

**TOWN OF CROSSFIELD
COUNCIL PROCEDURAL BYLAW
BYLAW NO. 2025-16**

Being a Bylaw of the Town of Crossfield in The Province of Alberta, to provide for the orderly proceedings of meetings held by Council and the various board, committee and other bodies established by Council.

WHEREAS, the Town of Crossfield Council may pass bylaws establishing procedures to be followed by Council, committees, and other bodies established by Council pursuant to the *Municipal Government Act*.

AND WHEREAS the Town of Crossfield may pass bylaws establishing procedures for public hearings pursuant to the *Municipal Government Act*.

NOW, THEREFORE, the Council of the Town of Crossfield duly assembled enacts as follows:

SECTION 1: TITLE

1.1 This Bylaw shall be known as the "Council Procedural Bylaw"

SECTION 2: DEFINITIONS

2.1 In this bylaw:

- a. **"Act"** means Municipal Government Act, R.S.A. 2000, c.M-26, any regulations thereunder, and any amendments or successor legislation thereto.
- b. **"Administration"** is the employees of the Town of Crossfield.
- c. **"Agenda"** means the items of business of a meeting and the associated reports, bylaws or other documents and includes the order of business and time for said meeting.
- d. **"Chair"** means the Mayor, Deputy Mayor or other person who has authority to preside over a meeting.
- e. **"Chief Administrative Officer (CAO)"** means the person appointed to the position by Council under section 205 of the Act.

- f. **"Clerk"** means the person appointed as Recording Secretary for meetings of Council.
- g. **"Closed Session"** means a meeting or portion of a meeting that is closed to the public in accordance with section 197 of the Act.
- h. **"Council Committee"** means a committee, board, commission, or authority, task force of any other public body established by Council under the Act.
- i. **"Council"** means the elected officials (Mayor and Councillors) of the Town of Crossfield.
- j. **"Delegation"** means a member or members of the public or group of persons who request to appear before the Council to address a specific matter.
- k. **"Deputy Mayor"** means a member of Council appointed by Council to act as the mayor when the mayor is unable to perform the duties of the mayor, or if in the office of Mayor is vacant.
- l. **"Electronic Participation"**: The participation of a member in a meeting through electronic means, including but not limited to telephone, video conferencing, or other communication technologies that allow all participants to hear and be heard by each other in real time. Electronic Participation shall be permitted in accordance with the provisions of this bylaw and any applicable legislation.
- m. **"General Election"** means a municipal election held in the Town of Crossfield to elect the members of Council, as described in the Local Authorities Election Act.
- n. **"Inaugural Meeting"** means the Organizational Meeting immediately following the General Election.
- o. **"Mayor"** is the member of Council duly elected as Chief Elected Official in accordance with the Local Authorities Election Act and continuing to hold office.
- p. **"Meetings"** means an organizational, inaugural, regular or special meetings of Council or a Committee where resolutions and bylaws are formally ratified pursuant to the act.
- q. **"Member"** means a member of Council.
- r. **"Motion"** means a proposal for action by Council.
- s. **"Municipality"** means the Town of Crossfield.

- t. **Notice of Motion** is a means by which a Member of Council may bring business before Council for consideration or propose a decision or action for the meeting.
- u. **"Pecuniary Interest"** means a pecuniary interest pursuant to the Act.
- v. **"Point of Order"** means a demand that the Chair enforce the rules of procedure.
- w. **"Postpone, Postponing or Postponed"** means a motion to delay action on a pending matter either to a certain date and time, meeting or until after a certain event or indefinitely.
- x. **"POPA"** means the Alberta Protection of Privacy Act.
- y. **"Public Hearing"** mean a public hearing held pursuant to the Act or any other legislation, whether statutory or non-statutory.
- z. **"Public Question Period"**: is an opportunity for members of the public to either ask Council a question or to make a statement to Council.
- aa. **"Question of Privilege"** means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council committee or individual members, some examples of which include requests related to heating, lighting, noise or other disturbances in Council chambers, conduct of members of the public or fellow members.
- bb. **"Quorum"** is the minimum number of members who must be present at a meeting in order to conduct business, which is a majority of members. The Town of Crossfield Council consists of seven (7) Members. Four (4) members of Council form a quorum.
- cc. **"Resolution"** means a declaration of Council's intention with respect to a particular matter for a specific action which requires a majority vote.
- dd. **"Table or Tabled"** means to temporarily delay consideration of any matter.
- ee. **"Town"** means the Corporation of the Town of Crossfield.
- ff. **"Unanimous Consent"** means a proposal for action on a matter that is brought before Council or a committee without requiring a motion as provided for in this bylaw. If unanimous consent is not provided, the proposal for action on a matter may be brought forward as a motion.

SECTION 3: PURPOSE & APPLICATION

- 3.1 This Bylaw applies to all meetings of Town Council and committee meetings and to those participating in and attending those meeting. The procedures established in this bylaw are to be used for the orderly consideration of business and are to be applied in the spirit of fairness, equality, and common sense.
- 3.2 Despite section 3.1, this bylaw does not apply to the Subdivision and Development Appeal Board and Assessment Review Boards.
- 3.3 This bylaw applies when Council acts as the:
- 3.3.1 Subdivision Authority in accordance with the *Subdivision Authority Bylaw* or otherwise from time to time; and
 - 3.3.2 Development Authority in accordance with the *Land Use Bylaw*, a direct control bylaw, or otherwise from time to time.
- 3.4 Despite the procedures established in this bylaw, if a committee establishes procedures that differ from the procedures in this bylaw, the procedures of the committee take precedence to the extent of the difference.
- 3.5 The precedence of the rules governing the procedure of Council is:
- a. *The Municipal Government Act*
 - b. Other provincial legislation
 - c. This bylaw and any amendments thereto
 - d. Robert's Rules of Order

Interpretation

- 3.6 Meeting procedures are a matter of interpretation by the Chair, subject to the rights and privileges of Members. The Chair is encouraged to seek advice when interpreting meeting procedures.
- 3.6.1 Although meeting procedures are a matter of interpretation by the Chair, it is the responsibility of all members to ensure that the procedures in this bylaw are followed during meetings.
- 3.7 If a matter of procedure arises that is not contemplated in this bylaw, the matter is decided by reference to the most current edition of Robert's Rules of Order. If there is a conflict between this bylaw and the most current edition of Robert's Rules of Order, this bylaw takes precedence to the extent of the conflict.

Suspension of the Rules

3.8 In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of two-thirds of all Members present. A motion to temporarily alter or suspend this Bylaw is not debatable or amendable.

3.8.1 Rules in this bylaw originating from the Act or other governing legislation cannot be suspended.

3.9 A resolution waiving any provision of this Bylaw as provided for in this Section shall only be effective for the meeting during which it is passed.

3.10 If a suspendable rule in this bylaw is inadvertently not followed during a meeting, the rule is deemed to have been suspended for that specific case.

SECTION 4: CHAIR

Chair of Council and Closed Session Meetings

4.1 The Mayor is the Chair and presides over Council meetings when they are present and able to perform the duties of the position in accordance with section 154(1)(a) of the Act.

4.2 The Deputy Mayor is the Vice-Chair and presides over Council meetings when the Mayor is absent or unable to perform the duties of the position in accordance with section 152(2)(a) of the Act.

4.2.1 The Deputy Mayor has the same powers and responsibilities as the Mayor under this bylaw when presiding over Council meetings.

