



2025 Election Candidate Package

www.forestburg.ca

Are you qualified to become a candidate?

Eligibility

56. A person is eligible to be nominated as a candidate in an election if on the day the person's nomination paper is filed the person

- (a) is a Canadian citizen,
 - (b) is of the full age of 18 years or will be that age on election day,
 - (c) has been ordinarily resident in Alberta continuously from the day 6 months immediately preceding election day,
 - (c.1) is registered under section 9 of the Election Finances and Contributions Disclosure Act,
- RSA 2000

Council roles and responsibilities

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative.

The *Municipal Government Act* (MGA) provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

Councillors

Under the MGA, councillors have the duty 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
- participate generally in developing and evaluating the policies and programs of the municipality
- participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council
- obtain information about the operation or administration of the municipality from the chief administrative officer
- keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public
- perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Dear Potential Candidate:

On behalf of the Village of Forestburg, thank you for your interest in our operations.

This package has been compiled for you, the potential candidate for the office of Councillor for the Village of Forestburg. If you require more information, please call the Village office at 780-582-3668 or email: reception@forestburg.ca

Do you have time?

You will be elected for a four-year term of office which expires in October 2029 and during that time you will be required to attend:

- regular meetings of council
- meetings of other boards and agencies that you have been appointed to as a council representative
- conferences, conventions, seminars and workshops for training and discussions
- social and other events promoting your municipality

You will also need to spend time reading material and talking to residents, the Chief Administrative Officer (CAO) and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions. Do not forget the time you need for your personal life and work.

THIS INFORMATION PACKAGE HAS BEEN PROVIDED FOR YOUR ASSISTANCE. HOWEVER, IT IS NOT INCLUSIVE OF ALL THE INFORMATION CONTAINED WITHIN THE SPECIFIC ACTS AND OTHER LEGISLATION.

The Position

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions are made by Council as a whole, at Council, or via Committee and/or Board meetings. As an individual member of Council, you will not have the power to commit the Village of Forestburg to any expenditure or to direct the activities of the employees of the municipality; all direction of this nature is done via Council motions at a regular meeting.

The positions of Mayor and Councillor are “at large” which means that each person elected represents the Village as a whole.

If you wish to have a complete copy of the Local Authorities Election Act (LAEA), it may purchase from:

Alberta King's Printer
Suite 700, Park Plaza
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Phone: 780-427-4952
E-mail: kings-printer@gov.ab.ca
Shop on-line at kings-printer.alberta.ca

A copy is available at the Village of Forestburg Office for viewing. Also, Village of Forestburg bylaws and policies are available at the Village office or online at www.forestburg.ca.

There are (5) five Councillor positions available for election in the Village of Forestburg. The position of Mayor is selected by the Council members at the organizational meeting, which is held after the election not later than 2 weeks after the 3rd Monday in October.

Returning Officer

The Returning Officer for the 2025 Election is Sharon Duncan. The role of the Returning Officer is to ensure that the election runs smoothly and according to election guidelines. The Substitute Returning Officer is Leann Congdon. Either of these individuals can be reached at the Village Office by calling (780) 582-3668 or in person between the hours of 8:30 am to 4:30 pm.

The Nomination period runs from January 1, 2025, through to September 22, 2025, with the deadline to submit papers being 12:00 p.m. on September 22, 2025.

Election Day

Election Day will be on Monday, October 20, 2025 , from 10 am until 8 pm.
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Voting Stations

The need for a Voting Station for the 2025 Election will be determined after Nomination Day. If there is an election, the voting station will be in the Forestburg Civic Building, 4902 – 50 Street, Forestburg, AB.

Unofficial Election Results

Unofficial election results will be available as soon as possible after the voting station closes. The unofficial results will be placed on the Village web site at www.forestburg.ca on the evening of the vote. Candidates may call (780) 582-3668 to get unofficial election results after the election.

VILLAGE OF FORESTBURG

COMMITTEES

Forestburg Council members have the opportunity to serve on a number of local and regional boards. As an elected official, you will be required to take on the role of council representative on one or more the following boards:

Village of Forestburg Committee Overview

- **Battle River Alliance for Economic Development (BRAED)**
- Type - Regional
- Mandate - The Battle River Alliance for Economic Development (BRAED) is a group of twenty-five communities and five affiliate members in East-Central Alberta that work cooperatively and voluntarily to address community economic development issues from a regional perspective. Mission statement "BRAED will work with and provide tools and resources to our members and partners that help to increase their economic development capacity."
- Meeting Schedule - quarterly Number of Council
- Representatives - one (1) plus an alternate

- **Battle River Economic Opportunities Committee (BREOC)**
- Type - Regional
- Mandate - The Battle River Economic Opportunities Committee (BREOC) is a special committee that has been struck to work collaboratively, with the assistance of a consultant, toward identifying and facilitating economic development opportunities within our region. This partnership is to work cooperatively, openly, and positively for the benefit of the Flagstaff and Paintearth regions.
- Meeting Schedule - call of the chair
- Representatives - one (1)

- **Citizen Action Committee (CAC)**
- Type - Regional
- Mandate - a committee that meets with the RCMP to receive updates on crime statistics and issues in our region. Also allows for input from municipal council to take local issues of importance to the RCMP.
- Meeting Schedule - bi-monthly (??)
- Representatives - one (1) plus an alternate

- **Communities in Bloom**
- Type - Local

- Mandate - to provide beautification through Forestburg by way of flowers and banners, also involved in capital projects that provide beautification such as the Community Hall gazebo.
- Meeting Schedule - as needed
- Representatives - one (1) plus an alternate

- **Economic Development Committee**
- Type - Local
- Mandate - to explore economic development opportunities for the Village. This committee will work with volunteers to explore opportunities and to develop incentive programs to enhance busi-ness development.
- Meeting Schedule - call of the chair
- Representatives - three (3)

