



Candidate Information Package

Welcome to the 2025 Municipal Election

Dear Prospective Candidate,

Thank you for your interest in joining Rocky Mountain House Town Council. Council consists of one mayor and six councillors, each elected for a four-year term. This package includes the following information and resources for potential candidates for Rocky Mountain House Town Council:

- A brief overview of the Town of Rocky Mountain House.
- An overview of Rocky Mountain House's municipal government, associated roles, and key dates.
- Information regarding candidate qualification, nominations, campaign signage and campaign contributions.
- The Nomination Form, Candidate's Acceptance, Candidate Financial Information, Release of Candidate Information, and Release of Official Agent Information.
- Rocky Mountain House Town Council 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 the *Local Authorities Election Act* at <https://open.alberta.ca/publications/l21>

Or contact the Returning Officer, Tracy Breese, at elections@trmh.ca or 403-845-2866



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About Rocky Mountain House

The Town of Rocky Mountain House, Alberta, is a town in west-central Alberta, Canada. The town is located approximately 77 km (48 mi) west of Red Deer at the confluence of the Clearwater and North Saskatchewan Rivers, and at the crossroads of Highway 22 (Cowboy Trail) and Highway 11 (David Thompson Highway).

Rocky Mountain House's role as a regional service hub leads to a diversified economy, with industry services, tourism and agribusiness identified as priority sectors in the Town's 2021-2025 Economic Development Strategy.

The community is inclusive in celebrating an abundance of art, culture, and outdoor recreation activities. Rocky Mountain House has a popular 14-kilometre paved multipurpose trail that loops through residential and commercial parts of Town making it a popular spot for walkers, runners, cyclists and roller-bladers.

You can access the trail from the Helen Hunley Memorial Park adjacent to the Museum and Visitor's Centre, or at any point along the route.

Several short spur trails lead off the main loop. Trailhead and wayfinding signs will help you navigate.

There are endless nearby options for camping, hiking, skiing, fishing, water sports, hunting, and off-road vehicle riding. The Town also has phenomenal youth and adult recreational sport leagues.

Thanks to strong municipal leadership, the Town of Rocky Mountain House is proactively planning and developing to ensure a successful and sustainable future.

For more information about Rocky Mountain House including statistics and demographics, please visit www.rockymtnhouse.com



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 Rocky Mountain House conducts a general municipal election every four years to elect a mayor and six 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. Currently, the Town of Rocky Mountain House mayor and councillor positions are part-time.

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. The mayor and councillors are actively involved in the selection process of public committee members. Recruitment for public committee members usually commences in September each year.

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.



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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: Six 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 Rocky Mountain House 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 30, 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 30, 2025. At the Organizational Meeting, council members will appoint the deputy mayor, schedule and appoint council members to various committees and boards. The first regular council meeting of the newly elected council will be held on November 4, 2025.

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 first and third Tuesday of each month, starting at 9 a.m., unless council decide otherwise.

Governance and Priorities Committee Meetings

Governance and Priorities Committee meetings take place every second Tuesday of each month starting at 1 p.m. with the exception of July, August and December, unless council decide otherwise.

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

ANTI-RACISM TASK FORCE
AUDIT COMMITTEE: All of Council
COMMUNITY EVENTS COMMITTEE
GOVERNANCE AND PRIORITIES COMMITTEE: All of Council
MUNICIPAL EMERGENCY ADVISORY COMMITTEE
POLICING COMMITTEE

INTERMUNICIPAL COMMITTEES

CLEARWATER REGIONAL FCSS BOARD
INTERMUNICIPAL COLLABORATION COMMITTEE (ICC-ICF)
INTERMUNICIPAL DEVELOPMENT PLAN (IDP)
ROCKY LIBRARY BOARD
PARKLAND REGIONAL LIBRARY BOARD
SCHOOL RESOURCE OFFICER STEERING COMMITTEE

EXTERNAL COMMITTEES

ALBERTA/JAPAN TWINNED MUNICIPALITIES ASSOCIATION & ROCKY-KAMIKAWA
FRIENDSHIP SOCIETY
CAMPUS ALBERTA CENTRAL POST-SECONDARY COMMITTEE
CENTRAL ALBERTA ECONOMIC PARTNERSHIP (CAEP)
CENTRAL ALBERTA MAYORS AND REEVES
COMMUNITY FUTURES
NORTH SASKATCHEWAN WATERSHED ALLIANCE
ROCKY COMMUNITY LEARNING COUNCIL
RMH/CLEARWATER COUNTY HEALTH PROFESSIONS ENGAGEMENT TEAM
ROCKY MUSEUM OPERATIONS BOARD
ROCKY SENIOR HOUSING COUNCIL
WEST CENTRAL STAKEHOLDERS



Important Dates

Nomination Period

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

Advance Voting Days

October 9, 2025 – 9 a.m. to 1 p.m.

Town Office, located at 5116-50th Ave, Rocky Mountain House

October 9, 2025 – 3 p.m. to 7 p.m.

Lou Soppit Community Centre, located at 4733 54 Ave, Rocky Mountain House, AB T4T 1C8

October 10, 2025 – 9 a.m. to 1 p.m.

Town Office, located at 5116-50th Ave, Rocky Mountain House

October 18, 2025 – 10 a.m. to 4 p.m.

Lou Soppit Community Centre, located at 4733 54 Ave, Rocky Mountain House, AB T4T 1C8

Election Day

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

Lou Soppit Community Centre, located at 4733 54 Ave, Rocky Mountain House, AB T4T 1C8

Councillor Orientation

Wednesday, October 29, 2025 – 9 a.m. to 4:30 p.m.

Location – TBD

Inaugural and Organizational Meetings

Thursday, October 30, 2025 – starting at 9 a.m. in Council Chambers, Town Office, located at 5116-50th Ave, Rocky Mountain House

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 elections@trmh.ca or phone 403-845-2866.



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 Rocky Mountain House 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 at elections@trmh.ca or phone 403-845-2866.

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 Rocky Mountain House
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, 5116-50th Avenue, Rocky Mountain House. 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 Rocky Mountain House 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 Rocky Mountain House Planning & Development Department at 403-847-5260 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.

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

Tracy Breese

By phone

403-845-2866

By email

elections@trmh.ca

In person (by appointment)

Elections Office, 5116-50th Avenue

Rocky Mountain House, AB T4T1B2

APPENDICES

- 1) Council Code of Conduct Bylaw 2024-01
- 2) Council Procedural Bylaw 2023-14
- 3) Nomination Forms

TOWN OF ROCKY MOUNTAIN HOUSE

BYLAW NO 2024/01

BEING A BYLAW OF THE TOWN OF ROCKY MOUNTAIN HOUSE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND, AND OTHER BODIES ESTABLISHED BY COUNCIL, THE CONDUCT OF MEMBERS AND CONDUCT OF MEMBERS OF OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS, pursuant to section 146.1(1) of the Municipal Government Act, a council must, by bylaw, establish a code of conduct governing the conduct of Members;

AND WHEREAS, pursuant to section 146.1(3) of the Municipal Government Act, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not Members;

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, Members have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Rocky Mountain House;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Members;

NOW THEREFORE the Council of the Town of Rocky Mountain House, in the Province of Alberta, duly assembled, enacts as follows:

1. Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) **"Act"** means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) **"Administration"** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer (CAO);
- (c) **"CAO"** means the chief administrative officer of the Municipality, or their delegate;
- (d) **"FOIP"** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

- (e) **"Investigator"** means Council, legal firm or the individual or body established by Council to investigate and report on complaints;
- (f) **"Mayor"** means the Chief Elected Official of the Town duly elected;
- (g) **"Member"** means a member of Council and includes a Member or the Mayor and includes members of council committees or other bodies established by Council who are not Members or the Mayor;
- (h) **"Municipality"** means the municipal corporation of the Town of Rocky Mountain House of the Province of Alberta.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

- 4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue

influence from any Member or group of Members.

8.6. Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the "CAO", as defined above;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. In the course of their duties, Members may also become privy to confidential information received outside of a closed meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;

- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources

that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.
- 13.2. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.3. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

14. Gifts and Hospitality

- 14.1. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, or to a reasonable member of the public would not appear to be in gratitude for influence.
- 14.2. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

15. Election Campaigns

- 15.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign related activity.

16. Who can file a Complaint

- 16.1. Any individual who has witnessed or experienced conduct by a Member which they believe to be in contravention of this Code of Conduct Bylaw may submit a complaint in accordance with this Bylaw. The complainant may be a member of the public, a member of Administration or another Member.

17. Informal Complaint Procedure

- 17.1. Prior to filing a formal complaint, a member of the public or another Member may speak with the Member and encourage the Member to comply with this Bylaw.
- 17.2. A member of the public or another Member may request the Mayor to assist

in an informal discussion of the conduct with the Member in an attempt to resolve the issue. If the Mayor is the subject of the complaint, the individual may request the assistance of the Deputy Mayor. The Mayor or Deputy Mayor may request the assistance of a facilitator to resolve the issue. The facilitator may be internal or external to the Town.

- 17.3. Prior to filing a formal complaint, a member of Administration must notify the CAO of the member of Administration's concerns. After learning of the member of Administration's concerns, the CAO may:
 - (a) speak with the Member and encourage the Member to comply with this Bylaw; or
 - (b) request the assistance of a facilitator to resolve the issue. The facilitator may be internal or external to the Town.
- 17.4. Individuals are encouraged to pursue the informal complaint procedure to remedy conduct that they believe violates this Bylaw.
- 17.5. A member of the public or another Member is not required to complete this informal complaint procedure before pursuing the formal complaint procedure.
- 17.6. A member of Administration is required to complete this informal complaint procedure before pursuing the formal complaint procedure.

18. Formal Complaint

- 18.1. A complaint must be made in writing, dated and legibly signed.
- 18.2. The complaint shall contain the following information:
 - (a) the name of the complainant and the Member who is the subject of the complaint;
 - (b) the date of the conduct which is the subject of the complaint;
 - (c) the nature of the conduct which is the subject of the complaint;
 - (d) other relevant information to the complaint, which may include the names of witnesses.
- 18.3. If:
 - (a) A member of the public or another Member makes a complaint, the member of the public or the other Member must provide a copy of the complaint to any Member; and
 - (b) A member of Administration makes a complaint, the member of Administration must provide a copy of the complaint to the CAO.
- 18.4. Except as provided in s. 18.3(b), if the Mayor or the Deputy Mayor are the subject of the complaint, the complainant shall provide the complaint to another Member.
- 18.5. Except as provided in s. 18.3(b), if both the Mayor and the Deputy Mayor are the subject of the complaint, the references in this bylaw to the functions of the Deputy Mayor shall be carried out by the Member who received the complaint.

