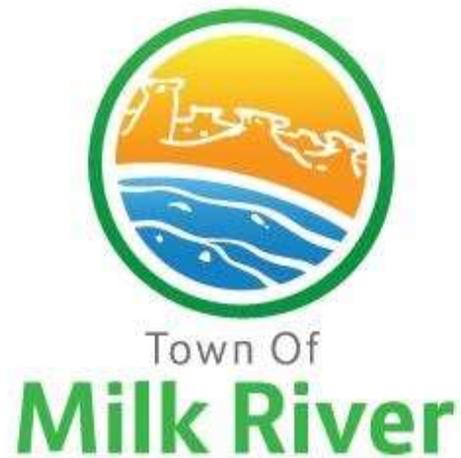


# Information Package for Candidates



## 2025 General Municipal Election

# Important Dates

## Election

Nomination Day - September 22, 2025 (10am-Noon)

Advanced Poll - TBA

Election Day - October 20, 2025 (10am - 8pm) - Council Chambers

## Council Business

Regular Council Meetings - Second Monday of each Month @5:30pm

Regional Council Orientation - Thursday, October 23, 2025

Local Authority Elected Official (LAEO) Course - Friday, October 24, 2025 @ 9:00am

Council Organizational Meeting - October 29, 2025 - 5:30pm

1<sup>st</sup> Council Meeting - November 10, 2025 - 5:30pm

Council Tour of Town Owned Facilities - TBA

Council Planning Session/Retreat - TBA

## Professional Development

Alberta Municipalities Annual Conference and Convention  
Calgary November 12-14, 2025

Elected Official Education Program

[www.eoep.ca](http://www.eoep.ca)

## **Munis 101 Course Schedule in 2025**

(subject to change)

Date in 2025	Day	Location	Time
October 25	Saturday	Online	9:00 am – 4:00 pm
October 26	Sunday	Online	1:00 pm – 8:00 pm
October 27	Monday	Online	9:00 am – 4:00 pm
October 30	Thursday	Fort Saskatchewan	9:00 am – 4:00 pm
November 1	Saturday	Lethbridge	9:00 am – 4:00 pm
November 1	Saturday	Grande Prairie	9:00 am – 4:00 pm
November 2	Sunday	Olds	1:00 pm – 8:00 pm
November 14-15	Friday & Saturday	Calgary – ABmunis Convention	Friday 2:00 pm – 5:00 pm Saturday 8:00 am – 12:00 pm
November 17	Monday	Edmonton – RMA Convention	8:30 am – 4:00 pm

## Table of Contents

Introduction.....	4
Candidate Eligibility.....	5
Nomination Day.....	5
Election Signage.....	6
Voter Eligibility .....	6
Campaign Donations .....	6
Polling Station.....	6
Advanced Poll .....	6
Election Day.....	6
Office of Mayor .....	7
Office of Councillor.....	8
Procedural Bylaw 1060.....	9
Elected Official Appointments .....	18
Frequently Asked Questions.....	20
<b>A Candidate’s Guide.....</b>	<b>Error! Bookmark not defined.</b>

---

### Disclaimer

This information package is provided as information only and is intended to serve as a supplement to the Municipal Government Act, the Local Authorities Election Act, and Town of Milk River bylaws. Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law. It is the specific candidate’s responsibility to ensure the appropriate forms and requirements are utilized and met.

## Introduction

This information package is for your assistance and has no legislative sanction. It contains answers to the most frequently asked questions regarding election procedures and important facts that candidates should be aware of.

For detailed information, please consult the *Local Authorities Election Act (LAEA)*, the *Municipal Government Act (MGA)*, and the numerous applicable Town bylaws, policies, and documents.

Local Authorities Election Act:

[https://kings-printer.alberta.ca/1266.cfm?page=L21.cfm&leg\\_type=Acts&isbncln=9780779850150](https://kings-printer.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779850150)

Municipal Government Act:

[https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg\\_type=Acts&isbncln=9780779851669](https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779851669)

Town Bylaws and Policies:

[www.milkriver.ca](http://www.milkriver.ca), at the Town office, or by request to [cao@milkriver.ca](mailto:cao@milkriver.ca)

Alberta Municipal Affairs: <https://www.alberta.ca/municipal-elections-overview>

**Additional information may be obtained by attending a Town Council meeting, speaking with a current member of Council or with Kelly Lloyd, the Town CAO.**

The appointed Returning Officer for the 2025 General Municipal Election is:

Kim Swanson  
403-647-3773  
[finance@milkriver.ca](mailto:finance@milkriver.ca)

## Candidate Eligibility

You may be nominated as a candidate under the *Local Authorities Election Act*, if on Nomination Day (September 22, 2025), you:

1. Are at least eighteen (18) years old,
2. Are a Canadian citizen,
3. Have resided in Milk River for the six consecutive months immediately preceding Nomination Day, and
4. Are not otherwise ineligible or disqualified.