- **Emergency Advisory Committee**
- Type - Local
- Mandate - review the municipal emergency management plan, organize tabletop exercises
- Meeting Schedule - call of the Director of Emergency Management
- Representatives - five (5)
- Federation of Alberta Gas Coops
- Type - Regional
- Mandate - umbrella organization for member natural gas co-op, municipal and First Nation utilities across Alberta, to promote the viability of rural gas systems.
- Meeting Schedule - Quarterly as required
- Representatives - one (1) plus an alternate

- **Flagstaff Family & Community Services**
- Type - Regional
- Mandate - Community motivated organization which acts as an advocate, facilitator and coordinator to bring community awareness of community development and preventative programs through education and support to individuals and families in need.
- Meeting Schedule -4-6 times per year
- Representatives - one (1) plus an alternate

- **Flagstaff Regional Housing Group**
- Type - Regional
- Mandate - a non-profit, provincially mandated foundation that provides safe and secure housing to low- and moderate-income seniors in Flagstaff County.

- Meeting Schedule - Bi-monthly as required.
- Representatives - one (1) plus an alternate

- **Flagstaff Regional Solid Waste Management Association**
- Type - Regional
- Mandate - to provide solid waste disposal and recycling services within the Flagstaff Region plus the Village of Roseland. This committee is a registered society.
- Meeting Schedule - monthly
- Representatives - one (1) plus an alternate

- **Forestburg & District Agricultural Society**
- Type - Local
- Mandate - to encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services, and facilities. The Forest-burg Ag Society owns the building which houses the curling rink and the golf course club house. They also lease the old arena from the Village and use it as an indoor riding arena.
- Meeting Schedule - as required.
- Representatives - one (1) plus an alternate

- **Forestburg Arena Association**
- Type - Local
- Mandate - to manage and operate the multi-purpose arena. The group operates under a lease agreement with the Village of Forestburg and the Village provides operational funds to assist with costs. This group is a registered society.
- Meeting Schedule - bi-monthly as required.
- Representatives - one (1) plus an alternate

- **Forestburg Cemetery Association**
- Type - Local
- Mandate - to maintain and operate the public cemetery, this group also takes responsibility for the Baptist Cemetery located within the Village boundaries. This group is a registered society.
- Meeting Schedule - as required.
- Representatives - one (1) plus an alternate

- **Forestburg Community Hall Board**
- Type - Local
- Mandate - to manage and operate the Forestburg Community Hall. This group is a registered society. Meeting Schedule - as required.

- Representatives - one (1) plus an alternate

- **Forestburg Library Board**
- Type - Local
- Mandate - to provide library and cultural services within the Village, works within the mandates as provided by Parkland Regional Library Board. Meeting Schedule - monthly
- Representatives - one (1) plus an alternate

- **Parkland Regional Library System Board**
- Type - Regional
- Mandate - to provide library services on a regional basis. Meeting Schedule - quarterly
- Representatives - one (1) plus an alternate (this position is usually held in conjunction with representation on the Forestburg Library Board)

- **Forestburg Swimming Pool Society**
- Type - Local
- Mandate - to manage and operating the Forestburg Swimming Pool. This group is a registered society.
- Meeting Schedule - as required.
- Representatives - one (1) plus an alternate

- **Flagstaff Regional Emergency Services Society**
- Type - Regional Mandate - to manage and operate regional fire services society
- Meeting Schedule - Once a Month
- Representatives - one (1) plus an alternate

- **Risk Management Committee**
- Type - Local
- Mandate - to review and assess the risk related to facilities, programs and projects undertaken and/or owned by the Village of Forestburg.
- Meeting Schedule - annual (has not been held in several years)
- Representatives - five (5)

- **Forestburg School Council (Laison)**
- Type - Local
- Meeting Schedule - Our School Council meets the last Monday of each month from 7:00 to 8:00 PM in the Learning Commons/Library.
- Representatives - one (1) plus and alternate.

- **Go East of Edmonton**

- Type - Regional

- Mandate - Find Events, Great Food, Attractions & More on Your Day Trip East of Edmonton. Contests & Prizes. Private Campgrounds. Seasonal Campsite Lots. Winter Activities. Highlights: A Comprehensive Regional Tourism Website, Online Travel Guide Available.

- Meeting Schedule - AGM in November

- Representative - One (1)

- **Forestburg Housing Committee**

- Type: Local

- Mandate: Affordable housing opportunities in Forestburg.

- Meeting Schedule: As called by the Chair.

- Representative – three (3)

What every councillor needs to know

A council member's handbook

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this handbook. While Municipal Affairs attempts to ensure the accuracy of the information contained within this handbook, a municipality or councillor may wish to obtain advice from legal counsel. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this handbook.

Should this handbook conflict with the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, the *Local Authorities Election Act (LAEA)*, or any other enactment, the legislation, as the case may be, shall prevail. August 2021

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Introduction

Congratulations on your election to council. This booklet presents an overview of your responsibilities as a municipal councillor and is intended to help you understand the powers and duties of a municipal council.

History of Local Government in Alberta

The first local government election in Alberta was held in 1883 under the Northwest Municipal Ordinance. Rural local government began with herd districts in 1883, fire districts in 1886, and statute districts in 1887, which were combined into local improvement districts in 1897. Urban local government began with unincorporated town ordinances in 1888. The village ordinance followed in 1895.

In 1912, separate acts were put in place for towns, villages, rural municipal districts, and improvement districts. Cities were incorporated by special charter.

Municipal Government Act

In 1967, the various pieces of municipal legislation were consolidated into the original *Municipal Government Act* (MGA).

In 1994, a further consolidation and revision of municipal legislation took place. The 1994 revisions gave municipalities greater autonomy in local decision making and incorporated the provisions of the former *Planning Act*.

