 145 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes the establishment and functions of Council committees and other bodies and procedures to be followed by Council, Council committees and other bodies established by the Council; and

WHEREAS it is the Council of Flagstaff County'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 this Procedural Bylaw hereby establishes the following rules and regulations for the order and conduct in which all Council and committee meetings shall transact its business.

1. Title

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

2. Definitions

- a) **Chief Administrative Officer (CAO)** – means the person appointed to that position by Flagstaff County Council as per Bylaw and under the provisions of the MGA.
- b) **Chief Elected Official** – means the person elected or appointed as chief elected official under section 150 of the MGA.
- c) **Closed Session (In Camera)** – means a confidential portion of a meeting that is closed to the public pursuant to Section 197 of the MGA and at which only Members of Council and other persons designated by Council may attend.
- d) **Committee** – means any committee, board or other body established by Council under the MGA.
- e) **Council** – means the Council of Flagstaff County.
- f) **Councillor** – means all Members of Council including the Reeve.
- g) **County** – means Flagstaff County.
- h) **Delegation** – means an individual acting independently or a group of persons chosen to represent others on a matter before Council or a Committee.
- i) **Deputy Reeve** – means the Member who is appointed by Council pursuant to Section 152 of the MGA to act as Reeve in the absence or incapacity of the Reeve.
- j) **Electronic Communications** – means sending and receiving communications through a telephone equipped with a speaker; a personal computer or mobile device, or other electronic means as technology advances but does not include emails, text messages or other written methods.
- k) **Emergent Resolution** – means a resolution that is deemed to be necessary to take an expedient action for the benefit of the municipality that should happen before the next regularly scheduled Council meeting.
- l) **Majority** – means a number greater than half of the total.
- m) **Meeting** – means any Regular, Special or other meeting of Council or of a committee, as the context requires.
- n) **Member** – means a Member of Council or of a committee, as the context requires.
- o) **MGA** – means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.

- p) **Organizational Meeting** – means a meeting of Council held in accordance with Section 192 of the MGA.
- q) **Point of Order** - means a statement from a Member to call attention to any departure from the Procedural Bylaw.
- r) **Point of Procedure** - means a question directed to the Presiding Officer to assist a Member to:
 - i. make an appropriate motion
 - ii. raise a Point of Order
 - iii. understand the procedure
 - iv. understand the effect of a motion
- s) **Presiding Officer** – means the Reeve, or in the absence of the Reeve, the Deputy Reeve, or in the absence of the Deputy Reeve any other Member of Council chosen to preside at the meeting.
- t) **Public Hearing** – means a meeting of Council convened to hear matters as required by the MGA and/or other pertinent legislation or matters that Council otherwise directs to be heard at a Public Hearing through their own authority.
- u) **Question** – means a subject or point of debate or a proposition to be voted on in a meeting.
- v) **Quorum** – means the majority of all Members of Council, being fifty (50) percent plus one (1) pursuant to the MGA.
- w) **Recorded Vote** – means the making of a written record of the name and vote of each Member who votes on a question and each Member present who does not vote.
- x) **Reeve** – means the Chief Elected Official of Flagstaff County as appointed by Council.
- y) **Special Meeting** – means a meeting called by the Reeve pursuant to the MGA.

3. Applicable

This bylaw applies to all Members attending meetings of Council and committees established by Council.

4. Organizational Meeting

- a) Council shall hold an Organizational Meeting annually not later than two (2) weeks after the third (3rd) Monday in October pursuant to Section 192(1) of the MGA.
- b) The meeting shall be held at a time and place fixed by the CAO who shall give written notice of the day, time and place of the meeting to each Member of Council.
- c) The Chief Elected Official shall be referred to as the Reeve, unless Council directs that another title appropriate to the office be used pursuant to Section 155 of the MGA. The Reeve shall be appointed by Council, pursuant to Section 150 of the MGA.
- d) The Deputy Reeve shall be appointed by Council, pursuant to Section 152 of the MGA.
- e) The CAO shall chair the meeting until such a time that the Reeve takes an oath of office.
- f) The business of the meeting shall be limited to:
 - i. Election of Reeve and Deputy Reeve and oath of office
 - ii. Appointment of Members to committees and boards for a one (1) year term.
 - iii. Any other business required by the MGA
 - iv. Additional items following an election year:
 - 1. Administering the Oath of Office – Each Councillor must take the official oath of office prescribed by the Oaths of Office Act and required by the MGA in Section 156.

