



**BYLAW NO. 002-2021
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 COUNCILLORS 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.

NOW THEREFORE Council hereby establishes the following rules and regulations to provide for the orderly and efficient conduct of its Council and Council meetings.

1. TITLE

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

2. DEFINITIONS

2.1 "Closed Meeting" means a Meeting or part of a Meeting considered 'closed' to the public if any member of the public:

- a) are not permitted to attend;
- b) are instructed to leave other than for improper conduct; or
- c) if discussions are held separate from the public. (s.1(3))

2.2 "Deputy Mayor" means Deputy Chief Elected Official;

2.3 "Mayor" means Chief Elected Official;

2.4 "Meeting" means:

- a) Organizational Meeting, a Meeting held after each general election and again each October to assign or reassign Councillor duties and formalize appointments to committees (s. 192).
- b) Regular Council Meeting, scheduled Council Meeting typically held biweekly or monthly (s. 193).

- c) Special Council Meeting, unscheduled Council Meeting to deal with a specific and typically time-sensitive issue (s. 194); or
- d) 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 (s. 195).

2.5 "Town Manager" means Chief Administrative Officer.

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 to 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 policy to provide the Councillors of the Town of Smoky Lake with clear regulations for acceptable conduct and procedures with which to carry out their duties.

4. CHIEF AND DEPUTY CHIEF ELECTED OFFICIAL

- 4.1 In accordance with the MGA., the chief elected official shall have the title of Mayor.
- 4.2 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.

5. CLASSIFICATIONS OF MEETINGS OF COUNCIL

5.1 Organizational Meetings:

- 5.1.1 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 Chief Administrative Officer 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.
- 5.1.2 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.

5.1.3 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.

5.2 Regular Meetings:

5.2.1 The dates and times of all Regular Meetings of Council shall be established at the Annual Organizational meeting and maybe amended by motion at any time. The Regular Council Meeting schedule will remain posted in the Town Office vestibule 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.

5.3 Special Meetings:

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

6. CONDUCT OF MEETINGS (GENERAL)

- 6.1 All Council meetings shall be held in Council Chambers at the Town of Smoky Lake 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.
- 6.2 Meetings of Council shall be adjourned not more than four (4) hours after the Call to Order unless a motion to continue receives unanimous consent of Council. Such a motion may extend the meeting.
- 6.3 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 72 hours of the original Call to Order.
- 6.4 If quorum is not present within thirty (30) minutes after the time fixed for a Council Meeting, the Chief Administrative Officer shall record the names of the members present and the Council shall stand adjourned.
- 6.5 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.
- 6.6 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.

- 6.7 Council meetings shall be chaired by the Mayor or in his/her absence, the Deputy Mayor and be called to order at the appointed hour unless:
- i. Neither are in attendance within thirty (30) 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 Councillors 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 Chief Administrative Officer shall call the meeting to order at the appointed hour and a Chairperson shall be chosen by the Councillors present.
- 6.8 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.
- 6.9 Public, staff, press and Councillors, 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. CONDUCT OF COUNCIL MEMBERS

- 7.1 A Council Member wishing to speak at a Meeting shall obtain the approval of the Chair before speaking.
- 7.2 When a Council Member is addressing the Chair, every other Member shall:
- i. 5.48.1 remain quiet and seated,
 - ii. 5.48.2 not interrupt the speaker, except on a Point of Order or Point of Procedure,
 - iii. 5.48.3 not carry on a private conversation, and
 - iv. 5.48.4 not cross between the speaker and the Chair.
- 7.3 A Council Member addressing the Meeting shall:
- i. not speak disrespectfully of Her Majesty the Queen, her official representatives or her 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.
- 7.4 A Member wishing to leave while a Meeting is in progress shall rise and await the permission of the Chair before leaving.
- 7.5 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.
- 7.6 A Member must be seated, remain seated and be silent from the time the vote is called for until the vote is declared.

8. CONDUCT OF MEETINGS (POINTS OF ORDER)

8.1 The following are not debatable:

- i. A member may move to adjourn a Meeting at any time except when:
- ii. Another Member has the floor.
- iii. A call for a vote has been made.
- iv. The Members are voting.
- v. Council is in Closed Session.
- vi. A previous motion to adjourn has been defeated and no other intervening proceedings have taken place.