The current MGA is the primary statute governing the affairs of your municipality. The MGA has undergone extensive review and amendments. Your Chief Administrative Officer (CAO) should provide you with a copy.

Section 3 of the MGA states the purposes of a municipality are:

- to provide good government;
- to foster the well-being of the environment;
- to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality;
- to develop and maintain safe and viable communities; and
- to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

A municipality is a corporation and has the powers of a natural person, except to the extent that those powers are limited by the MGA or any other enactment. The introduction of natural person powers provides council with a great deal of flexibility in terms of how the municipality is organized and administered, what services are provided, and how those services are delivered. The power to pass bylaws is stated in general terms. This gives councils broad authority and respects their right to govern the municipality in the way that council considers appropriate within the jurisdiction provided under the MGA. However, bylaws authorized by the MGA or any other enactment are subordinate to federal and provincial legislation and regulations.

Council Roles and Responsibilities

Council is the governing body of the municipal corporation and the custodian of its legislative powers. As a councillor, you will exercise the powers of the municipality through decisions made at council meetings and define the policies and direction your municipal administration will put into action.

The MGA provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or by resolution. What this means is that no individual or group of councillors can make a decision or ask administration to take action; this can only be done through an appropriate bylaw or resolution passed at a public meeting of council.

Your job as a councillor is to work with other council members to set the overall direction of the municipality through your role as a policy-maker. The policies council sets are the guidelines for administration to follow as it handles the operations of the municipality. Much of your time on council will be spent considering new policies and programs and reviewing the current ones to make sure they are working as they should.

Councillor Duties

Under section 153 of the MGA, all councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- to adhere to the code of conduct established by the council by bylaw; and
- to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Councillor Liability

As you carry out these duties, the question of liability may arise as a result of your actions. However, section 535 of the MGA was written to protect you from personal liability while acting in good faith for your municipality. This section does not apply in circumstances of defamation and does not protect the municipal corporation from any such liability.

There are several provisions in the MGA that impose liability on a councillor. One of these is found in section 249 which deals with unauthorized expenditures, and is discussed later in more detail under "Procedure for Expenditure Authorization". Another is found in section 275 which deals with borrowings, loans, or guarantees that cause the municipality to exceed its debt limit, and is discussed later in more detail under "Borrowing".

While it is important to be aware of these liabilities, they should not be a concern as long as the municipality follows appropriate process.

The Chief Elected Official (CEO)

(MGA s. 150, 154 and 155)

The CEO, in addition to performing a councillor's duties, must preside when attending a council meeting unless a bylaw provides otherwise. The CEO must also perform any other duty imposed under the MGA or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor. The title CEO may be changed to one that council believes is appropriate to the office, such as mayor or reeve.

The CEO of a city or town is elected by a vote of a municipality's electors, unless council passes a bylaw requiring council to appoint the CEO from among the councillors. In a village, summer village, or municipal district, council appoints the CEO from among the councillors unless it passes a bylaw providing that the official is to be elected by a vote of the municipality's electors.

Orientation and Training Opportunities

(MGA s. 201.1)

Understanding the relationships, roles and the responsibilities of an elected official and the associated limitations, will be critical to your success in the position. Orientation training must be offered to each councillor, to be held within 90 days after taking the oath of office.

Whether you are newly elected or a returning official, you should take every opportunity to learn about your municipality; key issues affecting the community; and governing processes and procedures. It is mandatory for each municipality to offer orientation training to each councillor within 90 days after the councillor takes the oath of office. This training must include:

- the role of municipalities in Alberta;
- municipal organization and functions;
- key municipal plans, policies and projects;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct bylaw;
- roles and responsibilities of the chief administrative officer and staff;
- budgeting and financial administration;
- public participation policy; and
- any other topic prescribed by the regulations.

Your associations, Alberta Urban Municipalities Association and the Rural Municipalities of Alberta, offer sessions for elected officials. They also offer conferences throughout the year that will provide invaluable information and networking opportunities.

If you are newly elected, attending training, conferences and workshops is an excellent way to obtain the information you need to serve effectively. If you are a returning councillor, your knowledge and experience holds significant value for new councillors.

Policy-Making and Program Monitoring

Council is responsible for considering the types and levels of services that are necessary or desirable for the municipality. This responsibility involves providing input regarding the municipality's programs and services (policy-making) and making sure administration provides the programs and services in the best possible way (program monitoring).

Policy-making provides a way of ensuring that consistent decisions are made on similar matters. Policies should establish general guidelines that council sets for administration to follow. Administration then provides programs and services to the residents according to those policies.

Program monitoring involves staying up to date on the programs and services the municipality offers and assessing the results against what council planned to achieve.

The Entire Municipality

As a councillor, you are elected to look after the interests of the entire municipality. If you are a councillor in a municipality that has wards, you will have to be careful you do not place the interest of the ward or electoral division above the interest of the whole municipality. As difficult as it may be at times, you must base any decision you make on what is best for the entire municipality. Council's effectiveness depends on you providing input as a representative of your area, while thinking and voting for the needs of the whole municipality.

Time Management

As a council member, there will be significant demands on your time. There will be council, council committees, and various other meetings to attend. To participate effectively in all these meetings, you should review meeting materials and become familiar with the issues that will be discussed. Conferences and workshops sponsored by your municipal association or educational institutions will help provide you with the tools to be an effective elected official. If you choose to attend, these

will also help you to understand the wider picture on issues affecting the whole province or other municipalities. Telephone calls, visits from your electors, and community events are all important components of the job. Managing time in order to adequately deal with both personal and public demands is an important part of becoming an effective member of council.

Team Approach

Working as a team with the rest of council and administration will contribute to making your time on council a success. It isn't always going to be easy. Your influence as a council member rests on your ability to persuade other members of council to consider your point of view. When an issue is being studied, be sure to express your views as part of the debate.