Responsibilities of Chairs and Vice-Chairs

4.2. The Chair of a meeting is responsible for:

4.2.1 presiding over the Meeting when in attendance unless otherwise specified by this bylaw or other Town of Crossfield bylaws, policies, and procedures;

4.2.2 presiding over conduct at meetings, including providing for the orderly consideration of business, preserving good order and decorum, deciding on and responding to procedural questions, ruling on points of order and points of privilege, and responding to challenges of the Chair;

- 4.2.3 managing the flow of business at Meetings, including changing the order of the agenda when appropriate and calling for recesses or for the meeting to stand at ease without requiring a resolution; and
 - 4.2.4 providing for the orderly queuing of speakers and ensuring that each Member who wishes to speak on a matter or motion is provided an opportunity to do so in accordance with this bylaw.
- 4.3 The Chair has the same rights and privileges as any other Member except for when they intend to move a motion on a matter. When the Chair wishes to move a motion on a matter, they must:
- 4.3.1 vacate the position of Chair and request that the Vice-Chair, or an Acting Chair if required, assume the position of Chair for the duration of that matter; and
 - 4.4.2 reassume the position of Chair when consideration of the matter has concluded.
- 4.4. When the Chair is absent from a meeting or unable to perform the duties of the position, the Vice-Chair presides over the meeting. The Vice-Chair has the same powers and responsibilities as the Chair under this bylaw when presiding over meetings

SECTION 5: QUORUM

- 5.1 If a Member is unable to attend a meeting, that Member must advise the Chair and the Chief Administrative Officer of their absence and the reasons for their absence as soon as possible after they are aware that they will be unable to attend.
- 5.2 Quorum for Council is a majority of Members and quorum for Council Committees is a majority of Members of the Council Committee, unless specified otherwise by this or any other bylaw, or the Act.
- 5.3 If quorum is not present within 30 minutes following the scheduled start time of a meeting, the Clerk shall record the names of the Members present and Council shall stand adjourned until the next meeting unless a special meeting is called before or after the next regular meeting to deal with business of the adjourned meeting.

Lost Quorum

- 5.4 Whenever a vote on a motion before Council cannot be taken because of a loss of quorum, the loss of quorum resulting from:

5.4.1 The declaration of a Pecuniary Interest or conflict of interest; or

5.4.2 a Member not being present for all or part of a public hearing;

Then the motion shall be the first order of business to be proceeded with a disposed of at the next Council or Closed Session under that particular order of business.

5.5 If a quorum is lost for any reason other than those in section 5.3, the meeting will be deemed to be adjourned.

SECTION 6: SCHEDULING MEETINGS

Scheduling Regular Council Meetings

6.1 At its annual organizational meeting, Council schedules regular Council Meetings for the following year as required, except for the Subdivision and Development Appeal Board and Assessment Review Boards.

6.1.1 If a regular meeting falls on a statutory holiday, the Meeting will take place on the next business day or unless otherwise specified by council.

6.2 Council may from time-to-time schedule additional regular Council meetings by resolution.

6.3 All Members must be present when scheduling regular Council meetings pursuant to Section 193(1) of the Act.

6.4 Regular meetings of Council shall adjourn not later than 11:00 p.m. Upon a majority vote of council, the meeting may be extended in half hour increments but no later than 12 a.m. (midnight).

6.5 At the discretion of Council, Council may take a summer recess during the months of July and August.

Scheduling Special Council

6.6 Special Council meetings may be called by the Mayor in accordance with section 194 of the Act.

Notice of Council

6.7 Notice of regular Council meetings, as well as organizational and Inaugural Meetings of Council, is provided in accordance with the Act and the *Public Notification bylaw*.

6.7.1 If time permits, notice is provided for at least two consecutive weeks prior to a Meeting. If time does not permit, notice is provided for as much time as possible prior to the meeting.

6.8 Notice of special Council Meetings is provided in accordance with the Act and the *Public Notification bylaw*.

6.8.1 If time permits, notice is provided for two consecutive weeks prior to a special Meeting. If time does not permit, notice is provided for as much time as possible prior to the special meeting

Rescheduling and Cancelling Council

6.9 Council may change the date, time, or place of a Meeting by resolution or with the written consent of a majority of Members. Notice of the change is provided in accordance with section 193(3) of the Act.

6.10 Council meetings may be cancelled:

6.10.1 By resolution passed at a meeting prior to the meeting to be cancelled with not less than 24 hours' notice of the cancellation.

6.10.2 Notice of the cancellation is provided in accordance with the Public Notification Bylaw; or

6.10.3 With the written consent of a majority of Members with not less than 24 hours' notice of the cancellation. Notice of the cancellation is provided in accordance with the *Public Notification Bylaw*.

SECTION 7: COUNCIL MEETINGS

Inaugural Meetings of Council

7.1 Council must hold its inaugural meeting no later than two weeks after the third Monday in October following the General Election as set out in the Act.

7.2 During the Inaugural Meeting:

7.2.1 The Chief Administrative Officer calls the meeting to order and presides over the oaths of office for the Mayor.

- 7.2.2 Once appointed, the Mayor presides over the oath of office for the remaining Members of Council.
- 7.2.3 The Deputy Mayor appointment will be determined by Council as a whole.
- 7.2.4 The Mayor then presides over the appointment of the Deputy Mayor and their oath of office.
- 7.2.5 The Mayor then presides over the remainder of the Inaugural Meeting.
- 7.2.6 Council must establish the seating arrangement of Council. The Mayor shall occupy the seat at the centre of the Council table and;
- 7.2.7 All other matters required by section 7.4 must be dealt with.

7.3 In the event of a By-Election, the newly elected Member(s) will be sworn in at the next scheduled regular Council Meeting as determined at the previous year's Annual Organizational Meeting, following the By-Election.

Organizational Meetings

7.4 Council holds an annual organizational Meeting pursuant to section 192 (1) of the Act.

7.5 At the Organizational meeting, Council must:

- 7.5.1 Conduct other business as identified within the agenda on the Organizational meeting including but not limited to:
 - i. Council Strategic Priorities as updated.
 - ii. Setting the time, dates and location for regular Meetings
 - iii. Confirmation of the location of the municipal office
 - iv. Administration/Chief Administrative Officer Update
 - v. Board and Committee Appointments.
 - vi. Review of the Council Code of Conduct
 - vii. Review of the Council Procedural Bylaw (if the first organizational meeting of the Council term)
 - viii. Review of Council policies (i.e., Council Remuneration, travel, Council use of Municipal Assets, External Communications policy, etc.)

SECTION 8: RECORDING AND LIVESTREAMING MEETINGS

8.1 Council Meetings are recorded and livestreamed to the public with the exception of Closed Sessions.

8.2 If there are technical difficulties while livestreaming that are unable to be resolved, the Chair advises those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on the Town's public website.

8.2.1 The meeting may continue without a livestream provided that the meeting can still be recorded by other means and the recording can be made available on Town's public website after the meeting is adjourned.

8.3 The use of audio/video recording devices or photographs by the public or the media during a Meeting is prohibited unless authorization is provided by the Chair and Chief Administrative Officer.

8.4 Meeting recordings will be retained and provided in accordance with the Town's bylaws, policies, and procedures. Meeting recordings will only be transcribed by the Town if required in connection with any litigation, audit, or investigation

SECTION 9: ELECTRONIC PARTICIPATION IN MEETINGS

9.1 Members are expected to participate in Meetings in-person unless there is a clear need to participate electronically. Members may participate in an in-person meeting electronically in accordance with this bylaw.