- 18.6. Upon receipt of a complaint, the Member or the CAO shall advise Council of the receipt of a complaint at the next regular Council meeting.
- 18.7. At the Council meeting at which the complaint is put before Council, Council shall review the complaint and may reject any complaint received:
 - (a) more than 180 days after the date of conduct which is the subject of the complaint; or
 - (b) after the date of a municipal election which occurs between the date of the conduct which is the subject of the complaint and the date of the appointment of the Investigator.
- 18.8. If Council is of the opinion that the complaint is frivolous, vexatious or not made in good faith, Council may reject the complaint. Council may obtain a legal opinion or advice in making this determination. If Council rejects the complaint, Council shall provide written notice to the complainant of Council's decision.
- 18.9. If Council determines that the complaint should be investigated, Council shall direct the CAO to appoint an investigator selected from a list of qualified investigators which Council approves, from time to time.
- 18.10 Any legal opinion or advice provided to Council or the Municipality regarding a complaint shall not be made available to the complainant or the Member who is the subject of the complaint.

19. Review of Complaint by Investigator

- 19.1. Within 10 days of the appointment of the Investigator, the Investigator shall determine whether the conduct which is the subject of the complaint is within the Investigator's authority to consider breaches of this Bylaw and whether the information provided by the complainant provides reasonable grounds for believing that the Member has breached this Bylaw.
- 19.2. The Investigator may request further information from the complainant to assist in determining whether there are reasonable grounds for believing that the Member has breached this Bylaw.
- 19.3. The Investigator must reject any complaint received where the conduct is an allegation of criminal conduct under the Criminal Code and advise the complainant to make a complaint to the appropriate police service.
- 19.4. If the Investigator is of the opinion that:
 - (a) the matter is not within the Investigator's authority to investigate;
 - (b) there are no grounds or insufficient grounds to conduct an investigation; or
 - (c) the complaint is frivolous, vexatious or not made in good faith,the Investigator shall not conduct an investigation. The Investigator shall provide written reasons for the decision to Council.
- 19.5. The Investigator's decision shall be placed on the closed portion of the next regular Council meeting. Council may discuss the Investigator's decision under section 19.4 during the closed portion and shall notify the

complainant and the Member of the conclusion of the Investigator under section 19.4 within 7 days of the Council meeting.

19.6. Despite sections 23.1 and 23.2 of the Bylaw, Council shall provide a summary of the Investigator's reasons under section 19.4 to the complainant after the Council meeting at which the Investigator's decision is considered.

19.7. If the Investigator does not dismiss the complaint, within 10 days from the Investigator's appointment, the Investigator shall:

- (a) notify the complainant that there will be an investigation;
- (b) notify the Member of the complaint and provide the Member with a copy of the complaint;
- (c) commence the investigation into the complaint as the Investigator considers appropriate, but which must include fair process for the Member, including the opportunity to seek legal counsel and for the Member to provide a response to the complaint.

19.8. The Investigator shall complete the investigation as soon as possible in the circumstances and in any event no later than 90 days from the date of the Investigator's appointment.

19.9. At the completion of the investigation, the Investigator shall:

- (a) prepare a written report advising whether the complaint is substantiated and the Member's conduct is in breach of this Code of Conduct Bylaw;
- (b) include any recommendations the Investigator feels are appropriate in the circumstances, which may include recommendations on sanction; and
- (c) provide a copy of the written report and recommendations, if any, to Council.

20. Informal Resolution of Complaint during Investigation

20.1. The Investigator may attempt to resolve the complaint through mediation with the complainant and the Member who is the subject of the complaint, or may request the Mayor, or Deputy Mayor, to assist in an informal discussion of the complaint with the Member in an attempt to resolve the issue. If the Mayor is the subject of a complaint, the Investigator may request the assistance of the Deputy Mayor.

20.2. If the mediation resolves the complaint, the Investigator shall prepare a written report summarizing the nature of the complaint and the result of the mediation and provide a copy of the written report to Council.

21. Formal Resolution

21.1. If the Investigator concludes that the complaint is not substantiated and the Member's conduct is not in breach of this Code of Conduct Bylaw, during the closed portion of the next regular Council meeting, Council shall consider the report and decide whether to accept the report and take no further action in regard to the complaint.

- 21.2. Despite sections 23.1 and 23.2, if Council decides to take no further action in regard to the complaint, Council shall provide to the complainant a summary of the complaint, the Investigator's findings and Council's determination under section 21.1 after the Council meeting at which the Investigator's determination under section 21.1 is considered.
- 21.3. If the Investigator concludes that the complaint is substantiated and the Member's conduct is in breach of this Code of Conduct Bylaw, Council shall:
- (a) provide a copy of the report to the Member;
 - (b) allow the Member 30 days to provide to Council a written response to the Investigator's report;
 - (c) place the Investigator's report and the Member's written response, if any, on the closed portion of the next regular Council meeting following receipt or a special Council meeting called to consider the item.
- 21.4. During the closed portion of the Council meeting where the item is considered:
- (a) The Member who is the subject of the complaint may provide oral comments to Council in addition to any written response provided. The Member is entitled to have legal counsel present during the Council meeting, at the Member's sole expense. Council may ask questions of the Member.
 - (b) Once the Member has completed any oral comments, the Member and legal counsel for the Member, if any, shall leave the meeting.
 - (c) If the complainant is a Member, the complainant Member shall leave the meeting for the determination required under section 21.4(d).
 - (d) Following the departure of the Member, Council shall determine whether to accept the findings of the Investigator.
- 21.5. If Council accepts the findings of the Investigator:
- (a) Council shall notify the Member of Council's finding and place the consideration of possible sanctions on the closed portion of the next regular Council meeting or a special Council meeting called to consider the item which shall be held no sooner than 7 days after notice is given to the Member.
 - (b) The Member may submit further written submissions regarding appropriate sanctions. If the Member does wish to make written submissions, the Member must send them to Council no later than 7 days following the notice referenced in section 21.5(a).
- 21.6. During the closed portion of the Council meeting where sanctions are considered:
- (a) The Member who is the subject of the complaint may provide oral comments to Council in addition to any written response provided. The Member is entitled to have legal counsel present during the Council meeting, at the Member's sole expense. Council may ask questions of the Member.

- (b) Once the Member has completed any oral comments, the Member and legal counsel for the Member, if any, shall leave the meeting.
- (c) If the complainant is a Member, the complainant Member shall leave the meeting for the determination required under section 21.6(d) and may not vote on any motion regarding sanctions against the Member whose conduct is the subject of the complaint.
- (d) Following the departure of the Member, Council shall consider the appropriate sanction having regard for the severity and frequency of the conduct.

21.7. Despite sections 23.1 and 23.2 of the Bylaw, if Council determines that the Member's conduct is in breach of the Code of Conduct, Council shall provide to the Complainant a summary of the complaint, the Investigator's findings and Council's determination under section 21.4(d) and Council's decision under section 21.6(d) after the Council meeting at which the item set out under section 21.6(d) is considered.

21.8. No Member shall take retaliatory action against a complainant with the intention of dissuading or punishing an individual for participating in the complaint process.

22. Sanctions

22.1. Through a motion of Council, Council may impose a sanction that is appropriate to the severity of the breach, including one or more of the following:

- (a) a letter of reprimand addressed to the Member;
- (b) request for a public apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) requirement to attend training;
- (e) suspension or removal of the Mayor's or Deputy Mayor's presiding duties;
- (f) reduction or suspension of remuneration corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.
- (g) removal or suspension to a defined date of the Member's appointment to one or more committees or boards to which Council has the right to appoint Members;
- (h) suspension or removal of the Mayor's presiding duties under Section 154 of the Municipal Government Act;
- (i) suspension or removal of the appointment of a Member as the Deputy Mayor or Acting Mayor under Section 152 of the Municipal Government Act;
- (j) request for an inquiry under Part 14 of the Municipal Government Act;

- (k) initiation of legal action under Part 5 Division 8 of the Municipal Government Act; and
- (l) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Municipal Government Act.

22.2. In imposing sanctions, Council may consider whether the Member whose conduct is the subject of sanctions has been previously sanctioned for the same or similar conduct.

22.3. The Member whose conduct is the subject of the sanction motion should not vote on the sanction motion.

22.4. Regardless of whether the Member's conduct is the subject of a sanction motion, the Member whose conduct is investigated under the Bylaw is responsible for any costs, legal or otherwise, the Member incurs arising from the investigation or any sanction imposed.

23. Confidentiality of Investigation Process

23.1. The Investigator's report to Council is confidential.

23.2. The Investigator's report may be made available to the public only if Council determines it is necessary to discuss the matter in a public Council meeting.

24. Compliance and Enforcement

24.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

24.2. If a Member fails to comply with a sanction imposed under section 22, the failure to comply is a breach of this Bylaw and may be subject to investigation and sanction under this Bylaw.

24.3. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

24.4. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

25. Review

25.1. This Bylaw shall be brought forward for review at the beginning of each term of Council at the Organizational meeting held in October, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

26. Interpretation

26.1. In this Bylaw, the words "shall" and "must" denote a mandatory intention. The word "may" is permissive.

27. Effective Date


27.1. This Bylaw comes into force and effect upon third and final reading.

27.2. Bylaw 2022/14 is hereby repealed upon this Bylaw coming into force and effect.

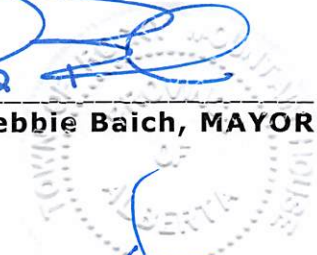
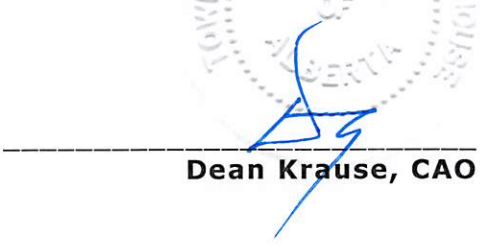
READ a first time this 6th day of February, 2024.