Disagreements among council members on specific issues are common and healthy. The respectful exchange of ideas and opinions will lead to good decisions. While working through these debates, keep in mind that you all share the same desire for your municipality to be strong, safe, and viable. You may have different views about how to get there, but you do share broader common goals.

Most votes on a council resolution do not require a consensus of all councillors. As a result, there will be many occasions where a decision is made that you did not support with your vote. However, once the resolution has been passed, it becomes the official direction of the municipality. The health and ongoing success of a municipality is largely dependent upon the ability of councillors to respect and support the decisions of council in principle, despite their personal views during the debate.

Some municipalities have a communications policy in place that directs media through prescribed channels. Becoming familiar with communications procedures will allow you, council, and administration to work as a team and deliver a cohesive message.

Oath of Office

(MGA s. 156)

Before taking part in your first council meeting, you will be required to make and subscribe to the official oath. By the oath, you swear or declare that you will diligently, faithfully, and to the best of your ability, fulfill the duties of the office to which you have been elected.

Organizational Meeting

(MGA s.159 and 192)

The first meeting of council will be the organizational meeting, held within two weeks of the election (or by August 31 for a summer village), or sooner if an election was not required. This marks the official commencement of your term of office and the completion of the previous council's term. This meeting allows council to address preliminary matters such as electing a CEO if necessary, electing a deputy CEO, and commonly includes appointing people to the various committees and other bodies associated with council. If other regular business is to be conducted, the organizational meeting must be adjourned and the regular meeting convened and recorded as a separate meeting.

Procedural Bylaw

Your municipality may have a procedural bylaw (s. 145(b)) to provide a standard format for council meetings and make it easier for members of council, staff, media, and public to understand the decision-making process. A procedural bylaw may provide for naming and prescribing the responsibilities of council committees, provide for the order of business and method of distributing the agenda for council meetings, set rules regarding the proceedings at regular meetings of council, and describe how items may be put on the council agenda.

Regular and Special Meetings

(MGA s. 153, 181, 193, 194, 196, 197, 198, and 199)

It is up to council to decide how many meetings are needed to govern the affairs of the municipality. The decision to hold regular meetings must be made at a meeting with all councillors present. The time and place of a regular meeting can be changed by resolution of council. While all councillors do not have to be at the meeting to change the time or place, all councillors and public must be given 24 hours notice of the change.

All council and council committee meetings must be open to the public, except as noted below. Only people who have been expelled from the meeting because of improper conduct have no right to attend. The provisions of the MGA regarding public presence at meetings are intended to promote public involvement and the accountability of the local government process.

The timing of regular council meetings does not always align with urgent business that requires council attention. There will be times when a special council meeting is required. Section 194 of the MGA states that a special meeting may be called if the CEO believes one is needed and must be called if a majority of councillors request one in writing.

Council and council committees can hold meetings by means of electronic or other communication facilities, (Section 199) rather than in person. Notice must be given to the public of such a meeting, including the way it will be conducted. The facilities must enable all the meeting's participants to watch or hear each other, and the public to watch or listen.

Meetings Closed to the Public

There are times when council or a council committee must discuss something in private. Personnel matters, where it would be unfair to the people involved to have the issue discussed in public, are a common example. In order to recognize specific circumstances that necessitate confidentiality of council discussions, section 197(2) of the MGA allows meetings (or portions of meetings) that are closed to the public where the subject matter falls within one of the exceptions to disclosure in Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act*. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests; reveal confidential evaluations, local public confidences, or advice from officials; or disclose information that is subject to legal privilege.

Resolutions or bylaws cannot be passed while in a closed session, other than a motion to proceed with the meeting in an open session. Any decisions must still be made at a meeting open to the public. Under section 153 of the MGA, councillors are required to keep in confidence matters discussed in private at a council or council committee meeting. They must keep this confidence until the matter is discussed at a meeting held in public.

Voting

(MGA s. 183, 184, 185, and 172)

You are on council to make decisions. Under the MGA, you are required to vote on all resolutions and bylaws unless you are required or permitted to abstain from voting under other legislated provisions. Council must ensure that each abstention and the reason for it are recorded in the minutes of the meeting.

If there is a public hearing on a proposed bylaw or resolution, you must abstain from voting on the bylaw or resolution if you were absent from all of a public hearing, and you may abstain if you were absent for a part of a public hearing. Section 172 of the MGA states that you must also abstain from voting on matters in which you have a pecuniary (monetary) interest.

At any time before a vote is taken, you may request that the vote be recorded. The minutes must show the names of the councillors present and how they voted.

Each councillor has one vote. A resolution is passed by receiving the majority of votes from the councillors in attendance at the meeting. When there is a tie vote on a motion, the motion is defeated.

A quorum must be present at a council meeting for any resolution or bylaw to be valid. A quorum is a majority of councillors making up the municipal council. For example, if your council consists of seven councillors (including the CEO); four councillors would constitute a quorum.

Pecuniary Interest

(MGA s. 170 and 172)

Membership on council is a position of public trust. The MGA describes pecuniary interest and sets out the procedure you **must** follow if a matter in which you have a pecuniary interest comes up at a meeting in which you are participating as a member of council. Failure to follow these procedures can lead to disqualification. Further information can be found in the handout "*Pecuniary Interest for Municipal Councillors*", available online at <https://open.alberta.ca/publications/pecuniary-interest-for-municipal-councillors-2021>.

Council Committees

(MGA s. 145 and 203)

Council may create council committees, by bylaw, and appoint committee members. Council may decide to create a temporary committee to look at a specific issue. There may also be standing committees that run from year to year to deal with ongoing issues.

Committees can play a bigger role in making decisions on issues for council. If council wants a committee to make decisions, council may delegate some of its powers to the committee. If a committee makes a decision delegated to it by council, it is then as if the council made the decision itself. Some council decisions, such as passing bylaws or adopting the budget, cannot be delegated.

