



GENERAL ELECTION

2025

CANDIDATE INFORMATION PACKAGE

Town of Rimbey, 4938 50th Avenue, Rimbey, Alberta, T0C 2J0
www.rimbey.com

Welcome to the 2025 Municipal Election

Dear Prospective Candidate,

Thank you for your interest in joining Rimbey Town Council. Council consists of one mayor and four councillors, each elected for a four-year term.

This package includes the following information and resources for potential candidates for Rimbey Town Council.

- Information regarding candidate qualifications, nominations, campaign signage and campaign contributions.
- Information regarding candidate qualifications, nominations, campaign signage and campaign contributions.
- The Nomination Form, Candidates Acceptance, Candidate Financial Information, and Release of Official Agent Information.
- Town of Rimbey Procedural Bylaw and Council Code of Conduct Bylaw.

Please note that this document is not inclusive of all information contained within all legislation.

For more information, refer to:

Local Authorities Election Act at <https://open.alberta.ca/publications/121>

Or contact the Returning Officer, Bonnie Rybak, at generalinfo@rimbey.com or 403-843-2113.



Table of Contents

Overview of Government in Canada	5
Municipal Government.....	5
Responsibilities of Elected Officials.....	6
Understanding the Position.....	7
Mayoral Duties	8
Councillor Duties	10
Summary of Rimbey Town Council.....	12
Term Commencement.....	12
Council Meetings	12
Deputy Mayor.....	12
Council and Committee Meetings	13
Regular Council Meetings.....	13
Committee of the Whole Meetings.....	13
Committee Meetings	13
Important Dates	14
Nomination Period.....	14
Advance Voting Days.....	14
Election Day	14
Councillor Orientation	14
Inaugural and Organizational Meetings	14
Date to file campaign disclosure	14
Candidate Information.....	15
Candidate Qualification.....	15
Ineligibility for Nomination as a Candidate	16
Nominations.....	16



Nomination Day.....	16
Nomination Form.....	16
Filing Nomination Papers.....	17
Nomination Papers Checklist.....	17
Withdrawal of Nomination Papers.....	17
Election By Acclamation.....	18
Release of Information to the Public.....	18
Candidates.....	18
Official Agents.....	18
Campaign Advertising.....	18
Election Signage.....	19
Campaign Contributions.....	19
Contributions.....	19
Contribution Receipts.....	20
Campaign Disclosure Statement and Financial Statement.....	20
Campaign Surplus.....	20
Appendices.....	21

Overview of Government in Canada

There are three primary levels of government in Canada.

Federal: Elected representatives are Members of Parliament (MPs).

Provincial or Territorial: Elected representatives in Alberta are Members of the Legislative Assembly (MLAs).

Municipal: Elected representatives are Mayor or Reeve and Councillors.

Additionally, under Canada's 1982 Constitution Act, existing and treaty rights of First Nations' peoples are entrenched, hence they cannot be unilaterally extinguished by federal or provincial laws.

Municipal Government

The purpose of a municipality is to provide good government, services, facilities, or other things that are necessary or desirable, and to develop and maintain safe and viable communities by the power, as well as duties and functions, imposed on them by the *Municipal Government Act* and other enactments.

The Government of Alberta's *Municipal Government Act* regulates municipal funding and how local governments govern and plan for growth. It is the primary set of rules that Alberta municipalities operate under. The purpose, powers, duties, and functions of municipalities are stated in Part 1, Sections 3 through 6 of the *Municipal Government Act*.

The Town of Rimbey conducts a general municipal election every four years to elect a mayor and four councillors. All general municipal elections in Alberta are conducted under the authority of the *Local Authorities Election Act* (LAEA). Candidates should be familiar with the LAEA as there are penalties (including fines, imprisonment, and disqualification from elected office) for those found in breach of its provisions.



Responsibilities of Elected Officials

Being an elected official requires substantial time and energy, and a four-year commitment to public service. Elected officials can be expected to work a significant number of hours to meet their responsibilities.

The mayor and councillors spend a considerable amount of time reading and preparing for meetings so that they can make informed decisions. They are required to attend many meetings, conferences, conventions, training workshops and social events as dignitaries, representatives, and officials during the day, evening, and occasionally on weekends.

The mayor has additional responsibilities as head of council, chairing council meetings, participating in inter-municipal, inter-governmental, and other regional matters, plus representing the Town as its main dignitary and Council spokesperson. The mayor generally has more office duties and social obligations than councillors.

Most meeting agendas and packages are provided electronically to council members, to reduce paper use. The mayor and councillors are expected to use a smartphone and computer/laptop to receive email messages and council agendas.

Each council member is appointed by council to serve as members and alternate members on Town-appointed committees. Committee meetings may or may not be held during daytime hours; evening meetings are common. Some committees meet more often than others.

Being an elected official is a lifestyle that requires continual community interaction as a Town representative. Many people approach mayor and councillors in public settings to discuss Town matters. Phone calls are common during the day, evening, and on weekends. The expectations and demands on your time require serious consideration, as elected officials must balance Town responsibilities with their personal and professional lives.

Understanding the Position

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions are made at public meetings where quorum is present.

Individual members of Council do not have the power to commit the municipality to any expenditure or direct the activities of municipal employees. Any promises made as part of an election campaign that involves municipal expenditures or the activities of municipal employees can only be carried out if a majority of Council votes in favour of the matter at a meeting.

The Town of Rimbey is governed by the *Municipal Government Act* and Council Procedure Bylaw. It is imperative that the provisions of the Bylaw and Act be adhered to when making decisions.

Governance (Council) Determines 'What'	Management (Administration) Determines 'How'
Strategic plan development <ul style="list-style-type: none"> • Vision • Strategic Priorities • Strategic Objectives 	Strategic plan execution <ul style="list-style-type: none"> • Mission • Values • Strategic Actions • Departmental Business Plans
Influence policy development	Implement policies and develop procedures
Approve budget <ul style="list-style-type: none"> • Total revenue and expenditures • Service area budgets 	Manage budget <ul style="list-style-type: none"> • General account ledgers • Financial reporting
Key relationships <ul style="list-style-type: none"> • Premier, MPs, MLAs, Cabinet Ministers, Reeves, other Municipal Mayors and Councillors 	Key relationships <ul style="list-style-type: none"> • Deputy Ministers, Provincial and Federal Administration, other Municipal CAOs and City Managers, Administrators



Mayoral Duties

Term of Office: Four years

Duties of Mayor: The Mayor is the chief elected official of the municipality and has duties that encompass those of both a councillor and the chief elected official (as outlined in section 153 and section 154(1) of the *Municipal Government Act*).

Under section 153 of the *Municipal Government Act*, councillors have the following duties.

- (a) 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;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.



Under section 154(1), a chief elected official, in addition to performing the duties of a Councillor, must:

- a. Preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and
 - b. Perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
2. 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.
 3. 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.



Councillor Duties

Term of Office: Four years

Duties of Councillor: As outlined under section 153 of the *Municipal Government Act*

Number of Councillors: Four positions

Under section 153 of the *Municipal Government Act*, councillors have the following duties:

- (a) 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;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.