READ a second time this 6th day of February, 2024.

READ a third time and passed this 6th day of February, 2024.



Debbie Baich, MAYOR

Dean Krause, CAO

TOWN OF ROCKY MOUNTAIN HOUSE

Bylaw 2023/14

BEING A BYLAW OF THE TOWN OF ROCKY MOUNTAIN HOUSE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ORDERLY PROCEEDINGS OF COUNCIL MEETINGS AND THE TRANSACTING OF BUSINESS BY COUNCIL OF THE TOWN OF ROCKY MOUNTAIN HOUSE.

WHEREAS it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open, transparent government where decisions are made after all information has been provided;

NOW THEREFORE the Council of the Town of Rocky Mountain House, in the Province of Alberta, duly assembled and under the powers conferred upon it by the *Municipal Government Act*, RSA 2000, Chapter M-26, and amendments thereto, enacts as follows:

1. TITLE

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

2. DEFINITIONS

In this Bylaw:

"Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced;

"Adjourn" used in relation to any meeting, except at a Public Hearing, means to terminate the meeting;

"Administration" means Town employees;

"Administrative Inquiry" is a request from a Member to Administration for the future provision of information;

"Agenda" means the items of business of a meeting and the associated reports, bylaws or other documents;

"Bylaw" means Town of Rocky Mountain House Bylaw No 2022/15;

"CAO" means the Chief Administrative Officer for the Town or the CAO's designate;

“Chair” means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside over the meeting. The Chair shall be able to vote on matters;

“Challenge” means an appeal of the ruling of the Chair;

“Closed Session” means a meeting closed to the public which only Councillors and other persons specified by Council may attend at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;

“Council” means the council of the Town;

“Council Committee” means a committee, board or other body established by Council, bylaw or resolution under the Act;

“Council Meetings” means a Regular, Governance and Priorities Committee, Organizational, or Public Hearing meeting of Council, or any other meeting in which there is a Quorum of Council;

“Councillor” means a member of Council, including the Mayor;

“FOIPP” means *Freedom of Information & Protection of Privacy Act*, RSA 2000, c F-25, as amended or replaced;

“General Municipal Election” means an election held in the Town to elect the Members of Council as described in the *Local Authorities Election Act*, RSA 2000, c L-21 as amended or replaced;

“Governance and Priorities Committee” means a committee comprised of all Council that conducts itself as a committee of Council in accordance with Section 41 and Schedule B;

“Inaugural Meeting” means the Organizational Meeting immediately following the General Municipal Election;

“Mayor” means the individual elected to the position of Chief Elected Official. In the absence of the Mayor, it refers to the Deputy Mayor or the Councillor appointed pursuant to the terms of this Bylaw;

“Member” means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council;

“Minutes” means the record of decisions of a meeting;

“Motion” means a formal proposal by a Member, in a meeting, that the group take a certain action. Motion can also be referred to as a resolution;

"Notice of Motion" means notice that an item will be placed on the next council meeting agenda;

"Orders of the Day" means a requirement that the Chair return to the pre-determined agenda, including adjourning at the pre-determined time, unless a Motion to extend the discussion occurring at that time or a Motion to extend the meeting is adopted, see Schedule A;

"Organizational Meeting" means the meeting Council must hold annually not later than two (2) weeks after the 3rd Monday in October;

"Pecuniary Interest" has the same meaning as stated in the Act at Part 5, Division 6;

"Person" means an individual, partnership, association, corporation, trustee, executor, administrator or legal representative;

"Point of Information" is a question to obtain information on the procedures of Council to assist a Member to:

- a) make an appropriate Motion;
- b) raise a Point of Order;
- c) understand the procedure; or
- d) understand the effect of a Motion.

"Point of Interest" means a request from a Member to share a comment, information, or commendation about an individual, group, organization or event;

"Point of Order" means a request that the Chair enforce the rules of procedure;

"Point of Privilege" means an immediate and overriding request made to the Chair on any matter related to the rights and privileges of Council or Councillors but does not relate to the pending business. and includes the:

- a) comfort of Councillors;
- b) conduct of Town employees or members of the public in attendance at the meeting;
- c) accuracy of the reports of Council's proceedings;
- d) reputation of Councillors or Council.

"Postpone" means to delay the consideration of any matter, either:

- a) to later in the meeting;
- b) to a specified time and date;
- c) until the occurrence of an event; or
- d) indefinitely.

“Previous Question” means a motion to end debate and vote on the Motion under debate;

“Public Hearing” means a meeting or portion of a meeting that Council is required to hold for statutory hearings;

“Public Meetings” means a meeting at which members of the public may attend and may be invited to make submissions to Council but which is not a Public Hearing;

“Quorum” means the minimum number of members that must be present at a meeting for business to be legally transacted;

“Recess” means to take a short break in the order of business or an Agenda item of a meeting with the intent of returning to that order of business or Agenda item at the same meeting;

“Reconsider” means a Motion made by a Member who voted on the prevailing side of a Motion adopted by Council with the purpose of reconsidering the vote on a Motion dealt with earlier in that same meeting. If it is adopted by a majority vote, the Motion will be back again before Council;

“Refer” means to send a pending Motion or Agenda item to a Council Committee or Administration for investigation and report;

“Regular Meeting” means the meetings referenced at section 193 of the Act;

“Renew” means to bring forward to a later meeting a previously defeated Motion;

“Rescind” means to bring forward to a later meeting a previously successful Motion with the intent of revoking the original Motion;

“Rise and Report” means a Motion to put forward to a Council Meeting may be made any time and must be decided without debate.

“Special Council Meeting” is a meeting called by the Mayor or Council in accordance with the Act;

“Table” means to lay on the table, a Motion to set aside a main Motion temporarily to take up a more pressing or important issue;

“Town” means the municipal corporation of the Town of Rocky Mountain House.

NUMBER and GENDER REFERENCES

All References in this Bylaw will be read with such changes in number and gender as may be appropriate according to whether the Reference is to a male or female person, or a corporation or partnership.

Marginal notes and headings in the Bylaw are for Reference purposes only.

3. APPLICATION AND INTERPRETATION

- a)** This Bylaw shall apply to all Council Meetings.
- b)** Council may make this Bylaw applicable to other Council Committees, either in whole or in part.
- c)** Where Council makes this Bylaw applicable to a Council Committee, it shall apply with all necessary modifications, and
 - i.** any reference to the Mayor shall be treated as a reference to the Chair of the Council Committee;
 - ii.** any reference to a Councillor shall be treated as a reference to a Member of the Council Committee, and
 - iii.** any reference to Council shall be treated as reference to the Council Committee.
- d)** The precedence of the rules governing the procedures of Council is:
 - i.** the Act;
 - ii.** other provincial legislation;
 - iii.** this Bylaw; and
 - iv.** Robert's *Rules of Order*.
- e)** Council may waive all or part of the provisions of this Bylaw for a defined time, if the Councillors present vote unanimously to do so. However, this Bylaw must be amended or repealed by bylaw.

4. COUNCIL MEETINGS

a) Regular Council Meetings

- i.** Unless Council by resolution from time to time otherwise determines, regular meetings shall be held in the Town Administration Building Council Chambers on the first and third Tuesday of each month beginning at 9:00 a.m.
- ii.** When the date of a regular Council Meeting falls on a statutory holiday, the date of the meeting shall be changed to the following day.

b) Governance and Priorities Committee Meetings

- i.** Unless cancelled by resolution of Council, Governance and Priorities Committee meetings shall be the second Tuesday

of each month at 1:00 p.m. with the exception of July, August, and December.

c) Inaugural Meeting

- i. The Organizational Meeting immediately following a general municipal election shall be called the Inaugural Meeting.
- ii. At the Inaugural Meeting immediately following a general municipal election, the CAO shall Chair the meeting until the Mayor has taken the oath of office.
- iii. As the first order of business at the Inaugural Meeting, each Councillor shall take the prescribed oath of office.

d) Organizational Meeting

- i. An Organizational Meeting will be held each year in accordance with the requirements established in the Act not later than two (2) weeks after the third Monday in October.
- ii. At the annual Organizational Meeting, Council will:
 - make citizen appointments to Boards & Committees;
 - review and formalize the Mayor's recommendation of the appointment of Councillors to Committees of Council;
 - establish the schedule of Deputy Mayor;
 - review of the Code of Conduct Bylaw and the Procedure Bylaw;
 - conduct other business as identified within the Organizational Meeting agenda;
 - determine seating.

e) Public Accessibility to Meetings

- i. All meetings of Council and Committees of Council shall be open to the public except for any Closed Session portion.
- ii. The agenda and agenda package shall be posted on the Town's website for public and the news media access on the same day Council receives the agenda package.
- iii. Council may by resolution authorize audio and video recording of Council meetings by the public or news media.
- iv. Council may, by resolution, instruct the CAO to video Council meetings for the purpose of public accessibility by broadcasting or posting on a Town social media platform or website.

5. MEETING THROUGH ELECTRONIC COMMUNICATIONS

- a)** Councillors may attend a Council Meeting by means of electronic communications.
- b)** A Councillor must notify the Mayor and CAO of their intentions to meet through electronic means the Thursday immediately prior to the Council Meeting.
- c)** A Councillor may attend a regular Council Meeting by means of electronic communications no more than four (4) times a year.
- d)** A Councillor shall only be permitted to attend a meeting by means of electronic communications if the location in which the meeting is to be held is equipped in a manner such that enables all Councillors participating in the meeting to watch or hear one another.
- e)** A Councillor attending a meeting by electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- f)** The Mayor shall announce to those in attendance at the meeting that the Councillor is attending the meeting by means of electronic communications.
- g)** When a vote is called, Councillors attending by means of audio electronic communications shall be asked to state their vote only after all Councillors present in the meeting have cast their votes by a show of hands.
- h)** When a vote is called, Councillors attending by means of video electronic communications shall vote at the same time Councillors present in the meeting vote by a show of hand.
- i)** A Councillor attending a Closed Session by electronic communications must ensure that they are in a secure location.

