

**CITY OF COLD LAKE**  
**BYLAW NO. 850-BD-24**  
**CITY OF COLD LAKE COUNCIL ELECTION FORUM**  
**SELECTION COMMITTEE BYLAW**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE COUNCIL ELECTION FORUM SELECTION COMMITTEE

**WHEREAS** the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees and other bodies;

**WHEREAS** Council wishes to establish Council Election Forum Selection Committee within the City of Cold Lake;

**NOW THEREFORE** pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

**SECTION 1 – TITLE**

- 1.1 This Bylaw shall be cited as the “Election Forum Selection Committee Bylaw”.

**SECTION 2 – DEFINITIONS**

In this Bylaw:

- 2.1 “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires;
- 2.2 “Committee” means the Council Election Forum Selection Committee as provided for in this Bylaw;
- 2.3 “Council” means the Mayor and Members of Council of the City of Cold Lake;
- 2.4 “Recording Secretary” means a person appointed to the position of recording secretary of the Committee;
- 2.5 “Simple Majority” means more than 50% of votes or persons;
- 2.6 “Staff Advisor” means the Chief Administrative Officer or a person appointed by the Chief Administrative Officer to the position of staff advisor to the Committee;

**SECTION 3 – ESTABLISHMENT**

- 3.1 A Committee is hereby established pursuant to Section 145(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

**SECTION 4 – MANDATE**

- 4.1 The mandate of the Committee is to:
- 4.1.1 Review applications for the Municipal Election Forum Grant;
- 4.1.2 Determine which applications meet the qualifications of eligibility under Policy No. 239-AD-24 Municipal Election Forum Grant Policy;
- 4.1.3 Provide recommendation to the Chief Administrative Officer as to which applicant best meets the evaluation criteria as set out in the Policy and shall be selected to receive an election forum grant by July 31, 2025.

**SECTION 5 – MEMBERSHIP**

- 5.1 The Committee shall consist of a minimum of three (3) and a maximum of five (5) members-at-large who shall be appointed by resolution of Council from nominations submitted by the Chief Administrative Officer.
- 5.2 Membership shall be recruited from members of the community that Council deems appropriate.
- 5.3 All persons appointed as members of the Committee shall:
- 5.3.1 be residents of the City of Cold Lake and shall remain members of the Committee only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise;

- 5.3.2 not have an actual, or perceived, conflict of interest as it relates to municipal election outcomes,
- 5.3.3 not have an actual, or perceived, conflict of interest as it relates to any known, or anticipated, applicants of the grant established by Policy No. 239-AD-24, Municipal Election Forum Grant Policy.

#### **SECTION 6 – TERM OF OFFICE**

- 6.1 The term of office for the Committee members-at-large shall be a maximum of one (1) year, however, the Committee shall be terminated when the objectives of the Committee have been completed or there is no further need for the Committee's services.
- 6.2 Council may, with reason, request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office.
- 6.3 Any member may resign from the Committee at any time upon sending a written notice to the City Executive Secretary advising of the resignation and the effective date.

#### **SECTION 7 – CHAIRPERSON AND VICE-CHAIRPERSON**

- 7.1 At the first meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2 The staff advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.
- 7.3 The duties of the chairperson shall consist of:
  - 7.3.1 presiding at the regular and special meetings of the Committee;
  - 7.3.2 direction and control of the operation of the Committee;
  - 7.3.3 direct consultation with the Staff Advisor, and
  - 7.3.4 providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the staff advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.4 The duties of the vice-chairperson shall consist of:
  - 7.4.1 fulfilling the duties of the chairperson in his or her absence; and
  - 7.4.2 acting as the spokesperson for the activities of the Committee.
- 7.5 Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

#### **SECTION 8 – ROLE OF STAFF**

- 8.1 The Chief Administrative Officer (CAO) may appoint a Staff Advisor and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2 The role of the CAO or Staff Advisor, would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee mandate set out in Section 4.
- 8.3 The duties of the Recording Secretary, or the Staff Advisor where a Recording Secretary is not appointed, shall consist of:
  - 8.3.1 attendance at all regular and special meetings for the Committee;
  - 8.3.2 to prepare and provide an agenda to the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and
  - 8.3.3 to perform all other administrative duties as may be assigned by the Committee from time to time.



**SECTION 9 – REMUNERATION AND EXPENSES**

- 9.1 Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.

**SECTION 10 – MEETINGS**

- 10.1 Regular and Special Meetings: The Committee shall establish a schedule of its meeting dates. Notice shall be provided in accordance with Section 195 of the *Municipal Government Act*.
- 10.2 Minutes: A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary or a member of the Committee if a Recording Secretary has not been appointed by the CAO. Copies of all minutes shall be filed with the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.
- 10.3 Quorum
- 10.3.1 a quorum for regular and special meetings of the Committee shall be no less than two (2) of the appointed members.
- 10.3.2 the decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- 10.3.3 only those Committee members present at a Committee meeting shall vote on any matter before the Committee and in the event of a tie, the motion shall be lost.
- 10.4 Rules of Procedure: The Committee may make rules as are necessary for the conducting of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

**SECTION 11 – ENACTMENT**

- 11.1 This bylaw shall take effect immediately on the date of passing third and final reading.

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26<sup>th</sup> day of November, 2024 A.D. on motion by Councillor Bailey.

**CARRIED  
UNANIMOUSLY**

**SECOND READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10<sup>th</sup> day of December, 2024 A.D. on motion by Councillor Mattice.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 10<sup>th</sup> day of December, 2024 A.D. on motion by Councillor Richardson.

**CARRIED  
UNANIMOUSLY**

**Executed this 17<sup>th</sup> day of December, 2024**

**CITY OF COLD LAKE**

**MAYOR**

**CHIEF ADMINISTRATIVE OFFICER**