Under section 201 of the Municipal Government Act, a council is responsible for:

- (1) (a) developing and evaluating the policies and programs of the municipality;
(b) repealed 2015 c8 s20;
(c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

- (2) A council must not exercise a power or function or preform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.



Summary of Rimbeey Town Council

Term Commencement

The Local Authorities Election Act states that a person who is elected in an election holds office from when they take the Oath of Office, which will be administered at the Inaugural Meeting on October 27, 2025, unless they are disqualified from remaining in office.

Council Meetings

After the election, the first meeting of council will be the Organizational Meeting which is scheduled for October 27, 2025. At the Organizational Meeting, council members will appoint the deputy mayor schedule and appoint council members to various committees and boards.

Deputy Mayor

The deputy mayor serves as back-up to the mayor. The position of deputy mayor is rotated among council members throughout the four-year term so that each councillor is provided with an equal opportunity to experience being the deputy mayor. It is up to each newly elected council to decide if they wish to continue with this method of determining who serves as deputy mayor.



Council and Committee Meetings

Regular Council Meetings

Regular council meetings take place every fourth Monday of each month, starting at 3 p.m., unless council decide otherwise.

Committee of the Whole Meetings

Committee of the Whole meetings take place every second Monday of each month starting at 3 p.m. with the exception of July, August and December.

Committee Meetings

The mayor and councillors are appointed to various committees on an annual basis. These appointments are made at the Organizational Meeting. Current committees are:

TOWN COMMITTEES

Beatty Heritage House Society
Bylaw Committee
Citizens on Patrol
Emergency Management Advisory Committee
Emergency Management Agency
Historical Society Board

INTERMUNICIPAL COMMITTEES

Fire Commission
Interagency Committee
Intermunicipal Collaboration Framework/Intermunicipal Development Plan Committee (ICF)(IDP)
Physician Retention Committee
Ponoka & Rimbey Adult Learning Society
Ponoka Regional Emergency Management Society
Rimbey Community Home Help Services (FCSS)
Rimbey Municipal Library
Rimbey Neighbourhood Place
Rimoka Housing Foundation Board

EXTERNAL COMMITTEES

Central Alberta Mayors and Reeves
Central Alberta Economic Partnership (CAEP)
Parkland Regional Library System Board



Important Dates

Nomination Period

January 1, 2025, to noon on September 22, 2025

Advance Voting Days

Thursday, October 2, 2025 – 10 a.m. to 6 p.m.

Kinsmen Room in the Peter Lougheed Community Centre
5109-54th Street, Rimbey, Alberta

Thursday, October 16, 2025 – 10 a.m. to 2 p.m.

Rimbey Valley View Manor
4417 Rimstone Drive, Rimbey, Alberta

Election Day

Monday, October 20, 2025 – 10 a.m. to 8 p.m.

Main Auditorium in the Peter Lougheed Community Centre
5109-54th Street, Rimbey, Alberta

Inaugural and Organizational Meetings

Thursday, October 27, 2025 – starting at 3 p.m. in Council Chambers, Town Office,
located at 4938 50th Ave, Rimbey, Alberta.

Last Day to File Campaign Disclosure

March 1, 2026



Candidate Information

Candidate Qualification

Section 21 of the *Local Authorities Election Act* outlines qualifications of a candidate. A person may be nominated as a candidate in any election under the *Local Authorities Election Act* if, on nomination day, the person:

- Is eligible to vote in the election,
- Has been a resident of the local jurisdiction and the ward, if any, for six consecutive months immediately preceding nomination day, and
- Is not otherwise ineligible or disqualified.

For complete information see section 21 of the *Local Authorities Election Act*.

The Nomination Paper and Candidate Acceptance (Form 4) must be completed and requires the candidate to sign an affidavit confirming that they:

1. Are eligible to be elected.
2. Will accept the office if elected.
3. Have reviewed the Local Authorities Election Act.

The Candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths and return the form to the Returning Officer.

The nominated candidate is responsible for ensuring that the nomination paper filed is fully completed and meets the requirements of the *Local Authorities Election Act*. If a nomination is challenged, the courts will assess eligibility.

In accordance with Section 151 of the *Local Authorities Election Act* it is an offence for a candidate to sign a Candidate's Acceptance Form that contains a false statement; offences are subject to a fine up to \$1,000.

To book an appointment to submit your nomination package, email the Returning Officer at generalinfo@rimbey.com or phone 403-843-2113.



Ineligibility for Nomination as a Candidate

Sections 22 and 23 of the *Local Authorities Election Act* provides an overview of instances when a person is ineligible to be nominated as a candidate in a municipal election. Some of those instances include when:

1. The person is an auditor for the Town.
2. The person is an employee of the Town, unless that person takes a leave of absence.
3. The person's Town property taxes are more than \$50 in arrears, not including current taxes or previous taxes addressed in a consolidation agreement.
4. The person owes the Town any amount exceeding \$500 for more than 90 days.
5. The person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*.

As this information does not detail all instances of ineligibility, candidates are responsible for consulting the *Local Authorities Election Act*. **It is the Candidate's responsibility to ensure they are eligible for nomination.**

Nominations

Nomination Day

Nomination Day for the offices of Mayor and Councillor is Monday, September 22, 2025.

Candidates may file their nomination papers any time between January 1, 2025, and noon on September 22, 2025.

Nomination Form

Every nomination of a candidate shall be completed through the submission of a Nomination Paper and Candidate's Acceptance. Each nomination form must be fully completed and include the signatures of at least five eligible electors. To ensure validity of nominations, a candidate may submit more than the required five electors' signatures. If a nomination is not signed by at least five electors, the Returning Officer cannot accept the form. The Town of Rimbey does not require a deposit to file nomination papers.



Filing Nomination Papers

Nominations for the offices of Mayor and Councilor will be accepted by the Returning Officer from January 2, 2025, until noon on September 22, 2025. To book an appointment to submit your nomination package, email the Returning Officer generalinfo@rimbey.com or phone 403-843-2113.

The candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act*. Please refer to the checklist below to ensure all required papers are filed.

Nomination Papers Checklist

1. Form 4, Nomination Paper and Candidate's Acceptance is completed, including a minimum of five signatures from eligible electors in Rimbey
2. Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths
3. Form 5, Candidate Financial Information is completed
4. Form 11, Enumerator, Candidate or Official Agent Proof of Identification
5. Form 12, Campaign Worker Proof of Identification
6. Form 16, Statement of Scrutineer or Official Agent
7. Form 29, Notice of Intent
8. Release of Candidate Information is completed
9. Release of Official Agent Information is completed (if applicable)
10. Criminal Record Check (must be accompanied by an original criminal record check at the candidates expense that is dated less than 30 days prior to the date the nomination form is submitted.)

Any person may contact the Returning Officer and ask to examine filed nomination papers after noon on September 22, 2025.