9.2 Council and/or the Chief Administrative Officer may attend a Council meeting by means of electronic or telephonic communication which may include video conference and telephone conference, including Microsoft Teams.

9.3 The Chair cannot electronically preside over in-person Meetings and must vacate the position for that Meeting if they wish to participate electronically.

9.4 Any Member, except for the Member presiding over the meeting, may participate in a meeting electronically, for the following reasons:

9.4.1 The Member is in a location outside the Town for any reason.

9.4.2 The Member is unable to attend in-person due to personal, medical or family reasons.

So long as they participate in a location that is free of distractions, secure, and appropriate for participation in the meeting.

9.5 Electronic Participate can only be held if there is Quorum for other in-person Members present in Council Chambers to ensure the Meeting can continue should remote access to the Meeting fail.

- 9.6 Electronic Participation cannot exceed a maximum of six (6) meetings per year for each Member.
- 9.7 The Chair has the authority to end a Member's electronic participation in a meeting if, in their determination, it is disruptive to the meeting, or the location of the Member is not secure or appropriate.
- 9.8 Members must notify the Mayor and Chief Administration Officer as soon as they are aware of their need to participate in a Meeting electronically.
- 9.9 Upon receipt of a Electronic Participation request, the Clerk will provide the Member with instructions for joining the Meeting which will include the access link, date and time of the Meeting.
- 9.10 The Chair shall announce to those in attendance at the meeting that the Member is participating electronically.
- 9.11 Members participating in a meeting electronically must have their cameras activated and be visible to the other Members of the meeting to be considered present, unless otherwise permitted by the Chair. Unless otherwise permitted by the Chair, Members will be considered absent from the meeting if their cameras are not activated or if they are not visible during the meeting.
- 9.12 The Member shall make every effort to reconnect via the remote access link provided, should the connection be lost.

SECTION 10: HOLDING MEETINGS AND HEARING ELECTRONICALLY

- 10.1 All meetings will be video streamed to the internet and be available through archives providing the equipment is functional and no technical difficulties are experienced. The Town cannot guarantee that the video streamed footage will always be available.
- 10.2 Council Meetings and hearings may be held entirely electronically so long as they are held in accordance with section 199 of the Act and comply with the Public Notification Bylaw and participation requirements of the Act.
- 10.3 The Chair may direct those meetings or hearings be held electronically through Microsoft Teams if, in their determination, electronic meetings are desirable or if they are required during emergency, public health, or disaster events.
- 10.4 When a meeting or hearing is held electronically:

- 10.4.1 all participants must identify themselves by name through their usernames on Microsoft Teams and may further identify themselves by position or organization if they wish.
 - 10.4.2 Members participating in a meeting electronically must have their cameras activated and be visible to the other Members of the meeting to be considered present, unless otherwise permitted by the Chair. Unless otherwise permitted by the Chair, Members will be considered absent from the meeting if their cameras are not activated or if they are not visible during the meeting.
 - 10.4.3 All materials that would otherwise be available during an in-person meeting or hearing will be made available through the Town's official website.
- 10.5 The Chair must be physically present to preside over a meeting or hearing that is being held electronically. If the Chair wishes to participate in the meeting electronically, they must vacate the position for that meeting or hearing.
- 10.6 The Chair has the authority to end a Member's electronic participation in an electronic meeting or hearing if, in their determination, it is disruptive to the meeting or hearing, or the location of the Member is not secure or appropriate.

SECTION 11: CLOSED SESSIONS

- 11.1 Council may consider a matter or a portion of a matter, in Closed Session only in accordance with Section 197 of the Act and the applicable section of the *Protection of Privacy Act (POPA)*.
- 11.2 Closed Sessions may be held electronically, and Member may participate in a Closed Session Electronically in accordance with this bylaw.
- 11.3 Closed Session Meetings will be held without the presence of public unless invited by the Chair or CAO upon direction from the Chair.
- 11.4 All Members may participate in a Closed Session except if a Member abstains from participating in the matter to be considered in the Closed Session in accordance with the Act.
- 11.5 In accordance with section 197 (4) of the Act, Council must pass a Resolution to move into a Closed Session that specifies the matters to be considered in the Closed session

and the applicable sections of the *Protection of Privacy Act*. This is to be done in the public portion of the Council Meeting. The Resolution must include:

- 11.5.1 listing of the specific sections(s) under Part 1, Division 2 Exceptions to Disclosure of the FOIP Act, which provides the legislative authority to discuss the matters in a closed meeting.
 - 11.5.2 the time of day the resolution is being made and
 - 11.5.3 the attendees who will remain in the Closed session
- 11.6 The Chair of a meeting presides over any Closed Sessions held at that meeting and ensures that only those matters included in the resolution to move into Closed Session are considered during the Closed Session.
- 11.7 Council or a committee cannot pass resolutions during a Closed Session except for a resolution to move back into open session pursuant to section 197(3) of the Municipal Government Act. All decisions arising from a Closed Session must be made by resolution passed in open session.
- 11.8 Those attending a Closed Session must not record, take notes, or otherwise document the proceedings of the Closed Session except for the Chief Administrative Officer for the purpose of recording meeting minutes.
- 11.9 All proceedings, discussion, opinions, advice, and materials provided in Closed Sessions are confidential and must remain in confidence indefinitely by those attending the Closed Session unless their release is directed by Council or the committee.
- 11.10 Before considering motions following a Closed Session, the Chair of the meeting will provide reasonable notice to the public that the meeting is back in open session and will allow sufficient time for the public to return to the meeting in accordance with section 197(5) of the Act.

SECTION 12: MEETING AGENDAS

Preparation of Agenda

- 12.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained within the agenda for the meeting.
- 12.2 Agenda items initiated by Members of Council, to be included in the agenda are submitted through the Chief Administrative Officer. The Chief Administrative Officer shall assign the responsibility to the appropriate department to ensure the item is included in the agenda with the required background information.
- 12.3 All submissions for agenda items are received by the Clerk by noon Tuesday two weeks prior to the scheduled Meeting.
- 12.4 Council meeting agendas are established by the Chief Administrative Officer and approved by the Mayor prior to them being published to Council, and the Mayor may reschedule agenda items to maximize the efficiency and effectiveness of the meeting.
- 12.4.1 The Deputy Mayor approves the agendas and reschedules any agenda items if the Mayor is absent or unable to do.
- 12.5 The Clerk shall prepare the agenda together with copies of all reports and communications to be dealt with at each regular Council meeting.

Agenda Delivery

- 12.6 After agenda approval by the Mayor or Deputy Mayor, the Clerk will prepare the agenda together with copies of all reports and communications to be dealt with at each regular Council Meeting with copies provide to:
- 12.6.1 Members of Council
- 12.6.2 Chief Administrative Officer
- 12.6.3 Published on the Town website

no later than 4:00 p.m. the Thursday prior to the regular Council meeting.

Order of Business

- 12.7 The order of business for a Meeting shall be as follows:
- Call to order
 - Approval of agenda for current meeting
 - Adoption previous meeting(s) minutes

- Public Hearing
- Subdivision
- Delegation(s)
- Business Arising from Past Minutes
- Bylaws/Policies
- Action & Decisions
- Financial
- Notice of Motions
- Council Business
- Administrative Update & Outstanding Items List
- Correspondence (Informational Items)
- Closed Session
- Public Question Period (PLEASE NOTE: Residents must now pre-register their question. Please refer to section 21)
- Adjourn

12.8 If there is no item for the Agenda section listed above, then that section shall not be listed on the Agenda.

12.9 When a change in the order of business is desired at a meeting, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council agenda without a unanimous vote of the majority of Council.

