



TOWN OF
SMOKY LAKE

Est. 1923

CANDIDATE NOMINATION PACKAGE

2025 Municipal General Election

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GENERAL INFORMATION

Town of Smoky Lake 2025 Election

This package has been published as a guideline for prospective candidates and is not inclusive of all information related to election procedure and legislation contained within all Government Legislation. Each candidate is responsible for complying with all applicable acts, regulations, and bylaws.

Information Sources

Further resources for candidates may be obtained from:

Alberta Municipal Affairs

Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street Edmonton, Alberta T5J 4L4

Online: www.municipalaffairs.alberta.ca

Telephone: 780-427-2732

Toll Free: 310-0000 (in Alberta only)

Fax: 780-422-1419

Alberta Queen's Printer

Copies of the *Local Authorities Election Act*, RSA, 2000, c.L-21 and the *Municipal Government Act*, RSA, 2000, c. M-26 can be obtained from the Alberta King's Printer.
Main Floor, Park Plaza
10611-98 Ave Edmonton, AB T5K 2P7

Online: <https://kings-printer.alberta.ca/>

Telephone: 780-427-2711

Toll Free: 310-0000 (in Alberta only)

INTRODUCTION

Municipal Council Positions in the Town of Smoky Lake

The Town of Smoky Lake Council consists of a Mayor and four (4) Councillors. The Mayor is the Chief Elected Official of the Town of Smoky Lake and has the duties of both Councillor and Chief Elected Official.

As a potential member of Council, you will have the opportunity to significantly influence the future of the community. All decisions must be made at formal council meetings, held in a public setting, at which quorum is present.

As an elected member of Council, you will be expected to represent the Town of Smoky Lake and act on its behalf, establishing policies, bylaws, and programs therein. It is the job of Administration to implement adopted policies, bylaws, and programs. The Town of Smoky Lake has a competent and dedicated management team whose support, advice, assistance, and understanding of how and why things have developed will be an important learning resource.

Council works with the Chief Administrative Officer to keep informed on what the municipality is doing and rely on Administration to provide them with information so that they can make sound decisions. Staying out of day-to-day operations of the municipality allows Council to concentrate on the community at hand.

Further roles and responsibilities of elected officials are more formally outlined in this package.

Returning Officer

A Returning Officer is a person appointed for the purpose of conducting an election under the *Local Authorities Election Act (LAEA)*. The Returning Officer must be independent and impartial when performing all official duties, ensuring they treat all candidates equally and cannot be influenced by candidates or voters as this can lead to conviction of an election offence.

If you require additional information regarding the election, please contact:

Returning Officer: Molly Fyten
Phone: 780-656-3674
Email: cao@smokylake.ca

Substitute Returning Officer: Carli Orichowski
Phone: 780-656-3674
Email: legislative@smokylake.ca

Candidate

In the *Local Authorities Election Act*, a candidate is defined as an individual who has been nominated to run for election in a local jurisdiction as a Mayor, Councillor or School Board trustee.

Qualifications of a Candidate

Under sections 21 & 47(1) of the LAEA, a person may be nominated as a candidate in the Town of Smoky Lake's municipal election if on Nomination Day (September 22, 2025) they are:

- A person that is eligible to vote in that election (being at least 18 years of age and a Canadian Citizen);
- A resident of the Town of Smoky Lake for the 6 consecutive months (March 22, 2025) before Nomination Day (September 22, 2025); and
- Not otherwise ineligible or disqualified under the LAEA (sections 22, 23 and 23.1) or the MGA (section 174).

Ineligibility of a Candidate

Under sections 22 & 23 of the LAEA, a person is not eligible to be nominated as a candidate in any election under the LAEA if on Nomination Day:

- the person is the auditor of the Town of Smoky Lake;
- the person is an employee of the Town of Smoky Lake, unless they have taken a leave of absence;
- the person is indebted to the Town of Smoky Lake for taxes in default of more than \$50, excluding current taxes;
 - the person is indebted to the Town of Smoky Lake for any debt exceeding \$500 and in default for more than 90 days; or
- the person has, within the previous 10 years, been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act, or the Canada Elections Act (Canada).

All further provisions of ineligibility can be found in sections 22 and 23 of the LAEA. It is the responsibility of the candidate to ensure they are eligible for nomination.

Employees of a Municipality

Under section 22 of the LAEA, Town employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given on or after January 1, 2025.

Under the LAEA, the employer must grant the leave of absence without pay. If the employee is not elected, they may return to work on the fifth day after Election Day (October 27, 2025). If the employee is declared elected, they are deemed to have resigned their position as an employee of the Town of Smoky Lake on the day they take the official Oath of Office as an elected official.

Notice of Intent

Under section 147.22 of the LAEA, a new procedure for the 2025 municipal election is the register of candidates and the notice of intent. Only after filing their notice of intent with the Returning Officer can candidates who intend to participate in the 2025 election accept contributions and

incur campaign costs. Candidates will be added to a register of candidates after completing the notice of intent.

Note: A notice of intent is only one stage in the process; it does not guarantee that your name will be on the ballot. You must finish the nomination process between January 1 and September 22, 2025, for your name to be on a ballot.

NOMINATION INFORMATION AND PROCESS

Nominations for Mayor and Councillors will be accepted by the Returning Officer from Wednesday January 1, 2025, until 12:00 p.m. on Monday, September 22, 2025. All candidates are encouraged to make an appointment with the Returning Officer to file their nomination papers. Appointments are available during regular business hours, Monday through Friday.

KEY DATES

January 1, 2025	Nominations for General Election Open
September 22, 2025	Nomination Day (closes at 12:00 p.m.)
September 23, 2025	Last day to withdraw nominations (12:00 p.m.)
October 18, 2025	Advanced Polls (Town Chambers 10:00 a.m.-4:00 p.m.)
October 20, 2025	Election Day
October 27, 2025	Newly Elected Councilor Orientation (all day)
October 29, 2025	Organizational Council Meeting (1:00 p.m.)
March 1, 2026	Campaign Disclosure Statement Deadline

Filing of your Nomination

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance, and Form 5, Candidate Information. In accordance with section 27(2) of the Local Authorities Election Act, nominations must be signed by a minimum of 5 eligible electors. Form 4 contains a candidate's written acceptance. To complete this candidate acceptance, you must be familiar with the sections of the Local Authorities Election Act outlined on the forms.

As per Town of Smoky Lake Bylaw No. 015-2025 Election Procedures, your nomination forms and deposit must be handed into the Town of Smoky Lake Office prior to the end of the nomination period with the following paperwork:

1. Form 4 - Nomination Paper and Candidate's Acceptance complete with a minimum of five (5) signatures of electors eligible to vote; **Note: The signature of the candidate must be witnessed by the Returning Officer or a Commissioner for Oaths.**
2. Form 5 - Candidate Financial Information;
3. Nomination deposit of \$100.00 CAD in the form of cash, certified cheque, interac, or by money order payable to the Town of Smoky Lake. (No Credit);
4. Completed Criminal Record Check; and
5. Form A - Candidate Information Disclosure

Forms will not be formally accepted until the Returning Officer signs them.

Candidate Financial Information

A candidate must ensure that:

- A campaign account in the name of the candidate's election campaign or of the candidate is open at a financial institution for the purposes of the election campaigns at the time of nomination or as soon as possible after contributions exceed \$1,000.00 in total;
- If a campaign account has been opened, all contributions of money are deposited into the campaign account;
- Money in the account shall only be used for the payment of campaign expenses;
- Contributions of real property, personal property, and services are valued;
- Receipts are issued for every contribution and obtained for every expense;
- Records are kept of contributions and campaign expenses and are retained by the candidate for a period of three years following the date on which disclosure statements were required to be filed; and
- Proper direction is provided to the candidate's official agent and any other person who is authorized to incur campaign expenses and to accept or solicit campaign contributions.

Campaign Disclosure Statements

Section 147 of the *Local Authorities Election Act* states every candidate (including a candidate who withdraws) is required to file a disclosure statement (Form 26 – Campaign Disclosure Statement and Financial Statement) with the Municipality on or before March 1, immediately following the general election.

In the case of a by-election, the disclosure statements must be filed no later than 120 days after the date of the by-election.

Nomination Deposit and Criminal Record Check

As per *Town of Smoky Lake Bylaw No. 14-2024 Election Procedures* candidates must file a criminal record check and \$100 CAD deposit with their Nomination form in the form of cash, certified cheque, interac, or by money order payable to the Town of Smoky Lake.

A RCMP Criminal Record Check Form is provided in this package and is free of charge to obtain. Bring filled out form to the Smoky Lake RCMP Detachment (5212 44 Ave). Two pieces of photo I.D. is required.

The candidate's deposit will be returned if:

- The candidate is declared elected;
- The candidate obtains at least half the numbers of votes of the candidate elected to office with the least number of votes; or
- The candidate withdraws at any time within the nominations period or within 24 hours after the close of the nomination period, if more than the required number of candidates for any office are nominated; or
- If the candidate dies before the close of voting stations on election day, the sum deposited by the candidate must be returned to the candidate's estate.

If the candidate does not meet the criteria above, the deposit shall be paid into the general revenue of the municipality.

Register of Candidates

Candidates who complete and hand in the notice of intent will be added to the Town of Smoky Lake Register of Candidates located on the Town's website www.smokylake.ca.

All filed nomination papers, including all received attachments, may be viewed in person at any time after the nomination period has commenced and until the term of the new office to which related nominations papers expire. The review of such papers must be done in the presence of the Returning or Deputy Returning Officer, and no copies or picture are to be taken.

Rejection of Nomination Papers

The returning officer will not accept a nomination paper that are;

- Not completed on the provided forms;
- Not signed by a minimum of five (5) electors eligible to vote
- Not sworn or affirmed by the person nominated; or
- Not accompanied by the nomination deposit

In accordance with section 23.1 of the LAEA, a candidate can be disqualified and become ineligible to continue as a candidate if, on or after the day the candidate's nomination has been accepted, and on or before election day, the candidate is convicted of an offence punishable by imprisonment for five or more years, or under Section 123, 124, or 125 of the Canada Criminal Code or uses or expends a contribution in contravention of Section 147.23 and therefore the nomination can be rejected by the returning officer.

Withdrawal of Candidacy

You can withdraw your candidacy any time during the nomination period.

If at any time within 24 hours after the close of the nomination period, if more than the required candidates for any office are nominated, any person nominated may withdraw as a candidate for the office for which the candidate was nominated, before Tuesday, September 23, 2025, at 12 noon. If, at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals, and your name will appear on the ballot.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 56 Wheatland Avenue, Smoky Lake, AB, or via email to legislative@smokylake.ca.

Withdrawal notices received by way of facsimile, verbal, or phone will **NOT** be accepted. For complete information see sections 32 and 34 of the *Local Authorities Election Act*.

Election by Acclamation

Section 34 of the *Local Authorities Election Act* outlines at the close of Nomination Day, if the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person nominated to be elected to the office for which they were nominated.

CAMPAIGNING

Candidates must adhere to provincial and municipal requirements with respect to campaign and election signage and must not cause a safety concern.