You are **not** eligible to be nominated as a candidate in any election under the LAEA, if on Nomination Day, you:

1. Are the auditor of the Town of Milk River;
2. Are an employee of the Town of Milk River (unless you are on a leave of absence);
3. Are indebted for taxes for more than \$50 (except current taxes, or if a consolidation agreement is entered into and not in default of payments);
4. Are indebted to the Town of Milk River in excess of \$500 for any debt and are in default for more than 90 days;
5. Are a party to a subsisting contract with the Town of Milk River; or,
6. Have a pecuniary interest, direct or indirect, in any subsisting contract with the Municipality.

## Nomination Day

The nomination papers must be filed on the prescribed form, signed by at least five (5) people who reside in the Town of Milk River and are eligible to vote in the election. Further, legislation requires a nominee to swear or affirm an affidavit confirming that you are eligible to run for office.

Nomination papers are to be received by the Returning Officer between the hours of **10:00am and 12:00pm (noon)** on **September 22, 2025**, at the Town Office at 240 Main Street. Nomination papers will only be accepted in person (faxed or emailed forms are **NOT** accepted); however, you may have someone drop them off on your behalf. As stated in the LAEA, the Returning Officer cannot accept nominations after noon on Nomination Day.

Nomination papers may be examined by any person in the presence of the Returning Officer, following 12:00pm (noon) on September 22, 2025. The examination of nomination papers must be done during regular business hours, excluding the lunch hour (8:30am - 4:30pm, Monday - Thursday; 8:30am to 3:30pm, Friday).

If more nominations have been received than there are vacancies, a candidate may, in writing to the Returning Officer, withdraw his/her name as a candidate for the office they were nominated to fill within 24 hours after the close of nominations.

Each candidate may appoint an official agent, whose duties are assigned by the candidate. To **be eligible to be qualified as the candidate's official agent, the person acting as the official agent must be eligible to vote in the election themselves.**

## Election Signage

Signs for the election campaigns do not require a permit; however, they shall not exceed 6.5 ft<sup>2</sup> in area. They are allowed anywhere in Town, including municipal boulevards and parks, **PROVIDED THAT:**

1. All signs are removed within 2 days after the election date;
2. Signs do not obstruct or impair vision of traffic;
3. Signs are not attached to utility poles or other municipal structures; and
4. Signs larger than 6.5 ft<sup>2</sup> are not permitted in any part of Town.

## Voter Eligibility

As per the LAEA, all eligible voters are required to provide proof of their name and home address, as outlined by the standard provincial requirements for one piece of identification.

The LAEA outlines voter eligibility as a person:

- Is at least 18 years old
- Is a Canadian citizen, and
- Has resided in Alberta for the 6 consecutive months immediately preceding election day **and the person's place of residence is located in the area on election day.**

## Campaign Donations

If you are receiving donations to help finance your election campaign, the province has instituted a few rules to govern the donations and further information and rules should be obtained from the LAEA (s. 147.1(1)).

## Polling Station

The polling station is designated as the Council Chamber at the Town Hall Complex, and includes all facilities which shares the same building, grounds, parking lot, and public sidewalk around the facility. During the advanced poll and on election day, no candidate is permitted to greet voters at the polling station.

A designated area, for all candidates, or their agent, will be established to enable the observation of the election process. An agent must be designated in advance on the authorized form. Also, the candidate or agent may be present during the counting of ballots. Only one (1) representative for each candidate may be present.

## Advanced Poll

An advanced poll TBD.

All eligible voters are allowed to vote during the advanced poll.

## Election Day

Election day is Monday, October 20, 2025, with the polls being open from 10am - 8pm. All voting will take place at the Council Chambers, Town Hall Complex, 240 Main Street N.E., Milk River, Alberta. An institutional vote will take place at TBA.