Addendums to the Agenda

12.10 The Chief Administrative Officer may prepare and publish addendums to Council meeting agendas with approval by the Chair. Agenda addendums may include the following:

- 12.10.1 supplementary reports and materials.
- 12.10.2 revised or corrected reports and materials.
- 12.10.3 reports and materials for emergent business items.
- 12.10.4 additional public submissions or public submissions not included in the agenda
- 12.10.5 anything else that, in the determination of the Chief Administrative Officer, is required for consideration of business at the meeting.

12.11 The Clerk publishes Council agenda addendums to Council and on Town's official website no later than two business days prior to the meeting.

Updates and Adoption of an Agenda

- 12.12 Meeting agendas must be adopted by resolution prior to consideration of any business at a Council or committee meeting. When an agenda is adopted, the adoption includes any addendums to the agenda published by the Clerk.
- 12.13 After an agenda has been published to Council or a committee, Council or the committee may only add or remove items from an agenda by resolution. Updates to an agenda should be considered prior to the adoption of the agenda at the meeting.
- 12.13.1 Despite this bylaw, Council or a committee may only add or remove items from a special meeting agenda by resolution passed by a majority of Members and only if the entire Council or committee is present at the special meeting pursuant to section 194 (5) of the Act.
- 12.14 After an agenda has been adopted by Council or a committee, Council or the committee may only add or remove items from the agenda by resolution passed unanimously by all Members present at the meeting.

Emergent Business

- 12.15 Only emergent business items may be added to a Council or committee meeting agenda after the agenda has been published to Council or the committee. Emergent business items are matters that were not included on a meeting agenda but due to urgency, time constraints, or unusual circumstances must be considered at the meeting.
- 12.16 The Chief Administrative Officer or a member may propose that an emergent business item be added to a meeting agenda. Emergent business items must be added to an agenda by resolution.
- 12.16.1 When Administration proposes an emergent business item, the Chief Administrative Officer provides reasons why the item should be considered as emergent business at the meeting.
- 12.16.2 When a Member proposes an emergent business item, the Member provides reasons why the item should be considered as emergent business at the meeting.
- 12.17 When considering whether to add an emergent business item to the agenda, Council or the committee should consider, but is not bound or limited to considering, the following:
- 12.17.1 The reasons provided by the Chief Administrative Officer or Member.

- 12.17.2 Whether the matter could be considered at a future meeting.
- 12.17.3 Whether enough information is available to properly consider the matter.
- 12.17.4 Whether the matter requires prior advertisement or notification in accordance with this bylaw, the Act, or other governing legislation.

SECTION 13: CONDUCT AT MEETINGS

Member Conduct at Meetings

- 13.1 When in attendance at a Council or committee meeting, Members must maintain order and decorum during the meeting. Members must:
 - 13.1.1 Speak and listen respectfully to all those participating or attending the meeting.
 - 13.1.2 Be acknowledged by the Chair prior to speaking.
 - 13.1.3 Use parliamentary language whenever possible.
 - 13.1.4 Respect the rules and proceedings of Council or the committee.
 - 13.1.5 Refrain from side conversations with each other when another person is speaking.
 - 13.1.6 Respect the decisions of the Chair and of Council or committee, respect the submissions made by the public, and respect the advice provided by Administration.
- 13.2 If a Member continues to breach the rules in this bylaw, the Chair may request that another member move a motion to remove the unruly Member from either the balance of the meeting or until such a time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion passes, the member must leave the meeting.
- 13.3 If the Chair continues to fail to adhere to the rules of this bylaw, a Member may move a motion to remove the unruly Chair from either the balance of the meeting or until such a time provided in the motion so long as that time does not extend beyond the balance of the meeting. If the motion passes, the Chair must leave the meeting.
- 13.4 If the Chair or a member has been directed to leave the meeting in accordance with this bylaw, the Chair or member may provide an explanation and apology for their behaviour. If the remaining members find the statement satisfactory, the Members may by resolution allow the offending Member to remain or return to the meeting.

Public Conduct at Meetings

- 13.5 When in attendance at a Council or committee meeting, the public must maintain order, decorum, and quiet for the duration of the meeting. The public must not:
- 13.5.1 Approach or address, or attempt to approach or address, Council or the committee without prior permission being granted.
 - 13.5.2 Otherwise disturb or interrupt the proceedings of Council or the committee.
- 13.6 The Chair may direct that a person be expelled from a meeting for disturbing or interrupting the proceeds of a meeting, or for otherwise acting improperly during the meeting in accordance with section 198 of the Act.
- 13.7 Public attendees of Council and Council Committee meetings shall not be permitted to electronically record the meeting. A recording made of a Council or Council Committee Meeting is a record of the Municipality, and its collection, use disclosure, retention and destruction shall be governed by the provisions of the POPA.

SECTION 14: DELEGATIONS AND PUBLIC REQUESTS TO ADDRESS COUNCIL

- 14.1 Members of the public wishing to address Council or a committee, either with a verbal presentation or with a written submission, for an agenda item that is not a public hearing must complete the delegation presentation to Council request form as outlined within Schedule A and submit the completed form to Clerk.
- 14.2 The Chief Administrative Officer will review the request in consultation with any impacted department(s) and may:
- 14.2.1 Undertake an administrative review and provide a written response to the individual or group to satisfy the request for an appointment with Council.
 - 14.2.2 Advise Council, or the committee of the request and the reasons provided by the requestor and add the appointment to the next regular Council meeting agenda, subject to the Mayors approval.
 - 14.2.3 Add the appointment to a future Council meeting agenda if:
 - a. Requested by the individual or group making the request; or
 - b. If Administration requires more time to properly investigate and report on the matter.
- 14.3 Delegation participants will have a maximum of 10 minutes to present unless an extension is granted by the Chair. Council may ask clarifying questions.

- 14.4 In questioning Delegates at the Council meeting, Members will only ask those questions which are relevant to the subject to the appointment and will avoid repetition of questions.
- 14.5 Delegates will speak only on their presentation topic and may only address Council once on a particular topic in a 12-month period.

SECTION 15: MINUTES

- 15.1 Minutes of all Council meetings shall contain:
 - 15.1.1 The full corporate name
 - 15.1.2 The type Council meeting – Regular, Special or Organizational
 - 15.1.3 The date, hour and place of Council meeting
 - 15.1.4 The name of all Council members in attendance and absent.
 - 15.1.5 The name of the chairperson
 - 15.1.6 The names of the attending Chief Administrative Officer, Clerk, Administration, including each person's title.
 - 15.1.7 An item that corresponds with every item on the agenda for that meeting
 - 15.1.8 Resolutions/motions
 - 15.1.9 The name of any Member leaving or joining the meeting shall be recorded along with the time the Member left of joined the meeting
 - 15.1.10 Signature of the Chairperson and Chief Administrative Officer
- 15.2 Minutes be recorded in the English language, without note or comment, as specified in the Act.
- 15.3 The Clerk shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member for the next meeting.
- 15.4 The Chair shall present the minutes to Council with a request for a motion to adopt the minutes at the next regular Council meeting.
- 15.5 Any Member may make a motion requesting that the minutes be amended to correct any inaccuracy or omission; however, the Clerk should be advised of the change to the minutes before they are officially adopted by Council.
- 15.6 Only minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

- 15.7 Adopted minutes of Council meeting must be signed by the Chair presiding at the meeting, and a Chief Administrative Officer or their designated officer.
- 15.8 Un-adopted minutes will be posted on the Town's official website as soon as available. Adopted minutes will be posted to the municipal website upon signature of signing authorities.