6. NOTICE OF COUNCIL MEETINGS

- a)** Council, by resolution, may change the frequency, time, date or location of any meeting.
- b)** Notification of calling additional, a change in time, date or location, or cancellation of any meeting of Council, or the establishment of a Special Meeting of Council will be provided to Council and the public. For all meetings requiring notice, the CAO shall ensure the notice is:

- i. issued a minimum of twenty-four hours prior to the meeting date;
- ii. delivered, faxed or emailed to each Member;
- iii. posted on the Town of Rocky Mountain House website; and
- iv. posted:
 - a. on the public notice board at Town Administration Building or;
 - b. in the newspaper or radio advertisement or another announcement.

7. SPECIAL COUNCIL MEETINGS

a) The Mayor

- i. may call a Special Council Meeting whenever the Mayor considers it appropriate to do so; and
- ii. must call a Special Council Meeting if the Mayor receives a written request for the meeting, stating its purpose, from a majority of the Councillors.

b) A Special Council Meeting called under Section 7, must be held with fourteen (14) days after the date the Mayor receives the request or any shorter period provided for by bylaw.

c) The Mayor calls as Special Council Meeting by giving at least twenty-four (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.

d) A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Councillors and without notice to the public if at least two-thirds (2/3) of the whole Council agrees to this in writing before the beginning of the meeting.

e) No matter other than that stated in the notice, may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees by majority vote to deal with the matter.

8. QUORUM

a) Quorum of Council is a majority of Council.

b) If Quorum is not achieved within thirty (30) Minutes after the time the meeting was scheduled to begin, the CAO will record the names of those present and the meeting will be rescheduled.

- c)** If at any time during a meeting the Quorum is lost, the meeting will be recessed and if a Quorum is not achieved again within fifteen (15) minutes the meeting will be deemed to be adjourned.
- d)** If a meeting is adjourned for failure to constitute a Quorum or due to a loss of Quorum, the Agenda for that meeting shall be considered at the next scheduled Council meeting, unless a Special Meeting is conducted to complete such business.

9. CHAIR OF MEETINGS

a) The Chair:

- i.** Opens, chairs and preserves order in Council Meetings;
- ii.** Decides all questions of procedure;
- iii.** Ensures that each Councillor who wishes to speak on a debatable Motion is granted the opportunity to do so;
- iv.** Determines the speaking order when two (2) or more Members of Council or others wish to speak;
- v.** Decide when Administration or a delegate, may address Council;
- vi.** May speak and debate;
- vii.** Vote on matters.

b) When the Chair makes a decision on a question of procedure, (except an administration or legal opinion on procedure as requested by Council or Councillor), the Chair must provide a reason for the decision.

c) Chair assignments are:

- i.** The Mayor chairs all Regular, Special, Governance and Priorities Committee and Organizational Meetings of Council;
- ii.** The Deputy Mayor chairs Council meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this Bylaw during the absence or incapacity of the Mayor; and
- iii.** In the absence or inability of the Mayor and Deputy Mayor to act, the next Member of Council scheduled to be Deputy Mayor on the roster shall Chair Council Meetings and shall have all the powers and responsibilities of the Mayor under this Bylaw.
- iv.** The Deputy Mayor roster shall be for an eight (8) month term, determined alphabetically by the last name of the Councillors.

10. DUTIES OF THE CAO

- a)** The CAO shall, subject to the Act and the CAO's Bylaw:
 - i.** Provide Council with information and advice with respect to the operation of the Town of Rocky Mountain House;
 - ii.** Review recommendations for resolutions and make them available to Council;
 - iii.** When requested, provide information and advice to Council on procedural matters of Council;
 - iv.** Record Minutes of the meetings of Council and provide secretariat functions for Council Meetings;
 - v.** Review proposed bylaws to ensure compliance with this Bylaw and to advise Council of the existence of complementary and conflicting provisions in other bylaws.

- b)** The CAO shall have custody of the corporate seal. The corporate seal shall only be used under the direction of the CAO as prima facie evidence that the Town has assented to those documents to which the seal is affixed.

11. AGENDA

- a)** The Agenda orders the business for a meeting and will follow the appropriate Orders of the Day set out in Schedule A.

- b)** The Agenda for each Council Meeting is established, reviewed, and authorized by the CAO.
 - a.** The CAO may consult with Council regarding placing a delegation request on the Agenda.

- c)** All material for inclusion on the Agenda shall be completed and added to the electronic Agenda package no later than 5:00 p.m. on the Wednesday immediately prior to the Tuesday on which the Council Meeting is held.

- d)** The CAO will distribute the Council Agenda to Council and administration by Friday end of day, prior to the Council Meeting.

- e)** The Agenda and all associated reports, bylaws or other documents (unless they may be withheld under the Act, FOIPP, or any bylaw or policy dealing with access to information) will be made available to the general public and media representatives Friday evening prior to the Council Meeting.

- f)** Reports and supplementary materials to items on the Agenda that are received too late to be included with the Agenda will be made available to Council, administration and the media in paper or electronic format as soon as is reasonably possible.

- g)** The first order of business at any Council Meeting shall be consideration of the proposed Agenda and adoption of it, subject to any amendment that Council may approve by resolution.
- h)** The order of business at a Council Meeting shall be the order of the items on the adopted Agenda.
- i)** The Chair shall introduce the Agenda item.
- The CAO shall provide background information if required.
 - The Chair shall ask for any questions by Council on the item. The Chair may limit the number of questions from Council provided each Councillor has had an equal opportunity for questions.
 - The Chair may ask for a Motion, or the Chair or Councillor may put forward a Motion.
 - A Motion must be made on the Agenda item before it is debated.
- j)** After adoption of the Agenda, Council may alter the order of the items on the Agenda, by majority vote, for convenience of the meeting.
- k)** The order of business at a Meeting is the order of the items on the Agenda except:
- i.** When a previous meeting has been adjourned for lack of Quorum and no Special Meeting has been called to deal with the business of the adjourned meeting, the Agenda items from the adjourned meeting must be dealt with before any items on the current Agenda;
 - ii.** When Council alters the order of business for the convenience of the meeting by a two-thirds (2/3) vote;
 - iii.** When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same item; and
 - iv.** When Council decides not to deal with an item on the Agenda and no Motion is made about it.
- l)** A Motion calling of Orders of the Day (requiring Council to adhere to its schedule) is not debatable or amendable.

12. MINUTES

- a)** The CAO or his or her designate will prepare a written record of all Council Meetings that includes:
- i.** The names of the members of Council present at and absent from the meeting, CAO, staff and the recording secretary;
 - ii.** All decisions, other proceedings and outcomes with a disclaimer referring to the Agenda package;
 - iii.** When the vote on a Motion is carried or defeated, the Minutes shall reflect "Carried" or "Defeated";
 - iv.** When a Motion is specifically asked to be recorded by a Member of Council, the Minutes shall reflect the number of votes for and against a Motion as well as the names of the members that voted in favour of and the names of those that were opposed to the Motion;
 - v.** Any abstentions made under the Act by any Member of Council and the reason for the abstention; and
 - vi.** Any abstentions made as a result of a Pecuniary Interest and the reason for the abstention.
- b)** The Chair shall request a Motion to adopt the Minutes.
- c)** Minutes shall have the signatures of the Chair and the CAO or their designate.
- d)** Unless otherwise authorized in this bylaw, discussion, questions and debate shall not be recorded in the Minutes.
- e)** A summary of any verbal presentation made or a copy of written materials provided by members of the public, or both, will be recorded in the Minutes.
- f)** When a meeting is closed to the public to discuss a matter that is within one of the exceptions to disclosure in the FOIPP, the reason for closing the meeting shall be recorded in the Minutes.
- g)** Minutes of a meeting shall be adopted by Motion at the following meeting, regardless of whether or not the same Members are present.
- h)** Any Member may request a correction to the Minutes before they are adopted. Corrections are deemed adopted when the Motion to adopt the Minutes has been carried.

- i) The Minutes of a previous meeting shall not be read aloud unless directed by a unanimous vote of the Members present.
- j) The CAO is authorized to provide for audio/video recording of any meeting.
- k) An audio/video recording provided by the CAO may be used to determine the accuracy of a portion of the Minutes.

13. PROCEEDINGS AT MEETINGS

- a) All discussion at a meeting of Council is directed through the Chair who will be addressed as "Your Worship", "Mayor", or "Mister/Madam Chair".
- b) When two or more Members wish to speak to a matter, the Chair shall decide who is entitled to speak. A Motion may be made that any Person who is addressing the Chair 'be now heard' or 'do now speak' and such Motion shall be put without debate.
- c) A Councillor may ask questions of administration or other Councillors on any Motion or amendment to a Motion.
- d) A Councillor may speak to answer questions put by other Councillors, through the Chair.
- e) When a Member of Council wishes to leave the Council Chambers while a Council meeting is in progress:
 - i. the Member of Council shall await the formal acknowledgement of the Chair before leaving; and
 - ii. the time of the Member's departure, and return, if any, shall be recorded in the Minutes.
- f) In order to ensure that Quorum is not lost, the Chair may Recess the meeting briefly if a Member of Council wishes to leave the meeting but intends to return.
- g) Subject to the *Act*, no Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken.
- h) A Member shall not speak on any matter for longer than ten (10) minutes unless otherwise permitted by the Chair.
- i) No Member shall interrupt any other Person who has been recognized by the Chair and has the floor.

- j)** Councillors who have been assigned their turn to speak may only be interrupted by other Councillors including the Chair:
 - i.** when a Councillor has exceeded the time limit to speak;
 - ii.** by a call for Orders of the Day;
 - iii.** by a Point of Privilege;
 - iv.** by a Point of Order;
 - v.** by an objection to the consideration of a Motion; or
 - vi.** by a Challenge.

- k)** A Councillor who is speaking when a Point of Order or Point of Privilege is raised will cease speaking immediately.

- l)** If a Councillor wishes to raise a Point of Order or a Point of Privilege, the Member shall, upon recognition, so state and shall then state briefly the grounds of same.

- m)** The Chair may grant permission:
 - i.** to the Councillor raising the point to explain the point briefly, and
 - ii.** to the Councillor who was speaking to respond briefly,
 - iii.** but otherwise a Point of Order or privilege is not debatable or amendable.

- n)** The Chair may seek advice from the CAO on a Point of Order or Privilege to determine whether a matter is within the jurisdiction of the Council.