5. Committees and Boards

- a) Council shall appoint Council representatives to such committees and boards as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis at the Organizational meeting.

- b) When a new committee is formed, a Terms of Reference will be created following the Flagstaff County Boards and Committees Policy Guidelines.
- c) The Reeve shall be an ex-officio Member of all Council committees and bodies which Council has a right to appoint Members under the MGA.
- d) Appointed Members shall keep Council informed of the issues of committees or boards to which they are appointed by providing regular activity highlights at Regular Council meetings.
- e) In the case where a Member (or the alternate) of a committee is absent or otherwise unable to attend meetings of the committee of which he/she is a Member, the Reeve may appoint a Member of Council to attend the meetings of the committee concerned. Such appointment is restricted to one meeting unless authorized by Council. The Member so appointed by the Reeve shall, during the term of the appointment, have all the powers, privileges and duties of the regularly appointed Member.

6. General Duties of Council

Pursuant to MGA Section 153, Council has the following duties:

- a) Consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- b) Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- c) Participate generally in developing and evaluating the policies and programs of the municipality;
- d) Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- e) Obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO;
- f) Keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- g) Perform any other duty or function imposed on Councillors by this or any other enactment or by the Council;

Members shall not engage in any of the following:

- h) Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the CAO or a Designated Officer;
- i) Council may not delegate:
 - i. its power or duty to pass a bylaw;
 - ii. its power to make, suspend or revoke the appointment of a person to the position of CAO;
 - iii. its power to adopt budgets under Part 8 of the MGA;
 - iv. its power with respect to taxes under Part 10 of the MGA; and
 - v. its duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to a Council committee and authorized by bylaw.

7. General Duties of the Reeve and/or Presiding Officer

- a) Pursuant to Section 154 of the MGA, the Reeve is responsible to:
 - i. Preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
 - ii. Perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.
 - iii. The Reeve may be a Member of a board, commission, subdivision authority or development authority established under Part 17 only if the Chief Elected Official is appointed in the Chief Elected Official's personal name.
- b) The Reeve or Presiding Officer shall preserve order and decorum at all times.

- c) He/she shall, if necessary, call a Member to order and rule on Points of Order and Points of Procedure.
- d) It shall be the duty of the Reeve or Presiding Officer, whenever he/she understands a motion introduced to be contrary to the rules of the Council or inconsistent with the matter to which it is intended to refer, to apprise the Council thereof before such motion is debated upon or put to a vote, citing the rule applicable to the case.
- e) The Reeve shall act as spokesperson for the County, and co-ordinate the presentation of the County's position to the public and to other external public bodies, agencies and organizations.
- f) It shall be the duty of the Reeve or Presiding Officer, with respect to any meetings over which he/she presides, to:
 - i. receive and submit to a vote all motions presented by the Members of Council, which do not contravene the rules and regulations of committee or Council;
 - ii. announce the results of the vote on any motions so presented;
 - iii. authenticate by his/her signature, when necessary, all bylaws, minutes and resolutions of committee or Council;
 - iv. adjourn the meeting when business is concluded;
 - v. adjourn the meeting without a question being put or suspend or recess the meeting for a time to be named if considered necessary;
 - vi. represent and support Council, declaring its will and implicitly obeying its decisions in all things; and
 - vii. perform other duties when directed to do so by resolution of Council.

8. General Duties of the Deputy Reeve

- a) Pursuant to MGA Section 152, the Deputy Reeve is responsible to:
 - i. Act as the Reeve when the Reeve is unable to perform the duties of the Reeve, or if the office of the Reeve is vacant, and while so acting in the place and stead of the Reeve, shall have and may exercise all rights, powers, and authority of the Reeve in his/her absence.