Withdrawal of Nomination Papers

Candidates can withdraw candidacy any time during the nomination period.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at the Town Office, 4938 50th Avenue, Rimbey. Withdrawal notices received by fax, email or phone will NOT be accepted. If a candidate wishes to withdraw their nomination papers, a written notice must be provided to the Returning Officer no later than noon on September 23, 2025.

If, at the close of nominations, there are more candidates for any particular office, candidates may withdraw within 24 hours of the close of the nomination period.



Provided there are more candidates than any particular offices, the deadline for candidate withdrawal for the 2025 election is Tuesday, September 23, 2025, at noon.

If, at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

For complete information, see sections 32 and 34 of the *Local Authorities Election Act*.

Election By Acclamation

If, at the close of Nomination Day at noon on September 22, 2025, the number of candidates nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the candidates to be acclaimed to the offices for which they were nominated.

Release of Information to the Public

Candidates

Throughout the election campaign, the Returning Officer receives requests for candidates' contact information. Requests may come from media, organizers of election forums, or from the public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates.

In order for the Returning Officer to release the contact information, it is necessary for candidates to complete the Release of Candidate Information Form and provide it to the Returning Officer with their nomination papers. The contact information provided by a candidate will be released upon receipt of a request.

Official Agents

For reasons mentioned above, it is also necessary for Official Agents to complete a Release of Official Agent Information Form.

Campaign Advertising

In accordance with Section 148(5) of the *Local Authorities Election Act*, no person shall print, distribute, or advertise a representation of the ballot produced for election day in their advertising. The use of the candidate's name and an "X" beside it is permitted and does not constitute a form of ballot.

In accordance with Section 152 of the *Local Authorities Election Act*, candidates are not permitted to advertise inside or outside a voting station on election day. The Presiding Deputy Returning Officer at the Voting Station will remove any advertising which is present.



Election Signage

As outlined in the Town of Rimbey Election Signage Policy, election signs are temporary and may not be posted or placed any earlier than 30 days prior to the date of a municipal election and must be removed within 72 hours of the close of Election Day. There is no permit required, provided the sign does not exceed 1.5 m² in size nor 2 metres in height.

Please consult the Town of Rimbey Planning & Development Department at 403-843-2113 to ensure that signage will be appropriately placed and will not affect traffic safety.

Campaign Contributions

The *Local Authorities Election Act (LAEA)* has been amended to address new rules for campaign financing and disclosure.

The legislation is binding on all candidates running in municipal elections in Alberta. It is very important that candidates become familiar with the *LAEA*, as they are responsible for ensuring that their campaign finances comply with the legislation.

Contributions

Candidates may accept contributions from individual residents of Alberta up to a maximum of \$5,000 in any campaign period, and candidate's may self-fund their campaigns to a maximum of \$10,000.



Candidates must not accept anonymous contributions or contributions from any prohibited organization.

Candidates must open a specific bank account for their campaign finances prior to submitting nomination forms and as soon as possible once contributions exceed \$1,000.

Contribution Receipts

Candidates must provide receipts for every contribution and retain receipts and records for all expenses. Issued receipts should include the name of the candidate or campaign, name of the contributor, amount or value of contribution and the type of contribution.

Campaign Disclosure Statement and Financial Statement

The Campaign Disclosure Statement is a record of expenses incurred and contributions received by a candidate during the campaign. A disclosure statement must be filed by March 1, 2026.

The following information must be included in the statement.

1. The total amount of all campaign contributions received during the campaign period, the source of contributions, and total expenses.
2. Candidates must disclose the name and address of individuals who contribute more than \$50.
3. The total amount of money paid by the candidate using the candidate's own funds.
4. The total amount of any campaign surplus, including any surplus from previous campaigns.
5. A financial statement setting out the total amount of revenue and expenses.
- 6.

Campaign Surplus

If a candidate's Campaign Disclosure Statement shows a surplus exceeding \$1,000, then the candidate shall donate the campaign surplus exceeding \$1,000 to a registered charity. Candidates are responsible for filing an amended Campaign Disclosure Statement with the Town.

Contact us

If you have any questions about the 2025 Municipal Election, please contact us!

Returning Officer:

Bonnie Rybak or Craig Douglas

By phone:

403-843-2113

By email:

generalinfo@rimbey.com

In person (by appointment):

4938-50th Avenue

(Administration Office)

Rimbey, AB T0C 2J0

APPENDICES

- 1) Council Code of Conduct Bylaw 938-18
- 2) Council Procedural Bylaw 1001-23
- 3) Nomination Forms



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

WHEREAS Section 146.1 of the Municipal Government Act provides that a Council must, by bylaw, establish a Code of Conduct governing the conduct of Councillors;

WHEREAS The Code of Conduct for Officials Regulation, *Alberta Regulation* provides that a Code of Conduct must contain certain provisions;

WHEREAS The Town of Rimbey Council recognizes the constituents of the Town of Rimbey elected Members of Council for the purpose of providing effective leadership for the Town of Rimbey and its residents;

WHEREAS Each individual Councillor of the Town of Rimbey Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Rimbey maintain appropriate conduct when carrying out their roles as Councillors;

WHEREAS This Code of Conduct must be reviewed every four years from date of passing; and

WHEREAS The Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

NOW
THEREFORE The Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

This Bylaw shall be called the "Council Code of Conduct"

1.0 GUIDING PRINCIPLES

- 1.1 Council should review this Code of Conduct annually at the Organizational Meeting, to ensure the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.
- 1.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

2.0 MUNICIPAL PURPOSES

- 2.1 The purposes of the Municipality of Rimbey are to:
 - a) to provide good government,
 - b) to foster the well-being of the environment,
 - c) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, and,
 - d) to develop and maintain safe and viable communities and,
 - e) to work collaboratively with neighbouring municipalities to plan, deliver and fund inter-municipal services.



BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

3.0 DEFINITIONS

3.1 "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the "CAO".

3.2 "Conflict of Interest" means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudice, close mindedness or undue influence.

A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Rimbey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

3.3 "Complained of Councillor" means the Councillor against whom a complaint has been made under this code of conduct.

3.4 "Councillor(s)" has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbey Council and the Chief Elected Official (Mayor).

3.5 "Council" means the Town of Rimbey Council.

3.6 "In Camera" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.

3.7 "MGA" means the Municipal Government Act.

3.8 "Pecuniary Interest" means those occurrences as prescribed in the Municipal Government Act, R.S.A. 2000 Chapter M-26.