- o)** The Chair must rule on a Point of Order or Privilege and no vote will be taken unless there is a Challenge by a Member of Council to the ruling.

- p)** A Point of Order or Point of Privilege shall take precedent over all other business and any appeal shall be determined by a majority vote which shall not be reconsidered or rescinded.

- q)** Closed Session Agenda items sent to Council through an electronic Agenda are to be kept confidential and deleted upon the completion of the meeting.

14. DELEGATIONS AND REQUESTS TO COUNCIL

- a)** A Person or delegation wishing to make formal representation directly to Council at a regular council meeting shall advise the CAO no later than 12:00 noon on the Wednesday before the upcoming regular meeting of council. The written request shall include the contact information of the Person wishing to appear before Council along with a brief explanation of the subject to be addressed and the specific request to be made to Council.

- b)** Any delegations wishing to submit written material to Council must provide an original copy of material to the CAO by the Agenda deadline of 12:00 noon on the Wednesday before a council meeting.
- c)** After receiving the request to speak on any item, the CAO will place the request on the agenda.
- d)** Council may:
- i.** Refer the matter to a Committee for a hearing; or
 - ii.** hear from the Person making a direct request to be heard by Council.
- e)** A Committee may hear any Person referred to it by Council. A Committee may;
- i.** hear from a Person from the Person making a direct request to be heard by Council; or
 - ii.** refuse to hear from the Person making a direct request to be heard by that Committee.
- f)** When hearing from the public, Council does not require a Motion on the floor.
- g)** The following procedures will apply to delegations before Council or a Committee:
- i.** the Chair will introduce the delegations;
 - ii.** the delegation shall present from the delegation table;
 - state their name and address
 - indicate if they are speaking on their own behalf, a client, a company, a group of citizens, i.e. club or organization
- h)** After a delegation has spoken members of Council will ask only questions of clarification that are relevant to the subject of the delegate's session and will avoid repetition. Persons speaking to the subject will be restricted to speaking to the relevant subject matter only.
- i)** Each Person or delegation appearing before Council shall be limited to a maximum of ten (10) minutes of presentation time unless the Chair, at their discretion, agrees to extend the time.
- j)** Any Councillor may ask the CAO relevant questions after the delegation has spoken.

15. PROCEDURES TO PRESENT ITEMS FOR COUNCIL CONSIDERATION

- a)** The CAO shall present the agenda item to Council. Council may ask the CAO questions regarding the agenda item. The CAO may delegate to a staff member to present an agenda item or answer questions.
- b)** If the agenda item is from a Notice of Motion, the Council member who put forward the Notice of Motion shall present the agenda item. Council may ask the Council member or the CAO questions regarding the agenda item.
- c)** Upon the conclusion of 15a or 15b, Council may have a discussion on the agenda item. The discussion shall be limited to providing additional information related to the agenda item or providing alternative decisions not provided in the report.
- d)** Once every Council member has had an opportunity to provide input on the agenda item, if they so desire, a Council member may make a motion for Council to debate.

16. RULES FOR MOTIONS

- a)** A Motion must be made by a Councillor prior to any debate or vote occurring. It must be concise and unambiguous.
- b)** A seconder to a Motion is not required.
- c)** A recommendation in a report is not a Motion unless a Councillor moves it.
- d)** A Motion must be put by the Chair before a vote is taken.
- e)** Council shall consider only one Motion at a time.
- f)** After a Motion has been moved, and stated by the Chair, it may not be withdrawn without the majority consent of Council.
- g)** The following Motions are not debatable by Council to:
 - i.** raise a Point of Privilege;
 - ii.** call for Orders of the Day;
 - iii.** raise a Point of Order;
 - iv.** withdraw a Motion;
 - v.** Recess or Adjourn the meeting; or
 - vi.** Challenge a ruling of the Chair.
- h)** When a Motion has been made and is being considered, no Councillor may make any other Motion except:
 - i.** as set out in Section 16) g) above;

- ii. to amend the Motion;
- iii. to refer the main Motion to the Governance and Priorities Committee, to administration, to a Council Committee or some other Person or group for consideration;
- iv. to Postpone consideration of the Motion; or
- v. to Table the Motion.

i) Motions shall have precedence in accordance with the order that they are listed in Section 16) g) and h).

j) A Motion is lost when the vote is tied.

17. MOTION TO RECONSIDER

a) If a Motion is voted on by Council, a Councillor who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.

b) If a Motion is defeated, the same Motion shall not be renewed unless:

- i. a General Municipal Election has been held; or
- ii. one (1) year has passed since the date that the Motion was defeated.

18. RENEW OR RESCIND A MOTION

a) Notwithstanding Section b) above, if a Motion is defeated, a Councillor may introduce a Motion calling on Council to Renew the Motion at a subsequent meeting if:

- iii. a two-thirds (2/3) majority of Council grants leave to a Councillor to introduce a Motion calling on Council to Renew the Motion; or
- iv. the Councillor who wishes to have Council Renew a Motion provides previous notice by setting out in writing what special or exceptional circumstances warrant further debate.

b) If a Motion succeeds, a Councillor may introduce a Motion calling on Council to Rescind the Motion or amend a Motion previously adopted provided that the Councillor sets out in writing what special or exceptional circumstances warrant further debate.

- i.** In emergent situations, where previous notice to Rescind or amend a Motion previously adopted is not practical, a Motion to Rescind or amend a Motion previously adopted shall require a two-thirds vote of Councillors present at the Council Meeting at which the rescinding or amending Motion is introduced.
 - ii.** If a Motion to Reconsider is passed the original Motion is on the floor.
 - iii.** A Motion to Rescind, Renew or amend a Motion previously adopted may not be introduced where the vote on the original Motion has caused an irrevocable action.
 - iv.** Council may consider a matter in Closed Session in accordance with the FOIPP.
 - v.** No Motions may be made when Council is sitting in Closed Session except the Motion to return to the public forum.
- c)** If a Motion is contrary to the rules and privileges of Council. The Chair may refuse to accept it and must cite the rule or authority applicable without other comment.
 - d)** If a Motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of Council.

19. AMENDMENTS TO MOTIONS

An amendment proposed to a Motion must be relevant to its subject matter and must not propose a direct negative of the Motion.

- a)** A Councillor who moved a Motion may not move an amendment to the amendment.
- b)** Any Councillor, other than the Councillor who moved the main Motion, may move to amend a Motion.
- c)** The Councillor who moved the main Motion may move an amendment to the amendment.
- d)** The Chair shall allow only one (1) amendment to the main Motion and one (1) amendment to the amendment to be advanced and considered at a time.

- e)** Council must vote:
 - i.** On an amendment to the amendment, if any, before voting on the amendment; and
 - ii.** On any amendment before voting on the main Motion.
- f)** When an amendment is on the floor, Council may debate only the merits of the Amendment and shall not debate the merits of the Motion to which it is applied.
- g)** The Chair shall not put the main Motion under debate to a vote until all amendments to it have been put to a vote of council.
- h)** Once the amendments to the main Motion have been voted on, the Chair shall put forth the main Motion under debate to Council for a vote, incorporating the amendments that have been passed by Council.
- i)** Notwithstanding anything in this Section, a Motion may with the consent of the mover be withdrawn or the wording thereof changed.

20. MOTION TO CHALLENGE

- a)** Any ruling of the Chair may be challenged.
- b)** A Motion to Challenge may be made only at the time of the ruling, whether or not another speaker has the floor.
- c)** A Motion to Challenge is debatable unless it relates to decorum, the priority of business, or an undebatable pending Motion.
- d)** If a Motion is made to Challenge, the Chair must state the question "Is the ruling of the Chair upheld?" and may participate in debate on the Challenge without leaving the chair.
- e)** If the Chair refuses to put the Challenge to Council, Council may request the Deputy Mayor to assume the Chair in order that the Challenge to the Chair's ruling can be put to Council. The result of the vote is as binding as if conducted under the Chair and the Chair shall abide by the result.
- f)** Unless there is a two-thirds (2/3) vote against it, the ruling of the Chair will be upheld. (it requires a majority vote in the negative to overturn the Chair's ruling; a tie sustains the decision of the Chair and loses the appeal)

21. MOTION TO LIMIT OR END DEBATE

- a)** Upon a reasonable opportunity for discussion of a Motion, in the opinion of the Chair, being afforded and when no other Person is holding the floor a Motion may be made that the question be now put.
- b)** A Motion that the question be now put is neither amendable nor debatable and if such Motion is passed, the main Motion or amendment (as the case may be), shall be voted upon without further amendment or debate. If the Motion is not passed, debate upon and amendment to the main Motion may continue.

22. NOTICE OF MOTION

- a)** Prior to Council adjourning a regular Council Meeting, Councillors will be given an opportunity to bring a Notice of Motion by reading into the Minutes the Notice of Motion.
- b)** A Notice of Motion must give sufficient detail so that the subject of the Motion and any proposed action can be determined.
- c)** A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.
- d)** A Notice of Motion given at one regular Council Meeting will automatically appear on the Agenda of the next regular Council Meeting.
- e)** A Notice of Motion cannot be made at a Special Council Meeting.
- f)** A Notice of Motion is not debatable until a Councillor moves the Motion.

23. MOTION FOR PREVIOUS QUESTIONS

- a)** If the Previous Question is moved, the Chair must state that the Previous Question has been moved and immediately take the vote on the Motion for the Previous Question.
- b)** Unless a Motion to Table is made, when a Motion for the Previous Question is carried, the Motion to which it applies must be put without further debate or amendment.

24. MOTION TO RECESS

- a)** The Chair, without a Motion, may Recess the meeting for a specific period of no more than ten (10) minutes.

- b)** Any Councillor may move that Council Recess for a specific period.
- c)** After the Recess, business will be resumed at the point where it was interrupted.

25. MOTION TO REFER

- a)** A Councillor may move to Refer any Motion and any pending amendments to the appropriate Council Committee or administration for investigation and report.
- b)** A Motion to Refer:
 - i.** precludes all further amendments to the Motion, until the Motion to Refer has been addressed by Council;
 - ii.** is debatable;
 - iii.** shall include instructions indicating what the receiving body is to do and the date by which Council requires a response; and
 - iv.** may be amended only as to the body to which the Motion is Referred and the instructions on the Referral.
- c)** The Chair shall refuse to accept a Motion to Refer that would have the effect of defeating the Motion to which it applies.
- d)** Once the body to which a resolution has been referred commences its deliberations, the body may recommend for adoption, any amendment to the resolution so referred, without regard to any amendments considered by Council prior to that referral. The resolution proposed by the referral body shall be as if introduced to Council for the first time, and Council shall be free to consider any amendment to it.