9. Regular and Special Council Meetings

- a) **Regular Council meetings**
 - i. All Regular meetings of Council shall commence at 9:00 a.m. and shall be held once per month, with the specific dates for the upcoming year to be established by resolution of Council no later than December of the preceding year, unless otherwise determined by a vote of the majority of Members present.
 - ii. All Regular meetings of Council shall be held in the Council Chambers of the County administration building, unless otherwise agreed to by a majority of Members.
 - iii. A Council meeting shall be adjourned at 5:00 p.m. if in session at that hour, unless otherwise determined by a vote of the majority of Members present.
 - iv. When it is necessary to continue the meeting beyond the current day, the meeting will be reconvened on a date and time established by a two-thirds majority vote of Members present.
- b) **Special Council meetings (MGA Section 194)**
 - i. The Reeve may call a Special Council meeting whenever he/she considers it appropriate to do so; and,
 - ii. The Reeve must call a Special Council meeting if he/she receives a written request for the meeting, stating its purpose, from a majority of Members. This meeting must be held within fourteen (14) days after the date that the Reeve receives the request, or any shorter period provided for by bylaw.

- iii. The Reeve calls a Special Council meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
- iv. A Special Council meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting.
- v. No matter other than that stated in the notice calling the Special Council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council, by unanimous consent, agrees to deal with the matter in question.

c) Cancellation of Regular or Special Council Meetings

- i. A Regular or Special Council meeting may be cancelled:
 - 1. By a vote of the majority of Members at a previously held meeting.
 - 2. If Council changes the date, time or place of a regularly scheduled meeting, 24 hours' notice of the change must be given to any Member not present at the meeting at which the change was made, and to the public.
 - 3. Notice of a cancelled or rescheduled Regular Council meeting will be posted on the Flagstaff County website, and if time permits, advertised in the local newspaper.

d) Meetings through Electronic Communications

- i. Council or Committee meetings may be held through Electronic Communications so long as they are held in accordance with Section 199 of the MGA.
- ii. In accordance with Section 199(2.1) every Council must provide for public hearings, under Part 17 Planning and Development, to be conducted by electronic means.
- iii. The type of electronic means which will be utilized by the County is a video conferencing software such as Teams or Zoom.
- iv. In the event of a Public Hearing conducted by electronic means, or if a Council meeting or Committee meeting must be conducted entirely through electronic means:
 - 1. Notice of the meeting, including the method in which the meeting can be viewed, will be made available to the public on the website.
- v. Members may attend Council or Committee Meetings and public hearings by means of electronic communication.
- vi. A Member may attend Council or Committee meetings by means of electronic communication a maximum of three (3) times per calendar year, unless otherwise approved by Council.
- vii. A Member shall be permitted to attend a meeting using electronic communications if that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively.
- viii. 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.
- ix. The Reeve, Deputy Reeve or Presiding Officer shall announce to those in attendance at the Council meeting all Members attending the meeting by means of electronic communications.
- x. When a vote is called, Members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
- xi. When a Member attends a Closed meeting (In Camera) session via electronic communications, they will be required to confirm that they have attended the session alone in keeping with the definition in this bylaw of "Closed meeting (In Camera)". The Reeve, Deputy Reeve or Presiding Officer will request a verbal confirmation from each Member prior to the Closed meeting (In Camera) session commencing.