## Office of Mayor

- Term: 4 years
- Remuneration:
  - \$4,500 per year;
  - \$110 for a Special Meeting of Council per meeting;
  - \$60 for a committee meeting that is 2 hours or less;
  - \$85 for a committee meeting that is between 2 and 4 hours, and/or
  - \$160 for Committee meeting that is longer than 4 hours
- Time Commitments:
  - The commitment includes both day and nighttime commitments
  - Council meetings, Committee meetings (see the attached Committee listing), representing the Town at specific events, preparation for meetings, information and training seminars, annual Alberta Municipalities Conference and Convention
- Duties, as outlined by the *MGA (s. 153, 154, 201)*:
  - All general duties of Councillors (s. 153)
    - 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 participate generally in developing and evaluating the policies 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 the Council;
    - to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO), or a person designated by the CAO;
    - to keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
    - to adhere to the code of conduct established by the Council under section 146.1(1)
    - to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.
  - General duties of the Chief Elected Official; (s. 154)
    - Preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person to preside, and
    - Perform any other duty imposed on a chief elected official by this or any other enactment or bylaw
    - The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise
    - Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected **official's personal name**
  - A Council is responsible for (s. 201)
    - developing and evaluating the policies and programs of the municipality;
    - making sure that the powers, duties and functions of the municipality are properly carried out;
    - carrying out the powers, duties and functions expressly given to it under this or any other enactment.

- A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw, specifically assigned to the CAO or a Designated Officer.

## Office of Councillor

- Term: 4 years
- Remuneration:
  - \$4,000 per year.
  - \$110 for a Special Meeting of Council per meeting;
  - \$60 for a committee meeting that is 2 hours or less;
  - \$85 for a committee meeting that is between 2 and 4 hours, and/or
  - \$160 for Committee meeting that is longer than 4 hours
- Time Commitments:
  - The commitment includes both day and nighttime commitments
  - Council meetings, Committee meetings (see the attached Committee listing), representing the Town at specific events, preparation for meetings, information and training seminars, annual Alberta Urban Municipality Association Conference and Convention
- Duties, as outlined by the *MGA (s. 153, 154, 201)*:
  - All general duties of Councillors (s. 153)
    - 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 participate generally in developing and evaluating the policies 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 the Council;
    - to obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO), or a person designated by the CAO;
    - to keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
    - to adhere to the code of conduct established by the Council under section 146.1(1)
    - to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.
  - A Council is responsible for (s. 201)
    - developing and evaluating the policies and programs of the municipality;
    - making sure that the powers, duties and functions of the municipality are properly carried out;
    - carrying out the powers, duties and functions expressly given to it under this or any other enactment.
    - A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw, specifically assigned to the CAO or a Designated Officer.

**BYLAW NO. 1060**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO DEAL WITH THE PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE MUNICIPAL COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

**WHEREAS**, Section 145 of the Municipal Government Act, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with meetings of Council, this Bylaw, by virtue of the Act, provides for the regulation of the proceedings of Council and the Committees thereof.

**NOW THEREFORE**, the Council of the Town of Milk River, duly assembled enacts as follows:

**1. TITLE**

This Bylaw shall be cited as the "Procedural Bylaw" of the Town of Milk River.

**2. DEFINITIONS**

**Act** means the Municipal Government Act, Chapter M-26, as amended.

**Agenda** means the agenda for a Regular, Special or Committee of the Whole meeting prepared pursuant to Part 5 of this Bylaw.

**Bylaw** means a Bylaw of the Town.

**Chair** means the person who has been given authority to direct the conduct of a meeting including the appointed head of a committee.

**Committee** means any committee, board or other body established by Council under the Municipal Government, unless Council decides that this Bylaw does not apply to any particular Council Committee.

**Council** means the duly elected Council of the Town of Milk River.

**Deputy Mayor** means the person appointed by Council pursuant to the provisions of Part 4 of this Bylaw to act as Mayor in the absence or incapacity of the Mayor.

**Mayor** means the person elected as the Chief Elected Officer under Section 150 of the Act.

**New Business** means business dealing with a matter, which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.

**Old Business** means the business which has been raised at the same or previous meeting and which has not been completed.

**Privilege** means the rights and immunities of Council collective or the position and conduct of members of Council in their office character as elected representatives and a "matter of privilege" means any matter affecting privilege.

**Quorum** means minimum number of members of Council or Committee necessary to conduct business.



**Town** means the corporation of the Town of Milk River and where the context so requires, means the area included within the boundaries of the Town.