If council is part of an emergency services committee, you may have some specific responsibilities in the case of a local emergency. You need to know what those responsibilities are and how they are to be carried out. The system of emergency response is described in the *Emergency Management Act*.

Municipal Organization and Administration

A vital part of the smooth operation of municipal government is the interaction between council and administration. Understanding how administration works will help you carry out your role as a municipal councillor.

Your administration exists to take care of the everyday work of running a municipal government. This includes providing a variety of programs and services based on the priorities council has set for the municipality. As a councillor, residents will ask you for information on the municipality's programs and services. Your most important contact is the Chief Administrative Officer (CAO).

Chief Administrative Officer (CAO)

(MGA s. 205, 205.1, 207, 208, and 209)

Every council must establish, by bylaw, a position of CAO. Council may give the position an appropriate title. The CAO is the administrative head of the municipality, and is directly responsible to council for the operational performance of the organization. The CAO is responsible to implement the decisions of council, implement the municipality's policies and programs, advise and inform council on the operation of the municipality, and perform any other duties assigned by council. The CAO, together with the administrative team, will also provide advice, information, and recommendations to council on any matters that council is dealing with.

Successful municipalities have found that clear lines of communication and accountability are essential for effective operation. This is generally achieved when the CAO is provided with the authority to take council direction (through resolutions and bylaws) and implement that direction through the administrative team. Although well intentioned, individual councillor's attempts to become involved by providing direction to the administrative team can blur this accountability. It is

important for council to develop a strong working relationship with your CAO based on mutual respect and trust, and allow the CAO to direct and set priorities for the administrative team.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO. Even though the current relationship may be good, a formal appraisal process provides the opportunity to discuss opportunities for improvement. The MGA, therefore, requires that council provide the CAO with an annual written performance evaluation.

Designated Officers

(MGA s. 209 and 210)

A CAO may delegate any of their powers, duties, or functions to a designated officer or an employee. Designated officer positions are established by bylaw and are subject to the CAO's supervision, unless otherwise provided by bylaw. A designated officer may also delegate any of those powers, duties, or functions to an employee of the municipality.

Policies

The importance of policies will become apparent the first time you try to find out if a past council established guidelines on a certain matter. Most successful municipalities maintain a policy manual or files together with an index to enable easy reference. Policies should be approved by council, and should be periodically reviewed and updated to ensure that they continue to be relevant.

Organizational Chart

Most municipalities maintain an organizational chart of the administration structure. A review of the organizational chart will help you to understand the types of functions and services the municipality provides, and how it is organized to deliver those services.

Staff Development

Your human resources are as important as your financial resources. A variety of educational opportunities are available for both new and experienced municipal administrators. The most successful municipalities encourage staff development and training to ensure their employees are able to effectively carry out their duties and stay familiar with new developments in the field of municipal administration.

Finance

Almost everything the municipality is engaged in will have a cost associated with it. You will spend a lot of time on council assessing the financial implications of decisions.

Operating and Capital Budgets

(MGA s. 242, 243, 244, 245, 246, and 247)

The budget is the center of the municipal finance system. Service delivery and project development are always subject to a number of constraints, but financial constraints are generally the most limiting. As a result, the priorities of council will necessarily be reflected in the funding priorities established in the budget. Through the budget, council sets the municipality's priorities for the next year (or number of years) by allocating funding for each program, service, or project. Careful and realistic budget planning and control can translate into better and more cost-effective services for the community.

Many municipalities have a strategic plan that maps out longer term goals and identifies the municipality's priorities over a number of years. A strategic plan can provide year-to-year guidance and direction to the annual budget process, and provides the longer-term context for annual goals.

The MGA requires that every municipality adopt an annual operating and a capital budget. Property and business tax bylaws cannot be passed until both budgets have been adopted. It should be noted that municipalities are not allowed to budget for a deficit; however, some times unexpected circumstances may result in the municipality having a deficit at year end. As long as the deficit does not cause the municipality to have an overall accumulated deficit, net of the value of tangible capital assets, then the municipality remains on-side with legislative requirements and can budget to recover that deficit in future years as council sees fit.

The operating budget is a detailed estimate of how much your municipality needs to spend to meet its ongoing financial obligations and provide programs and services to the residents. The capital budget identifies the sources and uses of funding for fixed assets such as buildings, roads, vehicles, water and sewer facilities, and land.

Long Range Financial Plans

A long-range capital infrastructure plan, covering at least three to five years, is required in order to receive provincial Municipal Sustainability Initiative grant funding. The plan should set out what capital expenditures are needed and when, the future cost of maintaining the asset, when it has been built or purchased, and how the assets will be financed. Additionally, municipalities are required to have, at minimum, a three-year financial plan and five-year capital plan. These plans allow council to see the long-term impact of decisions made today, ensuring council is considering the continued sustainability of the municipality when making financial decisions.

The budget is a plan of council expenditures and revenues over the course of the year. Council needs to keep an eye on what is actually happening to make sure the municipal operations match the budget. It is recommended that council receive regular financial reports at least quarterly from administration that compare actual results to the budget. Financial reports are a good source of information and budget control.

Procedure for Expenditure Authorization

(MGA s. 248 and 249)

Each council must establish procedures to authorize and verify expenditures that are not included in a budget. If you, as a councillor, make an unauthorized expenditure, or vote to spend granted or borrowed funds for a purpose other than that for which they were granted or borrowed, you could be held personally liable under section 249 of the MGA for the amount of the expenditure, grant, or borrowing.