e) Agendas for Council Meetings

- i. The agenda package for each Regular and Special Council meeting shall be prepared by the CAO and published to the website for review by each Member, with every reasonable effort to be no later than 4:30 p.m., three (3) business days prior to the meeting.
- ii. If past the deadline, items may be brought forth for placement on the revised agenda. The revised agenda package will be published to the website for review by 4:30 p.m. the day before the meeting, or prior to the meeting.
- iii. Any Member, or any other person wishing to have an item of business placed on the agenda, shall make the submissions to the CAO not later than 12:00 noon, nine (9) business days prior to the meeting. Emergent items for inclusion in the upcoming meeting that are received after the deadline may be considered by the CAO. All submissions shall contain adequate information to the satisfaction of the CAO to enable the Members to consider the matter. A submission may be withheld from the agenda if it contains hate speech, discriminatory language, or defamatory language.
- iv. No item of business shall be considered by the Members if the item has not been placed on the agenda unless Members present, by a two-thirds majority vote, agree to the item being placed on the agenda. The Reeve, any Member or the CAO shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
- v. The general order of business on the agenda for a Regular Council meeting shall be as follows; however, the actual order may be adjusted by the CAO or Council as necessary:
 1. Call to Order
 2. Adoption of Agenda
 3. Public Hearings
 4. Delegations/presentations
 5. Adoption of Minutes
 6. Business Items
 7. Committee Reports
 8. Correspondence Items
 9. Information Items
 10. Closed (In Camera) sessions
 11. Adjournment

f. Delegations and Presentations to Council

- i. As part of the Regular Council agenda, an opportunity is provided for delegations and presentations to Council. All delegations and presentations shall be limited to thirty (30) minutes in duration unless Council allows otherwise.
- ii. Any individual, group or organization requesting to be placed on the agenda as a delegation must submit the request in writing to the CAO not less than nine (9) business days in advance of the Council meeting date. All groups or individuals giving presentations are required to provide written documentation to administration, which clearly outlines the nature of their business, including any financial or other requests being made to Council, for inclusion in the agenda package.
- iii. A submission may be withheld from the agenda if it contains hate speech, discriminatory language, or defamatory language.
- iv. Delegations requesting reappearance on a specific matter shall only be permitted to do so if the information to be presented is new or a significant addition to that which was previously presented.
- v. Council shall hear no more than four (4) delegations (other than staff presentations) at any one meeting of Council unless Council allows otherwise.
- vi. All rules of Council in this Procedural Bylaw shall apply to each and every Member of the delegation.

10. General Proceedings of a Council Meeting

a) **Quorum**

- i. When quorum is present at the time set for commencement of a Council meeting, the Reeve, or other Presiding Officer, shall take the chair and call the meeting to order.
- ii. If there is a quorum present at the time set for commencement of a Council meeting, but the Reeve or Deputy Reeve are not in attendance within fifteen (15) minutes after the time set for commencement, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution who shall preside during the meeting or until the arrival of the Reeve or Deputy Reeve.
- iii. If there is no quorum present within thirty (30) minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting. Notice of adjournment should be posted on the outside door of access to Council Chambers.

If at any time during a meeting quorum is lost, the meeting shall be recessed and if quorum is not achieved within fifteen (15) minutes, the meeting shall be adjourned.

b) **Attendance**

If a Member or administration arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting where a vote has been recorded; it shall be so recorded in the minutes.

c) **Voting**

Voting on all matters shall be done by a show of hands or verbally if required, in such a clear manner that the Reeve, or other Presiding Officer may easily count them.

d) **Recorded Vote**

In the case of a recorded vote, the vote shall be recorded in the minutes by name. Request for a recorded vote must be made by a Member prior to the call of the question.

e) **Pecuniary Interest**

- i. If a Member has a pecuniary interest (as defined in Section 170 of the MGA) in a matter before Council, the Member shall, in such case, report his/her status to Council, shall not discuss or vote on the matter, and leave Council Chambers until the vote has been completed. In all other cases every Member who is present in Council Chambers when the question is put forth, shall vote.
- ii. The Recording Secretary shall record in the minutes each time a Member excuses him/herself by reason of pecuniary interest.

f) **Motions**

- i. All motions shall be recorded by the Recording Secretary and be read upon request;
- ii. After a motion is moved, it becomes the property of Council;
- iii. The Reeve or other Presiding Officer cannot make a motion;
- iv. A motion submitted to Council does not require a seconder;
- v. No Member shall speak to a question or motion until recognized by the Reeve;
- vi. The Reeve and every Member shall vote on every matter unless, in a specified case, the Reeve or Member is excused from voting by resolution or by reason of pecuniary interest;
- vii. If a Member refuses or fails to vote on an issue, he/she shall be deemed to have voted in the negative on the matter and shall be so recorded;
- viii. A tied vote shall be deemed as defeated;
- ix. Motions shall be recorded in the minutes as “carried” or “defeated”.