### **3. GENERAL RULES OF COUNCIL**

3.1 This Bylaw shall govern all regular meetings, special meetings, committee of the whole, public hearings, annual organizational meetings, and any other meetings as may be directed by Council.

3.2 Council Committees shall be established and governed by policy of bylaw approved by Council, where appropriate, authority is delegated to a Council Committee and such committee, and its mandate shall be established by bylaw.

3.3 All Committees of Council and all members of Committees, including resident members shall be bound by the voting rules of this Bylaw.

3.4 The precedence of the rules governing the procedure of Council is:

3.3.1 the Province of Alberta Municipal Government Act;

3.3.2 Other Provincial Legislation;

3.3.3 Town of Milk River Procedural Bylaw and any amendments thereto;

3.3.4 Robert's Rules of Order.

3.5 Agenda

3.5.1 The agenda for each Council meeting is established by the CAO in consultation with the Mayor. The Mayor has final approval of the agenda.

3.5.2 All items for inclusion in the agenda must be submitted to the CAO by noon on the Wednesday before the meeting.

3.5.3 The CAO will prepare and distribute the agenda electronically to Council no later than 4:30 p.m. on the Wednesday prior to the meeting.

3.6 Quorum

3.6.1 Should a member of Council arrive late to a meeting or depart prior to the completion of the meeting, the CAO, or their designate, shall record the time of arrival and departure of the Councillor.

3.6.2 If there is no quorum present within fifteen minutes after the time appointed for the meeting of Council, the CAO shall, for the purpose of remuneration, call the roll and take down the names of the members present, and the Council shall stand absolutely adjourned until the next meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting unless a special meeting is called before or after the next regular meeting to deal with the business of the adjourned meeting. A meeting cannot proceed without quorum.



3.6.3 Absences of a member of Council shall be dealt with under the provisions provided in the Act and/or the Code of Conduct Bylaw.

#### 4. PROCEEDINGS AT MEETINGS

- 4.1 The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw.
- 4.2 The Deputy Mayor shall Chair Council meetings when the Mayor is absent or unable to function as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 4.3 In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 4.4 As a rule, the Chair does not make any motion, but shall be able to voice what they see as a useful motion and seek someone to move the motion.
- 4.5 Direction to administration by Council shall be limited to Council as a whole directing the CAO.
- 4.6 The minutes of the preceding meeting shall have previously been circulated to the Councillors, allowing the minutes circulated to be adopted by a majority vote.
- 4.7 The Chair shall preserve order and decorum and decide questions of order, subject to an appeal to the Council, and the decision of the Chair shall be final unless reversed or altered by a majority vote of the members present without debate.
- 4.8 Every member wishing to speak to a question or motion shall address themselves only to the Chair.
- 4.9 When a request is made to have a member's vote recorded against a question, all present at that time shall be recorded, and the member's votes shall be recorded as voting for, against, and /or abstained for pecuniary interest only, pursuant to the Act.
- 4.10 A member of Council shall be allowed to participate in a Regular or Special meeting of Council through electronic means, which may include using a telephone with the use of the speaker, via a personal computer, or other means as technology advances. A member of Council will only be able to participate in one meeting via electronics means in a row. The per diem rates for a member of Council participating in a meeting via electronic means will be paid at the same rate as if the member of Council is physically present. If the meeting goes into a Closed Session, while a member of Council is participating via electronic means, they will not be able to participate in the Closed Session portion of the meeting.
- 4.11 Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.

4.12 Motions or Resolutions



- 4.12.1 In all cases not provided for in the proceedings of the Council or in Committee, Robert's Rule of Order shall be followed, and, in such cases, the decision of the Chair shall be final and accepted without debate.
- 4.12.2 No motion bringing in a new matter before Council may be made while any other motion is pending.
- 4.12.3 A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.
- 4.12.4 A motion is not required to be seconded.
- 4.12.5 All motions shall be in writing and recorded before being debated or put from the Chair.
- 4.12.6 The Chair must call for a motion before a vote is taken.
- 4.12.7 A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

#### 4.13 Voting

- 4.13.1 A Councillor has one (1) vote each time a vote is held at a Council meeting at which a Councillor is present either in person or virtually.
- 4.13.2 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
- 4.13.3 Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.
- 4.13.4 Every member of Council present, shall vote on every matter of Council, unless they are required to or permitted to abstain from voting under this or any other enactment.
- 4.13.5 The Council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.
- 4.13.6 When a public hearing on a proposed bylaw or resolution is held, a Councillor:
  - 4.13.6.1 must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
  - 4.13.6.2 may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.
- 4.13.7 Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the



Councillors present and whether each Councillor voted for or against the proposal or abstained.