Outlined in section 13 of *Town of Smoky Lake Bylaw No. 15-2025 Election Procedures* candidates must adhere to the following;

- The location of campaign signs or advertisement displays shall not be displayed within the boundaries of the land on which a building used for a Voting Station is located or within a building used as a Voting Station.
- Campaign signs shall only be placed on Town of Smoky Lake property and Town road right-of-ways at noon on Monday, September 22, 2024 (the close of nomination day) until 72 hours after Election Day;
- Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper, or other paper contrary to 13.1 the Deputy may cause it to be removed, and neither the Deputy nor any person acting under the Deputy's instructions is liable for trespass or damages resulting from or caused by the removal;
- The Town of Smoky Lake Logo is strictly prohibited from use on any campaign materials.

ROLES AND RESPONSIBILITIES OF ELECTED OFFICIALS

Council's principal role in the municipal organization is outlined in section 201 of the *Municipal Government Act (MGA)* and is responsible for:

- Developing and evaluating policies, bylaws, and programs of the municipality;
- Carrying out the powers, duties, and functions expressly given to it under the enactment;
- A council must not exercise power or function or perform a duty that is by the or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

General Duties of Councillors

Outlined in section 153 of the *Municipal Government Act (MGA)*, Councillors have the following duties:

- to 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;

- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
- to participate generally in developing and evaluating policies, bylaws, and programs of the municipality;
- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
- to keep in confidence matters discussed in closed sessions at a Council meeting or any other meeting body that they participate in;
- to maintain the financial integrity of the Town of Smoky Lake;
- to adhere to the code of conduct and procedural bylaw established by Council; and
- perform any other duty or function imposed on Councillors by this or any other enactment by the Council.

General Duties of the Mayor and Deputy Mayor (Chief and Deputy Chief Elected Official)

In accordance with the *Municipal Government Act*, The Town of Smoky Lake Council Procedural Bylaw states the chief elected official shall have the title of Mayor; and the position of Deputy Mayor shall be elected annually at the organizational meeting or elected at the next regular meeting should the position of Deputy Mayor become vacant.

Outlined in section 154 of the *Municipal Government Act (MGA)*, the Mayor has the following duties:

- As chief elected official, in addition to performing the duties of a Councillor, they must also preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or person is to preside, and perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.
- The Mayor is also a member of Council Committees and bodies to which Council has the right to appoint members under the MGA, unless the Council provides otherwise.
- Despite subsection (2), the Chief Elected Official may be a member of a board, commissions, 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.

Chief Administrative Officer

The Chief Administrative Officer (CAO) is the administrative head of the Town of Smoky Lake municipality. The CAO's responsibilities include ensuring that the municipality's policies, bylaws, and programs are implemented, advising and informing council on the day-to-day operations of the municipality, performing other duties assigned by Council, and ensuring appropriate functionality of staff.

TIME COMMITMENT OF ELECTED OFFICIALS

As a member of Council, there will be demands on your time, energy, and commitment. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings, and various public engagements, and functions.

If elected, you will be expected to serve a four (4) year term. Your term of office begins at the October 29, 2025 Organizational meeting, following the election. During the four-year term, you will be expected to attend:

- Regular Council meetings which are currently held every third Monday commencing at 10:00 a.m. Newly council will set meeting dates and times at the organizational meeting. You will be required to prepare for these meetings by submitting a councillor report, and reviewing the agenda provided to you prior to the meeting;
- Special Meetings that may be called from time to time to deal with time sensitive matters;
- Meetings of other boards, commissions, agencies, and inter-collaboration committees to which you are appointed to by the Town of Smoky Lake during an annual organizational meeting
- Conferences, conventions, seminars, training, and workshops;
- Strategic and budget planning discussion sessions

An annual Organizational Council meeting is set to determine appointments for the Deputy Mayor, committees, commissions, boards, and authorities. The most up-to-date list of the Town of Smoky Lake Committees can be found in the appendices of this package.

The Town of Smoky Lake is a member of the Alberta Municipalities Association which holds annual conferences that members of council are encouraged to attend. The AB Munis 2025 annual convention and trade show will be held in Calgary November 10-15th, 2025.

As members of Council, it is imperative that adequate time is spent reviewing materials provided to them by Administration to competently prepare for meetings to make informed decisions.

COUNCILLOR TRAINING

Aside from the mandatory council orientation on October 27, 2025, there are several training opportunities available for newly elected council. Some resources include, but are not limited to;

- Elected Officials Education Program (EOEP) - [Municipal Elected Leaders Certificate | EOEP](#)
- Munis 101 - [Munis 101 | EOEP](#)

REMUNERATION

Honorariums, Per Diems, and Expenses

As outlined in the Town of Smoky Lake's Honorariums, Per Diems, and Expenses Policy, honorariums shall be paid to each Councillor for their time, their preparations for attendance at

scheduled meetings, and out-of-pocket expenses including mileage while on official municipal business. The most current policy is in the appendices section of this package.

Benefits for Members of Council

A benefit plan is offered to elected officials who are appointed, at a cost of 50% of the plan.

Supplies and Equipment

Members of Council are provided with electronic devices to view digital data for municipal business for their term in office. Further provisions regarding such devices are outlined in the most current Town of Smoky Lake Technology Devices for Councillors Policy and is in the appendices section of this package.

ADDITIONAL RESOURCES

Candidates are encouraged to educate themselves with all and any municipal, provincial, and federal legislations pertaining to municipal governance.

It is the candidate's responsibility to become familiar with and understand the local and provincial legislation governing municipal elections and the election process. There are severe penalties if you are found to be in breach of the *Local Legislative Authorities Act* or *Municipal Government Act* provisions.

Additional resources are listed below to further assist candidates and will be updated as they become available on the Town of Smoky Lake website:

[Government - Town of Smoky Lake, AB](#)

[2025 Municipal Election Prospective Candidates - YouTube](#)

[Municipal Elections – Overview | Alberta.ca](#)

[Election signs | Alberta.ca](#)

[Municipal elections | Alberta.ca](#)

[Local Authorities Election Act - Open Government](#)

[Bill 20: Municipal Affairs Statutes Amendment Act, 2024](#)

[Access to Information Act](#)

[Protection of Privacy Act](#)

APPENDIX

- A. Notice of Intent to Run
- B. Form 4 – Nomination and Candidate's Acceptance Form
- C. Form 5 – Candidate's Financial Information
- D. RCMP Criminal Record Check Form
- E. Candidate Information Disclosure Form
- F. Town of Smoky Lake Municipal Elections Bylaw
- G. Town of Smoky Lake Procedural Bylaw
- H. Town of Smoky Lake Honorariums Per Diem Policy
- I. Town of Smoky Lake Technology for Devices Policy
- J. Town of Smoky Lake Council Committees

NOTICE OF INTENT

Notice of Intent to Run

Local Authorities Election Act (Section 147.22)

An individual intending to run for Mayor or Council must submit this form to the Town of Smoky Lake before accepting campaign contributions or incurring campaign expenses as set out in **Part 5.1 Election Finances and Contributions Disclosure** of the *Local Authorities Election Act*

Instructions

- Complete the form below
- File the completed form with administration by one of the following ways:
 - Drop off at Town of Smoky Lake office at 56 Wheatland Avenue, Smoky Lake or,
 - Email to legislative@smokylake.ca or,
 - Mail to Town of Smoky Lake, ATTN: Elections to PO Box 460, Smoky Lake, Alberta, T0A 3C0
- If there are any changes to the information below, you must submit a revised Candidate Financial Information Form (Form 5) to the Retuning Officer within 48 hours of the change.

LOCAL JURISDICTION: **TOWN OF SMOKY LAKE**, PROVINCE OF ALBERTA

Candidate Declaration

I, _____ of,
Candidate Surname Given Names

Complete Address and Postal Code

Phone

Email

Hereby declare my intention to run in the 2025 Municipal Election for the office of _____ for the Town of Smoky Lake.
(Mayor or Council)

Address of place(s) where Candidate Communications may be sent:

Address _____

Address of place(s) where candidate records are maintained (records must be kept for a period of three years following the election day):

Address _____

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the local election. This form may be disclosed as allowed or required by law. If you have any questions about the collection of this personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.



NOTICE OF INTENT

Name(s) and address(es) and signing authority of financial institutions where campaign contributions will be deposited:

1. Name of Financial Institution _____

Address _____

Name(s) of signing authority _____

2. Name of Financial Institution _____

Address _____

Name(s) of signing authority _____

By executing your signature, you are indicating that the information on this Notice of Intent form is accurate.

Candidate Name

Candidate Signature

Date

OFFICE USE ONLY - RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

Date received by office

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the local election. This form may be disclosed as allowed or required by law. If you have any questions about the collection of this personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.

Nomination Paper and Candidate's Acceptance

Local Authorities Election Act (Sections 12,
21, 22, 23, 27, 28, 47, 68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74)

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(3) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.

LOCAL JURISDICTION: **TOWN OF SMOKY LAKE**, PROVINCE OF ALBERTA

We, the undersigned electors of **TOWN OF SMOKY LAKE** nominate,

Candidate Surname Given Names of

Complete Address and Postal Code

As a candidate about to be held for the office of _____ of
Office Nominated for

TOWN OF SMOKY LAKE, ALBERTA.

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signature of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm):

- **THAT** I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections to be elected to the office;
- **THAT** I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- **THAT** I will accept the office if elected;
- **THAT** I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- **THAT** I am appointing the following as my official agent (if applicable):

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

- **THAT** I will read and abide by the municipality's code of conduct if elected (if applicable); and
- **THAT** the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname

Given Names (may include nicknames, but not titles, i.e., Mr., Mrs., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.

}

Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

Candidate Financial Information

Local Authorities Election Act (Section 27)

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(3) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.

LOCAL JURISDICTION: **TOWN OF SMOKY LAKE**, PROVINCE OF ALBERTA

Candidate's Information

Candidate Surname

Given Names

Complete Address and Postal Code

Address of place(s) where candidate records are maintained

Address _____

Address _____

Name(s) and address(es) and signing authority of financial institutions where campaign contributions will be deposited

1. Name of Financial Institution _____

Address _____

Name(s) of signing authority _____

2. Name of Financial Institution _____

Address _____

Name(s) of signing authority _____

If changes are made to the above information, you must submit an updated form to Smoky Lake Town Office within 48 hours of the change.

Candidate Information Disclosure

LOCAL JURISDICTION: **TOWN OF SMOKY LAKE**, PROVINCE OF ALBERTA

I, _____, hereby ☐ **authorize** ☐ **do not authorize** (check one) the Town of Smoky Lake to release for publication purposes the below listed candidate information while participating in the 2025 General Municipal Election. I acknowledge that the Town of Smoky Lake may use my candidate information on the Town of Smoky Lake website for election purposes or provide my information to the media and members of the public.