26. OBJECTION TO CONSIDERATION OF A MOTION

- a)** A Councillor may move to Object to the Consideration of a Motion prior to any debate on the Motion and the Chair must state the question "Will the Motion be considered?"
- b)** A Motion to Object to the Consideration of a Motion is not debatable or amendable.
- c)** The Motion objected to will be heard unless there is a two-thirds (2/3) vote against hearing it.

- d)** If Council passes a Motion to Object to the Consideration of a Motion, the Motion objected to may be brought before Council only by renewal.

27. POINT OF ORDER

- a)** A Point of Order which requires immediate attention, may interrupt a speaker and is not debatable or amendable.
- b)** The Chair must rule on the Point of Order and no vote will be taken unless there is a Challenge.

28. POSTPONING MOTIONS

- a)** A Motion may be postponed:
 - i.** to later in the Meeting to enable Council to deal with other more pressing matters; or
 - ii.** to a specified time and date; or
 - iii.** until the occurrence of an event; or
 - iv.** indefinitely.
- b)** A Motion to Postpone Indefinitely is debatable and debate may deal with the merits of the Motion being postponed.
- c)** A Motion to Postpone Indefinitely may only be brought back after:
 - i.** more than a year from the date of the postponement;
 - ii.** a General Election; or
 - iii.** a Special Resolution is passed allowing it to be brought back.
- d)** The effect of the Motion to Postpone a Motion Indefinitely is to suppress it throughout the current Council term.
- e)** A Motion to Postpone to a Definite Time may be made at any time during debate.
 - i.** A Motion to Postpone to a Definite Time is only debatable as to advisability of the postponement and is amendable only as to the time specified.
 - ii.** takes precedence over any other Motion connected with the Motion being postponed.
- f)** If a Motion has been postponed to a specified time and date or until the occurrence of an event, the Motion is automatically placed on an Agenda for consideration at that time and date or upon the occurrence of the event.

- i. It will take priority over all other unfinished business at that time.
 - ii. It may not be brought back before that time without a Special Resolution.
- g) A Motion that has been postponed under Section 28 a) i. or 28 a) iv.) may be considered at any time by a two-thirds (2/3) majority vote of the current Council.
- h) If a Motion to consider a postponed Motion is defeated, it may only be made again after Council has addressed some other matter or business.
- i) When a Motion that has been postponed is brought back to Council, it is brought back with all Motions connected with it, exactly as it was when postponed.

29. PRIVILEGED MOTION

- a) The following Motions are Privilege Motions and may, if the Chair determines that they are of overriding importance, interrupt the debate on another Motion:
 - i. a call of Orders of the Day;
 - ii. a Point of Privilege;
 - iii. a Motion to Recess;
 - iv. a Motion to Adjourn; and
 - v. a Motion to fix the time to Adjourn.
- b) A Councillor may raise a Point of Privilege to remedy any pressing situation at any time.
- c) The Chair must immediately decide whether to accept the Point of Privilege.
- d) If the Point of Privilege is accepted, it must be dealt with immediately.

30. SPLITTING A MOTION

- a) When a Motion is lengthy, complicated or contains a series of independent issues a Councillor may request that the Motion be split into parts so that each part may be voted upon individually. The Chair shall grant this request.
- b) A Councillor who requests that a Motion be split into parts may reword the parts so that the syntactical integrity of each part is maintained, but in doing so shall not change the intent of each part.

- c) The CAO may, on the request of the Chair, assist with phrasing the Motions that would result from a Motion being split so that the Motions may be dealt with most effectively by Council.

31. **TABLING MOTIONS**

- a) A Motion may be tabled by a majority vote of Council to enable Council to deal with other more pressing matters. It is not amendable or debatable.
- b) A Motion to Table:
 - i. includes all other Motions; and
 - ii. takes precedence over any other Motion
 - iii. connected with the Motion being tabled.
- c) A Motion that has been tabled may be raised from the Table at any time by a majority vote of Council.
- d) If a Motion to raise a Motion from the Table is defeated, it may only be made again after Council has addressed some other matter or business.
- e) When a Table Motion is raised from the table, it is brought back with all Motions connected with it, exactly as it was when laid on the table.
- f) A Motion fails if it is not raised from the Table within one (1) year of being tabled, it then becomes a new Motion.
- g) If a Motion is not raised from the table prior to the General Municipal Election held after it was tabled; it may not be raised from the table but may be made only as new Motion.

32. **VOTES OF COUNCIL**

- a) Each Councillor present must vote on every Motion, unless the Councillor is required or permitted to abstain from voting under the Act or as required under common law.
- b) Any Councillor who fails to vote will be recorded as having voted in the affirmative, unless a statute expressly allows or requires an abstention.
- c) A Councillor shall not vote on a Motion if absent from the meeting when the vote is called.

- d)** Votes on all Motions must be taken as follows:
- i.** Except for a meeting conducted through electronic or other communication facilities, Councillors must be in their designated Council seat when the Motion is considered;
 - ii.** The Chair puts the Motion to a vote;
 - iii.** Councillors vote by a show of hands or other method agreed to by Council;
 - iv.** The Chair declares the result of the vote;
- e)** A Motion is carried when a majority of Councillors at a meeting vote in favour of a Motion, unless otherwise specified in this Bylaw.
- f)** After the Chair declares the result of the vote, Councillors may not change their vote for any reason.
- g)** A question on the results of a vote may be resolved by the Chair immediately calling for a confirmation of the voting results on the Motion.

33. PECUNIARY INTEREST

- a)** A Member who has a Pecuniary Interest in matter before Council shall:
- i.** Disclose the general nature of the Pecuniary Interest; and
 - ii.** Leave the meeting before debate and return after the vote is declared.
- b)** The Member declaring a Pecuniary Interest is not considered part of the Quorum for the item.
- c)** Pecuniary Interests are to be noted in the meeting Minutes stating the Agenda item in which they pertain to.
- d)** Pecuniary Interests for Closed Session items are to be noted under a "Closed Session" heading; however, the description is not required.

34. RULES FOR BYLAWS

- a)** The CAO must approve the form of every proposed bylaw prior to its submission to Council.
- b)** Each proposed bylaw must include a bylaw number and a concise title indicating the purpose of the bylaw, which must be included on the Agenda of the meeting at which the bylaw is to be introduced.

- c)** Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any Motion for the first reading.
- d)** A proposed bylaw will be introduced at a Council Meeting by a Motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from Administration and the applicant.
- e)** After first reading has been given, subject to the requirements of the Act any Councillor may move that the bylaw be read a second time.
- f)** Council may not give a bylaw more than two readings at a meeting unless Councillors present at the meeting unanimously agree to consider third reading at that meeting.
- g)** Any amendments to the bylaw that are passed by Council before the Motion for third reading is passed are deemed to have received first and second reading and are incorporated into the proposed bylaw.
- h)** The CAO may draw Council's attention to an error or propose a minor change without affecting the substance of a proposed bylaw and may recommend that Council consider an amendment to correct the error.
- i)** If amendments to the proposed bylaw have been carried, a Councillor may request an opportunity to review the full text of the bylaw as amended prior to third reading and the Chair shall provide a Recess for the Councillor to do so.
- j)** If any reading of a proposed bylaw fails, all previous readings are rescinded.
- k)** A bylaw is rescinded if the bylaw does not receive third reading within two (2) years from the date of the first reading.
- l)** A bylaw is effective from the date of third reading unless the bylaw or any applicable statute provides for another effective date.
- m)** The Chair and the CAO must sign and seal the bylaw as soon as reasonably possible after third reading is given.
- n)** Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this or another enactment.

35. ADMINISTRATIVE INQUIRIES

- a)** A Councillor wishing to make an information request of administration shall present it to Council at the appropriate time on the Agenda of a Regular Council Meeting or Committee meeting.
- b)** If the CAO is unable to answer the information request at the meeting, the CAO will forward the request to the appropriate official or body in the Town for a response.
- c)** Unless the information request specifies that the Councillor wishes the information to appear on a subsequent Agenda, the information will be forwarded directly to all Councillors.
- d)** A Councillor requesting a copy of a document that contains exceptions to disclosure under the FOIPP; must be made by an Administrative Inquiry. The Council requesting the document must put forward a Motion that identifies the document and the reason why the document is being requested.
- e)** If the CAO determines that the requested information should not be supplied, as the corporation has an obligation to keep it private under the provisions of the FOIPP, the CAO shall file a response with Council stating the reasons for withholding the information.
- f)** If the CAO determines that the time and cost of compiling the information will be considerable, the CAO shall request a resolution of Council to approve the request either at the same meeting or a future meeting.
- g)** If a Councillor who has made an information request wishes to withdraw the request, at the appropriate time on the Agenda that Councillor shall so inform Council.
- h)** Administrative Inquiries made at a Council Meeting will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
 - i.** The financial or other resources required to answer the inquiry are substantial and a decision of Council or the CAO is required to approve such allocation of resources;
 - ii.** Additional time is required to prepare the response or compile the requested information.
- i)** Councillors will be advised as to when the response to an Administrative Inquiry will be provided.

36. ADJOURNING THE MEETING

- a)** When the Chair is satisfied that all the business and purposes of a meeting have been addressed, the Chair may Adjourn the meeting or request a Motion to Adjourn the meeting.
- b)** Any Councillor may move to Adjourn the meeting at any time.
- c)** A Motion to Adjourn is not debatable or amendable, and requires a majority vote. This Motion cannot be reconsidered.
- d)** Council will take up a Motion pending at the time of adjournment, and it shall become the first item under unfinished business at the next meeting.
- e)** Before putting the Motion for adjournment, the Chair must allow an opportunity for and Notices of Motion to be given.