4.13.8 Where a Councillor declares a pecuniary conflict of interest under the MGA, that Councillor will absent themselves from Council table while the matter is being discussed and voted upon. Prior to leaving the Council table, the Councillor will describe in general terms the nature of the pecuniary interest, which will be captured as part of the minutes.

4.13.9 The Chair of a meeting must verbally announce the outcome of all votes of Council.

## 5. ORDER OF BUSINESS

### 5.1. Regular Meetings

5.1.1. Shall be held on the second Monday of each month provided that where a Regular Council Meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, or on such other day as Council decides.

5.1.2. Shall commence at 5:30 p.m. and adjourn by a unanimous vote of the members present. Adjournment of a meeting shall be no later than 9:30 p.m., unless a majority vote of Council extends the meeting for 30 minutes. The Council meeting must be completed before 10:00 p.m., including the extension.

5.1.3. Additions to the agenda will be made by motion and accepted by majority vote of the Council.

5.1.4. The Order of Business of a Regular Meeting shall be as follows:

- A) Call to Order
- B) Additions to the Agenda
- C) Delegations (5:40 pm.)
- D) Approval of Minutes
- E) Business Arising from Minutes
- F) Financial Reports
- G) Administration Reports
- H) Break (10-15 minutes)
- I) Old Business
- J) Bylaws and Policies
- K) New Business
- L) Councillors Reports
- M) Mayor's Report
- N) Closed Session (if required)
- O) Adjournment

5.1.5 Closed Session



- 5.1.5.1 The rules of the Council shall be observed when Council is in a closed session as far as may be applicable. Recommendations shall be voted on after returning to Regular Meeting.

## 5.2 Organizational Meeting

- 5.2.1 Council must hold an organizational meeting annually not later than two weeks after the third Monday in October.
- 5.2.2 If a meeting date falls on a statutory holiday, it shall be rescheduled for the next working day, unless otherwise authorized by resolution of Council.
- 5.2.3 Unless the Mayor has been elected at the last General Election, immediately preceding the Organizational meeting, the Mayor shall take the chair and call the meeting to order.
- 5.2.4 If the Mayor has been elected at the last General Election, immediately preceding the meeting, the CAO shall call the meeting to order and shall preside over the meeting until the oath, prescribed by the Oath of Office Act, has been administered to the Mayor.
- 5.2.5 After the Mayor has taken the oath, the Mayor shall preside over the meeting and the Councillors shall take the Official Oath of Office.
- 5.2.6 All Committees and other bodies that Council is entitled to appoint may be changed annually at the time of the Organizational Meeting as set by the statute then in effect.
- 5.2.7 Appointment and Organization of Committees of Council
  - 5.2.7.1 All elected officials and resident members of Committees of Council, will be appointed at an Organizational Meeting, or by a motion of Council.
  - 5.2.7.2 Terms for Councillors appointed to any Committee are twelve months.
  - 5.2.7.3 Terms for residents at large appointed to a Committee will be a twelve-month term.
  - 5.2.7.4 Residents interested in volunteering to serve on Committees may apply to the Town by way of cover letter outlining their interest. Recommendations for appointments will be made using the following considerations:
    - 5.2.7.4.1 the best interests of the Town;
    - 5.2.7.4.2 the competence of members; and
    - 5.2.7.4.3 willingness to serve.
- 5.2.8 The Order of Business of the Organizational Meeting shall be limited to:



- A) The appointment of the Deputy Mayor;
- B) The appointment of Council to committees or other bodies;
- C) Setting the date, time and place for regular Council meetings;
- D) A review the Councillor Code of Conduct;
- E) A review of the remuneration and expenses policy;
- F) In an election year, a review of the Procedural Bylaw;
- G) Appoint the auditor;
- H) Appoint the assessor;

### 5.3 Special Meetings

5.3.1 Special Council meetings can be held under the provisions provided in Section 194 of the Act.

5.3.2 Special Council meetings should only be held to address time sensitive issues.

### 5.4 Committee of the Whole

5.4.1 The purpose of the Committee of the Whole is to allow for Council and Department heads to have discussions on operational and capital priorities and issues. It shall include Council, the CAO, the Public Works Supervisor, and the Fire Chief. Only the members of Council are able to vote. The Committee of the Whole meets, as required and as determined by Council.