Candidate Information

Name: _____

Mailing Address: _____

Email Address: _____

Contact Phone Number: _____

Name: _____

Mailing Address: _____

Campaign Website: _____

Social Media:

☐ Facebook: _____ ☐ Instagram: _____

☐ LinkedIn: _____ ☐ YouTube Channel: _____

☐ X (Twitter): _____ ☐ Other (specify): _____

A photograph has been provided by the candidate: ☐ Yes ☐ No

By executing your signature, you are indicating that the information on this form is accurate. The Town of Smoky Lake will not assume any responsibility for errors or omissions.

Candidate Signature

Date



**BYLAW NO.15-2025
OF THE TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF SMOKY LAKE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF
ESTABLISHING MUNICIPAL ELECTION PROCEDURES**

WHEREAS, the Local Authorities Election Act, being Chapter L-21 of the revised statutes of Alberta 2000, amendments thereto, and the relevant regulations, and the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta 2000, amendments thereto;

AND WHEREAS, the Act permits the local authority to establish bylaws for the conduct of such election procedures;

NOW THEREFORE, under the authority and according to the provisions of the Municipal Government Act, and by virtue of all other enabling powers, the Council of the Town of Smoky Lake, duly assembled, enacts as follows:

1. TITLE

1.1. This bylaw may be cited as the "Election Procedures Bylaw".

2. DEFINITIONS

2.1. "Advance Vote" means additional voting days in advance of Election Day;

2.2. "Ballot":

- a) means a paper ballot card;
- b) contains separate areas stating the office(s) and Candidates, and question if any, or bylaw name and number to be voted on;
- c) indicates all choices available to the voters.

2.3. "Ballot Box" means a container, in a form approved by the Returning Officer, intended to contain the completed ballots;

2.4. "Candidate" means an individual running for the position of:

- a) Mayor or Councillor in a municipal Election or By-Election;
- b) or School Trustee in the Aspen View Public School Division No. 78.

2.5. "Council" means the Municipal Council of the Town of Smoky Lake;

- 2.6. "Counting Centre" means an area designated by the Chief Returning Officer in a controlled access building and equipped for the counting of votes and the tabulation of Election results;
- 2.7. "Deputy" means the Deputy Returning Officer appointed by the Returning Officer;
- 2.8. "Election" means a general Election, first Election, By-Election and a vote on a bylaw or question;
- 2.9. "Election Day" means the third Monday in October; in a municipal Election year or a day set for holding a By-Election, or a vote on a bylaw or question;
- 2.10. "Elector" means a person eligible to vote in an Election;
- 2.11. "Institutional Voting" means voting which may be established for Electors who reside at an institution who are not physically able to attend a voting station on an Advance Vote date or Election Day and includes eligible Electors of a supportive living facility or lodge accommodation in the Town;
- 2.12. "LAEA" means the Local Authorities Election Act Revised Statutes of Alberta 2000 Chapter L-21 and any amendments thereto;
- 2.13. "Nomination" means the nomination papers in an acceptable form, to be submitted by a Candidate during the Nomination Period that shall begin on January 1 in a year in which a general election is to be held and end at 12 noon on Nomination Day;
- 2.14. "Nomination Day" means the day which is 4 weeks prior to Election Day and the last opportunity for a Candidate to submit their Nomination to the Returning Officer;
- 2.15. "Permanent Electors Register" means a prepared list of registered electors in the municipality who are entitled to vote in the election;
- 2.16. "Presiding Deputy" means the person appointed to such position by the Returning Officer to assist with an Election, and who has been designated to oversee the operations of the Election at a designated voting station;
- 2.17. "Returning Officer" means a person appointed as a Returning Officer and includes a person acting in the Returning Officer's place;
- 2.18. "Special Ballot" means a Ballot provided to Electors who are unable to vote at an Advance Vote or vote on Election Day, pursuant to the LAEA;
- 2.19. "Town" means the municipal corporation of the Town of Smoky Lake, in the Province of Alberta;
- 2.20. "Voting Station" means the place where an Elector votes.

3. PURPOSE

- a) The purpose of this Bylaw is to establish municipal Election procedures.

4. RETURNING OFFICER

- 4.1 The Chief Administrative Officer is hereby appointed the Town's Returning Officer for the Town (hereinafter referred to as the Returning Officer) for the purpose of conducting Elections under the LAEA;
- 4.2 The Legislative Services Clerk is hereby appointed as the Town's substitute Returning Officer, should the Returning Officer be unavailable or unable to fulfil their duties;
- 4.3 The Returning Officer is authorized to negotiate agreements on behalf of the Town for the conduct of elections for school divisions or any other elected authorities.

5. NOMINATION DAY AND PREPARATION FOR ELECTIONS

- 5.1. The Town of Smoky Lake shall prepare and maintain a Permanent Electors register of residents in the municipality who are eligible to vote in accordance with the Act;
- 5.2. In accordance with the LAEA, a person may file a Nomination to become a Candidate:
 - a) for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on Nomination Day;
 - b) and for a By-Election, within the period beginning on the day after the resolution or bylaw is passed to set election day for the By-Election and ending at 12 noon on Nomination Day.
- 5.3. Nomination Day must be held 4 weeks before Election Day;
- 5.4. The location for receiving Nominations shall be at the Town Office in Council Chambers (56 Wheatland Ave, Smoky Lake, Alberta);
- 5.5. Candidates must file a criminal record check and \$100 CAD deposit with their Nomination form in the form of cash, certified cheque, interac, or by money order payable to the Town of Smoky Lake;
- 5.6. If a Candidate for any position dies after Nomination Day but before 10:00 a.m. on Election Day, the Returning Officer shall cause a notice of death to be posted at a conspicuous location in all the relevant Voting Stations in accordance with the LAEA;
- 5.7. In accordance with the LAEA, the Municipal General Election under this Bylaw will be held on the third Monday in October every 4 years;
- 5.8. The Voting Station will be open continuously from 10 am to 8 pm on Election Day.
- 5.9. No candidate may use facilities, equipment, supplies, services, or other resources of the Town of Smoky Lake for any election campaign or campaign-related activity.

6. VOTING PROCEDURES

- 6.1. If requested by an Elector before voting, the Returning Officer or persons appointed by the Returning Officer must communicate the voting procedures;
- 6.2. Pursuant to the LAEA, Electors shall provide acceptable forms of identification prior to commencing the voting process;
- 6.3. The Elector shall vote by marking an "X" on each Ballot beside the chosen Candidate (or Candidates where there is more than 1 vacancy), and where there is a vote on bylaw or questions, besides "yes" or "no";
- 6.4. A voter may mark only up to the same number of spaces on a Ballot as the number of vacancies in office and may not mark more than 1 space on a Ballot for each bylaw or question.
- 6.5. An Elector may vouch only for the validation of another Elector's Address, not their identity;
- 6.6. In accordance with the LAEA, the following rules will apply:
 - a) After marking a Ballot, the Elector shall fold the Ballot so as:
 - 6.6.a.1. to conceal the names of the Candidates or the bylaw or question, and the marks on the face of the Ballot;
 - 6.6.a.2. and to expose the initials of the Deputy issuing the Ballot at the Voting Station, and

immediately after leaving the voting compartment shall, without delay and without showing the front to anyone, deliver the Ballot so folded to the Deputy who is supervising at the Ballot Box.

- b) The Deputy supervising at the Ballot Box shall, without unfolding a Ballot or in any way disclosing the marks made by the Elector on the Ballot, verify the initials on the Ballot and deposit the Ballot at once into the Ballot Box;
 - c) Notwithstanding the above, the Deputy supervising at the Ballot Box may permit an Elector to deposit the Elector's Ballot into the Ballot Box;
 - d) After the Elector's Ballots are deposited into the Ballot Box, the Elector shall immediately leave the Voting Station.
- 6.7. If an Elector has inadvertently dealt with the Elector's Ballot in a manner that it cannot be conveniently used as a Ballot, the Deputy may issue another Ballot in the place of the Ballot so returned;
- 6.8. Spoiled Ballots must be retained and marked "SPOILED" and kept separately from all other Ballots. The Deputy shall preserve the spoiled Ballot;
- 6.9. Void Ballots must be retained and marked "REJECTED" and kept separately from all other Ballots;
- 6.10. Elector assistance may be provided in accordance with the LAEA.

7. ADVANCE VOTE

- 7.1. An Elected Authority may by resolution provide for holding an Advance Vote for an Election;
- 7.2. No vote shall be held within 24 hours of Election Day;
- 7.3. The Advance Vote for a By-Election or a vote on a bylaw or question shall be the day fixed by a resolution of the Elected Authority.

8. INSTITUTIONAL VOTE

- 8.1. Institutional Voting Stations shall be established by Council resolution;
- 8.2. The Returning Officer shall coordinate the hours on Election Day that a voting station will be available for each institution;
- 8.3. The Returning Officer shall post a copy of the notice prescribed in at least one conspicuous place in the institution, no fewer than two days before the day on which the vote is to be taken;
- 8.4. Deputies shall conduct the voting in a fixed public area of each institution;
- 8.5. As soon as Deputies have attended to all institutions as outlined in section 8.1 of this bylaw, Deputies must seal the Ballot Box and return it to the location specified by the Returning Officer.

9. SPECIAL BALLOTS

- 9.1. The Town shall make Special Ballots available to those Electors who are unable to vote at an Advance Vote or on Election Day due to:
- a) physical disability;
 - b) absence from the local jurisdiction;

- c) being a Returning Officer, Deputy, or other individuals who may be participating in or located at a voting station away from the local jurisdiction where the Elector resides;
 - d) an Elector who is unable to vote at an advance vote, or at the voting station on Election Day;
 - e) or pursuant to additional provisions in accordance with the LAEA.
- 9.2. Electors who wish to request a Special Ballot may do so by submitting a request to the Returning Officer using one of the following methods:
- a) in writing;
 - b) by telephone;
 - c) by fax;
 - d) in person;
 - e) or by email.
- 9.3. Electors who wish to make an application for a Special Ballot in accordance with this bylaw, shall provide the Elector's:
- a) first and last name;
 - b) residential municipal address;
 - c) school Elector status, if voting for School Trustee;
 - d) mailing address for the delivery of the Special Ballot;
 - e) contact phone number;
 - f) email address;
 - g) and reason why the Special Ballot is requested.
- 9.4. Electors who wish to submit a request for a Special Ballot may do so prior to Election Day, ensuring they have sufficient time for its return, pursuant to this bylaw;
- 9.5. Special Ballots which have been provided to Electors must be received by the Returning Officer at the Town Office by 4:00 p.m. on Election Day;
- 9.6. If the number of Special Ballots is such that the identity of an Elector could be compromised, the Special Ballots may be amalgamated with the Advance Vote Ballots.

10. VOTING HOURS ON ELECTION DAY

- 10.1. The Town's Voting Stations shall open at 10:00 a.m. on Election Day and shall remain open until 8:00 p.m.;
- 10.2. The Returning Officer shall determine when it is 10:00 a.m. and when it is 8:00 p.m.;
- 10.3. Promptly at 8:00 p.m. on Election Day, the Presiding Deputy, in the presence of at least one other Deputy, shall declare the Voting Station closed;
- 10.4. If there are Electors remaining within the Voting Station at the time it is declared closed, they shall be permitted to proceed with the voting process. No other person shall be allowed to enter the voting

station after it is declared closed.