g) **Amendments to Motions**

- i. An amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered as a new distinct motion.
- ii. An amendment must not propose a direct negative which would be considered out of order.
- iii. All amendments shall be put in the reverse order to that in which they are moved. Every amendment must be decided upon or withdrawn before the main question is put to a vote. Only one amendment shall be allowed on a main motion or to an amendment at one time.
- iv. There shall be no amendments to any motions for the appointment of any person to any office.

h) **Friendly Amendments**

- i. A friendly amendment is a proposed change to a motion prior to a vote, that is acceptable to the original mover and is usually minor and non-controversial. It should strengthen the original motion by clarifying its intent without affecting the substance of the motion.
- ii. A friendly amendment may be proposed by any Member and adopted if acceptable to the mover and there is no objection from any Member.
- iii. Only the motion as amended by the friendly amendment shall appear in the minutes.

i) **Motion to Reconsider or Rescind**

- i. Members may want to revisit previous decisions by moving a motion to either reconsider or rescind a motion that was voted on previously in accordance with this bylaw.
- ii. Motions to reconsider are made at the same meeting at which the original motion was voted on, while motions to rescind are made at a different meeting.
- iii. A motion to reconsider should be used when a motion is passed or defeated at a meeting and a Member wishes to reconsider the vote on the motion at the same meeting. If a motion is being reconsidered, the original motion is back on the floor as if the original mover of the motion had just made the motion:
 1. after a motion to reconsider is passed, the Reeve reopens debate on the original motion; and
 2. after debate is closed, the Reeve calls for a vote on the original motion.
- iv. A motion to reconsider shall not be allowed unless a majority of the Members present agree and it must be made by a Member who voted on the prevailing side.
- v. The same motion can only be reconsidered once during the same meeting, and a motion to reconsider cannot be reconsidered or rescinded.
- vi. A motion to rescind should be used when a resolution is passed at one meeting and the Member wishes to rescind the resolution at a different meeting. To rescind a resolution on a matter, the matter must:
- vii. be included on the agenda through a request from a Member submitted to the CAO in accordance with this bylaw; or
- viii. be added to an agenda through an emergent business item in accordance with this bylaw.
- ix. If a resolution is rescinded, the original motion is deemed null and void but it does not undo any actions that have been taken as a result of the resolution being passed.
- x. Any Member may make a motion to rescind.
- xi. A majority vote of two-thirds of the Members is necessary for the passage of a motion to rescind.
- xii. A motion to rescind cannot be reconsidered or rescinded.
- xiii. Motions to reconsider or rescind are debatable and cannot be amended.

j) **Motion to Refer** – means the opportunity to postpone the issue being addressed either to another time in the meeting or to another meeting. The resolution to refer allows for debate and amendment.

k) **Withdrawal of Motion** – the mover may withdraw his/her motion at any time before decision or amendment with the permission of all Members present. If a Member voices an objection to the

withdrawal, the Reeve shall put the matter to a vote. Majority vote shall permit withdrawal of the motion. Withdrawn motions shall not be recorded in the minutes.

l) **Motion to Table** – means the removal of the issue being addressed by Council indefinitely.

m) **Emergent Resolutions**

- i. Members may state the content of an emergent resolution by addressing the Reeve and describing its nature.
- ii. The Reeve or Presiding Officer shall allow Council to decide if the resolution may be presented.
- iii. A majority vote of Members shall allow the presentation of the resolution.
- iv. Should the vote to allow the presentation be defeated, then the Member may request the resolution be added to the agenda at the next Regular meeting.