5.4.2 The Committee of the Whole Meeting can, by resolution, move into a closed session and exclude any person or persons from the meeting. Recommendations shall be voted on after returning to the Meeting.

### 5.5 Public Hearing

5.5.1 Council shall hold a public hearing when:

- 5.5.1.1 Required by the MGA;
- 5.5.1.2 Required by any other legislative or regulation;
- 5.5.1.3 Road Closure Bylaws; and
- 5.5.1.4 Or any other matter at the direction of Council.

5.5.2 Council, shall by resolution, set a time, date, and location of a public hearing.

5.5.3 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:

- A) The Chair of a public hearing shall declare the public hearing open.
- B) A background shall be provided on the proposed bylaw or resolution.
- C) Presentations shall be limited to five (5) minutes.
- D) Persons speaking will be given an opportunity to speak only once.
- E) Order of presentations shall be as follows:
  - a. Those in support
  - b. Those opposed
  - c. Those deemed affected
- F) Council shall not allow cross examination of persons giving information

- and it will not be necessary for the persons giving information to verify their qualifications.
- G) For clarification purposes, Council may ask questions of the speakers after each presentation.
  - H) No verbal or written submissions shall be received after the hearing has been deemed closed.
  - I) The Chair of a public hearing shall declare the public hearing closed.

Where there are no persons present as delegations, the hearing procedure shall eliminate items c, d, e, f, and g, as listed above.

- 5.5.4 After the close of the public hearing, the process of Council is as follows:
  - 5.5.4.1 Council may pass the bylaw or resolution.
  - 5.5.4.2 Council may make any amendment to the bylaw or resolution as it considers necessary and proceed to pass it without further advertisement or hearing.
  - 5.5.4.3 Council may defeat the bylaw or resolution.

## **6. DELEGATIONS**

- 6.1. Delegations who wish to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered, or mailed to the office of the CAO so that it arrives no later than 12:00 p.m. (noon) on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the delegation wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda, if possible.
- 6.2. Delegations will be allocated a maximum of 10 minutes to present the subject matter indicated in their request. The Chair of the meeting may extend this maximum time allocation at their choice.
- 6.3. A maximum of 2 delegations will be included on the agenda at a Regular Council meeting.
- 6.4. Delegations may present to Council no more than 2 times per calendar year on items considered to be the same issue.

## **8. REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE**

- 8.1. The business of the Committee of the Whole, Authorities, Boards, and other Committees shall be conducted in accordance with the rules governing procedure in the Council, in addition, the following rules shall be adhered to:
  - 8.1.1. The Chairperson shall preside at each meeting, shall vote on all questions submitted and, upon an equal vote, the question shall be negative.
  - 8.1.2. The name of the Chairperson shall appear on all reports and recommendations made by a Committee/Authority/Board.



8.1.3. In the absence of the Chairperson and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairperson during the meeting or until the arrival of the Chairperson.

8.1.4. The minutes of the transactions of each Committee/Authority/Board shall accurately kept in a book provided for that purpose and, at each meeting, the minutes of the preceding meeting shall be submitted for approval. After they are approved by a majority of the members present, shall be signed by the Chairperson and the CAO.

8.2 The general duties of all the Committees of Council shall be as follows:

8.2.1 To report to the Council, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference.

8.2.2 To observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.

## 9. SEVERABILITY

9.1. Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

## 10. REPEAL

10.1. Bylaw 1023 is hereby repealed upon third and final reading.

## 11. EFFECTIVE DATE

11.1. This Bylaw shall come into full force and effect on the final day of passing.

Read for a first time this the 13<sup>th</sup> day of May 2024.

Read for a second time this 13<sup>th</sup> day of May 2024.

Unanimous consent given for consideration of third reading this 13<sup>th</sup> day of May 2024.

Read for a third and final time this 13<sup>th</sup> day of May 2024.

  
\_\_\_\_\_  
Larry Liebelt  
Mayor

  
\_\_\_\_\_  
Kelly Lloyd  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this 13<sup>th</sup> day of May 2024.

## Elected Official Appointments

The following are appointments of Council members to various Authorities, Boards, Commissions and Committees for the period of November 1, 2024, to October 31, 2025.