Borrowing

(MGA s. 249, 252, and 275)

The Minister of Municipal Affairs has, by regulation, established municipal debt and debt service limits. As long as a municipality is within the limits, no provincial approvals are required for borrowing, but the Minister's approval is required for any borrowing beyond the debt limits. If you vote for a borrowing that puts the municipality above the regulated debt or debt service limit, you could be held personally liable for the amount of the borrowing, unless the borrowing is approved by the Minister.

Auditor

(MGA s. 276, 277, 278, and 280; Alberta Regulation 313/2000)

Each council must appoint an auditor for the municipality and must submit audited financial statements and an audited financial information return to the Minister of Municipal Affairs by May 1 of each year. In addition, the financial statements or a summary of them must be made available to the public by May 1 of each year. The financial statements must disclose the municipality's debt limits, as well as the salaries of the CEO, individual councillors, the CAO, and the designated officers of the municipality.

Property Assessment, Taxation, and Other Revenues

Assessment

(MGA s. 285, 298, 454, 454.1, 454.2, 454.3, 460, 460.1, 468, and 470)

Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta, property is taxed based on the *ad valorem* principle. *Ad valorem* means "according to value." This means that the amount of tax paid is based on the value of the property.

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.

The market value based standard is used to determine the assessed values for the majority of properties in Alberta. Market value is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market.

Some types of properties are difficult to assess using a market value based assessment standard because: they seldom trade in the marketplace (and when they do trade, the sale price usually includes non-assessable items that are difficult to separate from the sale price); they cross municipalities and municipal boundaries; or they are of a unique nature. Municipal Affairs prescribes rates and procedures to assess these types of properties, which are referred to as "regulated property". Rates and procedures are determined by what a type of property is used for, its activity, or its production capability. There are four types of regulated property:

1. Farmland
2. Designated industrial property
3. Machinery and equipment
4. Railway property

Assessments for all types of property are prepared by professional, certified assessors. Assessors receive training in a variety of areas including property valuation techniques, legislation, and quality assurance. The assessor designated by the Minister of Municipal Affairs assesses designated industrial property, while assessors employed or contracted by municipalities assess all other types of property. Under provincial legislation, a municipality must appoint, by bylaw, a designated assessor. A designated assessor is responsible for the completion of a number of tasks laid out by provincial legislation and regulations.

After the assessed value of a property has been determined, the property is assigned an assessment class. The assessment class determines the tax rate that will be applied to each property, as assessment classes may have different tax rates.

The assessor for the municipality is responsible for assigning the assessment classes to property. Property is classified according to its actual use. The classes are set out in the MGA. They are:

- Class 1 – residential
- Class 2 – non-residential
- Class 3 – farmland
- Class 4 – machinery and equipment

Each year, every municipality is required to send an assessment notice to every assessed person listed on the assessment roll. Each municipality must publish a notification in one issue of a local newspaper to announce that the assessment notices have been mailed to property owners within the municipality.

To ensure property owners have a voice in the property assessment system, the MGA has set out a complaints and appeals system for property owners who have concerns about their assessment.

The process involves filing a complaint with the municipality's assessment review board. The type of property the complaint is about will determine the type of assessment review board that will hear the complaint. Residential property with three or fewer dwelling units, farmland, or a tax notice other than a property tax notice will be heard by a Local Assessment Review Board (LARB). Residential property with four or more dwelling units or non-residential property will be heard by a Composite

Assessment Review Board (CARB). If the taxpayer believes an error in law or jurisdiction has been made by the assessment review board, the decision may be appealed to the Court of Queen's Bench of Alberta (CQB).

Property Taxation

(MGA s. 242, 297, 318, 354, 355, 356, and 359.1)

Each year, municipal councils determine the amount of money they need to operate their municipality through the budget process. From this amount, the council then subtracts known revenues (for example, licenses, grants, and permits). The remainder is the amount of money the municipality needs to raise through property taxes in order to provide services for the year.

This revenue requirement is then used to calculate the tax rate. The tax rate is the percentage of assessed value at which each property is taxed in a municipality. The revenue requirement is divided by the assessment base (the total value of all assessed properties in the municipality).

The tax rate calculation is expressed in the following formula:

$$\text{Revenue requirement} / \text{Assessment base} = \text{Tax rate.}$$

The tax rate is applied to each individual property assessment using the following formula:

$$\text{Property assessment} \times \text{Tax rate} = \text{Taxes payable.}$$

Council is required to pass a property tax bylaw annually (Section 353). Council may set different municipal tax rates for each of the four assessment classes once each year; however, the difference between non-residential and residential tax rates can be no more than 5:1. Council may also set different tax rates for vacant and improved non-residential property and for different sub-classes of residential property.

If, after sending out the tax notices, the municipality discovers an error or omission in the tax rates, the bylaw can be amended to correct the error, new tax notices sent out and a copy of the new bylaw must be provided to the Minister within 30 days.

In addition to municipal tax rates, municipalities must set tax rates to raise funds that are requisitioned for cost sharing programs such as the Alberta School Foundation Fund. This is discussed in the next section.

For more information on Property Assessment and Taxation, visit: <https://www.alberta.ca/municipal-propertyassessment.aspx>.

Education Tax and Equalized Assessment

(MGA s. 318, 359.1 and 359.2; School Act: Part 6 Division 3, s. 174; Alberta Regulation 22/2004-Sec 10)

Property assessment is used as the basis on which to requisition property taxes from all or a number of municipalities for the financial support of several regional and provincial programs. Equalized assessment is a process that levels the playing field for municipalities so property tax requisitions and grants can be fairly allocated.

Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

Intermunicipal fairness and equity is important when requisitioning property taxes from municipalities or calculating grants. In this regard, it is usually necessary to make some adjustments in the assessment base figures that each municipality reports to the province before those assessments are used to determine each municipality's contribution to a regional or provincial program, or its equitable share of grant dollars. These adjustments are made through the equalized assessment process.