n) **Closed Meeting (In Camera) Session**

- i. Pursuant to Section 197 of the MGA, 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 Access to Information Act, as follows:
 1. Section 19 - Disclosure harmful to business interests of a third party
 2. Section 20 - Disclosure harmful to personal privacy
 3. Section 21 - Disclosure harmful to individual or public safety
 4. Section 22 - Confidential Evaluations
 5. Section 23 - Disclosure harmful to law enforcement
 6. Section 24 - Workplace investigations
 7. Section 25 - Disclosure and Complaints
 8. Section 26 - Disclosure harmful to intergovernmental relations
 9. Section 27 - Cabinet and Treasury Board Confidences
 10. Section 28 - Local body confidences
 11. Section 29 - Advice from officials
 12. Section 30 - Disclosure harmful to economic and other interests of a public body
 13. Section 31 - Testing procedures, tests, and audits
 14. Section 32 - Privileged information
 15. Section 33 - Disclosure harmful to conversation of heritage sites, etc.
 16. Section 34 - Information that is or will be available to the public
- ii. When a meeting is closed, no resolution or bylaw may be passed at the meeting, except a resolution to revert to the meeting held in public.
- iii. Before closing all or any part of a meeting to the public, a Council or Council committee must by resolution approve:
 1. The part of the meeting that is to be closed, including the time and the names of those in attendance and;
 2. The basis on which, under an Exception to Disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, the part of the meeting is to be closed.
- iv. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- v. The CAO must pre-approve any closed meeting submissions for the Council agenda prior to inclusion on the agenda. Closed meeting matters may be added to the agenda subject to Council's approval.

o) **Public Participation in Meetings**

- i. The MGA states that the public has the right to be present at all Council or Council committee meetings.
- ii. Notice of all committee and board meetings shall be posted on the County website. This shall constitute notification to the public.
- iii. Any member of the public who, while in Council Chambers, interrupts or disturbs the proceedings of Council by words or actions, and who, when so requested by the Reeve, or other Presiding Officer, refuses to end such interruption or to leave Council Chambers if so requested, shall be guilty of an offence and liable on conviction to the penalties provided in the Criminal Code, Section 30, Preventing Breach of Peace, and shall be subject to removal from Council Chambers by a County Peace Officer or the police.

11. Bylaws and Proceedings

- a) Bylaws shall be passed in accordance with Sections 187 to 191 of the MGA.
- b) Every proposed bylaw must have three (3) distinct and separate readings.
- c) If a bylaw fails to receive third reading, it shall remain on the agenda to be dealt with at the next Regular meeting of Council.
- d) A proposed bylaw must not have more than two (2) readings at a Council meeting unless the Members present unanimously agree to consider third reading at that meeting.
- e) Every bylaw which has been passed by Council shall immediately after being signed and sealed with Flagstaff County's seal, be securely filed.

12. Public Hearings

- a) A Public Hearing will be held during a Regular or Special Council meeting in accordance with the Municipal Government Act (MGA) and this bylaw.
- b) Public Hearings shall be advertised to the public in accordance with the MGA.
- c) If the CAO deems it appropriate, the Public Hearing may be held in a venue other than the Council Chambers.
- d) The CAO may change the date, time and place of a Public Hearing. If any of the date, time or place is changed, the Public Hearing must be re-advertised.
- e) Wherever possible, Persons interested in speaking at a Public Hearing should register with and forward a written submission to the CAO no later than the end of the day prior to the commencement of the Public Hearing.
 - i. **Written submissions from members of the public:**
 1. Written submissions cannot be submitted marked "in confidence" or "confidential". Anyone who makes a submission that is marked in this manner will be contacted by Administration and notified that they may withdraw their submission or make a revised submission as per the provided submission deadlines. If no response is received the submission will be withdrawn.
 2. Anonymous submissions will be withdrawn as there is no way for Council to weigh the relevance of the contents.
 3. A submission may be withheld from the Agenda if it contains hate speech, discriminatory language, or defamatory language.
 4. The CAO will make reasonable efforts to redact email addresses, phone numbers and signatures from written submissions. No other information will be redacted.
- f) The Reeve, or other Presiding Officer, shall declare the Public Hearing open and shall outline the Public Hearing procedures.