SECTION 16: MEETING PROCEEDINGS

- 16.1 All proceedings during a meeting must be directed through the Chair, including presentations, questions, responses, and debate. The Chair, when directing the proceedings of a meeting, should apply the rules in this bylaw in the spirit of fairness and to advance the business before Council or the committee.
- 16.2 The order of business conducted at a meeting is determined by the Chair, subject to:
- 16.2.1 the time of any advertised public hearings or any matters scheduled for a specific time.
 - 16.2.2 a request or Point of Order raised by a Member.
 - 16.2.3 a request raised by Administration.
- 16.3 No Member or participant in a meeting may speak until they are recognized by the Chair unless they are attempting to gain the attention of the Chair, in which case they must do so in the least disruptive way possible.
- 16.4 Unless otherwise permitted by the Chair, Members may speak twice on a matter or motion, once to ask questions and once in debate. The Chair may allow members to speak more than twice on a matter or motion in the following cases:
- 16.4.1 the Member is seeking clarification from another Member, from Administration, or from a presenter.
 - 16.4.2 the Member is responding to a question or comment made by another member, by Administration, or by a presenter.
 - 16.4.3 the matter under consideration warrants, in the determination of the Chair, further questioning or debate.
 - 16.4.4 to allow the mover of a motion to close debate.
 - 16.4.5 for any other reason that the Chair, in their determination, considers reasonable.

SECTION 17: ABSTENTIONS
PECUNIARY INTERESTS AND CONFLICT OF INTEREST

Pecuniary Interests and Abstentions

- 17.1 When a Member is aware or reasonably believes that they have a Pecuniary Interest in a matter before Council or a committee, the member must disclose their Pecuniary Interest and abstain from participating in the matter in accordance with section 172 of the Act.
- 17.2 If the Member is attending by electronic means, the Chair will end the Members participation in the Meeting, while the matter is being discussed and voted upon. The Member will be invited to rejoin the Meeting once the matter has been discussed and voted upon.
- 17.3 Members should make their disclosures of Pecuniary Interest, including the general nature of the Pecuniary Interest, at the onset of the meeting at which they have a Pecuniary Interest, as well as at the onset of the agenda item for which they have the Pecuniary Interest.
- 17.4 The member's disclosure of Pecuniary Interest and abstention are recorded in the meeting minutes in accordance with section 172(5) of the Act.

Conflicts of Interest and Abstentions

- 17.5 When a Member is aware or reasonably believes that they have a conflict of interest or a perceived conflict of interest in a matter before Council or a committee, the Member may disclose the general nature of their conflict of interest and abstain from participating in the matter in accordance with section 172.1 of the Act.
- 17.6 If the Member is attending by electronic means, the Chair will end the Members participation in the Meeting, while the matter is being discussed and voted upon. The Member will be invited to rejoin the Meeting once the matter has been discussed and voted upon.
- 17.7 Members should make their disclosures of conflict of interest or perceived conflict of interest, including the general nature of the conflict of interest, at the onset of the meeting at which they have a conflict of interest, as well as at the onset of the agenda item for which they have a conflict of interest.
- 17.8 The member's disclosure of conflict of interest or perceived conflict of interest and abstention are recorded in the meeting minutes in accordance with section 172.1(3) of the Act.

SECTION 18: VOTING IN COUNCIL

- 18.1 Every Member present at a meeting must vote on every motion put to a vote unless that member is permitted or required to abstain from voting on the matter in accordance with section 183(1) of the Act.
- 18.2 Members vote verbally, by raising their hand, through electronic means, or by another method agreed upon by the Members.
- 18.3 A motion is carried when a majority of Members present at the meeting vote in favour of the motion.
- 18.4 A motion is defeated when it does not receive the required majority number of votes in favour or when the vote results in a tie.
- 18.5 After the Chair calls for a vote on a motion, no member may speak to the motion or move another motion until the results of the vote are declared. Members must cease any distractions and remain in their seats after the voting process begins and until the results of the vote have been declared.
- 18.6 No Member shall vote on a matter if they are absent from the Council chambers when the vote is called.

SECTION 19: MOTIONS

Notice of Motions

- 19.1 A Member who wishes to introduce a new matter for consideration at a meeting must do so through a Notice of Motion.
- 19.2 A Notice of Motion must:
- 19.2.1 be submitted in writing to the Chief Administrative Officer or designate no later than 9:00 a.m. exactly one (1) week prior to the scheduled Meeting; allowing sufficient time for the Notice of Motion to be published in the agenda;
 - 19.2.2 include sufficient background information to inform Council discussion;
 - 19.2.3 clearly indicate the intent of the motion so that the subject of the Resolution and any proposed action can be determined.
- 19.11 A Notice of Motion may only be made at a regular meeting of Council.

- 19.12 The Member who submitted the written Notice of Motion shall read it into the record.
- 19.6 The Member who submitted a written Notice of Motion is not required to be present when the Notice of Motion is first introduced, but the Motion cannot be voted upon unless the member who requested the motion is present or has provided written permission to do so.
- 19.7 Issues may be subject to debate prior to the formal introduction of a Motion. Council shall not vote on any matter unless it has been duly presented in the form of a Motion.
- 19.8 No action will be taken by Administration on a Notice of Motion until a Resolution has been passed by Council.
- 19.12 The Notice of Motion will be recorded in the Meeting Minutes.

Moving Motions

- 19.1 The Chair should, whenever possible, ensure a motion is on the floor before allowing debate on a matter. The Chair must not call for a vote on a motion until the Members and the Chief Administrative Officer are clear on how the motion reads.
- 19.2 Motions may be displayed prior to the vote on the motion at the request of the Chair or a Member, and the Chair may request that a motion be submitted by a Member in writing or electronically prior to moving the motion.
- 19.3 A Member may move a motion regardless of whether the member intends to vote in support of the motion and members may vote in opposition to motions that they have moved.
- 19.4 Motions are not required to be seconded by another Member.
- 19.5 Minor corrections may be made to a motion after it has been moved but before the vote on the motion without requiring an amending motion provided that the corrections are limited and clerical in nature, such as correcting spelling and grammar.
- 19.6 Minor corrections to a motion require the unanimous consent of the Members present. If a minor correction does not receive unanimous consent, it may be made in the form of an amending motion.

- 19.7 Minor corrections to a motion are not recorded in the meeting minutes, and the mover of the original motion is still considered the mover after any minor corrections have been made to the motion.

Amending Motions

- 19.8 A Member may propose an amendment to a motion by moving an amending motion. The amending motion must be made after the original motion has been made and prior to the vote on the original motion.
- 19.9 Amending motions should be used to change the wording, but not the meaning, of motions. Amending motions are used for the purpose of adding words, removing words, or replacing words in the original motion. Amending motions must relate to the subject matter of the original motion and must not be contrary to the original motion.
- 19.10 Only one amending motion and only one amendment to an amending motion are permitted at the same time. When there are multiple amending motions at the same time, the amending motions are considered in reverse order of when they were moved, resulting in the original motion being considered last.

Recorded Votes

- 19.11 Before the voting process on a motion begins, a Member may request that the results of the vote be recorded pursuant to section 185 of the Act.
- 19.12 When a vote is a recorded vote, the meeting minutes show the names of the Member who moved the motion, who voted in favour and in opposition to the motion, who abstained or were absent from the vote, and whether the motion was carried or defeated.