11. VOTE ON A BYLAW OR QUESTION

- 11.1. Unless otherwise specified by statute or decided by Council, a vote on any bylaw or question will be held in conjunction with an Election;
- 11.2. Unless the Returning Officer determines that another form will be used, the form for a Ballot on a bylaw or question will be as prescribed in the LAEA.

12. POST-VOTE PROCEDURES ON ELECTION DAY

- 12.1. The Counting Centre shall be established by motion of Council;
- 12.2. Post-vote procedures shall be in accordance with the LAEA;
- 12.3. A Deputy shall not permit more than the Candidate or the Candidate's Official agent or scrutineer or more than one official agent or scrutineer of either side of a vote on any bylaw or question to be present at the same time in a Voting Station during the counting of votes;
- 12.4. Candidates shall maintain a 2-meter distance from any election workers while the counting of Ballots occurs;
- 12.5. Photos or video recordings are not permitted in the Counting Centre.

13. CAMPAIGN SIGNS

- 13.1. The location of campaign signs or advertisement displays shall not be displayed within the boundaries of the land on which a building used for a Voting Station is located or within a building used as a Voting Station.
- 13.2. Campaign signs shall only be placed on Town of Smoky Lake property and Town road right-of-ways at noon on Monday, September 22, 2025 (close of nomination day) until 72 hours after Election Day;
- 13.3. Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper, or other paper contrary to 13.1 the Deputy may cause it to be removed, and neither the Deputy nor any person acting under the Deputy's instructions is liable for trespass or damages resulting from or caused by the removal;
- 13.4. The Town of Smoky Lake Logo is strictly prohibited from use on any campaign materials.

14. RECOUNT BY RETURNING OFFICER

- 14.1. The Returning Officer may make a recount of the votes cast at one or more voting stations if a candidate or an official agent or scrutineer shows grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes is inaccurate pursuant to the LAEA.

15. GENERAL

- 15.1. All references in this Bylaw shall be read with such changes in number and gender as may be appropriate, references shall be read as a corporation or partnership, and pronouns shall be deemed not to be gender specific.
- 15.2. Candidates are not permitted to gather in groups of three or more at a voting station while the polls are open as this may be seen as undue influence of the election process.

16. **SEVERABILITY CLAUSE**

16.1 If any section of this bylaw or portion thereof is challenged and proven to be invalid, unenforceable and/or in direct opposition to a higher order of government the remainder of this bylaw shall remain valid and enforceable to the fullest extent permitted by law;

16.2 Any section of this bylaw may stand alone or be deleted.

17. **REPEAL**

17.1. That Bylaw 14-2024 and any previous Election bylaws are hereby repealed.

18. **EFFECTIVE DATE**

18.1. This Bylaw shall come into force and effect on the third and final reading.

READ a FIRST time this 23 Day of June 2025.

READ a SECOND time this 23 Day of June 2025.

READ a THIRD and FINAL time, with the unanimous consent of all councillors, this 23 Day of June 2025.

Original Signed _____

Amy Cherniwchan
Mayor

Original Signed _____

Crystal Bryks
Interim Chief Administrative Officer



**BYLAW NO. 13-2024
TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE MUNICIPALITY OF THE TOWN OF SMOKY LAKE IN THE PROVINCE OF ALBERTA,
PROCEDURAL BYLAW TO PROVIDE FOR THE ORGANIZATIONAL AND PROCEDURAL MATTER OF
COUNCIL, COUNCIL COMMITTEES, AND CONDUCT OF COUNCIL FOR THE TOWN OF SMOKY LAKE.**

WHEREAS the *Municipal Government Act*, RSA 2000, Chapter M-26, authorizes Council to pass Bylaws for the procedure and conduct of Council, Council committees and other bodies established by Council, the conduct of Councillors and the conduct of members of Council committees and other bodies established by Council and generally for the transaction of its business; and

AND WHEREAS this bylaw shall be subject to the provisions of the *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto;

AND WHEREAS Council hereby establishes the following rules and regulations to provide for the orderly and efficient conduct of its Council and Council Meetings;

NOW THEREFORE the Council of the Town of Smoky Lake, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

- 1.1 This bylaw may be cited as the “Council Procedural Bylaw”.

2. DEFINITIONS

- 2.1 “CAO” means Chief Administrative Officer.
- 2.2 “Chair” means the person who has authority to preside over the Meeting.
- 2.3 "Closed Session" means a Meeting or part of a Meeting considered 'closed' to the public if any member of the public:
- i. is not permitted to attend;
 - ii. is instructed to leave other than for improper conduct; or
 - iii. if discussions are held separate from the public.
- 2.4 “Consent Agenda” means a single item comprised of one or more items on a Council Meeting Agenda, which once approved by a majority vote, approves all Consent Agenda items without questions, discussion or debate related to those items.

- 2.5 "Council" means the Council of the Town of Smoky Lake.
- 2.6 "Delegation" means a person or group of persons that are appearing before Council to address a specific topic.
- 2.7 "Deputy Mayor" means Deputy Chief Elected Official.
- 2.8 "Mayor" means Chief Elected Official.
- 2.9 "Meeting" means:
- i. Organizational Meeting, a Meeting held after each general election and again each October, to assign or reassign Councillor duties and formalize appointments to committees (MGA s. 192);
 - ii. Regular Council Meeting, scheduled Council Meeting typically held biweekly or monthly (MGA s. 193);
 - iii. Special Council Meeting, unscheduled Council Meeting to deal with a specific and typically time-sensitive issue (MGA s. 194);
 - iv. Council Committee Meeting, scheduled or unscheduled Meetings of all or part of Council to deal with matters assigned to the committee under its terms of reference (MGA s. 195); or
 - v. Committee of the Whole Meeting, a Meeting of the whole of Council to discuss issues, making recommendations to Council or Council Committees.
- 2.10 "Member" means a Member of Council duly elected who continues to hold office, pursuant to the provisions of the *Local Authorities Act*, or a Member of a Committee duly appointed by Council, under the *Municipal Government Act*, to that Committee.
- 2.11 "Notice of Motion" is the means by which a Member of Council brings business before Council to be brought back to a future Meeting.
- 2.12 "Quorum" means a majority of Council members; except where special Committee policies have been passed that state otherwise.
- 2.13 "Point of Order" means the raising of a question by a Member to call attention to the departure from this Bylaw.
- 2.14 "Point of Privilege" refers to matters affecting the rights and privileges of Council collectively or of individual Members and includes, but is not limited to, the comfort of Members, the conduct of Members, the conduct of Administration or members of the public in attendance at the Meeting.
- 2.15 "Recorded Vote" means the calling by a Member, prior to the vote on a motion, for a record to be kept of the Members voting for and against a motion.
- 2.16 "Speaker" means any member of Council, Administration or a Delegation who is approved by the Chair to speak at a Council Meeting.

3. OBJECTIVE

- 3.1 The appropriate operation of local government requires that elected officials be independent, impartial, and duly responsible to the people. To this end it is imperative that:
- i. Government decisions and policy be made through the proper channels of government structure;
 - ii. Public office not be used for personal gain;
 - iii. The public have confidence in the integrity of its government.
- 3.2 Accordingly, it is the purpose of this Bylaw to establish rules and regulations according to which the Council and Council Committees of the Town of Smoky Lake are to be governed and conducted.

4. INTERPRETATION

- 4.1 This Bylaw is called the “Council Procedural Bylaw” and governs all Meetings of Council. The precedence of the rules governing the procedure of Council is:
- i. The Municipal Government Act;
 - ii. Other provincial legislation;
 - iii. This Bylaw.

5. CHIEF AND DEPUTY CHIEF ELECTED OFFICIAL

- 5.1 In accordance with the Municipal Government Act, the chief elected official shall have the title of Mayor;
- 5.2 The position of Deputy Mayor shall be elected annually at the Organizational Meeting or elected at the next regular Meeting should the position of Deputy Mayor become vacant.

6. CLASSIFICATIONS OF MEETINGS OF COUNCIL

6.1 Organizational Meetings:

- 6.1.1 An Organizational Meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election, when the CAO shall determine the date and time for the Organizational Meeting. Any changes in date, time and/or location may be made by resolution at a Regular Council Meeting at least two weeks in advance of the given date and the public must be notified;
- 6.1.2 In an election year, the Organizational Meeting shall be chaired by the CAO until the Mayor has taken the prescribed Oath of Office after which the Mayor shall assume the Chair;
- 6.1.3 At the first Organizational Meeting of a Council term, all Councillors must take the Oath of Office before dealing with any matter of business, as prescribed by the Oath of Office Act, RSA 2000 after a general election;
- 6.1.4 The appointments of Members to Committees, which Council is entitled to make, shall be

made at the Organizational Meeting;

6.1.5 Any other business required by the Municipal Government Act, or which Council or the CAO may direct;

6.1.6 Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting;

6.1.7 The Mayor shall be an ex-officio Member of all committees and the Mayor shall have all the powers and privileges of any Member of the same, including the right to vote upon the questions to be dealt with by such committees.

6.2 Regular Meetings:

6.2.1 The dates and times of all Regular Meetings of Council shall be established at the Annual Organizational Meeting and may be amended by motion at any time. The Regular Council Meeting schedule will remain posted at the Town Office throughout the Municipal year. Dates, times and/or locations of Regular Meetings of Council may be amended by motion at any Regular Meeting, and the public must be notified.

6.3 Special Meetings:

6.3.1 A Special Meeting of Council may be called by the Mayor or Deputy Mayor. Special Meeting shall be in accordance with Section 194 of the MGA, RSA 2000 Chapter M-26;

6.3.2 Members and the public shall be provided no less than twenty-four (24) hours' notice of a Special Meeting stating the time, date, and place at which it is to be held and stating in general terms the nature of the business to be transacted at the Meeting;

6.3.3 The Mayor may call a Special Meeting of the Council on any shorter notice, either oral or written, that they consider sufficient; however, no such Special Meeting may be held until at least 2/3 of the Members of Council give their consent in writing to the holding of the Meeting;

6.3.4 No business other than that stated in the notice shall be transacted at any Special Meeting of Council unless all Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

6.4 Public Hearings

6.4.1 Public Hearings will be held in accordance with Section 216.4 of the *Municipal Government Act*;

6.4.2 The Mayor shall Chair all Public Hearings;

6.4.3 The Chair shall declare the Public Hearing in session, state the purpose of the public hearing and outline the Public Hearing procedures;

6.4.4 The CAO shall present an overview and summary regarding the resolution, bylaw, or matter to be dealt with, as well as any written submissions received prior to the Public Hearing;

- 6.4.5 The Chair shall request those who wish to make a verbal presentation to identify themselves. A person who does not identify himself or herself will not be given the opportunity to speak. Those wishing to speak in support of the bylaw or resolution will be invited to make the first presentation. Presentations by those in opposition of the bylaw or resolution shall present second. The Chair shall then open the floor to public presentations;
- 6.4.6 Public presentations may be made verbally, in writing, or both, with copies of written submission being filed with the CAO;
- 6.4.7 Presentations shall be directed to the Chair and be limited to fifteen (15) minutes in duration unless there is consent by the Members to extend this limit;
- 6.4.8 Persons making presentations may be questioned by Council and Administration for clarification, however, Council shall not enter into debate during a Public Hearing;
- 6.4.9 The Chair shall invite the applicant to make closing comments, if any;
- 6.4.10 Following verbal presentations, the CAO (or designate) will respond to any questions from Council;
- 6.4.11 The Chair shall close the Public Hearing;
- 6.4.12 Once the Public Hearing is closed, the Chair shall advise that no further information on the matter shall be received by Council;
- 6.4.13 The Chair may recess or postpone the Public Hearing;
- 6.4.14 If a Public Hearing is recessed or postponed, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the Public Hearing;
- 6.4.15 Debate concerning matters raised at the Public Hearing shall take place during a Council Meeting following or subsequent to after the Public Hearing is closed.