Chief Mountain Regional Solid Waste Services Commission • Town Agreement (2000)	1 Councillor 1 Alternate	Liebelt
Chinook Arch Regional Library Board • Town Agreement (2021)	1 Councillor	Michaelis
Chinook Intermunicipal Subdivision and Development Appeal Board • Town Bylaw 1018	1 Councillor 2 Public at Large	Michaelis
Committee of the Whole • When required	5 Councillors	All of Council
Family & Community Support Services • Town Bylaw 625 • Agreement (1982) • FCSS Governance Policies	1 Councillor 1 Alternate	Degenstein
Heritage Handi-Bus • Handi-Bus Bylaws	1 Councillor	Johnson
<b>Canada's Western Gateway</b>	Silent	Liebelt
Intermunicipal Collaboration Framework Committee • ICF Agreement (2020)	2 Councillors 1 Alternate	Losey and Michaelis Degenstein - Alternate
Mayors and Reeves	Mayor or Deputy Mayor	Liebelt
Milk River and District Ag Society • Ag Society Bylaw (2020)	1 Councillor - nonvoting rights	Johnson
Milk River and District Senior Citizens Society • Society Bylaws	Silent	Losey
Milk River Cemetery Board • Cemetery Bylaws	1 Councillor	Liebelt
Milk River Community Business Association • Association Bylaws	Silent	Degenstein
Milk River Health Professionals Attraction and Retention Committee • Committee Bylaws	Designate	Michaelis
Milk River Municipal Library • Libraries Act • Town Bylaw 574	No more than two councillors	Michaelis
Milk River Watershed Council Canada • Watershed Bylaw	Membership	Losey
Municipal Planning Commission Subdivision & Development Authority • Town Bylaw 803	2 Councillors 3 Public at Large	Degenstein, Johnson
Oldman River Regional Services Commission	1 Councillor 1 Alternate	Losey

<ul style="list-style-type: none"> <li>• ORRSC Bylaw 2013-2</li> </ul>		
Quad Council	All of Council	All of Council
Regional Assessment Review Board <ul style="list-style-type: none"> <li>• Town Bylaw 1039-23 / 3 year term</li> </ul>	1 Councillor 1 Alternate	Jon Hood
Regional Emergency Advisory Committee <ul style="list-style-type: none"> <li>• Town Bylaw 1030</li> <li>• CoWREP Terms of Reference</li> </ul>	1 Councillor 1 Alternate	Johnson
Ridge Country Housing <ul style="list-style-type: none"> <li>• Housing Business Plan 2023-2025</li> </ul>	1 Councillor 1 Public at Large	Losey, Degenstein
Ridge Regional Public Safety Services <ul style="list-style-type: none"> <li>• Ridge Bylaw 001-16</li> </ul>	1 Councillor	Degenstein
Riverside Community Golf Course Society <ul style="list-style-type: none"> <li>• Society Bylaws</li> </ul>	Silent	Liebelt
SouthGrow <ul style="list-style-type: none"> <li>• Articles of Association (2021)</li> </ul>	1 Councillor 1 Alternate	Johnson
Swimming Pool Committee <ul style="list-style-type: none"> <li>• Town Terms of Reference</li> </ul>	1 Councillor 4 Public at Large	Liebelt
<b>Veteran's Memorial Highway</b> Highway 36	1 Councillor	Degenstein Johnson - Alternate

## Frequently Asked Questions

1. What if I don't have any photo ID like a driver's license?
  - It doesn't matter. Just bring anything else you have from the above list that has your name and address on it.
2. Do I need more than one document?
  - No, only one document with your name and address is needed.
    - \* What if all of my documents have a post office box address?
    - That is ok. If it makes sense that a person in your voting subdivision or ward would have a post office box at your mailing address, it will be accepted. The post office box doesn't **have to be in your voting subdivision or ward** - just reasonably close by.
3. I used to have to sign a form to say that I am eligible. Do I still have to sign that form?
  - Yes, you will still have to sign the Statement of Elector Eligibility as well as provide one of the above documents that contains your name and address.
4. What if I don't have any accounts or documents in my own name?
  - Have your landlord, facility, or organization manager sign a letter or form (attestation) to confirm your address and bring it with you to the voting station. Your municipality may have a form that you can use, so check with them. You will have to do this before you come to vote, so plan ahead.

\* These are the basic requirements for all Alberta municipalities. Your local municipality may have additional requirements or accept additional types of ID. Please check with them.

## A Candidates Guide