The MGA requires that most properties be assessed at market value. Ideally, all properties would be assessed at 100 per cent of market value. In practice; however, assessments may vary from market value to a limited degree. Because this variance may occur, equalization is used to adjust each municipality's assessments to 100 per cent of market value. The equalization process removes the variations in assessment levels to make the assessment bases more comparable among municipalities. The process produces a set of adjusted, or "equalized," assessments that can then be used to distribute requisitions, or allocate grants, among municipalities in a fair and equitable manner.

For more information on Equalized Assessment, visit: <https://open.alberta.ca/publications/5333000>.

Other Taxes and Revenues

(MGA s. 7, 360, 371, 381, 382, 388, 393, and 399)

In addition to the property tax levy, a municipality may impose a business tax, a special tax, or a local improvement tax. As well, the MGA provides for taxes within a business improvement area and on well drilling equipment.

Under section 360 of the MGA, franchise agreements may exist between a municipality and a utility service (power, gas, cable, telephone) that, among other things, provide for the payment of a franchise fee. The fee is usually a percentage of the distribution charges levied by the utility company, and is a rate set for rent of the municipal rights-of-way, the exclusive franchise rights granted within a municipality, and the property taxes that would otherwise be paid by the utility.

There are other sources of revenue available, mainly user fees. Utility charges for water, sewer treatment, and garbage collection are common in Alberta municipalities. Council may want to develop a policy setting the rates based on the degree of cost recovery considered desirable (full cost recovery is normal for utilities). Fees can also be set for other services, such as recreational facilities, photocopying, or meeting room rentals.

Municipal Grants Web Portal

Information on all provincial grant programs supporting municipalities is available on the Municipal Grants Web Portal at: www.municipalaffairs.alberta.ca/municipalgrants.cfm.

Within this portal, each municipal grant program has its own information page. These pages contain:

- a description of the program, including the type of projects supported and the eligibility requirements;
- links to copies of program guidelines, application forms, and reporting documents;
- a downloadable key dates calendar;
- links to program websites; and
- contact information for provincial program staff should you have any questions.

Contact the Municipal Assessment and Grants Division at 780-422-7125 (or toll-free in Alberta at 310-0000) for more details about the grant programs.

Planning and Development

Council shapes the physical future of the community through its authority over land-use planning and development control. It is the responsibility of council to focus on the future of the community as a whole while balancing the current rights, needs and concerns of property owners and residents. A number of tools are available to council for this purpose.

Alberta Land Stewardship Act (ALSA) Regional Plan

(ALSA s. 20, 21, and 22; MGA s. 618.3 and s. 618.4.)

If an ALSA regional plan is approved or amended, municipalities within an applicable ALSA regional plan are required to review their regulatory instruments, such as but not limited to, existing statutory plans, land-use bylaws, policies and procedures, and make any amendments to comply with the ALSA regional plan. After the review, municipalities are required to file a statutory declaration with the Land Use Secretariat stating that the review is complete and that the municipality is in

compliance with the regional plan. The ALSA regional plan establishes the time within which municipalities must review and amend the plans to achieve compliance.

Where there is an approved ALSA regional plan, the subdivision authority, development authority, municipal planning commission, and subdivision and development appeal board of the municipalities within that region must act in accordance with the applicable ALSA regional plan's policies and outcomes.

Intermunicipal Development Plan

(MGA s. 631, 636, 637 and 638)

Two or more municipalities may adopt an intermunicipal plan (IDP) to address issues of mutual concern with respect to designated lands. The plan must provide for the future use of land, the manner of and proposals for future development, or other matters relating to the area. The plan must include a procedure to resolve, or attempt to resolve, conflicts; a procedure to amend or repeal the plan; and provisions relating to plan administration. If the municipalities cannot agree on the need for an IDP or the issues in the IDP, the Land and Property Rights Tribunal can hear the matter. The Minister may require two (2) or more municipalities to enter into an intermunicipal development plan.

Municipal Development Plan

(MGA s. 632, 636, 637 and 638)

Every council of a municipality must adopt a municipal development plan (MDP). The MDP provides a general framework for development within the municipality and is the official statement of your municipality's policies concerning the desired future pattern of development. The municipality must afford opportunity to affected persons, school boards, adjacent First Nations or Metis Settlements, as well as neighbouring municipalities to review and make comment on the plan. Intermunicipal issues such as coordination of land use and infrastructure must be addressed in the municipality's own municipal development plan. A municipal development plan must be consistent with existing intermunicipal development plan

Intermunicipal Collaboration Framework

(MGA s. 708.28 – 708.43)

Each municipality that shares a common boundary with another municipality must have an Intermunicipal Collaboration Framework (ICF). This framework must provide for the integrated and strategic planning, delivery and funding of intermunicipal services, the stewardship of scarce resources efficiently in providing local services, and to ensure municipalities contribute funding to services that benefit their residents.

If the municipalities involved in an ICF cannot reach an agreement on the framework or disagree on its application, the MGA includes an arbitration process to follow to attempt to resolve any such matters if the ICF dispute resolution process is not successful.

Area Structure and Redevelopment Plans

(MGA s. 633, 634, 635, 636, 637 and 638)

Council may, by bylaw, adopt an area structure plan (ASP) to provide a framework for subdivision and development for a particular area. The area structure plan will generally describe the sequences of development, proposed land use, population density, and the location of major transportation routes and public utilities. An ASP or ARP must be consistent with the municipality's MDP and existing IDPs. When an area is undergoing redevelopment, council may adopt an area redevelopment plan, (ARP) which, in addition to providing guidelines, may result in a redevelopment levy being used to acquire land for park, school, or recreation purposes in the redevelopment area.