3.9 The "Town" means the municipality of Rimbey.

4.0 CODE OF CONDUCT FOR COUNCILLORS

The Council has adopted the following principles to ensure all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Rimbey Councillors each agree and commit to the following rules of conduct:

4.1 To act honestly and in good faith at all times.

4.2 To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council.

4.3 To respect all opinions of other Councillors.

4.4 To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council Committee.



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

- 4.5** To ensure any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express authorization by Council to represent Council's position on an issue.
- 4.6** To strictly follow the Pecuniary Interest requirements provisions of the MGA R.S.A. 2000 Chapter M-26.
- 4.7** To avoid occurrences which may result in a Conflict of Interest.
- 4.8** To avoid occurrences where it may be perceived the Councillor is using their position on Council to gain a personal or pecuniary benefit.
- 4.9** To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor.
- 4.10** To incur expenses in a responsible and reasonable manner.
- 4.11** To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials.
- 4.12** To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town.
- 4.13** To actively participate in all Council and Council Committee Meetings and meetings of other bodies to which they are appointed by the Council in good faith.
- 4.14** To obtain information about the operation or administration of the Town from the CAO.
- 4.15** To participate generally in developing and evaluating the policies and programs of the Town.
- 4.16** To keep in confidence all matters discussed in camera at a Council Meeting or Council Committee Meeting until the matter is discussed at a public meeting.
- 4.17** To demonstrate fairness, accountability and open mindedness on all matters.
- 4.18** To refrain from improper use of their position as a Councillor to:
 - 4.18.1** gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,
 - 4.18.2** cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or
 - 4.18.3** seek personal benefit or gain from any information obtained through their position as a Councillor.



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

- 4.19** A Council or a Councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (MGA Section 201 (2).
- 4.20** To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.
- 4.21** To promote an integrated and strategic approach to inter-municipal land use planning and service delivery with neighboring municipalities.
- 4.22** To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council.
- 4.23** Councillors shall dress in a manner that upholds the dignity and decorum of the Municipal Office during all council meetings.
- 4.24** To adhere to all Town bylaws, policies, and procedures.
- 4.25** Adhere to the Code of Conduct.

5.0 CODE OF CONDUCT IN PRACTICE

5.1 Council Decisions

5.1.1 Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,

5.1.2 All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,

5.1.3 Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,

5.1.4 While an individual Councillor may publicly state they did not vote with the majority of Council on an issue, this must be made in a manner which respects Council, Council's decision and other members of Council.

5.2 Councillor Expenditures

5.2.1 When incurring expenditures, Councillors shall act responsibly and respect that public monies must be used for the public good,

5.2.2 Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,

5.2.3 Councillors shall be open and accountable with respect to all expenditures,

5.2.4 Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.



BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

5.3 Dealings with Town administration, staff and members of the public

5.3.1 Councillors shall respect the professional opinion of Town administration and staff,

5.3.2 Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors must refrain from behaviour which may be perceived to be bullying of staff,

5.3.3 All questions or inquiries from Council members to the Administration should be made in writing to ensure clarity and completeness of the request. Such inquiries should be directed through the Chief Administrative Officer for review and distribution to the appropriate department or individual for response,

5.3.4 Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), and must not discuss municipal business at any time, without the CAO present, unless authorized by the CAO. No member of Council shall have the power to direct or interfere with the performance of any work for the town,

5.3.5 Councillors will treat all people with professionalism, courtesy and respect,

5.3.6 Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

5.3.6.1 differences in personal opinions, or

5.3.6.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

5.3.7 It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

5.4 Pecuniary Interest

5.4.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in MGA,

5.4.2 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

5.4.3 If a Councillor believes they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the MGA including:



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

5.4.3.1 Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion the matter arises before Council or Council Committee,

5.4.3.2 Refraining from discussing the matter with Council,

5.4.3.3 Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, MGA, section 172(1)(d),

5.4.3.4 The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the MGA.

5.4.4 Where a Councillor believes they may have a Pecuniary Interest in a matter before Council or a Council Committee, they should:

5.4.4.1 Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

5.4.4.2 Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or their designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

5.5 Conflict of Interest

5.5.1 Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B",

5.5.2 While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition the gift is accepted on behalf of Council and donated to a local charity,

5.5.3 This Bylaw does not apply to gifts donated to the Town, nor to gifts or hospitality which are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Town of Rimbeey or decision by Council,

5.5.4 Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town,

5.5.5 The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,



BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

5.5.6 A Councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before Council,

5.5.7 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation which may result in a Conflict of Interest.

5.6 Use and Disclosure of Information

5.6.1 Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

5.6.2 Councillors shall inform themselves of and strictly adhere to the provisions of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25 with respect to the access to, gathering, use and disclosure of information,

5.6.3 Councillors must not release, disclose, publish or comment on confidential information including any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity,

5.6.4 Councillors must not release information which is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

5.6.5 Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors, Town of Rimbey administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT

6.1 If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

6.1.1 Letter of reprimand addressed to the Councillor,

6.1.2 A request to the Councillor to issue a letter of apology,

6.1.3 Publication of the letter of reprimand or request for apology and the Councillor's response,

6.1.4 Require the Councillor to attend training,

6.1.5 Suspension or removal of the appointment of a Councillor as the Chief Elected Official under section 150(2) of the MGA,

6.1.6 Suspension or removal of the appointment of a Councillor as the Deputy Chief Elected Official or acting Chief Elected Official under section 152 of the MGA,



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

6.1.7 Suspension or removal of the Chief Elected Official's presiding duties under section 154 of the MGA,

6.1.8 Suspension or removal from some or all of Council Committees and bodies to which council has the right to appoint members,

6.1.9 Reduction or suspension of remuneration as defined in section 275.1 of the MGA corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

This Code of Conduct, or sanctions imposed under this Code of Conduct shall not prevent any Councillor from fulfilling the legislated duties of a Councillor.

7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT

7.1 Any elector of the Town of Rimbey may make a complaint alleging a breach of the Code of Conduct. Complaints regarding a Councillor's conduct shall be submitted in writing to Council through the CAO, using the form attached as Schedule "C".

7.2 Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a Special Council Meeting within 30 days of the complaint, to determine if the Council member has breached this bylaw. All discussions surrounding both alleged and substantiated violations of this code shall be conducted during an in-camera meeting of Council, with the intent the discussion shall remain confidential under the appropriate sections of the Freedom of Information and Protection of Privacy (FOIP) Act.

7.3 The Complained of Councillor shall be given opportunity to address Council at the meeting referred to in section 7.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The Complained of Councillor shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the Complained of Councillor have legal counsel, then the Town shall have the right to legal representation. Should Council determine a member has potentially breached the Code of Conduct, Council shall rise and report such a determination has been made, and shall, at a special open Council session called for that purpose, pass a resolution that shall require the member to appear before an In-camera Special Council Meeting to be sanctioned.

7.4 The Sanction shall be ratified by resolution at a Regular Meeting of Council.

7.5 All Sanctions under this Bylaw shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct.

7.6 Nothing in this section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

8.0 SEVERABILITY

8.1 Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this Bylaw as a whole or any part thereof, other than the part so declared to be invalid.



BYLAW NO. 938/18

BEING A BYLAW OF THE TOWN OF RIMBEY IN THE PROVINCE OF
ALBERTA TO REGULATE THE CODE OF CONDUCT OF COUNCIL.

This Bylaw comes into effect on the date of third and final reading.

READ a First Time in Council this 12 day of March 2018.

READ a Second Time in Council this 10 day of April 2018.

READ a Third Time and Finally Passed this 10 day of April 2018.

A handwritten signature in black ink, appearing to read "Rick Pankiw", written over a horizontal line.