37. COMMUNICATIONS TO COUNCIL

- a)** Any communication intended for Council or a Committee will be forwarded to the CAO in writing and must:
 - i.** be legible and coherent
 - ii.** name the individual authorized to speak;
 - iii.** indicate the proposed bylaw or resolution to be spoken to; and
 - iv.** be signed by the Person giving the authorization.
 - v.** be able to identify the writer and the writer's contact information.
 - vi.** Not be libelous, impertinent or improper.
- b)** If the standards set out in Section 35 a) are met and the CAO determines the communication is within the governance authority of Council the CAO will:
 - i.** if it relates to an item already on the Agenda, deliver a copy of the communication or a summary of it to the Mayor and Councillors prior to or at the meeting at which the Agenda is being considered;
 - ii.** Refer the communication to administration for a report or a direct response, and inform the Councillors of the referral;
 - iii.** send a copy of the communication or a summary of it to all Councillors for information; or
 - iv.** take any other appropriate action on the communication.

- c)** If the standards set out in Section 35 a) are not met and the CAO may file the communication, or dispose of it, unless the CAO determines the communication to be libelous, impertinent or improper, in which case the CAO must summarize the communication and inform Council that it is being withheld.
 - i.** Council may direct that any communication withheld under this Section be forwarded to members of Council.
 - ii.** The CAO must make reasonable efforts to respond to the Person sending the communication and to advise the Person if any action taken on the subject of the communication.

- d)** Council may;
 - i.** refer any communication to Administration for a report; and
 - ii.** give other instructions on the communication.

- e)** Council, may not debate the subject of a communication without a two-thirds vote in favor of debate, or without prior notice.

- f)** When a communication, requests Council or a Committee to Reconsider, Rescind or Renew a previous decision, the CAO must inform the Person sending the communication that the request can only be dealt with in accordance with Section 16.

- g)** Any matter require to be brought to Council by way of a petition must be supported by a petition that complies with the Act or other legislation.

- h)** Within a regular Council Meeting, Councillors must present in writing or verbally:
 - i.** Notices of Motion; and
 - ii.** reports on any meetings attended or matter dealt with at the request of Council;

- i)** Councillors must submit to the CAO for the municipal records as soon as they become available:
 - i.** All Minutes of non-municipal Committees in which they sit; and
 - ii.** Any report or records of a meeting.

38. CONDUCT IN COUNCIL MEETINGS

MEMBERS OF PUBLIC

- a)** The members of the public during a meeting will:
 - i.** not approach or speak to Council without permission of the Chair;
 - ii.** not speak on any matter for longer than ten (10) minutes unless permitted by the Chair;
 - iii.** maintain order and quiet; or
 - iv.** not interrupt a speech or action of Council or another Person addressing the Members.
- b)** The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.
- c)** A Person who refuses to leave may be guilty of an offence and liable to penalties set out by stature.
- d)** The Chair may request a Peace Officer to remove the Person.

COUNCILLORS

- a)** Councillors shall adhere to the Code of Conduct Bylaw and during a meeting will not:
 - i.** speak disrespectfully, use offensive words, or unparliamentary language;
 - ii.** address Members without permission;
 - iii.** carry on a private conversation;
 - iv.** break the rules of Council or disturb the proceedings;
 - v.** leave their seat or make any noise or disturbance while a vote is being taken or the result declared; or
 - vi.** disobey the decision of the Chair on any question of order, practice or interpretation.
- b)** A Councillor who persists in a breach of Subsection a) after having been called to order by the Chair, may at the discretion of the Chair, be ordered to leave for the duration of the meeting.
- c)** When a Councillor has been warned about breaches of order but continues to engage in them the Chair may name the Councillor by stating his name and declaring the offence.
- d)** The CAO must record the offence in the Minutes.

- e) If a Councillor who has been named, apologizes and withdraws any objectionable statements, then:
 - i. That Councillor may remain and continue participating in the Meeting; and
 - ii. The Chair may direct that the notation of the offence be removed from the Minutes.

- f) Fails or refuses to apologize, then;
 - i. That Councillor must immediately leave Council Chambers;
 - ii. Council must, without debate, vote on a Motion to expel that Councillor; and
 - iii. A majority vote carries the Motion.

- g) If a Councillor has been expelled pursuant to Section f), that Councillor must leave Council Chambers immediately.

- h) The Chair may request a Peace Officer to remove an expelled Councillor if that Councillor does not leave voluntarily.

- i) At the discretion of the Chair, a Councillor may resume his or her seat after making an apology for the member's offending conduct.

INFORMATION TECHNOLOGY

- a) The intent is to ensure that Council and the Public are aware of all communications occurring within or outside of the Council Chambers during Meetings.
 - i. No Member shall engage in use of social media or instant messaging such as email messaging and texting during a Meeting.
 - ii. Cell phones are to be placed in the "silent mode", during a Meeting. Messages may be checked during a Recess.
 - iii. General Internet access by Councillors during a Meeting is prohibited. Should access be required, the CAO will access the Internet in order that all present, at the Meeting can view the information.

39. PUBLIC HEARINGS/STATUTORY HEARINGS

- a) When a Council is permitted to delegate a hearing by statute, Council may delegate the responsibility to hold the hearing to any Committee.

- b)** The Public Hearing on any proposed bylaw or resolution must be held before the Chair has put:
- i.** a Motion on the resolution; or
 - ii.** a Motion for the second reading of a bylaw
- c)** In the Public Hearing, Council
- i.** must hear any Person, group of Persons, or Person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - ii.** may hear any other Person who wishes to make representations and who the Council agrees to hear.
- d)** "Adjourn" used in relation to a Public Hearing means to take a break in the hearing with the intent of returning to the Public Hearing at another meeting or later in the same meeting.
- e)** "Close" used in relation to a Public Hearing means to terminate the Public Hearing.
- f)** Public Hearings shall be heard during the Regular Meetings of Council or a Special Council Meetings.
- g)** The order of business for each item of a Public Hearing shall be:
- Public Hearing Regarding: Details of Hearing
 - Public Hearing Declared Open
 - Background and Review
 - Details of Proposed Amendments
 - Formal Correspondence/Submissions Received (if any)
 - Presentations
 - Applicants
 - Other
 - Questions/Comments from Council
 - Summary
 - Hearing Closed
- h)** Administration will introduce the proposed bylaw or resolution without any recommendation.
- i)** The CAO shall inform Council of any written submissions and the numbers in favour of and opposed to the matter. Any Councillor or the public may review the written submissions received before the commencement of the Public Hearing or during the Public Hearing.

- j)** The Chair must ask if anyone is present to speak to the proposed bylaw or resolution. All questions are to be directed through the Chair.
- k)** If a Person indicates their presence to speak to the proposed bylaw or resolution, then the following procedures will apply;
 - i.** a Person will be allowed five (5) minutes to speak;
 - ii.** those in favour will speak first;
 - iii.** followed by those opposed;
 - iv.** any applicants if applicable; and
 - v.** others.
- l)** Persons addressing Council should;
 - i.** state their name and address;
 - ii.** Indicate if they are speaking on their own behalf, a client, company, a group of citizens, i.e., club or organization.
- m)** After a Person has spoken, a Councillor may ask that speaker relevant questions;
- n)** Any Councillor may ask the CAO through the Chair relevant questions after all Persons who wish to speak have been heard;
- o)** Council must allow an opportunity to all Persons to respond to any new information that has arisen.
- p)** If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter until it reconvenes the Public Hearing.
- q)** If no one is present to speak to a proposed bylaw or resolution which requires a Public Hearing, Council may hear an introduction of the matter from the Administration, ask relevant questions, and then must vote to close the statutory hearing.
- r)** The Public Hearing must be closed before Council debates the proposed bylaw or resolution.
- s)** If Council wishes to make amendments to the proposed bylaw or resolution, Council will:
 - i.** direct the CAO to amend the bylaw or resolution;
 - ii.** give second reading to the bylaw with amendments; or
 - iii.** move the resolution and amend.

- t)** After the close of the Public Hearing Council may:
 - i.** pass the bylaw or resolution; or
 - ii.** defeat the bylaw or resolution.
- u)** A Councillor who was absent for all of the Public Hearing on a proposed bylaw or resolution must not vote.
- v)** A Councillor who was absent for part of the Public Hearing may choose not to vote.
- w)** If a Councillor does not vote, the abstention must be recorded.
- x)** If there is more than one (1) Public Hearing on the Agenda, there shall be a Motion to Adjourn or close one (1) Public Hearing before the Chair opens another Public Hearing.
- y)** Matters that are related to the same topic may be addressed in the same Public Hearing.
- z)** Council may hold public meetings to solicit input from the public on issues for which a statutory hearing is not required.
- aa)** Public Meetings shall be conducted according to the procedures for public meetings adopted from time to time by Council.

40. **REPRESENTATIVES**

- a)** If a Person is unable to attend a hearing, that Person may authorize an individual to speak on his behalf.
- b)** The authorization must:
 - i.** be in writing;
 - ii.** name the individual authorized to speak;
 - iii.** indicate the proposed bylaw or resolution to be spoken to; and
 - iv.** be signed by the Person giving the authorization.
- c)** The authorized speaker must state the name of the Person that the speaker represents and must present the written authorization to the CAO.
- d)** If an authorized speaker represents more than one Person, the speaker will be allowed only five (5) minutes to speak, unless Council decides otherwise.

41. GOVERNANCE AND PRIORITIES COMMITTEE

- a)** Any Councillor may move that an item be referred to the Governance and Priorities Committee.
- b)** The Mayor, Deputy Mayor, or in his or her absence, the next Deputy Mayor in rotation, to preside over the Governance and Priorities Committee.
- c)** Quorum of Governance and Priorities Committee is a majority of Councillors.
- d)** Procedures in Governance and Priorities Committee only differ from Council's in that:
 - i.** Councillors may speak more than once, provided that all Councillors who wish to speak to the matter have been permitted to speak;
 - ii.** The proceedings will not be recorded in the minutes except the Motions.
- e)** The only Motions permitted are:
 - i.** To adopt reports or recommendations and to recommend amendments;
 - ii.** to amend its own reports or recommendations; and
 - iii.** to put forward to a Council Meeting.
- f)** A Motion to put forward a matter to a Council Meeting may be made at any time and must be decided without debate.
- g)** Any matter which has not been decided will be considered lost.
- h)** Any Councillor may move to adopt the recommendations of the Governance and Priorities Committee and debate will only be allowed on any amendments proposed by Governance and Priorities Committee.
- i)** Rise and Report, a Motion to put forward a recommendation to a Council Meeting may be made at any time and must be decided without debate.