8.2 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.

8.3 Any member may call for a question of privilege when he/she believes that another member has spoken disrespectfully towards him/her or towards Council or when he/she believes a comment has been misunderstood or misinterpreted by another member.

8.4 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.

8.5 Any member may request to have a motion put to the question.

8.6 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.

8.7 Procedure to address points of order shall be as follows:

- 1. A member may interrupt a speaker only to rise to a point of order.
- 2. A member may rise to a point of order at any time during discussion or debate.

3. The chair shall rule immediately to uphold or dismiss a point/question.
4. 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)
 - i. Sustaining the ruling, or
 - ii. Overturning the ruling.
5. 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.

9. MOTIONS:

- 9.1 Motions of Council or Council Committees do not need to be seconded.
- 9.2 A motion may be withdrawn by the mover at any time before it has been put to the question.
- 9.3 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.
- 9.4 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.
- 9.5 Amendments shall be addressed and put to the question before the motion is put to the question.
- 9.6 Each other Councillor 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.
- 9.7 Where visual aids are not in place so Councillors 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 Councillor, or
 - ii. In any case where an amendment is carried, and the motion has been re-worked.

Motion to Refer:

- 9.8 A Councillor may move to refer any main motion to the appropriate Council Committee or the Administration for investigation and report.
- 9.9 A referral motion is made without amendment except as to time.
- 9.10 A Member moving a referral motion shall include in the motion:
 - i. 7.20.1 the reason and terms on which the motion is being referred,
 - ii. 7.20.2 the time when the matter is to return; and
 - iii. 7.20.3 to whom it is being referred and whatever explanation is necessary as to the
 - iv. purpose of the motion.
- 9.11 A motion to refer is debatable.

10. VOTING

Voting - Requirement:

- 10.1 Every Councillor present, including the Mayor shall vote on every matter, unless required or permitted to abstain from voting under this or any other bylaw or enactment.
- 10.2 The Mayor shall ensure that all Councillors in attendance, who are not required or permitted to abstain from voting, are present in the Council Chamber when a motion is out to a vote.
- 10.3 A Councillor 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 Councillor is excused from voting pursuant to this section.
- 10.4 The Chair will put the Motion to a vote by stating the Motion exactly as it was moved or amended, as applicable.
- 10.5 Votes shall be made by raising of hands or by verbally declaring as the Chair calls for those in favor or against. If participating in the Meeting by an electronic communication vehicle, a Councillor must vote verbally.
- 10.6 A Council Member has only one vote for each time a vote is held at a Meeting.
- 10.7 After the Chair declares the result of the vote, Councillors may not change their votes or recorded votes, if applicable.
- 10.8 Once the vote is carried, this is the decision of Council and shall be supported by all Council Members.

Voting - Declaring Results:

- 10.9 The Chair will declare the result of the vote.
- 10.10 A motion shall be carried when a majority or other such required voting threshold of Council Members at a Meeting vote in favour of the motion.
- 10.11 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:

- 10.12 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 Councillors present agree to do so, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.
- 10.13 When a Chair, having ascertained that no further information is required, commences to take a vote, no Councillors shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 10.14 A Councillor 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):

- 10.15 Councillors 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.
- 10.16 A Council Member who has a Pecuniary Interest in a matter before Council shall:
 - i. 6.18.1 disclose the general nature of the Pecuniary Interest; and
 - ii. 6.18.2 leave the Meeting before debate and return after the vote is declared.
- 10.17 A Council Member declaring a Pecuniary Interest is not considered part of the quorum for the item.
- 10.18 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.
- 10.19 Pecuniary Interests for Executive Session items are to be noted, however, the description is not required.

Voting - Recorded Vote:

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

11. COMMITTEES OF COUNCIL, BOARDS AND COMMISSIONS

Committees established by Council:

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

Task Force:

- i. Shall be established through a resolution of Council, the particular purpose and composition of the committee to be defined in the resolution.
 - 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.
- 11.2 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.
- 11.3 Notice of Council Committee Meetings must be given to the members of the committee and to the public at least 24 hours in advance of the meeting.
 - 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.
- 11.4 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.
- 11.5 Councillors or Members-at-large appointed to any Committees that have legal decision making powers shall vote on all matters entertained by that Committee.