Mayor Rick Pankiw

A handwritten signature in black ink, appearing to read "Lori Hillis", written over a horizontal line.

Chief Administrative Officer
Lori Hillis

SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of Bylaw 938/18, being the Mayor and Councillor's "Code of Conduct By-law".

PRINTED NAME

Signature of Member of Council

Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges two copies of the Bylaw were provided to the member. One signed copy of the Bylaw was returned to the CAO and the duplicate copy was retained by the member of Council.

Schedule "A"

Disclosure of Pecuniary Interest Form

Name of Councillor: _____

Date of Council Meeting: _____

Agenda Item No.: _____

Agenda Item Description: _____

Describe general nature of Pecuniary Interest: _____

Dated this _____ day of _____, 20 _____.

Signature of Councillor: _____

Schedule "B"

GIFTS & GRATUITIES REGISTER

DATE: _____

GIFT GIVEN TO: _____

GIFT FROM: _____

GIFT: _____

VALUE: _____

DISPOSITION: _____

COMMENTS: _____

Councillor Signature

Mayor/Chief Administrative Officer

TOWN OF RIMBEY

Council Code of Conduct Complaint Protocol

Formal Complaint Form / Affidavit

I, _____ (please print) of the Town of RimbeY, in the Province of Alberta, do solemnly swear/affirm, and declare the following contents of this affidavit as subscribed are true and correct:

Civic Address: _____; Mailing Address: _____

of the Town of RimbeY in the Province of Alberta, Postal Code _____

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for..., I attended a meeting at which..., etc.) I have reasonable and probable grounds to believe _____ (name of member) has contravened section(s) _____ of the Council Code of Conduct for the Town of RimbeY. The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule "A" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.

Please see the attached Schedule "C"

This Affidavit is made for the purpose of requesting this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of RimbeY and for no other purpose.

SWORN BEFORE ME at the City/Town of _____)
in the Province of Alberta,)
this _____ day of _____, 20____)

Complainant Signature

A Commissioner for Oath in and for the Province of Alberta)

NOTE: This is a sworn (affirmed) affidavit of the respondent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to make before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

SCHEDULE "C"

Formal Complaint of the Council Code of Conduct

(if more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.)

SWORN BEFORE ME at the City/Town of _____
 in the Province of Alberta, _____)
 this _____ day of _____, 20____)
 _____)
 _____)
 A Commissioner for Oath in and _____)
 for the Province of Alberta _____)

Complainant Signature



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

WHEREAS

Pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council may pass Bylaws in relation to the procedure and conduct of Council; and

WHEREAS

The Council of the Town of Rimbeey desires to establish a procedural and conduct Bylaw;

NOW THEREFORE

The Council of The Town of Rimbeey, duly assembled enacts as follows:

PART I BYLAW TITLE

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

PART II - DEFINITIONS

In this Bylaw, unless the context otherwise requires:

1. "Administrative Inquiry" shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.
2. "Bylaw" shall mean a Bylaw of the Town of Rimbeey.
3. "Chairperson" or chair shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
4. "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act and may be referred to as the "CAO".
5. "Closed session" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present and are within one of the exceptions to disclosure as outlined in the Freedom of Information and Protection of Privacy Act.
6. "Conflict of Interest" means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudice, close mindedness, or undue influence.
7. A Conflict-of-Interest occurrence also includes using the Councillor's position, confidential information or Town of Rimbeey employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends, or business associates.
8. "Council" means the Town of Rimbeey Council.
9. "Councillor(s)" has the meaning described under the Municipal Government Act, including an individual elected member of the Town of Rimbeey Council and the Chief Elected Official (Mayor).



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

10. "Delegation" shall mean a person or group of persons wishing to appear before the Council to address a specific matter.
11. "Deputy Mayor" shall mean the member who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.
12. "Discrimination" means differential treatment of an individual or group of individuals based on cultural background, religious belief, gender, gender identification, marital status, positions, physical characteristics, or age. Discrimination can be intentional or unintentional and includes systemic discrimination in which neutral systems often have an inconsistent or unequal effect upon a particular group.
13. "Harassment" means any unwanted physical or verbal conduct that is based on, but not restricted to cultural background, age, religion, gender, marital status, position, mental or physical disability, pardoned conviction, gender identification or any other conduct that a reasonable person ought to have deemed as being unwelcome.
14. "Mayor" shall mean the Chief Elected Official elected in accordance with the Municipal Government Act.
15. "Member" shall mean a member of Council.
16. "MGA" means the Municipal Government Act.
17. "Person" shall include an individual, partnership, corporation, trustee, executor or administrator.
18. "Point of Order" shall mean the raising of a question by a member or staff to call attention to any departure from the Procedure Bylaw.
19. "Procedural Bylaw" means the current, active Procedural Bylaw of the Town of Rimbey, which established the procedural guidelines of Council.
20. "Public Forum" shall mean the portion of the meeting where a person(s) present at the meeting are allowed to address Council regarding issues arising from the meeting in progress.
21. "Public Hearing" shall mean a meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, and any other matter at the direction of Council.
22. "Quorum" shall mean a majority of those members elected and serving on Council.
23. The "**Town**" means the municipality of Rimbey.
24. "Written Notice" shall mean letter, email, or facsimile.

PART III - GENERAL

1. This Bylaw shall govern the proceedings of Council.
2. When any matter relating to the proceedings of Council is not addressed in the Bylaw, reference shall be made in accordance with the Municipal Government Act.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

3. In the absence of any statutory obligations, any provision of this Bylaw may be waived by resolution of Council, provided a majority of the members vote in favor thereof, to deal with a matter under consideration.
4. In the absence of, or in the inability of the Mayor or Deputy Mayor to act, Council shall appoint any other member as Acting Mayor as provided for by the Act.

PART IV - INAUGURAL MEETING

1. The Organizational Meeting immediately following a General Municipal Election shall be called the Inaugural Meeting.
2. During the Inaugural Meeting the Chief Administrative Officer shall:
 - a. Take the Chair;
 - b. Call the meeting to order;
 - c. Preside over the meeting until the Oath, prescribed by the Oaths of Office Act, has been administered to the Mayor.
3. After the Mayor has taken the Oath and assumed the Chair, the Councillors who have been elected at an election, immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

PART V- ORGANIZATIONAL MEETING

1. An Organizational Meeting of Council shall be held annually pursuant to Section 192 of the Municipal Government Act.
2. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting.
3. The agenda for the Organizational Meeting shall be restricted to:
 - a. the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election;
 - b. the establishment of regular meeting dates and times for Council Meetings;
 - c. the appointment of the Deputy Mayor;
 - d. the appointment of Signing Authorities;
 - e. the appointment of members to act on committees, board and other bodies on which Council is entitled to representation;
 - f. any such other business as is required by the Act.

PART VI – REGULAR MEETINGS OF COUNCIL

1. The Regular Meetings of Council shall be held in the Council Chambers of the Town on days and times established, by resolution of Council, at the annual Organizational Meeting of Council.
2. In the case where a Regular Council Meeting conflicts with a General Holiday, the Regular Council Meeting shall be held in the Council Chambers of the Town on a day and time established, by resolution of



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

Council, at the annual Organizational Meeting of Council.

3. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.

PART VII - CLOSED SESSION MEETINGS

1. Council may, by resolution, go into a Closed session meeting to consider a matter which is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, which meeting:
 - a. may be held in private;
 - i. may exclude any person or persons therefrom; or include any person or persons and shall not have the power to pass any resolution except one to revert to the open meeting.
2. Councillors are to keep in confidence matters discussed in Closed session at a Council Meeting until discussed at a meeting held in public.

PART VIII - SPECIAL COUNCIL MEETINGS

1. The Mayor may call a Special Meeting of Council pursuant to Section 194 of the Municipal Government Act, whenever he or she considers it expedient to do so.
2. The Mayor must call a Special Council meeting if he or she receives a written request for the meeting, stating its purpose, from a majority of the Councillors.
3. Where a Special Meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.
4. The Mayor calls a Special Meeting of Council by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.
5. A Special Council meeting may be held with less than 24 hours' notice to all councilors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting.
6. No business other than that stated in the notice calling the Special Council meeting shall be transacted at any Special Meeting of Council, unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.
7. The Chief Administrative Officer shall place at the disposal of each Council member a copy of the agenda and supporting material as soon as possible after the call of a Special Meeting.

PART IX - MEETINGS THROUGH ELECTRONIC COMMUNICATIONS



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

1. A meeting may be conducted by means of electronic or other communication facilities if,
 - a. Notice is given to the public of the meeting, including the way in which the meeting is to be conducted.
 - b. The facilities enable the public to watch and listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
 - c. The facilities enable all of the meeting's participants to watch or hear each other.
2. Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.
3. With the unanimous consent of Council, an electronic Special Council Meeting via email may be conducted for a very high priority or time sensitive matter and only in exceptional circumstances. The email notice of such meeting shall include the meeting Agenda, any supporting material and the motion to be voted on. Members will vote using "Reply All" to the email indicating "In Favor" or "Opposed" to the motion. At the discretion of the Chief Administrative Officer if there is significant discussion or debate by the members on the resolution, the meeting will be adjourned and the matter brought forward at the next Council Meeting.

PART X - NOTICE OF MEETINGS

1. Section 196(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 states: Notice of Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council.
2. Notice to the public of Regular Council Meetings and Special Council Meetings shall be deemed to be given by the Chief Administrative Officer posting notice of all meeting dates and times at the Town Office, OR advertising the meeting dates and times in the local newspaper OR on its website.

PART XI - QUORUM

1. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall call the members to order.
2. In the event the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the Chief Administrative Officer shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Council Meeting or another Special Meeting is called.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XII - COUNCIL AGENDA

1. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
2. All items for the Agenda, including all documents and notice of delegations, shall be delivered in writing to the Chief Administrative Officer by noon on the Wednesday of the week preceding the meeting of Council.
3. No further additions to the Agenda will be presented unless the addition is of an emergent nature and the Mayor is in agreement.
4. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 p.m. local time on the Friday prior to the Regular Meeting of Council.
5. The order of business on the agenda shall be as follows:
 - 1) Call to Order
 - 1.1) Land Acknowledgment
 - 2) Adoption of Agenda
 - 3) Approval of Minutes
 - 4) Public Hearings
 - 5) Delegations
 - 6) Bylaws
 - 7) New and Unfinished Business
 - 8) Reports
 - 9) Correspondence
 - 10) Open Forum
 - 11) Closed session
 - 12) Adjournment
6. The order of business established in Part XII 6. shall apply unless Council otherwise determines by a majority vote of the members in attendance.

PART XIII - REQUEST FOR DECISION

1. A Request for Decision must be used to introduce a matter for consideration by Council.
2. A Request for Decision, with all supporting documentation shall be submitted to the Chief Administrative Officer to be included in a Regular Council Meeting Agenda.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XIV - MEMBER DEBATING

1. A member wishing to speak on a matter before the meeting should indicate their intentions by raising their hand and being recognized by the Chair, should not speak more than once until every member has had the opportunity to speak, except:
 - a. In the explanation of a material part of the speech which may have been misunderstood; or
 - b. In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the resolution to the meeting.
2. The member shall confine themselves to the question and avoid personality.
3. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires consent of the Chair.
5. Through the chairperson, a member may ask:
 - a. For an explanation of any part of the previous speaker's remarks; and
 - b. Questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
6. All questions or debate shall be directed through the Chair.

PART XV - MOTIONS

1. A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.
2. Following debate on the motion under consideration, the Chair may call for a vote on the motion.
3. When any member of Council desires to speak, they shall address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
4. All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of conflict of interest.
5. Every motion, when moved and presented to the Chairperson is the property of Council; a motion may only be withdrawn with the unanimous consent of Council.
6. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

7. The mover of a motion must be present when the vote on the motion is taken.
8. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
9. No motion shall be offered that is substantially the same as the one that has already been expressed during the same meeting.
10. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
11. After the Chairperson has called the vote, no member shall speak to the motion, nor shall any other motion be made until after the result of the vote has been declared.
12. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was carried or defeated. Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
13. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
14. A "Motion to Table" may be made when a member wishes Council to decline to take a position on the main question.
15. Amendment:
 - a. Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on the disputes arising from amendments.
16. Rescinding Motions:
 - a. A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
 - b. A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
 - c. Notice to rescind a motion shall be a request for decision or the inclusion of the item on an agenda delivered to the members of Council before the meeting.

PART XVI - VOTING

1. When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

2. 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.
3. Every member present, including the Mayor or Chairperson, shall vote on every matter, unless
 - a. In a specific case, the member is excused by motion of Council from Voting; or
 - b. Disqualified from voting by reason of pecuniary interest.
4. A member who has a reasonable belief that he or she has a pecuniary interest as defined in the Municipal Government Act in any matter before Council, shall so declare and disclose his or her interest and shall abstain from debate and voting on the matter and shall remove him or herself from Council Chambers until the matter is concluded. The minutes shall indicate the declaration disclosure, the time at which the member left the room and the time the member returned. A member whose pecuniary interest arises due to the paying of the bills shall not be required to leave the Council Chambers.

PART XVII - THE VOTE

1. Any Bylaw or motion on which there is a tie shall be deemed to be defeated.
2. All votes shall be recorded with the names of those "in favour" and "opposed" and then declared as carried or defeated.

PART XVIII - MAYOR

1. Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at their discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.
2. The Mayor shall preside over the conduct of the meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.