6.5 Committee of the Whole

- 6.5.1 Committee of the Whole means a committee of the whole Council;
- 6.5.2 The business of a Committee of the Whole will be to review issues and recommendations which require more extensive briefing and/or informal discussion prior to making a decision on an issue;
- 6.5.3 The Deputy Mayor shall Chair the Committee of the Whole Meetings. In the absence of the Deputy Mayor, the Mayor will assume the role of Chair;
- 6.5.4 Committee of the Whole may only make recommendations, by motion, to Council or another committee;
- 6.5.5 Minutes of the Committee of the Whole Meeting shall be adopted by motion at the following Committee of the Whole Meeting;
- 6.5.6 Committee of the Whole Meetings shall be at the call of the Chair or motion of Council.

6.5.7 Committee of the Whole Meetings shall be open to the public, but will not be livestreamed.

7. CONDUCT OF MEETINGS

- 7.1 All Council Meetings shall be held in Council Chambers at the Town Office and/or through Electronic Communication Technology (web-based and/or telephone platforms), with the exception of Committee of the Whole Meetings. Electronic Meeting participation and public observation gives flexibility to Council and municipal staff to conduct business using telephone and/or video conferencing without compromising the rights of the public to attend and observe Meetings of Council or Committees established by Council. Any variation in venue must be made by resolution at a Regular Council Meeting and the public must be notified;
- 7.2 Meetings of Council shall be adjourned not more than six (6) hours after the Call to Order unless a motion to continue receives unanimous consent of Council. Such a motion may extend the Meeting;
- 7.3 Where the allocated time for a Meeting expires before the approved agenda has been completed, the Meeting shall be recessed to be reconvened at the earliest available time and date. The content of the agenda must be completed within seventy-two (72) hours of the original Call to Order;
- 7.4 As soon after the hour of a Meeting as there is a Quorum present, the Mayor shall take the Chair and call the Members to order;
- 7.5 If Quorum is not present within thirty (30) minutes after the time fixed for a Council Meeting, the CAO shall record the names of the Members present and the Council shall stand adjourned;
- 7.6 A Council Meeting adjourned for failure to constitute a Quorum or due to loss of Quorum as a result of a Member leaving must be reconvened at the earliest available date and time. This Meeting must be reconvened and completed before the next Regular Council Meeting;
- 7.7 The names and times of arrival and/or departure of Council Members that arrive after a Meeting has been called to order and/or leave prior to the declaration of adjournment shall be recorded in the minutes of the Meeting;
- 7.8 Council Meetings shall be chaired by the Mayor or in their absence, the Deputy Mayor, and be called to order at the appointed hour unless:
 - i. Neither are in attendance within fifteen (15) minutes after the hour appointed for a Meeting to begin and a Quorum is present in which case the CAO shall call the Meeting to order and a Chairperson shall be chosen by the Members present to preside for the duration of the Meeting;
 - ii. Both have given notice in advance of the Meeting that they will not be in attendance at a Meeting, in which case the CAO shall call the Meeting to order at the appointed hour and a Chairperson shall be chosen by the Members present.
- 7.9 All speakers must be recognized by the Chair. At any time during a Meeting, upon request of a Council Member, the Chair may with the consent of Council, authorize a person in the public gallery to address Council. The observations and/or explanations shall:
 - i. Be of direct relevance to the issue on the table at that time, and;

- ii. Be heard within a predetermined time limit, this time limit to be specified by the Chair prior to giving over the floor.
- 7.10 Public, staff, press and Members, shall for the duration of any Council Meeting, while in Council Chambers, turn off or set all cell phones and radios to silent mode, and shall place cell phones and/or radios in such a way that sound and/or visual signals will not interrupt the proceedings of the Meeting.
- 7.11 Emergency Response Personnel may keep radios on, but they must turn the volume down so as not to disrupt the Meeting and must leave the Council Chambers immediately to listen to or respond to the call.

8. CONDUCT OF COUNCIL MEMBERS

- 8.1 A Council Member wishing to speak at a Meeting shall obtain the approval of the Chair before speaking;
- 8.2 When a Council Member is addressing the Chair, every other Member shall:
 - i. Remain quiet and seated;
 - ii. Not interrupt the speaker, except on a Point of Order or Point of Privilege;
 - iii. Not carry on a private conversation; and
 - iv. Not cross between the Speaker and the Chair.
- 8.3 A Council Member addressing the Meeting shall:
 - i. Not speak disrespectfully of His Majesty the King, his official representatives, or his government;
 - ii. Not use offensive words in referring to other Members, staff, or members of the public,
 - iii. Not reflect on a vote except when moving to reconsider it;
 - iv. Shall not reflect on the motives of the Members who voted on the motion or the mover of the motion;
 - v. Not shout, use an immoderate tone of voice, profane, vulgar, or offensive language, break the rules of Council, or disturb the proceedings;
 - vi. Assume personal responsibility for a statement quoted and, upon request of the Members, shall give the source of the information.
- 8.4 Subject to the *Municipal Government Act*, no Member shall leave his/her seat after a question is put to a vote until the vote is taken and declared;
- 8.5 A Member must be seated, remain seated and be silent from the time the vote is called for until the vote is declared;

- 8.6 The Mayor, or presiding Chair, shall preserve order and decorum and decide questions of order, interpretation, practice, and privilege, subject to an appeal to Council, without debate, and the decision of the Mayor, or presiding Chair, shall be final, unless reversed or altered by majority vote of the Members present.
- 8.7 During Closed Session, Councillors shall:
- i. refrain from use of cellular devices.
- 8.8 When attending virtually, during Closed Session, Councillors shall:
- i. ensure they are in a secure location with no one in the room to hear the discussion;
 - ii. keep their camera on and background clear (not blurred or altered).
- 8.9 Any written communications by Town Elected Officials, on behalf of the Town of Smoky Lake, will be reviewed by all members of Council via email within twenty-four (24) hours of the document being distributed; however, if a Member of Council has a concern, they may address the concern with Administration within twenty-four (24) hours of the email being sent.

9. CONDUCT OF MEETINGS (POINTS OF ORDER)

- 9.1 A motion to adjourn a Meeting is not debatable except when:
- i. another Member has the floor;
 - ii. a call for a vote has been made;
 - iii. the Members are voting;
 - iv. Council is in Closed Session;
 - v. a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 9.2 Any Member may move that Council recess for a specific period. This motion may not be used to interrupt a speaker. A motion to recess may be amended only as to length of time;
- 9.3 Any Member may call for a Point of Privilege when they believe that another Member has spoken disrespectfully towards them or towards Council or when they believe a comment has been misunderstood or misinterpreted by another member;
- 9.4 Any Member may call for a Point of Order to call attention to any departure from this Bylaw or customary proceedings in debate or in the conduct of Council's business;
- 9.5 Any Member may request to have a motion put to the question;
- 9.6 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any Member requests a division of a question;
- 9.7 Procedure to address points of order shall be as follows:

- i. A Member may interrupt a Speaker only to rise to a point of order;
- ii. A Member may rise to a Point of Order at any time during discussion or debate;
- iii. The Chair shall rule immediately to uphold or dismiss a point/question;
- iv. A Member disagreeing with the ruling may appeal to the Chair at which time the Chair will call for a show of hands (decided by majority);
- v. Sustaining the ruling; or,
- vi. Overturning the ruling;
- vii. Points of order directed at a comment from, or the conduct of the Chair shall be ruled on through an immediate call for a show of hands to uphold or dismiss the question/point.

10. CONSENT AGENDA

- 10.1 When developing an agenda, any number of items may be listed within the Consent Agenda and would be approved without discussion. A Consent Agenda may include any number of the following:
 - i. Bylaws scheduled for first reading;
 - ii. Council Committee reports and recommendations;
 - iii. Reports presented for information purposes only;
 - iv. Approval of minutes;
 - v. Any additional items may be added at Council's discretion.
- 10.2 A Consent Agenda is approved by a single resolution. Upon approval, all separate items included on the Consent Agenda shall be deemed approved, without discussion.
- 10.3 To debate an item included in the Consent Agenda, a Member shall request that it be removed prior to the vote to approve the Consent Agenda. The item which is removed shall be added to the appropriate section on the Agenda and addressed separately.
- 10.4 A motion to approve the Consent Agenda must be made before any removed items are discussed, debated or the subject of questions.
- 10.5 In the event a Member declares a pecuniary interest on an item included on the Consent Agenda, that item shall be removed before voting occurs on the Consent Agenda motion. That item which is removed shall be added to the appropriate section of the agenda and addressed separately.
- 10.6 Approval of the Consent Agenda requires a motion to be passed by a majority of the members present.

11. MOTIONS

- 11.1 Agenda item discussions will typically begin with a motion for discussion. The motion may be the

recommended motion or a motion of the Members choice;

- 11.2 Motions of Council or Council Committees do not need to be seconded;
- 11.2 After a motion has been stated or read, it is deemed to be in possession of the Council, but it may be withdrawn by unanimous consent of the Members of Council present;
- 11.3 Motions shall be formulated and presented by Council Members. Assistance to the precise wording of the motion shall be accepted where the wording does not change the intent or particulars of the motion;
- 11.4 When a motion is being considered, no Member may make any other motion except to:
 - i. amend the motion;
 - ii. refer the main motion to some other group for consideration;
 - iii. table the main motion to a specific Meeting;
 - iv. to postpone indefinitely;
 - v. to adjourn.
- 11.5 Amendments shall be addressed and put to the question before the motion is put to the question;
- 11.6 Each other Member shall be given the opportunity to speak to the motion or amendment on the table. Discussion shall be limited to new information or opinions not heard;
- 11.7 Where visual aids are not in place so Members can read the motion in its final form, the motion will be read back prior to being put to the question when:
 - i. it is requested by a Member; or
 - ii. in any case where an amendment is carried, and the motion has been re-worked.