- 11.6 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.
- 11.7 Where it is not prohibited by the bylaws of the Board or Commission, minutes of meetings to which Councillors are appointed may be submitted to the Town to be accepted as information by Council.
- 11.8 Council-appointed members shall report on their attendance at Committee meetings at the next Regular Council meeting.
- 11.9 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 Chief Administrative Officer.
- 11.10 Financial commitments, pertinent to the Town of Smoky Lake budgeting, made at a Committee meeting shall be pending until ratified at a Regular Council Meeting.
- 11.11 Rate changes or charges to the Town of Smoky Lake 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.
- 11.12 Approval of Committees shall be passed by resolution; each Committee, Board or Commission weighed on its own merits.

Cancellation of Meetings:

- 11.13 Any Meeting may be cancelled:
- i. by a majority of Members at a previously held Meeting; or
 - ii. with a written consent of a majority, provided twenty-four (24) hours notice is provided to Members and the public; or
 - iii. with a written consent of Four-Fifth (4/5) of the Members if twenty-four (24) hours notice is not provided to the public.
- 11.14 Committee Meetings may be cancelled, however at least twenty-four (24) hours of notice must be provided to the Members and the public.

12. DELEGATIONS AND QUESTION PERIOD

- 12.1 A delegation wishing to bring any matter to the attention of Council or wishing to have any matter considered by council shall:

- i. Address a written communication, which must include the signature, correct name and full address of the writer, to council outlining the matter.
- ii. Ensure the communication reaches the desk of the Chief Administrative Officer before 4:00 pm at least seven (7) calendar days preceding the meeting at which it is to be presented.
- iii. Advise the Chief Administrative Officer if the delegation will require time to appear before Council regarding the matter.
- iv. Any part of or all of the procedure as outlined in 12.1 i to iii., 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.

12.2 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.

12.3 The Chairperson 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 30 minutes may be scheduled for a Special Meeting of Council called for the purpose of the presentation.
- ii. Councillors may ask the delegation for clarification of points only after the presentation has been completed.

12.4 Where the delegation does not request time to appear before Council, the matter outlined in the letter will be added to the Agenda as an RFD in New Business and the written communication from the delegation shall be attached as information.

12.5 Delegations and public, bringing a matter to council as outlined in Section 12 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 Chief Administrative Officer.

12.6 Question Period: A maximum of 15 minutes shall be allotted to questions from the public gallery as follows:

- i. People or groups who have not used the channels outlined for delegations may bring matters to the attention of the Council during Question Period.
- ii. The time allotted to each person or group shall be adjusted based on the number of speakers to be fitted into the maximum time allocated to Question Period.
- iii. The Chair will announce individual time allotments at the opening of Question Period.

13. AGENDA and ORDER of BUSINESS

13.1 Prior to every Meeting of Council, the Chief Administrative Officer shall prepare an agenda package for distribution to Councillors, staff and media. An Agenda shall be made available to any interested party.

13.2 The Chief Administrative Officer will, to the best of his/her ability, provide each council member with an agenda package 2 days or more before the Council Meeting's Call to Order.

13.3 Support documentation for issues that must be discussed "in Closed Session" will not be contained in the agenda package.

- i. The Chief Administrative Officer will distribute such documentation to Councillors only after they have moved to go "in Closed Session" and shall collect the said documentation prior to the Councillors moving out of Closed Session.
- ii. Where excessive amounts of documentation must be presented to fully examine an "in Closed Session" issue, the Chief Administrative Officer may distribute documentation to Councillors prior to the Council Meeting, however as with (i), all documentation must be returned to the Chief Administrative Officer once the "in Closed Session" session has been completed.

13.4 Additions to the agenda after Councillors have been provided with the agenda packages, shall be discouraged, and will only be accepted onto the agenda with majority consent of Councillors present.

