BYLAW NO. 08-2026
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

2.10 “Member” means a Member of Council duly elected who continues of 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.

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. 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 Following the adoption of the Agenda and prior to commencing discussion on the first item on the Agenda, the Chair must ask Members to select the items they wish to debate, and any items with an accompanying written report that are not selected for debate shall form the Consent Agenda.

~~i~~. The Consent Agenda is moved and voted upon without debate in a single motion, regardless of the number of reports included;

ii. A Consent Agenda must not include Bylaws:

iii. If the Consent Agenda does not receive unanimous approval from the Members present, each report shall be taken up and debated individually.

10.2 If a Member present discloses a pecuniary interest or a real or perceived conflict of interest in a matter, that matter must not be included in the Consent Agenda.

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. If a member refuses to vote, unless they are excused from voting pursuant to this section, their vote will be considered against the motion.

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 After the resolution, but 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, in accordance with Appendix A, 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 as "unapproved minutes", within five (5) 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 unless there are extenuating circumstances that do not allow Administration to meet the deadline.

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 within 5 days 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 and are considered transitory documents for the purpose of preparing the minutes;

iii. Public access to historic video recordings of any Council Meeting will be available through the Municipality's website until the minutes for that meeting have been approved;

iv. Official recordings will be retained as official record as long as the video may be viewed through electronic means;

v. Despite any audio or video recordings taken during a meeting, the official motions are the motions in the written minutes that have been adopted by Council;

vi. 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 *Access to Information Act (ATIA);*

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. 13-2024, 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 20th Day of October 2026.

Original signed

Marianne Prockiw-Zarusky
Mayor

Original signed

Marshall Morton
Chief Administrative Officer

READ a SECOND time this 10th Day of November 2026.

READ a THIRD and FINAL time this 10th Day of November 2026.

Original signed

Marianne Prockiw-Zarusky
Mayor

Original signed

Marshall Morton
Chief Administrative Officer

APPENDIX ‘A’

Order of Business

1. Call to Order
2. Adoption of Agenda
3. Consent Agenda
4. Previous Minutes and Action Lists
5. Delegations
6. Public Hearings
7. Administrative Reports
8. Deferred Items and Old Business
9. New Business
10. Bylaw and Policy
11. Mayor and Councillor Reports
12. Correspondence Requiring Action