Motions to Receive for Information

- 19.13 A Member may move to receive a report, either written or verbal, for information for the purpose of acknowledging the report and ensuring its inclusion in the corporate record. Receiving a report for information does not endorse the conclusions of the report nor does a motion to receive for information adopt any of the recommendations or actions included in the report.
- 19.14 Motions to receive for information should be used in circumstances where Council or a committee wishes to acknowledge a report under consideration when no further action or direction is required or desired.
- 19.15 Motions to receive for information are debatable and may be amended.

Motions to Recess and to Reconvene

- 19.16 A Member may move to recess a meeting for a specific period or until a specific time. If a meeting is recessed by resolution, it must be reconvened by resolution.
- 19.17 The Chair may recess a meeting for a specific period or until a specific time. If a meeting is recessed by the Chair, it may be reconvened by the Chair or by resolution.
- 19.18 Motions to recess or to reconvene are not debatable and cannot be amended.

Motions to Adjourn

- 19.19 A Member may move to adjourn a meeting at any time during the meeting unless the meeting is in Closed Session, or another motion is being considered.
- 19.20 If a meeting is adjourned before all the business included on the meeting agenda has concluded, the remaining business will be included on the agenda for the next available meeting or on the agenda of a special meeting.
- 19.21 Motions to adjourn are not debatable and cannot be amended.

Motion to Table (Postpone)

- 19.22 A Member may move to table (postpone) a matter or motion, and all amendments to a motion, with the intention of bringing the matter or motion back for consideration at a different point in the same meeting or a future meeting.

Motion to lift from the table

- 19.23 A Member may move to lift a matter or motion from the table to bring back a motion or matter that was tabled so Council can then consider the matter or motion.
- 19.24 A matter or motion that has been tabled is brought back exactly as it was when it was laid on the table, including any pending amendments to a motion.
- 19.25 If the matter or motion was tabled to a different point in the same meeting or tabled with no set return date or conditions identified, the motion or matter must be lifted from the table by resolution before Council considers it.

19.25.1 If a motion to lift from the table is defeated, the matter or motion remains on the table until a motion to lift it from the table is passed.

19.26 If the matter or motion was tabled to a specific meeting or with a set return date or conditions identified, it is added to the meeting agenda without requiring a motion to lift from the table.

19.27 A matter or motion may be lifted from the table earlier than the time identified in the tabling motion if that the matter or motion is included on a meeting agenda.

19.28 Motions to lift from the table are debatable but cannot be amended.

SECTION 20: RECONSIDERING AND RESCINDING A MOTION

20.1 A Member may propose to rescind a motion passed at a previous meeting by moving a motion to rescind the original motion at a different meeting than the meeting at which the vote on the original motion took place.

20.1.1 The Member moving a motion to rescind must have voted on the prevailing side of the original motion, except in the case of a motion defeated on a tie, in which case any Member who voted for the original motion may move the motion to rescind.

20.2 A motion to rescind should be used when a motion is passed at a meeting and a Member wishes to rescind the motion at a different meeting. If a motion is rescinded, the original motion is deemed null and void, but it does not undo any actions that have been taken since the original motion was passed.

20.3 When a Member wishes to amend the wording of a motion passed at a previous meeting, the Member should first move to rescind the original motion before proceeding to move an amended version of the original motion.

20.4 Motions to rescind are debatable, cannot be amended, and cannot be reconsidered or rescinded.

20.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.

20.6 All votes on motions to reconsider or rescind shall be recorded.

SECTION 21: PUBLIC QUESTION PERIOD

- 21.1 Public Question Period is limited to a maximum of five (5) minutes per person and the total allowable time for Public Question Period is restricted to thirty (30) minutes per meeting.
- 21.2 Members of the public interested in participating in the Public Question Period must complete the registration process as follows:

Registration Process:

- 21.2.1 submit an email to the Town Clerk (Legislative Services) at admin@crossfieldalberta.com by noon at least 5 business days prior to the Council meeting agenda they wish the question to appear on. The email requires the provision of their name, contact information, topic and the outline and purpose of any questions to be asked.

21.2.2 Administration will review the question and either:

- a. List the question as an item of Correspondence on the agenda to read into the record at the following Council meeting if the question is within municipal jurisdiction; or
- b. Not list the question as an item of Correspondence on the agenda and respond directly to the individual or group if the question is outside municipal jurisdiction.

21.2.3 Once a question has been read into the record as an item of Correspondence at a Council meeting, the individual or group will be invited to attend the next Council meeting where the question will be addressed by Administration.

- 21.3 The process of individuals and groups who have been invited to a Council meeting to have their question addressed is as follows:

21.3.1 The mayor will invite the presented to state their name and municipal address and to ask their question on the topic they have submitted:

- a. Council may ask questions of the presenter
- b. Council may ask questions Administration
- c. Council may ask Administration to further research the topic and bring back nay new recommendation to Council as an agenda item at a future meeting.

- 21.4 Statements or questions must be about Member that pertain to the responsibilities of the Town and must be directed to Council as a whole and not individual Council members or members of Administration.
- 21.5 Statements or questions must not include attacks of Council, Administration or members of the public.

Prohibited topics for the Public Question period

- 21.6 Speakers will not be permitted to make statements or ask questions on the following:
 - 21.6.1 Promotion of private business(es), group(s), or individual(s)
 - 21.6.2 Any request related to one or more of the following:
 - 21.6.3 Matters before or previously heard by the Subdivision and Development Appeal Board
 - 21.6.4 Matters before or previously heard by the Assessment Review Board
 - 21.6.5 Matters requiring the holding of a Statutory public hearing or for which a public hearing has already been held.
 - 21.6.6 Any matter pertaining to an enforcement complaint, investigation, or action or which is subject of legal challenge through the Court system.
 - 21.6.7 Any topic deemed not public at the time the request is submitted, or which contravenes the *Protection of Privacy Act*.
 - 21.6.8 Any subject matter that is not related to Governance and within the jurisdiction of Council as determined by the Act.
 - 21.6.9 Any subject matter that falls within the operational purview of the Chief Administrative Officer.

SECTION 22: PUBLIC HEARINGS

Scheduling Public Hearings

- 22.1 Public Hearings are held when required by the Act or when Council directs that a matter be considered through a public hearing.
- 22.2 Public Hearings must be held at regular or special Council meetings in accordance with section 216.4(2)(b) of the Act.
- 22.3 When a Public Hearing is held on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the proposed bylaw or prior to a vote on the proposed resolution in accordance with section 216.4(1) of the Act.

- 22.3.1 More than one Public Hearing may be held on a proposed bylaw or resolution, except for matters that consider residential development, either whole or in part, in accordance with section 216.4(5.1) of the Act.
- 22.3.2 Despite the above subsection, only one Public Hearing may be held for matters that consider residential developments, either whole or in part, in accordance with section 216.4(5.1) of the Act.
- 22.4 When a Member is absent from all of a Public Hearing, the Member must abstain from voting on the matter in accordance with section 184(1) of the Act.
- 22.5 When a member is absent from a portion of a Public Hearing, the Member may abstain from voting on the matter in accordance with section 184(2) of the Act.

Notice and Circulation of Public Hearings

- 22.6 Notice of Public Hearings is provided in accordance with section 606 of the Act and the *Public Notification Bylaw* for at least two consecutive weeks prior to a Public Hearing.