14. MINUTES

- 14.1 Minutes for all Council meetings shall be taken by a recording secretary who shall be appointed by the CAO.
- 14.2 Minutes of Regular, Special and Organizational Meetings of Council shall be available to the Councillors and the public as "unapproved minutes", a maximum of three (3) working days following the meeting date.
- 14.3 Where the staff recording Secretary is not in attendance, the Chief Administrative Officer shall appoint an attending member to take the required notes.
- 14.4 The minutes so recorded shall be approved at the next Regular Council Meeting and be made available to the public.

Adoption of the Minutes:

- 14.5 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, no change shall be allowed which would alter or affect the intent and the actual decision made by Council.

15. RECORDING OF COUNCIL MEETINGS:

- 15.1 When only audio facilities are available the Recording Secretary will:
 - i. make a re-playable recording of all Council meetings.
 - ii. any Councillor of Town official may have access to the recording under the supervision of the Recording Secretary. No one shall be entitled to make any changes to or copies of the recording.
 - iii. audio recording will be for the purpose to confirm motions prior to the acceptance of the Meeting minutes and are considered draft recordings.
 - iv. the Recording Secretary must retain all recordings of meetings until the minutes have been adopted or as otherwise directed by the Town Manager or Town's Solicitor.
- 15.2 When video recording equipment are available:
 - i. notice to the public will be made that the video recording will be taking place and shared on the Town's website.

- ii. video recording of the public portions of all Council meetings will occur and be viewed in real-time through the Town's website.
- iii. public access to historic video recordings of any Council Meeting will be available through the Town's website.
- iv. official recordings will be retained as official record as long as the video may be viewed through electronic means.

15.3 No recordings regardless of format will be made of Closed Meeting (in Closed Session) sessions.

16. CLOSED SESSION (s. 197)

- 16.1 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)
- 16.2 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.
- 16.3 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.
- 16.4 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)
- 16.5 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.
- 16.6 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.

17. ADJOURNMENT

- 17.1 A Motion to Adjourn is a motion to bring the Meeting to an end.
- 17.2 A Regular Council Meeting shall adjourn no later than four hours unless there has been a motion passed by majority to extend the Council Meeting beyond the four hours.
- 17.3 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.
- 17.4 A motion to adjourn shall be put without comment, debate, or amendment.

17.5 The Mayor may declare a Meeting adjourned once all matters on the agenda have been completed.

18. CORPORATE SEAL

18.1 The Chief Administrative Officer shall have custody of the Corporate Seal and shall be held in a safe and secure location in accordance with the Municipal Government Act.

18.2 The Corporate Seal shall only be used under the direction of the Chief Administrative Officer as prima facie evidence that the Town has assented to those documents to which the seal is affixed.

18.3 The Impression of the Corporate Seal shall be affixed to the following documents:

- i. All Bylaws of the Town signed by the Mayor, Deputy Mayor or Acting Mayor, and the Chief Administrative Officer or the Assistant Chief Administrative Officer presiding at the Meeting at which the bylaw was given third reading.
- ii. Debentures issued by the Town and signed by the Mayor and Chief Administrative Officer or other designated officer.
- iii. Certificates of registration of debentures signed by the Chief Administrative Officer or other designated officer.
- iv. Contracts signed by the Chief Administrative Officer and/or Mayor or other designated officer.
- v. Papers certified by the Chief Administrative Officer as being true copies of original documents held in the Town of Smoky Lake Office.
- vi. Such other papers or documents which, in the opinion of the Chief Administrative Officer, warrant the seal to be affixed.

19. SEVERABILITY CLAUSE

19.1 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.

19.2 Any section of this policy may stand alone to be amended or deleted.

20. REPEAL

20.1 That Bylaw No. 014-19, and any previous procedural bylaws, are hereby repealed.

21. EFFECTIVE DATE

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

READ A FIRST TIME THIS 20th DAY OF APRIL, 2021.

Original signed.

Hank Holowaychuk
Mayor

Original signed.

Adam Kozakiewicz
Chief Administrative Officer

READ A SECOND TIME THIS 4th DAY OF May, 2021.

Original signed.

Hank Holowaychuk
Mayor

Original signed.

Adam Kozakiewicz
Chief Administrative Officer

READ A THIRD AND FINAL TIME THIS 4th DAY OF May, 2021.

Original signed.

Hank Holowaychuk
Mayor

Original signed.

Adam Kozakiewicz
Chief Administrative Officer