Motion to Reconsider:

- 11.8 No Member shall speak beside the question or reflect upon any vote of the Council except for the purpose of moving that such vote be reconsidered;
- 11.9 After any matter has been decided, any Member that voted for a motion in the affirmative, may at any time prior to the end of the Meeting at which such matter was decided may:
 - i. move for a reconsideration of the matter at the same Meeting; or
 - ii. give Notice of a Motion of reconsideration of the matter, such option to be considered at the subsequent Meeting of Council.
- 11.10 Within one month of a decision being made by Council, any Member may at a regular Meeting of Council, move for a reconsideration of the matter providing that no action has been taken by Administration to carry into effect the decision of Council;

- 11.11 No discussion of the question that has been decided shall be allowed until the motion for reconsideration has carried, and such motion for reconsideration shall require a 2/3 vote of Members present;
- 11.12 If a notice as provided for in item 11.9(ii) hereof is given no action shall be taken to carry into effect the decision of Council until after the motion for reconsideration has been disposed of at the subsequent Meeting;
- 11.13 If the Member who gave Notice of the Motion for reconsideration is not in attendance at the subsequent Meeting, the Chair shall declare the Notice of the Motion for reconsideration not accepted;
- 11.14 A matter shall only be reconsidered once in any calendar year unless approved as per section 11.11.

Motion to Refer:

- 11.15 A Member may move to refer any main motion to the appropriate Council Committee or the Administration for investigation and report;
- 11.16 A referral motion is made without amendment except as to time;
- 11.17 A Member moving a referral motion shall include in the motion:
- i. the reason and terms on which the motion is being referred;
 - ii. the time when the matter is to return; and
 - iii. to whom it is being referred and whatever explanation is necessary as to the purpose of the motion.
- 11.18 A motion to refer is debatable.

12. VOTING

Voting - Requirement:

- 12.1 Every Member present, including the Mayor shall vote on every matter, unless required or permitted to abstain from voting under this or any other bylaw or any other enactment in accordance with section 183 of the *Municipal Government Act*;
- 12.2 The Mayor shall ensure that all Members in attendance, who are not required or permitted to abstain from voting, are present in the Council Chamber when a motion is put out to a vote;
- 12.3 A Member present at a Meeting shall request a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Member is excused from voting pursuant to this section;
- 12.4 The Chair will put the motion to a vote by stating the motion exactly as it was moved or amended, as applicable;
- 12.5 Votes shall be made by raising of hands as the Chair calls for those in favor or against. If

participating in the Meeting by an electronic communication, a Member must vote verbally;

12.6 A Member has only one vote for each time a vote is held at a Meeting;

12.7 After the Chair declares the result of the vote, Members may not change their votes or Recorded Votes, if applicable;

12.8 Once the vote is carried, this is the decision of Council and shall be supported by all Council Members.

Voting - Declaring Results:

12.9 The Chair will declare the result of the vote;

12.10 A motion shall be carried when a majority or other such required voting threshold of Council Members at a Meeting vote in favor of the motion;

12.11 A motion shall be defeated (considered lost):

- i. when it does not receive the required number of votes; or
- ii. when it receives a tie vote.

Voting - Calling the Question:

12.12 When a request is made by a Member for a vote to be taken on a motion during a debate (also known as calling the question), and the majority of Members present agree to do so, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate;

12.13 When a Chair, having ascertained that no further information is required, commences to take a vote, no Members shall speak to or present another motion until the vote has been taken on such motion or amendment;

12.14 A Member who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

Voting - Pecuniary Interest (Conflict):

12.15 Members who have a reasonable belief that they have a pecuniary interest (as defined in the *Municipal Government Act*) in any matter before Council, any committee of Council or any board, commission, committee, or agency to which they are appointed as a representative of Council, shall, if present declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded;

12.16 A Council Member who has a pecuniary interest in a matter before Council shall:

- i. disclose the general nature of the pecuniary interest; and
- ii. leave the Meeting before debate and return after the vote is declared.

12.17 A Council Member declaring a pecuniary interest is not considered part of the Quorum for the item.

Pecuniary interests are to be noted in the Meeting minutes stating the agenda item to which they pertain, and the general nature of the interest disclosed. Pecuniary interests for Closed Session items are to be noted, however, the description is not required.

Voting - Recorded Vote:

- 12.18 Before a vote is taken by Council, a Member may request that the vote be recorded;
- 12.19 When a vote is recorded, the minutes must indicate the names of each Member and whether they voted: for, against, abstained from voting, or were absent from the Meeting.

13. COMMITTEES OF COUNCIL, BOARDS AND COMMISSIONS

Committees established by Council:

- 13.1 Shall be governed by this policy and as further defined in the policy establishing the committee.

Task Force:
 - i. Shall be established through a bylaw, the particular purpose and composition of the committee to be defined in the bylaw;
 - ii. Members of the committee shall appoint the Chair for the Committee;
 - iii. Shall be dissolved on completion of the assignment or by resolution of Council.
- 13.2 Committees may be composed of:
 - i. entirely Councillors; or
 - ii. a combination of Councillors and other persons; or
 - iii. entirely of persons who are not Councillors.
- 13.3 Notice of Council Committee Meetings must be given to the members of the committee and to the public at least twenty-four (24) hours in advance of the Meeting, and
 - i. may originate recommendations and motions concerning subjects within its area of responsibility without specific instructions from Council;
 - ii. will refer motions and recommendations back to Council for ratification to thereby become resolutions or the matter of Bylaw or policy to be carried, read, or approved by Council.
- 13.4 Council shall be provided with the Terms of Reference or Bylaws of any Committee, Board, or Commission not established by Council, to which Council Members are appointed;
- 13.5 Councillors or Members-at-large appointed to any Committees that have legal decision making powers shall vote on all matters entertained by that Committee;

- 13.6 Councillors appointed to Committees, shall be in attendance at all Meetings called by those Committees or shall be responsible for making arrangements to have the appointed alternate present at Meetings called by those Committees where possible;
- 13.7 Where it is not prohibited by the Bylaws of the Board or Commission, minutes of Meetings to which Councillors are appointed are to be submitted to the Municipality to be accepted as information by Council;
- 13.8 Council-appointed Members shall report on their attendance at Committee Meetings at the next Regular Council Meeting;
- 13.9 Any action required as a result of a Committee Report shall be brought forward as a separate business item to be accepted as:
- i. a request for decision at the next Regular Council Meeting;
 - ii. a motion of direction to the CAO.
- 13.10 Financial commitments, pertinent to the Town budgeting, made at a Committee Meeting shall be pending until ratified at a Regular Council Meeting;
- 13.11 Rate changes or charges to the Town levied by Commissions or Boards in which Council does not have sole decision-making authority shall be reported in Committee reports and shall be brought forward as matters of acceptance to be entered into budget concerns;
- 13.12 Approval of Committee appointments shall be passed by resolution; each Committee, Board or Commission weighed on its own merits.

Cancellation of Meetings:

- 13.13 Any Meeting may be cancelled:
- i. by a majority of Members at a previously held Meeting; or
 - ii. by no Quorum present.
- 13.14 Committee Meetings may be cancelled, however at least twenty-four (24) hours of notice must be provided to the Members and the public.

14. DELEGATIONS

- 14.1 A Delegation wishing to bring any matter to the attention of Council or wishing to have any matter considered by Council shall:
- i. Complete a "Delegation Form" including time allotment and subject that the Delegation would like to address;
 - ii. Ensure the communication reaches the desk of the CAO before 4:00 pm at least seven (7) calendar days preceding the Meeting at which it is to be presented;
 - iv. Any part of or all of the procedure as outlined in 14.1, may be waived if:

- a) the CAO determines whether the matter to be presented is time-sensitive and urgent in nature;
 - b) the presenter or Delegation is responding to an invitation from Council made through the CAO to attend the Meeting.
- 14.2 Delegations shall be restricted to a maximum of fifteen (15) minutes in length, unless there is consent prior to the establishment of the agenda or by the Chair at the regular Meeting to extend the time for the presentation;
- 14.3 Each Regular Council Meeting shall set aside a reasonable amount of time to hear all delegations. The CAO will allocate time to specific delegations within this time frame and:
 - i. Indicate on the agenda the amount of time allocated for each delegation; and,
 - ii. Advise the Delegation of the amount of time allocated and the anticipated time for their presentation to begin.
- 14.4 The Chair will remind delegations of the time allocation immediately prior to the commencement of the presentation and terminate the presentation when the time period has expired.
 - i. Presentations expected to exceed thirty (30) minutes may be scheduled for a Special Meeting of Council called for the purpose of the presentation;
 - ii. Members may ask the Delegation for clarification of points only after the presentation has been completed, unless approved by the Chair.
- 14.5 Delegations bringing a matter to Council as outlined in Section 14 shall be advised that:
 - i. All matters brought to Council shall be given equal weight of consideration;
 - ii. A question or matter that cannot be resolved at the Meeting in which it is posed will be placed on the Council Agenda for the next Regular Meeting;
 - iii. They may be asked to supply Council with additional information;
 - iv. The information required should be presented to the CAO.
- 14.6 No motion shall be made during the Delegation portion of the Meeting and any decision forthcoming should be referred to the appropriate section of the agenda of the current or a subsequent Meeting;
- 14.7 No more than three (3) delegations are to be scheduled for any Council Meeting, unless time permits, as determined by the Mayor and CAO;
- 14.8 No person or group shall appear more than once as a Delegation to Council on the same or a related subject, unless providing new information, and upon vote of the majority of Members present;

15. AGENDA AND ORDER OF BUSINESS

- 15.1 Prior to every Meeting of Council, Administration shall prepare an agenda package for distribution to Members, staff, and public. An agenda shall be made available to any interested party;
- 15.2 The CAO will, to the best of their ability, provide each Council Member with an agenda package two (2) business days or more before the Council Meeting's Call to Order;
- 15.3 Support documentation for issues that must be discussed "in Closed Session" will not be contained in the agenda package.
 - i. The CAO will distribute such documentation to Members only after they have moved to go "in Closed Session" and shall collect the said documentation prior to the Members moving out of Closed Session;
 - ii. Where excessive amounts of documentation must be presented to fully examine an in "Closed Session" issue, the CAO may distribute documentation to Member prior to the Council Meeting, however as with (i), all documentation must be returned to the Chief Administrative Officer once the "Closed Session" session has been completed.

Additions to the Agenda:

- 15.4 Additions to the agenda by Members must be made a minimum of ten (10) days before the next Council Meeting, to allow Administration to compile a report. If all documentation is provided by the Member, the report must be submitted by noon, one week before the Council Meeting;
- 15.5 Additions to the agenda by Members that will take considerable administrative time to research and compose should be brought forward to Council for a motion of support from Council as a whole;
- 15.6 Additions to the agenda by Members at the time of the Council Meeting, should only be accepted onto the agenda if the item is emergent in nature and only with majority consent of Members present.

16. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- 16.1 Members may attend a Council Meeting by means of electronic communications if the chosen method is able to ensure that all Council Members participating in the Meeting are able to communicate effectively;
- 16.2 A Member must notify the Mayor and the CAO of their intentions to meet through electronic means;
- 16.3 Unless extenuating circumstances require additional electronic attendance, a Member may attend a Regular Council Meeting by means of electronic communications no more than four (4) times a year;
- 16.4 A Member shall only be permitted to attend a Meeting by means of electronic communication if the location in which the Meeting is to be held is equipped in a manner such that enables all Members participating in the Meeting to watch and hear one another;
- 16.5 A Member attending a Meeting by electronic communications is deemed to be present at the

Meeting for whatever period of time the connection via electronic communications remains active;

- 16.6 The Mayor shall announce to those in attendance at the Meeting that the Member is attending the Meeting by means of electronic communications;
- 16.7 When a vote is called, Members attending by means of electronic communications shall be asked to state their vote;
- 16.8 A Member attending a Closed Session by electronic communications must ensure that they are in a secure location.

17. MINUTES

- 17.1 Minutes for all Council Meetings shall be taken by a recording secretary who shall be appointed by the CAO;
- 17.2 Minutes of Regular, Special and Organizational Meetings of Council shall be available to the Members and the public as "unapproved minutes", within three (3) working days following the Meeting date;
- 17.3 Where the staff Recording Secretary is not in attendance, the CAO shall appoint an attending Member to take the required notes;
- 17.4 The minutes so recorded shall be approved at the next Regular Council Meeting and be made available to the public.

Adoption of the Minutes:

- 17.5 The minutes of each Meeting shall be circulated prior to the Meeting at which they are to be adopted:
 - i. if there are no errors or omissions, Council must adopt the minutes as presented by a majority of vote; or,
 - ii. if there are errors or omissions, Council shall pass a motion to amend the minutes and adopt the minutes as amended; only minor changes may be made 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;
 - iii. no change shall be allowed which would alter or affect the intent and the actual decision made by Council.

18. RECORDING OF COUNCIL MEETINGS:

- 18.1 Council Meetings shall be recorded and the video will be available, live-streamed, during the open Council Meeting. The audio or video will be made available by the following day on the Town of Smoky Lake website:
 - i. Notice to the public will be made that the video recording will be taking place and shared on the Municipality's website;

- ii. Video recording of the public portions of all Council Meetings will occur and be viewed in real-time through the Municipality's website;
- iii. Public access to historic video recordings of any Council Meeting will be available through the Municipality's website for a period of one year;
- iv. Public access to historic video recordings of any Council Meeting, older than one year, will be available upon written request;
- v. Official recordings will be retained as official record as long as the video may be viewed through electronic means;
- vii. Official motions are the motions in the written minutes and adopted by Council;
- viii. Issues with technology will not interrupt the Council Meeting.

18.2 No recordings regardless of format will be made in Closed Session.

19. CLOSED SESSION:

- 19.1 Council may conduct all or part of its Meetings closed to the public if a matter to be discussed is within one of the categories of information referred to in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act*. (s. 16 to 29);
- 19.2 If all or part of a Meeting is closed to the public, the Council or Council committee may allow one or more other person to attend, as it considers appropriate;
- 19.3 The Mayor will verbalize to members of the gallery that they plan to go into Closed Session and will provide instruction to the gallery regarding the process of the Closed Session;
- 19.4 The minutes of the Council Meeting must record the resolution providing for the specific matter to be heard by Council and names of those persons and the reason for their attendance. (s. 197.6);
- 19.5 Council may exit from the Council Chambers to a Meeting room which will provide for privacy away from the public to conduct the discussion of the Closed Session information;
- 19.6 Council has no power at such a Meeting to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open Meeting.

20. ADJOURNMENT

- 20.1 A Motion to adjourn is a motion to bring the Meeting to an end;
- 20.2 A Regular Council Meeting shall adjourn no later than six (6) hours unless there has been a motion passed by majority to extend the Council Meeting beyond the six (6) hours;
- 20.3 The Meeting is considered adjourned when the number of Council Members is less than what is required for a Quorum within fifteen (15) minutes following the end of a recess;
- 20.4 A motion to adjourn shall be put without comment, debate, or amendment;
- 20.5 The Mayor may declare a Meeting adjourned once all matters on the agenda have been

completed.

21. CORPORATE SEAL

- 21.1 The CAO shall have custody of the Corporate Seal and shall be held in a safe and secure location in accordance with the *Municipal Government Act Section 272(2)*;
- 21.2 The Corporate Seal shall only be used under the direction of the CAO as prima facie evidence that the Municipality has assented to those documents to which the seal is affixed;
- 21.3 The Impression of the Corporate Seal shall be affixed to the following documents:
- i. All Bylaws of the Municipality signed by the Mayor, Deputy Mayor or Acting Mayor, and the CAO or the Assistant CAO are presiding at the Meeting at which the Bylaw was given third reading;
 - ii. Debentures issued by the Municipality and signed by the Mayor and CAO, or designated officer;
 - iii. Certificates of registration of debentures signed by the CAO, or designated officer;
 - iv. Contracts signed by the CAO and/or Mayor, or designated officer;
 - v. Papers certified by the CAO as being true copies of original documents held in the Town Office;
 - vi. Such other papers or documents which, in the opinion of the CAO, warrant the seal to be affixed.

22. SEVERABILITY CLAUSE

- 22.1 If any section of this policy or portion thereof is challenged and proven to be invalid, unenforceable and/or in direct opposition to a higher order of government the remainder of this policy shall remain valid and enforceable to the fullest extent permitted by law;
- 22.2 Any section of this policy may stand alone to be amended or deleted.

23. PARLIAMENTARY RULES

- 23.1 This Procedural bylaw is subsidiary to the provisions of the *Municipal Government Act*, its regulations, and all other legislation and regulations of the Government of Alberta;
- 23.2 Otherwise, in all cases not provided for in this Procedural Bylaw, *Roberts Rules of Order*, the most recent edition, shall be followed.

24. REPEAL

- 24.1 That Bylaw No. 04-2024, and any previous procedural bylaws, are hereby repealed.

25. EFFECTIVE DATE

- 25.1 This Bylaw shall come into force and effect on the final date of passing thereof.

READ a FIRST time this 25th Day of November 2024.

READ a SECOND time this 25th Day of November 2024.

READ a THIRD and FINAL time, with the UNANIMOUS CONSENT OF ALL COUNCILLORS, this 25th Day of November 2024.

Original Signed

Amy Cherniwchan
Mayor

Original Signed

Dawn Phillips
Chief Administrative Officer

COUNCIL POLICY

Honorariums, Per Diems and Expenses

Policy #: A-14-2024

Section: Administration

Rescind Policy #: A-14-2023

Legislative Reference: MGA

1. PURPOSE

1.1 Council desires to establish a policy for monetary compensation for Councillors, council-appointed Members at Large and Staff for their time and out-of-pocket expenses while on official municipal business.

2. DEFINITIONS

2.1 In this Policy:

- a. "Member at Large" refers to a member of the public appointed by Council to carry out a specific item of business on behalf of the municipality.
- b. "Municipal Business" shall be used within this document to mean any business approved by Council including but not limited to committee meetings, special, regularly scheduled and unscheduled council meetings, seminars, conventions, commissions, and workshops.

3. HONORARIUMS & PER DIEMS

3.1 Monthly honorariums shall be paid to each Councillor for their time, and their preparation for attendance at regularly scheduled council meetings, Honorariums are as follows:

- a. Mayor \$650.00 per month
- b. Councillor \$450.00 per month

3.2 Councillors and Members at Large in attendance at meetings approved by Council for the purpose of Municipal Business shall be paid as follows:

- a. Seventy-five (\$75.00) dollars per meeting that is less than sixty minutes. (In person and virtual)
- b. One hundred and fifty dollars (\$150.00) per meeting within the Smoky Lake County boundary. (In person and virtual)
- c. One hundred and seventy-five dollars (\$175.00) per meeting outside the Smoky Lake County boundary for up to four (4) hours. (In person)

3.3 Where the allocated time for a meeting expires before the approved agenda has been completed, the meeting must be recessed and reconvened within seven (7) business days of the original Call to Order to complete the contents on the agenda. The reconvened meeting will be considered a new meeting of Council and shall be paid as per Section 3.2 for the meeting.

3.4 Any Regular, Special Council Meeting or Council-approved event scheduled for more than four (4) hours will be considered an all-day meeting; therefore, Council will be paid two hundred and fifty (\$250.00) dollars for the meeting. (In person and virtual)

3.5 Council members who attend an organization's annual general meeting, but are not assigned to the committee, will still be eligible to receive a per diem as per policy subject to a valid membership with the Town of Smoky Lake.

4.0 MILEAGE AND TRANSPORTATION

4.1 A Councillor, Staff or Member at Large who uses their personal vehicle on municipal business mileage shall be paid at a rate of sixty-one cents (\$0.61) per kilometer.

4.2 Transportation expenses for taxis, buses, public transit and parking shall be reimbursed to Councillors, Staff and Members at Large on municipal business with the submission of receipts.

4.3 Councillors are eligible to claim one hundred and seventy-five dollars (\$175.00) per diem for required travel of 200 km or greater on the day before to attend meetings, conventions/conferences and / or functions.

5.0 ACCOMMODATIONS

5.1 Where a Councillor, Staff or a Member at Large is required to travel on municipal business and stay overnight away from his/her regular place of residence then he/she may claim:

- i. reimbursement of the cost of a hotel, motel, guesthouse, Inn or other similar establishment, with a submitted receipt to a maximum of one hundred and fifty dollars (\$150.00) per night;
- ii. or reimbursement at the full cost of accommodation when booked by Town staff;
- iii. or an allowance of fifty dollars (\$50.00) per night when an accommodation receipt is not provided.

6.0 MEAL AND COMMUNICATIONS ALLOWANCE

6.1 Councillors, Staff and/or Members at Large while on municipal business may claim meal expenses on a municipal expense form:

- i. reimbursement based on a submitted receipt (including up to a 15% gratuity);
- ii. or amounts based on the following schedule where receipts are not submitted:
 - 1. Breakfast - \$20.00
 - 2. Lunch - \$20.00
 - 3. Dinner - \$35.00

6.2 The cost of alcoholic beverages will not be reimbursed.

6.3 Meal claims will be based on reasonable travel times to get to and return from meetings and/or

the commencement and conclusion times of meetings.

6.4 Meal allowances will not be provided to spouses, partners, or other persons not specifically approved by Council.

6.5 Councillors are eligible for a telephone allowance in the amount of fifty dollars (\$50.00) per month.

6.6 All Councillors are provided with tablets or laptop computers for the duration of their term as Councillors for the Town of Smoky Lake. Charges related to mobile data for these tablets / laptops shall be paid for by the Town.

7. POLICY STATEMENT

7.1 No expenses other than those listed in this policy may be claimed without a resolution of council.

a. Additional expenses for Council Committees, other than board meetings, must be requested to Council for reimbursement prior to the event or it will be denied.

b. Training requests must be approved by Council for reimbursement prior to training or they will be denied.

c. Event invitations that are received between Council Meetings, which take place before another meeting and cannot be approved in advance, may be approved at the discretion of Council.

7.2 Municipal Remuneration and Expense report forms will be signed by:

a. The Mayor (or Deputy Mayor in the Mayor's absence) for Council;

b. The Deputy (or another Councillor in the Deputy Mayor's absence) for the Mayor;

c. The Mayor (or the Deputy Mayor in the Mayor's absence) for the Chief Administrative Officer (CAO);

d. The CAO for all staff and Members at Large.