Withdrawing Public Hearings

- 22.7 After the public has been notified of a Public Hearing, but before the agenda has been published for the meeting at which the Public Hearing is scheduled to be held, the Public Hearing may only be withdrawn in the following circumstances:
 - 22.7.1 by Administration if, in its determination, the public hearing cannot or should not proceed as scheduled. If time permits, notice of the withdrawal is provided prior to the meeting at which the Public Hearing would have been held in accordance with section 22.6 of this bylaw; or
 - 22.7.2 by Administration at the request of the applicant. If time permits, notice of the withdrawal is provided prior to the meeting at which the Public Hearing would have been held in accordance with section 22.6 of this bylaw.
- 22.8 After the public has been notified of a public hearing, and after the agenda has been published for the meeting at which the Public Hearing is scheduled to be held, the Public Hearing may only be withdrawn in the following circumstances:
 - 22.8.1 by resolution of Council at the request of Administration if, in its determination, the public hearing cannot or should not proceed as scheduled; or
 - 22.8.1 by resolution of Council at the request of the applicant.

Public Hearing Submissions and Presentations

- 22.9 Public Hearing presentations may be made in-person in Council Chambers or electronically through Microsoft Teams. Instructions for how to attend and participate in a Public Hearing, either in-person or electronically, will be provided in the notice of Public Hearing.
- 22.10 Members of the public who wish to present in-person at a Public Hearing, whether on their own behalf or on behalf of a group, must register to speak at the public hearing prior to the advertised submission deadline by emailing Legislative Services at town@crossfieldalberta.com or deposited at the Town Office.
- 22.11 Members of the public who wish to present electronically at a public hearing, whether on their own behalf or on behalf of a group, must register to speak at the public hearing prior to the advertised submission deadline by emailing Legislative Services at town@crossfieldalberta.com or deposited at the Town Office.
- 22.12 For a submission to be included as part of a public hearing, either in an agenda or an agenda addendum, the submission must be received prior to the advertised submission deadline and must include the following:
- 22.12.1 the name of the person providing the submission and how they are affected by the subject of the public hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the public hearing.
 - 22.12.2 an indication of where the person lives in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description.
 - 22.12.3 the names, if any, of any additional people that the submission is on behalf of.
- 22.13 Public hearing submissions received after the advertised submission deadline for both the agenda may still be received by a resolution of Council passed at the public hearing.
- 22.14 The Clerk distributes the submissions for public hearing received to all Council members.
- 22.15 When presenting at a public hearing, each presenter must provide:
- 22.15.1 their name and how they are affected by the subject of the public hearing, preferably with a statement of whether they are in support, in opposition, or have concerns with the subject of the public hearing.

- 22.15.2 an indication of where they live in proximity to the subject of the public hearing, preferably in the form of a municipal address or legal land description.
 - 22.15.3 the names, if any, of any additional people that they are presenting on behalf of.
- 22.16 In addition to the requirements of section 22.14 of this bylaw, when electronically presenting at a public hearing, presenters must:
- 22.16.1 identify themselves by name through their usernames on Microsoft Teams and may further identify themselves by position or organization if they wish.
 - 22.16.2 keep their cameras and microphones deactivated before and after their presentation.
 - 22.16.3 keep their cameras activated for the duration of their presentation, unless otherwise permitted by the Chair.
- 22.17 The Chief Administrative Officer is authorized to deactivate cameras and microphones during public hearings to avoid disruptions to the proceedings.
- 22.18 The Chair has the authority to end a presenter's electronic participation in a public hearing if, in their opinion, it is inappropriate or disruptive to the proceedings.
- 22.19 The time allowed to speak may be extended at the Chair's discretion.
- 22.20 Presentations may include supplemental materials such as photos, videos, maps, and powerpoint presentations without requiring a resolution of Council. Presenters should provide a copy of their supplemental presentation materials to the Clerk by 9 a.m. on the day of the public hearing for distribute to Council at the public hearing.
- 22.21 All presentation materials provided at a public hearing will be collected by the Town of Crossfield to retain with the meeting minutes and will be provided to the public upon request without requiring an access to information request under the *Protection of Privacy Act*.

Group Public Hearing Presentations and Submissions

- 22.22 A group may present in-person, present electronically, or provide a submission for a public hearing if the group is comprised of three or more persons who claim to be affected by the subject matter of the public hearing, and they have agreed to put forward common interests or concerns.

22.22.1 If a group wishes to provide an in-person or electronic presentation at a public hearing, the group must designate one individual as its spokesperson to be solely responsible for presenting on behalf of the group.

22.22.2 If a person is part of a group that wishes to present or provide a submission for a public hearing, that person cannot also present or provide a submission as an individual for the same public hearing.

22.23 All the same requirements that apply to a presentation or submission by an individual under this bylaw also apply to a presentation or submission by a group.

Public Hearing Procedures

22.24 Public hearings are generally conducted in the following sequence for planning and development matters, but may follow a different sequence depending on the subject of the public hearing:

22.24.1 the Chair calls for a motion to open the public hearing. The public hearing will begin only after a motion has passed to open the public hearing.

22.24.2 the Chair informs those in attendance of the general procedures to be followed during the public hearing.

22.24.3 *Staff Report from Administration:* the Chair calls for a presentation by Administration to introduce the proposed bylaw, resolution, or other matter that is subject of the public hearing.

a. the Chair allows questions of clarification from Members to Administration during this portion of the public hearing.

22.24.4 *Presentation from the Applicant (if applicable):* After the Administration report has been read, the Chair calls upon the applicant to provide their presentation.

a. the Chair allows questions of clarification from Members to the Applicant during this portion of the public hearing.

b. The applicant with an applicant before Council at a public hearing is permitted to a maximum of 10 minutes to speak.

22.24.5 *Submissions from the Public in Favour:* Following the applicant's presentation, the Chair calls three (3) times for presentation from the

public in support of the proposed bylaw, resolution or other thing subject to the public hearing.

- a. presentations in support begin with in-person presenters followed by electronic presenters.
- b. questions of clarification from Members to presenters in support are only permitted by the Chair during this portion of the public hearing.
- c. Presentations by the public at a public hearing are limited to five minutes for an individual or 10 minutes for a group of 3 or more people.

22.24.6 *Submissions from the Public in Opposition:* Following the those who spoke in favour, the Chair calls three (3) times for presentations from the public of the proposed bylaw, resolution or other thing subject to the public hearing.

- a. presentations in support begin with in-person presenters followed by electronic presenters.
- b. questions of clarification from Members to presenters in support are only permitted by the Chair during this portion of the public hearing.
- c. Presentations by the public at a public hearing are limited to five minutes for an individual or 10 minutes for a group of 3 or more people.

22.24.7 *Applicant Rebuttal Submissions:* Following presentations from the public, the Chair calls for the applicant to provide a rebuttal to any opposition or concerns with their application raised during the public hearing.

- a. The rebuttal by the applicant is limited to a maximum of 10 minutes unless Council passes a Resolution to extend the presentation time limit.
- b. The Chair allows questions of clarification from Members to the applicant and to Administration during this portion of the public hearing only regarding information provided by the applicant during the rebuttal.

22.24.8 *Closing and Summary Submissions form Administration:* Following the rebuttal from the applicant, the Chair allows for any final questions from Members to Administration. The Chair confirms with Administration if there are any further submissions that have been received and not provided to Council or spoken to during the Public Hearing.