- g) Administration shall introduce the Resolution or Bylaw and shall briefly state the intended purpose followed by an applicant who may have up to ten (10) minutes to provide comments on the application.
- h) The Reeve, or other Presiding Officer, shall then open the floor to public presentations.
- i) The Reeve, or other Presiding Officer, shall call upon those who have registered to speak first, followed by others in attendance at the Meeting who wish to speak to the item.
- j) The Reeve, or other Presiding Officer, shall request those who wish to speak on the matter to state their name and legal land description prior to their presentation. Anyone who does not identify themselves shall not be given the opportunity to speak.
- k) Verbal presentations shall be limited to ten (10) minutes per presentation unless Council consents to extend the allotted time.
- l) Council shall limit questions of clarification to a total of five (5) minutes per presentation, unless Council consents to extend the allotted time.
- m) Following Public presentations, the Reeve, or other Presiding Officer, may choose to close the Public Hearing.
- n) If a Public Hearing is recessed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the Public Hearing.
- o) Once the Public Hearing is closed, Council or Administration shall not receive any additional information on the proposed Bylaw or Resolution without reopening the Public Hearing.
- p) Debate concerning matters raised at the Public Hearing shall take place during a Regular Council Meeting following the Public Hearing and at the discretion of the Reeve and Council.
- q) **Voting on Matters Related to a Public Hearing:**
 - i. The Bylaw or Resolution that is the subject of the Public Hearing is put on the floor for Council's consideration.
 - ii. When a Public Hearing on a proposed Bylaw or Resolution is held, a Member of Council:
 - 1. Must abstain from voting on the Bylaw or Resolution if that Member of Council was absent from all of the Public Hearing.
 - 2. May abstain from voting on the Bylaw or Resolution if that Member of Council was only absent from a portion of the Public Hearing.
- r) Written Minutes of Public Hearings will become part of the Council Meeting minutes, and will reflect names, and if a Presenter speaks for or against a Bylaw or wants to make general comments on a Bylaw.
- s) **Attending Public Hearings through Electronic Means**
 - i. Public Hearings with participation by electronic means are authorized to be held either through video or tele-conference systems as deemed appropriate by the CAO.
 - ii. In the notice of the Public Hearing, the CAO shall provide for the method in which the public can view the meeting remotely.
 - iii. It is recommended that individuals that wish to speak through electronic means during a Public Hearing pre-register to speak by submitting their contact information to the CAO by 4:00 pm on the day before the Public Hearing.
 - 1. Individuals will be required to provide their contact information to be used in the event that they are disconnected from the Public Hearing and to identify them in the hearing proceedings. The County will make a reasonable attempt to re-connect with any pre-registered speaker in the event that they are disconnected but reserves the right to proceed with the Public Hearing at their discretion.
 - iv. During the Public Hearing process, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Reeve.
 - v. After the Applicant's presentation, individuals that would like to speak in the Public Hearing, and that have pre-registered to speak, will be invited to provide their presentation to Council when requested by the Reeve, or other Presiding Officer. They will be provided ten (10) minutes for their presentation unless an extension is granted by the Reeve. The Reeve may permit other

individuals that are attending remotely, but have not pre-registered, the opportunity to speak at the Reeve's discretion.

- vi. Councillors that are attending a Public Hearing through Electronic Means are required to turn on their video either before, or during, the Public Hearing so that their identity can be confirmed by the Reeve. In the event that video cannot be enabled, the Reeve shall determine the Councillors identity through a means they deem acceptable.

13. Severability

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

14. Repeal

This Bylaw repeals Flagstaff County Bylaw 09/24 dated the 20th day of November 2024.

15. Effective Date

This Bylaw comes into force on the day it is finally passed.

READ a first time this _____ day of _____, 2025.

READ a second time this _____ day of _____, 2025.

READ a third time and finally passed this _____ day of _____, 2025.

.....
Reeve

.....
Chief Administrative Officer

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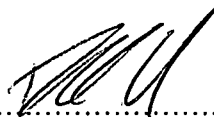
15. Effective Date

This Bylaw comes into force on the day it is finally passed.

READ a first time this 16 day of July, 2025.

READ a second time this 16 day of July, 2025.

READ a third time and finally passed this 16 day of July, 2025.


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Reeve


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Chief Administrative Officer