42. COUNCIL COMMITTEE

- a)** Council Committees are established by bylaw or resolution and are subject to revision by bylaw or resolution as required.
- b)** The membership of the Committees will be determined as follows:

- i. If a Councillor vacates the office of Councillor during the term of office;
 - the Person elected as Councillor in a by-election shall take the place of the vacating Councillor on Committee membership until the next General Election or Organizational Meeting; unless the Mayor determines the committees for the newly elected Member.
 - if no by-election is held, Council may appoint another Councillor to fill the vacancy.
- c) All Councillors may attend any meeting of any Committee; however, they are there only to observe unless the Chair asks for their input.
- d) If a Quorum is not possible because of the absence of one or more members of a Committee, any Councillor present at the Committee meeting will become an alternate Member of the Committee and will be counted to determine Quorum.
- e) If more than one Councillor is present, priority for selection as an alternate Member will be determined in accordance with the Deputy Mayor rotation schedule, beginning with the current Deputy Mayor.
- f) Alternate membership will cease when there is a Quorum of members regularly appointed under this Bylaw.
- g) Committees have full authority to exercise or perform any power or duty delegated under this or any other bylaw.
- h) Any Member of a Committee may, prior to a vote begin taken, request that an item be referred to Council and it must be referred without debate.
- i) Any Committee may submit its reports directly to Council without a Committee recommendation.
- j) Committees must not appropriate, expend or direct the expenditure of any money not provided for in the budget approved by council or by a special or supplementary budget adjustment approved by Council.

43. COMMITTEES – GENERAL DUTIES AND RESPONSIBILITIES

- a) Each Committee elects a Chair from among the members of the Committee at the first meeting after each Organizational Meeting.

- b)** If the Committee is unable to elect a Chair, then Council must select the Chair from among the members of the Committee at the next regular Council Meeting.
- c)** The members of the Committee must elect a Vice-Chair who will preside at meetings of the Committee in the absence of the Chair.
- d)** If neither the Chair nor Vice-Chair is present at a Committee meeting, the Committee must elect a Chair from among its members for that meeting.
- e)** The duties of the all the Committees will be mandated by Bylaw or Resolution as desired by Council.

44. PROCEDURES FOR COUNCIL COMMITTEES

- a)** Council may be bylaw or resolution establish a Council Committee to investigate and report to Council on any matter.
- b)** Council may appoint, by resolution, Councillors, Town employees, or other individuals to Council Committees.
- c)** When a Council Committee is established by bylaw or resolution, Council must:
 - i.** name it;
 - ii.** establish Terms of Reference;
 - iii.** establish the term of appointment, or direct that the committee exists at the pleasure of Council;
 - iv.** establish requirements for reporting to Council or a Standing Committee; and
 - v.** allocate any necessary budget or other resources.
- d)** A Council Committee may establish, on an annual basis, a schedule of its meetings.
- e)** An annual schedule established under Section d) must be filed with the CAO a minimum of three (3) working days prior to the first meeting. The CAO will post a monthly schedule of meetings in the Town Administration Building and website.
- f)** The Chair may call a meeting of the Committee at any time and must do so if a majority of Committee members so request in writing, including a statement of the purpose of the meeting.
- g)** A Special Meeting requested by Committee members must be held within fourteen (14) days after the request is received.

- h)** Notice of Committee of Council meetings not approved in their annual schedule or cancellation of a previously called meeting must comply with Section 6 of this Bylaw and be filed with the CAO a minimum of forty-eight (48) hours prior to the meeting.
- i)** Quorum is a majority of Members of a Council Committee unless specified otherwise by this or any other bylaw.
- j)** Minutes must be prepared for all Council Committee meetings and will include:
 - i.** all decisions and other proceedings;
 - ii.** the names of the Committee members present at and absent from the meeting;
 - iii.** any abstentions made under the Act by any Member and the reason for the abstention; and
 - iv.** the signatures of the Chair, and the Recording Secretary.
- k)** The Minutes of each meeting must be circulated prior to the meeting at which they are to be adopted:
 - i.** if there are errors or omissions, the Committee must pass a Motion to amend the Minutes and adopt the Minutes as amended or;
 - ii.** if there are no errors or omissions, the Committee must adopt the Minutes as circulated.
- l)** Council Committees may adopt any of the other procedural rules of Town Council other than the ability to ask Administrative Inquiries.

45. BOARD AND COMMITTEE CITIZEN APPOINTMENTS

- a)** The CAO will advertise for citizen members for Town Boards or Committees. Citizen members will submit their application to serve on a Town of Rocky Mountain House Board/Committee in the prescribed form.
- b)** Council shall hold a Closed Session to review the citizen applications for Town Boards and Committees.
- c)** Town Council will vote for the appointment of citizen members to various Boards and Committees by ballot at a regular or Organizational Meeting of Council;

46. ROBERT'S RULES

- a) All points of order or procedure not provided for in this bylaw shall be decided in accordance with the rules of parliamentary procedure set for in Robert's Rules of Order.

47. SEVERABILITY

If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

48. AMENDMENTS

The Council of the Town may, by Bylaw or resolution in Council, alter, amend or repeal Schedule A, which forms part of this Bylaw.

49. REPEAL

Council Procedural Bylaw 2022/15, and all amendments thereto, is hereby repealed.

50. EFFECTIVE DATE

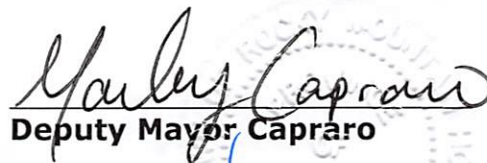
This Bylaw comes into force and has effect on the date of third and final reading.

READ a first time this 5th day of December 2023.

READ a second time this 5th day of December 2023.

READ a third and final time this 5th day of December 2023.

SIGNED by the Deputy Mayor and Chief Administrative Officer this 6th day of December 2023.


Deputy Mayor Capraro


CAO Dean Krause

Schedule" A"

Orders of the Day

Town Council Order of Business

Call to Order

Acknowledgement of Indigenous peoples (1st Council Meeting of the month)

Adopt Agenda

Public Hearings (if required)

Delegations (if any)

Adopt Minutes

Delegation Business (if any)

Old Business

New Business

Correspondence for Action

Correspondence for Information

Mayor's Activity and Committee Report (1st Council Meeting of the month in July, August and December)

Council Activity and Committee Reports (1st Council Meeting of the month in July, August and December)

Administration Reports (CAO and Departments) (2nd Council Meeting of the month in July, August and December)

Action List

Administrative Inquiries

Notices of Motion

Closed Session Items

i. Council/CAO dialogue.

ii. Items under Section 197(2) of the Municipal Government Act. (if any)

Adjournment

Acknowledgement of Indigenous peoples shall be read as:

"The Town of Rocky Mountain House wishes to acknowledge that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including the Blackfoot, Cree, Saulteaux, Stoney and Metis."

Schedule "B"

Governance and Priorities Committee

Orders of the Day

Governance and Priorities Committee Order of Business

Call to Order
Adopt Agenda
Delegations (if any)
Adopt Minutes
Delegation Business (if any)
Old Business
New Business
Correspondence for Action
Correspondence for Information
Mayor's Activity and Committee Report
Council Activity and Committee Reports
Administration Reports (CAO and Departments)
Action List
Notices of Motion
Closed Session (Items under Section 197(2) of the Municipal Government Act, if any)
Adjournment

Terms of Reference

Purpose

The Governance and Priorities Committee (GPC) meets principally as a forum for discussion rather than decision making. It enables all of Council to review and have open discussion on key issues without the requirement to decide. The GPC is advisory in nature with recommendations forwarded to Council.

Principles of Operations

- a)** The GPC is a public meeting except for any items that are required to be closed session under section 197(2) of the Municipal Government Act.
- b)** The GPC may hear from delegations. Any matter from a delegation that requires a decision shall be added to a Council meeting agenda on the date decided by the GPC. Persons wishing to be a delegation shall follow the procedure as per Section 14 of this bylaw. The GPC may also place the matter in a future GPC meeting for further discussion prior to placing it on a Council agenda.

- c) The GPC shall discuss matters that have been referred to the committee by Council.
- d) New or revisions to existing bylaws or policies will be reviewed by the GPC prior to being placed on a Council meeting agenda. If an issue is emergent, it may be directly placed on a Council meeting agenda.
- e) Reports or studies that have been commissioned by the Town or being submitted by an organization will be presented to the GPC. The GPC will place a final report or study and any recommendations from the report or study on a Council agenda for decision.
- f) The GPC will hear and discuss the Mayor's and Councillor's activity and committee reports. A list of all the committees that Council members are appointed to will be listed in the agenda.
- g) The GPC will review reports, minutes and requests from external boards and committees. Requests from external boards and committees to be a delegation will be placed only on a GPC agenda. Any requests from the delegation will be added to the Council meeting agenda on the date decided by the GPC. The GPC may also place the matter in a future GPC meeting for further discussion prior to placing it on a Council agenda.

Role of Administration

- a) The CAO shall prepare the agenda and reports for the GPC in accordance with this bylaw.
- b) The CAO shall provide policy advice and information to the GPC for a full understanding of the matter being discussed.
- c) The GPC may ask questions of the CAO at any time during the discussion of a matter. The CAO may refer the question to a staff member and upon referring to the staff member, the GPC may ask the staff member further questions directly.

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

FOIP Coordinator 403-845-2866
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Rocky Mountain House, PROVINCE OF ALBERTA

We, the undersigned electors of Town of Rocky Mountain House, 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 Rocky Mountain House
Name of 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

FOIP Coordinator

403-845-2866

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 Rocky Mountain House, 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 20 25 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 Rocky Mountain House, 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 identification for _____

Name

of

Complete Address and Postal Code

serving in the capacity of _____

Office

This appointment is in effect for the 20 25 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.

FOIP Coordinator 403-845-2866
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Town of Rocky Mountain House, PROVINCE OF ALBERTA

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

I, 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 [x] 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 [x] 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 Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Rocky Mountain House 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 403-845-2866.



Release of Official Agent Information

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

hereby grant consent to the Town of Rocky Mountain House 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 403-845-2866.

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

FOIP Coordinator 403-845-2866
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION TOWN OF ROCKY MOUNTAIN HOUSE, 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