PART XIX - APPEAL RULING

1. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council
2. If the decision is appealed, the Chairperson shall give concise reasons for their ruling and Council without debate, shall decide the question. The ruling of Council shall be final.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XX - DELEGATIONS

1. A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council:
 - a. shall address correspondence to the Chief Administrative Officer clearly stating the matter or issue to be discussed. Such correspondence shall be included with the Agenda.
2. A delegation, scheduled to address Council on a topic shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
3. The Delegation portion of the Council meeting shall provide:
 - a. An opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with this Bylaw and their submission has been distributed to Council with the Agenda package.
4. Delegations from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and Chief Administrative Officer new and compelling information comes to light which would warrant the delegation within the six-month period.
5. Any delegation wishing to address Council, regarding a matter which is the subject of a Public Hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
6. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition, or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
 - a. be printed, typewritten or legibly written;
 - b. clearly set out the matter at issue and the request made of Council in respect thereof;
 - c. in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d. in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
7. The Delegation portion of the meeting shall last for a maximum of twenty (20) minutes unless the majority of Council members present agree to extend the time.
8. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or any other public consultation/communication process.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XXI – OPEN FORUM

1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

PART XXII - MINUTES

1. The Chief Administrative Officer or their designate shall:
 - a. Attend all Regular Council and Special Council meetings of the Council;
 - b. record all minutes of Council Meetings and Special Meetings in the English language, without note or comment;
 - c. record the names of the Councillors present at Council Meetings;
 - d. record the time of arrival and/or departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting;
 - e. ensure the minutes of each Council Meeting or Special Meeting are given to Council for adoption at a subsequent Council Meeting.
2. Minor changes may be made to the minutes 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 the actual decision made by Council.
3. Administration is authorized to electronically record the Regular Council and Special Council meetings to ensure accuracy of the motions.
4. If a member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the Chief Administrative Officer before Council has officially confirmed the minutes.
5. Ensure that the last page of the minutes of each meeting is signed by the Mayor or presiding officer and the Chief Administrative Officer.
6. The Chief Administrative Officer may delegate any duties to the Recording Secretary, but the Chief Administrative Officer shall accept all responsibilities of the Recording Secretary.

PART XXIII - ADJOURNMENT

1. A motion to Adjourn the meeting shall be in order except:
 - a. When a member is in possession of the floor; or when it has been decided that the vote now be taken; or
 - b. During the taking of a vote.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XXIV - BOARDS AND COMMITTEES

1. The Mayor shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. The Mayor will consult with Councillors regarding their appointments prior to the organizational meeting. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. The Mayor may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.
3. Appointed Councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.
4. The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

PART XXV - PROHIBITIONS

1. A member shall not:
 - a. Use offensive words or parliamentary language or conduct in Council;
 - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d. Enter the Council Chambers while a vote is being taken;
 - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave their seat for the duration of the meeting.
3. At the discretion of the Chair, the member may resume their seat following an apology.
4. Should the individual refuse to leave their seat, the Mayor may request their removal by the police.
5. A member who wishes to leave the meeting of Council, without intent to return prior to the adjournment, shall advise the Chairperson and the time of departure shall be recorded in the minutes.

PART XXVI - QUESTION OF PRIVILEGE

1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XXVII - POINTS OF ORDER

1. A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order. The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
2. A member called to order by the Chairperson shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

PART XXVIII - BYLAWS

1. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
2. A motion on first reading of a Bylaw shall be decided without amendment or debate.
3. Pursuant to the MGA, every proposed Bylaw shall receive three separate readings but not more than two on the same day, unless the members of Council present unanimously agree to consider third reading. It shall be read twice before it is committed and engrossed, and the third time before it is signed by the Mayor and Chief Administrative Officer. The Chief Administrative Officer shall include the date of the passing upon every Bylaw.
4. When a Bylaw is not subject to a statutory public hearing;
 - a. Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
 - b. A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;
 - c. A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw;
 - d. After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
 - e. A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at second reading;
 - f. The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council;
 - g. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed shall be signed by the Mayor and Chief Administrative Officer and sealed.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

5. A Bylaw which requires a statutory public hearing shall be presented on a motion for first reading.
 - a. Council may at this point:
 - i. Debate the substance of the Bylaw, and
 - ii. Propose and consider amendments to the Bylaw.
 - b. A proposed amendment shall be put to a vote and if carried shall be considered as having been incorporated into the Bylaw at first reading.
 - c. When all amendments have been dealt with, the motion for first reading of the Bylaw shall be placed.
 - d. Following the Public Hearing, a motion for second reading may be placed and further amendments presented.
 - e. Those members of Council who have not attended the Public Hearing for said Bylaw are not eligible to vote on second and third readings of the Bylaw.
 - f. A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw upon being passed, shall be signed by the Mayor and the Chief Administrative Officer and sealed.
6. A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented to Council for third reading at the same meeting at which it received two readings.
7. When Council unanimously agrees that a Bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting.
8. A Bylaw shall be passed when a majority of the members present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.
9. When a Bylaw is defeated at third reading, the first reading and second reading are deemed to be rescinded.
10. When a Bylaw has been given three readings by Council, it is
 - a. A municipal enactment of the Town; and
 - b. Effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.

PART XXIX - PUBLIC HEARINGS

“Adjourn” used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

“Close” used in relation to a Public Hearing, means to terminate the Public Hearing.

1. At the commencement of a Public Hearing, the Chairperson shall:
 - a. State the matter to be considered at the hearing;
 - b. Inform those present of the procedure, which shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or opposed to the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

-
- hearings will also be made available to the public.
- c. Ask the Development Authority if the Public Hearing has been advertised in accordance with the Act;
 - d. Request that the Development Authority present a report on the issue at hand;
 - e. Allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
2. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
 - a. The Development Authority will read out each written submission in favour of the matter being considered.
 - b. The Chairperson will call on each person who is in favour of the matter being considered.
 - c. The Development Authority will read out each written submission opposed to the matter being considered.
 - d. The Chairperson will call on each person who is opposed to the matter being considered.
 3. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on their behalf. The authorization must:
 - a. be in legible writing;
 - b. name the individual authorized to speak;
 - c. indicated the proposed matter be considered to be spoken to; and
 - d. be signed by the person giving the authorization.
 4. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
 5. All speakers shall adhere to the timeframes as set out in the "Rules of Procedure for Public Hearings".
 6. The Chairperson will allow the Development Authority to make closing comments.
 7. The Chairperson will allow the applicant to make closing comments.
 8. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close the Public Hearing before opening another Public Hearing.
 9. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
 10. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
 11. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make a written submission, and further there shall be printed copies of the same available to those in attendance at the Hearing.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

12. Any member of Council, who has not attended a Public Hearing for a Bylaw or resolution, is not eligible to vote on said Bylaw or resolution.

PART XXX COUNCIL REVIEW OF ORDERS ISSUED UNDER THE MUNICIPAL GOVERNMENT ACT – SECTION 545/546

1. In this section, the following terms have the following meanings:
 - a. "Appellant" means the person who received a written order under Section 545 or 546 of the Municipal Government Act;
 - b. "Order to Remedy" means an order issued under Section 545 or Section 546 of the Municipal Government Act;
 - c. "Staff" means a designated officer of the Town of Rimby or an employee whom has been delegated the responsibility to issue an Order to Remedy.
2. Upon receipt of a written request pursuant to Section 547 of the Municipal Government Act, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
3. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.
4. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
5. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
6. The procedure in a Council Review is as follows:
 - a. The Chair will open the Council Review; introduce members of Council Staff and the Appellant or their representative;
 - b. The Chair will describe the Council Review process and deal with any preliminary matters;
 - c. The Appellant will be invited to make opening remarks and presentations (maximum of ten (10) minutes) followed by questions to the Appellant by councilors;
 - d. Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councilors;
 - e. The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councilors;
 - f. Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councilors; and
 - g. The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councilors.
7. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the Council Review in the absence of the Appellant.
8. At the conclusion of the Council Review, Council may confirm, vary, substitute, or cancel the Order to Remedy.