7.3 Copies of Councillor Municipal Remuneration and Municipal Expense Report Forms will be made available for public viewing in the Town Office.

7.4 When Council appoints a primary representative and an alternate, the alternate shall only be paid by Council motion.

7.5 If the alternate representative attends a Committee or Board meeting in place of the primary representative, the alternative representative is paid the per diem.

7.6 When a Councillor appointed primary representative or an alternate attends a Committee of Council, or a Committee or Board they are appointed to but finds it necessary to leave before the end of the meeting, the representatives shall be paid the per diem for attending the meeting.

7.7 Honorariums and Expense claims shall be submitted on a timely basis.

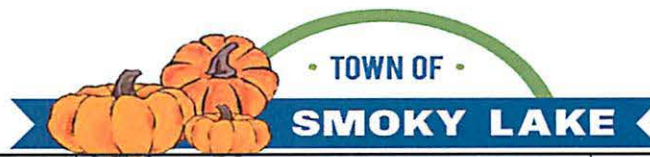
	DATE	RESOLUTION NUMBER
Approved	Nov 13, 2015	582-15
Amended	October 25, 2017	2702/17
Amended	December 5, 2017	2803/17
Amended	October 23, 2018	3706/18
Amended	October 22, 2019	744-19
Amended	November 5, 2019	767-19
Amended	February 2, 2021	082-2021
Amended	June 13, 2022	461-2022
Amended	October 30, 2023	625-2023
Amended	September 23, 2024	510-2024
Amended	October 21, 2024	537-539-2024

Original Signed

Amy Cherniwchan
Mayor

Original Signed

Dawn Phillips
Chief Administrative Officer



Policy No.: A-01-13	Section: Administration	Page #1 of 5
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Title:	Technology Devices for Councillors
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Legislation Reference:	Municipal Government Act
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Policy Statement: To provide Councillors with Electronic Devices to view digital data with respect to municipal business. The Town of Smoky Lake views technology as being supportive of municipal governance and a resource to improve communication with the public, fellow Councillors, organizations, and the Town Office.

Purpose: To establish guidelines for the use of electronic devices for Council members during the term of their office.

DEFINITIONS:

- a) **"Councillors"** means the duly elected officers of the Town of Smoky Lake including the Mayor.
- b) **"Council Approved Activity"** means any conference, seminar, course, training or event with content or subject matter directly related to Council business.
- c) **"Electronic Device"** means computers, cell phones or any other electronic device provided to Councillors.
- d) **"Town"** means the Town of Smoky Lake.
- e) **"Town Manager"** means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

PROCEDURES:

Provision of Electronic devices

1. Administration will facilitate the provision of an electronic device to Councillors to maintain communications with regard to municipal business and will provide training.
2. Each Councillor will receive an electronic device for the duration of their term of office and administration will include it in the operating budget.
3. Each Councillor must sign an "Acknowledgement and Responsibilities Agreement". This agreement is attached as Schedule "A" and shall form part of this policy.
4. Councillors shall be assigned an electronic device for the purpose of council approved activity, including:

- Receiving and reviewing municipal government correspondence electronically i.e., agendas, minutes, daily correspondence, e-mails, bylaws, and policies.
 - Attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as may be required.
5. The style, design, specifications, and cost of electronic devices shall be determined by Administration and approved by Council during the budget process.
 6. All electronic devices shall be the property of the Town of Smoky Lake.
 7. All applications and software purchased and installed on electronic devices shall be the property of the Town of Smoky Lake. No other software other than software installed by the Town of Smoky Lake shall be permitted.
 8. The Town of Smoky Lake shall be responsible for downloading software, maintenance and troubleshooting issues for electronic devices assigned to Councillors during their term of office.

Disposition of Electronic devices

1. Members of Council assigned electronic devices shall have the option of returning the devices or retaining at the end of their term of office:
 - Electronic devices retained by a Councillor must be returned to administration where the electronic device shall be restored to its original setting. All municipal related information shall be removed and network connections to the Town of Smoky Lake shall be disconnected.
 - Electronic devices returned to Administration shall be restored to its original setting. Upon restoration, the Electronic Device shall become part of the Town's electronic equipment inventory and Administration shall determine its future allocation.
2. If a Councillors term ends prior to the four-year term of office the Councillor will have the option of purchasing the electronic device at a cost that has been depreciated based on $\frac{1}{4}$ of the original cost in each of the first four years with a residual balance of zero.
3. It is the responsibility of the Councillor to maintain good physical condition and physical safety of the electronic device and to ensure they are the only person that uses it.

Freedom of Information and Protection of Privacy (FOIPP)

Councillors will conduct electronic communications in accordance with the

Freedom of Information and Protection of Privacy Act, RSA 2000, and amendments thereto.

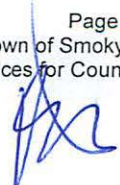
Parameters for Electronic Device Usage

Electronic Devices are provided to Councillors for municipal business use only and Councillors are required to adhere to the following restrictions:

- Do not store personal documents on the hard drive.
- Do not play or install games on the hard drive.
- Do not download or install any software.
- Electronic devices and related software and equipment are Town of Smoky Lake's property. To prevent problems and protect the Town from liability, the Town of Smoky Lake reserves the right to examine all files, e-mail directories and other information stored on the electronic devices, tapes, and disks.
- Software is subject to licensing agreements. To prevent liability, do not remove copy or install company software on a personal computer. Should a Councillor need access to software at home, the Town Manager will determine if such access is necessary and may obtain a valid copy.
- To prevent viruses, only open business-related e-mail attachments when they come from a known and reputable source. Avoid opening e-mail attachments that contain wave files, video files or executable files as they may contain viruses.

Internet and E-mail

1. The Town of Smoky Lake may set up internet and e-mail access to enable Councillors to perform their job effectively. The Town of Smoky Lake expects internet and e-mail use to be restricted to work-related activities.
2. Internet and e-mail are effective business tools, but they can also be misused or abused. To prevent problems and protect the Town of Smoky Lake from liability, the Town of Smoky Lake reserves the right to monitor Councillor internet use, including any web sites visited, and reading e-mail messages, and any attachment.
3. E-mail or Internet access may not be used to:
 - Engage in any illegal or unethical activities.
 - Distribute a virus or other harmful component.
 - Violate copyright laws by unlawfully downloading or using information or software that is protected by copyright.



- Indiscriminately copy e-mail messages to individuals or send irrelevant messages (e.g., jokes, pictures, junk mail, "chain letters", inappropriate e-mail or pictures).
 - Disclose confidential information about the Town of Smoky Lake or its taxpayers.
 - Express opinions that appear to be on behalf of or representing the Town of Smoky Lake.
4. E-mail is a form of business communication and should be treated as such. Councillors are required to be professional in all e-mail communications.
 5. The Town of Smoky Lake may discontinue a Councillors internet or e-mail access at its sole discretion. The Town of Smoky Lake reserves the right to block any websites deemed inappropriate.

Security

1. To prevent unauthorized access, devices must be password protected using the features of the electronic device and a strong password is required to access the Town network.
2. The device must lock itself with a password or PIN if it is idle for five minutes.
3. An electronic device may, where possible, be remotely wiped by the Town if
 - the device is lost,
 - a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.
4. It is the responsibility of the device owner to take additional back up precautions for their electronic device.
5. Lost or stolen electronic devices must be reported to the Town Manager immediately.

	DATE	RESOLUTION NUMBER
Approved	May 1, 2013	282-13
Amended	July 20, 2021	488-21
Amended		


Hank Holowaychuk
 Mayor


Adam Kozakiewicz
 Chief Administrative Officer

2024 - 2025 Council Appointments to Committees, Commissions, Boards and Authorities

*Alternates who attend committee meetings approved by Council Motion (indicated with asterisks ***), will be paid in accordance with Policy A14 – Honorariums, Per Diems and Expenses.*

Committees, Commissions, Boards and Authorities	Member	Alternate
Alberta HUB	Cherniwchan	Prockiwi-Zaruský
Alberta Lakeland DMO	Kobes	Prockiwi-Zaruský
Community Futures (Four-year term)	Morton	
Capital Region Assessment Services Commission (CRASC)	Morton	Prockiwi-Zaruský
Evergreen Waste Management Commission	Kobes	
Family and Community Support Services Board (FCSS)	Morton	Cherniwchan
Gas Federation	All council	
GO EAST Tourism	Prockiwi-Zaruský	
Highway 28/63 Water Service Commission *** (2 Seats)	Prockiwi-Zaruský Kobes	
Intermunicipal Collaboration Committee (ICC) ***	Cherniwchan Kobes	Morton
Intermunicipal Collaboration Committee (ICC) Ad-hoc Working Group	Kobes Prockiwi-Zaruský	Morton
Intermunicipal Development Plan (IDP) Committee	Morton	Cherniwchan
Joint Municipalities	All council	
Municipally Controlled Corporation (MCC)	Cherniwchan Morton	
Municipal Planning Commission	Cherniwchan Morton	Member at Large: Ben Evans
Northeast Alberta Alliance for Growth and Opportunities (NAAGO)	Cherniwchan	Prockiwi-Zaruský

Committees, Commissions, Boards and Authorities	Member	Alternate
Northeast Muni-Corr Corporation	Kobes	Cherniwchan
Northern Lights Regional Library	Cherniwchan	Kobes
North Saskatchewan Watershed Alliance	Cherniwchan	Prockiw-Zarusky
Physicians and Health Care Professionals Committee (Four-year term)	Prockiw-Zarusky (Primary) Kobes	Morton
Regional Community Development Committee (RCDC)	Prockiw-Zarusky Kobes	
Regional Emergency Advisory	Cherniwchan	Morton
Regional Fire Services	Kobes	Cherniwchan Prockiw-Zarusky
Smoky Lake Agricultural Society	Morton	Cherniwchan
Smoky Lake Community Daycare Co-op	Morton	Prockiw-Zarusky
Smoky Lake Foundation *** (1 Seat)	Prockiw-Zarusky	Kobes
Smoky Lake Mineral Rights Development Company	All council	
Smoky Lake Municipal Library Board	Morton	
Smoky Lake Regional Heritage Board	Prockiw-Zarusky	Morton
Ukrainian Twinning Committee	Morton Prockiw-Zarusky	

2024 - 2025
Voluntary Community Committees

Voluntary Committee	Member
Communities in Bloom	All Council
Smoky Lake Curling Club	Morton
Smoky Lake & District Chamber of Commerce	Kobes
Smoky Lake Cultural and Heritage Society (Museum)	Prockiw-Zarusky
Smoky Lake Pumpkin Growers Association	Prockiw-Zarusky Morton
Smoky Lake Riding Club	Kobes
Smoky Lake Rural Crime Watch	Cherniwchan
Smoky Lake Senior Citizens Club	Kobes
Smoky Lake Town & Country Golf Club	Cherniwchan
Smoky Lake Trail Twisters	Morton