22.24.9 *Declare the Public Hearing Closed:* Unless adjourned to another day, the Chair then closes the Public Hearing once final comments and council questions have been completed and notes the time that the public hearing is closed.

22.25 A Public Hearing must be closed:

22.25.1 Before second reading of the bylaw, or

22.25.2 Before Council votes on the resolution.

22.26 After the close of the Public Hearing, council may debate the proposed bylaw or resolution and may:

22.26.1 Pass the bylaw or resolution, or

22.26.2 Make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing or,

22.26.3 Defeat the bylaw or resolution.

SECTION 23: BYLAWS

23.1 Every proposed bylaw must have three distinct and separate readings to be passed in accordance with 187(1) of the Act.

23.2 Proposed bylaws must not have more than two readings at the same meeting unless the Members present, provide unanimous permission to consider third reading of the bylaw at the same meeting in accordance with section 187(4) of Act.

23.3 Any bylaw that fails to receive unanimous permission to consider third reading when required by section 187(4) of the Act will be included on the agenda for the next available regular Council meeting, or on the agenda of a special Council meeting, for consideration of third reading.

23.4 Council must be provided or have had the opportunity to review a copy of a proposed bylaw before considering a motion to provide the proposed bylaw with first reading in accordance with section 187(2) of the Act.

23.5 If a proposed bylaw fails to receive first reading, it is considered defeated. If a bylaw fails to receive second or third reading, it is also considered defeated and all previous readings of the bylaw are rescinded in accordance with section 188 of the Act.

23.6 All amendments to a proposed bylaw must be made by resolution and must be made prior to consideration of third reading of the proposed bylaw. Council must be provided

the opportunity to review the full text of the amendment before a vote is called on the amendment to the proposed bylaw.

- 23.7 Council must be provided or have had the opportunity to review a copy of a proposed bylaw before considering a motion to provide the proposed bylaw with third reading, including any amendments that have been made to the proposed bylaw, in accordance with section 187(3) of the Act.
- 23.8 Once a bylaw receives third reading and the final version of the bylaw is available for signing, the Reeve and Chief Administrative Officer must sign the bylaw in accordance with section 213(3) of the Act.
- 23.9 Once a bylaw has received third reading and has been signed by the Reeve and Chief Administrative Officer, it may only be amended or repealed by bylaw and through the same process that was used to pass the original bylaw in accordance with section 191 of the Act.

SECTION 24: SIGNING AUTHORITY

- 24.1 All of Council has been designated to have signing authority with all cheques and bylaws countersigned by the and the Chief Administrative Officer or the designated officer as outlined within the designated officer's bylaw. Any additional signing authority for agreements, municipal documents, contracts or other negotiable instrument will be delegated to the Chief Administrative Officer or by resolution of Council.

SECTION 25: SEVERABILITY

- 25.1 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.
- 25.2 If a matter of procedure arises that is not specially covered in this bylaw, the matter will be decided by use of the Act and a simple majority vote of Council.

Repeal and Effective Date

Town of Crossfield Bylaw No. 2025-12 is rescinded in its entirety.

Given first reading this 16 day of December 2025

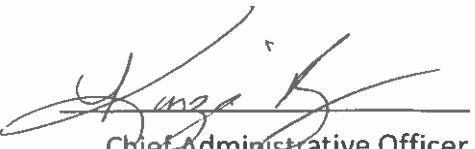
Given second reading this 16 day of December 2025

Given unanimous consent to go to third and final reading this 16 day of December 2025

Given third and final reading this 16 day of December 2025.



Mayor Kim Harris



Chief Administrative Officer
Kinza Barney

Schedule A

Application Form - Delegation/Public Presentation to Council

Please complete the entire request form and submit your request to the Town of Crossfield at admin@crossfieldalberta.com. You will be contacted upon receipt of your request to schedule your presentation, as well as to address any outstanding matters. Contact admin@crossfieldalberta.com or (403) 946-5565 ext.231 should you have any questions.

CONTACT INFORMATION

Name:	Organization:
Address:	
Phone:	Email:
Name and Position of Designated Presenter(s):	
Email of Designated Presenter(s):	

PURPOSE & NATURE OF YOUR REQUEST

Requests made for the purpose of promoting commercial products or services, repeat requests, or requests outside of the governance authority of Council will not be accepted. Requests may also be referred to Administration as appropriate.

Please provide details of the topic you wish to present. If your request is for a specific action/decision from Council, indicate this clearly. Note that Council does not generally take any action during the meeting in which the presentation occurs.

PRESENTATION VISUAL AIDS/SUPPLEMENTARY MATERIALS

Will your presentation include any visual aids (e.g., PowerPoint Presentation) or supplementary materials? YES NO
If so, please specify.

Note that all materials must be submitted to admin@crossfieldalberta.com by 4 P.M. on the Monday two weeks prior to the meeting and will form part of the public agenda.

MEETING DATE(S)

Regular Council Meetings take place on the 1st and 3rd Tuesday of each month at 7:00 P.M.

Preferred Date of Appearance:
Alternate Date 1:
Alternate Date 2:

Signature: _____ Date: _____

DELEGATION/PUBLIC PRESENTATION PROCEDURE <i>Please read the following information carefully and initial each item. They are instructions regarding Delegation procedure and expectations that will assist you with your request and presentation.</i>	INITIALS
Applications must be received a minimum of two weeks before the requested meeting date. Applications are subject to review, and the applicant is not guaranteed their preferred date.	
Any presentation materials, reports, or other supplementary documents must be received by 4 P.M. on Monday two weeks prior to the meeting and will form part of the public Agenda.	
Delegates will have a maximum of ten minutes to present unless an extension is granted by the Chair. Council may ask clarifying questions.	
Debate concerning matters raised during public presentations shall take place solely at the discretion of Council.	
Council and Committee Meetings are public in nature, and it is understood that an individual submitting items to Council or Administration has a reasonable expectation that their submission, which may include personal or business information, may be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Town of Crossfield website.	
WHAT TO EXPECT DURING THE MEETING	
Delegations may attend meetings in person at the Town of Crossfield Community Center (900 Mountain Ave. Crossfield, AB, T0M 0S0) or virtually via Microsoft Teams platform. For virtual delegates, a meeting access link will be circulated in advance to the email address provided on your application.	
Please ensure you arrive/sign-in 15 minutes prior to the start of the meeting. Delegations are typically the first or second item on the Agenda, following the adoption of previous minutes.	
When addressing a member of Council during the meeting, comments should be directed <i>through the Chair</i> to the Member in question.	
All Council/Committee meetings are livestreamed. This means they are video, and audio recorded and available online.	



Schedule B

NOTICE OF MOTION

Submitted in accordance with Procedural Bylaw 2025-16

Meeting Date: Click or tap to enter a date.

Originated By: Name of Council Member(s)

Title: Title of Notice of Motion

WHEREAS Click or tap here to explain the purpose of the Notice of Motion.

AND WHEREAS Tap here to enter to continue to explain the purpose of the Notice

AND WHEREAS Tap here to enter to continue to explain the purpose of the Notice

Choose an item. Tap here to enter to continue to explain the purpose of the Notice

Choose an item. Tap here to enter to continue to explain the purpose of the Notice

Choose an item. Tap here to enter to continue to explain the purpose of the Notice

Choose an item. Tap here to enter to continue to explain the purpose of the Notice

Choose an item. Tap here to enter to continue to explain the purpose of the Notice

THEREFORE BE IT RESOLVED THAT

Tap here to enter the proposed action - Motion