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

PART XXXI - CONDUCT OF THE PUBLIC IN COUNCIL MEETINGS

1. Members of the public and media who constitute the audience in the Council Chambers during a Council meeting shall:
 - a. not address Council without permission from the Chairperson;
 - b. maintain order and quiet;
 - c. not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council;
 - d. refrain from wearing headwear, unless for ethnic/religious reason, in Council Chambers;
 - e. refrain from any use of recording devices in the Council Chambers
2. A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
3. The Chair may, upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.

PART XXXII - REPEAL

- 1) Bylaw No. 984/21 is hereby repealed.

PART XXXIII - EFFECTIVE DATE

AND FURTHER THAT this bylaw shall take effect on the date of third and final reading.

READ a First Time in Council this 25 day of September 2023.



 Mayor, Rick Pankiw



 Chief Administrative Officer, Craig Douglas

READ a Second Time in Council this 25 day of September 2023.



 Mayor, Rick Pankiw



 Chief Administrative Officer, Craig Douglas



BYLAW NO. 1001/23

A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

READ a Third Time and Finally Passed this 25 day of September, 2023.

Mayor, Rick Pankiw

Chief Administrative Officer, Craig Douglas

FORM 4

Nomination Paper and Candidate's Acceptance

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

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

CHIEF ADMINISTRATIVE OFFICER 403-843-2113
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Town of Rimbey 'PROVINCE OF ALBERTA

We, the undersigned electors of Town of Rimbey , nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of
Candidate Surname Given Names
_____ as a candidate at the election
Complete Address and postal code

about to be held for the office of _____
Office Nominated for

of Town of Rimbey
Name or Local Jurisdiction

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

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

Candidate's Acceptance

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

THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office.

THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;

THAT I will accept the office if elected;

THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;

THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)
as my official agent.

THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and

THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____

in the Province of Alberta,

this _____ day of _____, 20____



Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

Candidate Financial Information

Local Authorities Election Act
(Section 27)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

CHIEF ADMINISTRATIVE OFFICER 403-843-2113
_____ _____
Title of the Responsible Official Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) of Place(s) where Candidate Records are Maintained _____

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above-mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: TOWN OF RIMBEY, PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

VOTING SUBDIVISION OR WARD (If Applicable): N/A

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this

constitutes as identification for _____
Name

of _____
Complete Address and Postal Code

serving in the capacity of _____
Office

This appointment is in effect for the 2025 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

Signature of Returning Officer or Deputy Returning Officer

Signature of Enumerator, Candidate, or Official Agent Named Above

Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: TOWN OF RIMBEY _____, PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

VOTING SUBDIVISION OR WARD (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification for _____

Name

of _____

Complete Address and Postal Code

serving in the capacity of _____

Office

This appointment is in effect for the 2025 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

Candidate's Signature

Campaign Worker's Signature

Statement of Scrutineer or Official Agent

Local Authorities Election Act
(Sections 16(2), 68.1, 69, 70)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

CHIEF ADMINISTRATIVE OFFICER

Title of the Responsible Official

403-843-2113

Business Phone Number

LOCAL JURISDICTION: Town of Rimbey, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): October 20, 2025

Name of Scrutineer or Official Agent

of _____

Complete Address and Postal Code

in the Province of Alberta, am at least 18 years of age and,

Name of Province

(a) For the purposes of an election, will act as scrutineer on behalf of _____

Name of Candidate

for the office of _____

Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [] One) **promoting** the passing of Bylaw No. _____

opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

(Check [] One) voting in the **positive** on the question set out.

voting in the **negative** on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Notice of Intent

LOCAL JURISDICTION:

Local Authorities Election Act (Section 147.22)

_____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

_____ name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name	Gender Number	Email Address	Telephone

Address of place(s) where candidate records are maintained:

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

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the _____
of _____, in the Province of Alberta, this _____
day of _____, 20__

Signature of Returning Officer or Commissioner for Oaths or Notary Public in and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.



Release of Candidate Information

I, _____, hereby grant consent to the Town of Rimby
(Candidate Name)
to release the following personal information about me to the Province of Alberta, any interested person, organization, or media source, from the date the Release is signed until the completion of the 2025 General Municipal Election.

Name: _____

Address: _____

Campaign Office Address: _____

Phone numbers: _____
Campaign Office Home

E-mail Address: _____
Cell Other

Website: _____

Signature

Date

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing Candidates with election information and providing contact information about Candidates to members of the public and the media during the 2025 General Municipal Election. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the Town's FOIP Coordinator at 403-843-2113.



Release of Official Agent Information

I, _____, Official Agent for _____
(Official Agent Name) (Candidate Name)

hereby grant consent to the Town of Rimbey to release the following personal information about me to the Province of Alberta, any interested person, organization, or media source, from the date the Release is signed until the completion of the 2025 General Municipal Election.

Name: _____

Address: _____

Phone numbers: Home _____ Work _____

Cell _____ Other _____

E-mail Address: _____

Signature

Date

The personal information that is being collected under the authority of the *Local Authorities Election Act* will be used for the purpose of providing Candidates with election information and providing contact information about the Official Agent to members of the public and the media during the 2025 General Municipal Election. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the Town's FOIP Coordinator at 403-843-2113.

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

NOTE: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

CHIEF ADMINISTRATIVE OFFICER 403-843-2113
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION TOWN OF RIMBEY _____, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____

_____, Alberta

Postal Code _____

This form, including any contributor information from line 2, is a public document.

Pre-Campaign Period Report

1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year) _____

2. Pre-Campaign Period Expenses _____

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less _____

2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) _____

NOTE: For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned _____

4. NET CONTRIBUTIONS (line 1 + 2 - 3) _____ **\$0.00**

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds _____

6. Total net amount received from fund-raising functions _____

7. Transfer of any surplus or deficit from a candidate's previous election campaign _____

8. Total amount of other revenue _____

9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) _____ **\$0.00**

10. **Total Campaign Period Revenue** (add lines 4 and 9) _____ **\$0.00**

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid _____ Unpaid _____ TOTAL **\$0.00**

The Candidate must attach an itemized expense report to this form.

Campaign Period Surplus (Deficit) (deduct line 11 from line 10) _____ **\$0.00**

A candidate who has incurred campaign expenses or received contributions of \$50,000 or more must attach a review engagement statement to this form.

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

Date yyyy-mm-dd

Signature

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

IT IS AN OFFENCE TO FILE A FALSE STATEMENT