Land Use Bylaws

(MGA s. 638.2, 640, 642, 685, and 686)

All municipalities must have a land use bylaw (LUB). This bylaw provides a specific means of implementing the policies that are expressed in a general way in the municipal development plan. For instance, if a council wishes to adopt a direct control district in the land use bylaw, council must also adopt a municipal development plan that establishes that direction. All statutory documents must be consistent with each other. The LUB provides for a system for issuing development permits and divides the municipality into land use districts or 'zones' prescribing permitted and discretionary uses for land, and development standards for each land use district. Council must establish a development authority to administer the development approval process and make decisions.

When an application conforms to the provisions of the LUB and is of a permitted use, a development permit must be issued. Where an application is for a discretionally use, it may be approved with or without conditions, or it may be refused. If an application is refused the applicant may appeal to the subdivision and development appeal board (SDAB) or in certain situations to the Land and Property Rights Tribunal of Alberta. Additionally people who believe they may be affected by the propose development may make submissions to the development authority and may also appeal the decision of the development authority.

Subdivision

(MGA s. 623, 638.2, 652, 654, 655, and 678)

Dividing a piece of land into two or more parcels generally requires approval from a subdivision authority. The authority ensures that the land to be subdivided is appropriate for its proposed use. Council must establish the subdivision authority by bylaw and decide on its membership. Decisions can be appealed to the subdivision and development appeal board, or in certain situations to the Land and Property Rights Tribunal of Alberta. While a subdivision is approved by the subdivision authority, any changes to zoning that accompany the subdivision must be brought to council for approval by bylaw prior to approval of the subdivision application.

Subdivision or Development Agreements

(MGA s. 638.2, 650 and 655)

Prior to a subdivision or development having full approval, your municipality may require a developer to enter into a subdivision or development agreement. These agreements ensure that certain conditions of the proposed development are documented and met. After legal consultation, administration will bring the agreement forward to council for acceptance, after which the application can be given final approval.

Subdivision and Development Appeal Board

(MGA s. 627, 678, and 686)

A municipal council is required to establish a subdivision and development appeal board (SDAB) to act as a quasi-judicial body to deal with subdivision and development appeals. No more than one members of council can serve on a panel hearing a matter under the SDAB. Appeals are usually made by the applicant for a subdivision approval or a development permit, or by persons affected by the development authority's decision. The SDAB appeal hearing must be a public hearing.

Municipal Collaboration and Mediation

Annexation and Intermunicipal Land Use Disputes (MGA s. 690)

Alberta Municipal Affairs Intermunicipal Relations team provides assistance in building collaboration between and within municipalities across Alberta.

The team provides a number of courses to build knowledge in the fields of negotiation, dispute resolution, public input and workplace conflict, and helps municipalities to work within their own organization and intermunicipally to build capacity to collaborate.

The team also provides mediation/facilitated negotiation services to municipalities who have disputes with another municipality or with a regional entity such as a regional services commission. The team:

- works with municipalities to determine whether or not disputes are suitable for mediation;
- works with municipalities to ensure all the necessary preparations are in place to convene a dispute resolution process;
- provides a roster of qualified private sector mediators available to work with municipalities;
- works with municipalities to design dispute resolution training programs, including preparation for mediation, best practices for municipalities, when to use mediation, etc.; and
- provides funding, on a proportional basis, to the parties to cover the costs of retaining the private sector mediator(s).

The MGA requires municipalities to attempt negotiations and consider mediation before bringing an intermunicipal land use dispute under section 690, amalgamation under section 104, or a contested annexation under section 112 to the Land and Property Rights Tribunal.

Municipalities can use facilitated negotiations for any intermunicipal matters at any stage in their negotiations.

For more information on the services of the Intermunicipal Relations team, visit: <https://www.alberta.ca/municipal-dispute-resolution-services.aspx>.

Economic Development

The Economic Developers Association of Alberta (EDA Alberta) is an incorporated, non-profit organization formed to enhance the economic development profession in the province of Alberta, providing an active network of communication, information and education. EDA coordinates programs and workshops for municipal councils and economic development committee members to help communities with their economic plans by creating an awareness of what they can do on the local front to enhance their economic development activities. You can visit their website at www.edaalberta.ca.

Conclusion

This document is a starting point, not the final word. You will benefit from your time on council as you meet new people and develop a greater understanding of the local government process and its role in your community. Your community will benefit from your leadership, vision, and service. Best wishes for your success, and for the success of your community.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the MGA and request your own legal advice. Copies of the MGA or other legislation mentioned in this document can be downloaded or purchased from Alberta Queen's Printer Bookstore:

7th floor Park Plaza Building
10611 - 98 Avenue NW
Edmonton, AB T5K 2P7

Phone: 780-427-4952 (or toll-free in Alberta at 310-0000)

Fax: 780-452-0668

Email: qp@gov.ab.ca

Website: www.qp.alberta.ca

VILLAGE OF FORESTBURG

BYLAW 2:2020

A BYLAW OF THE VILLAGE OF FORESTBURG, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE VILLAGE OF FORESTBURG.

WHEREAS it is necessary to establish rules and provisions to regulate the conduct of business in Council meetings, to control and maintain order in Council for the enactment of municipal legislation and to provide for the dealing with petitions and submissions to Council;

NOW THEREFORE pursuant to Division 1 of the Municipal Government Act, RSA 2000, Chapter M-26.1, as amended, the Council of the Village of Forestburg, in the Province of Alberta, enacts as follows:

1. NAME

1.1 This bylaw may be cited as "The Procedure Bylaw".

2. DEFINITIONS

- 2.1 "Act" means the Municipal Government Act, RSA 2000, Chapter M-26.1, as amended.
- 2.2 "Agenda" means the list of items and order of business of any meeting of Council.
- 2.3 "Bylaw" means a bylaw of the Village of Forestburg.
- 2.4 "Chair" means the Mayor or presiding officer in the absence of the Mayor.
- 2.5 "Chief Administration Officer (CAO)" means the individual appointed by Council to exercise general control and management of the affairs of the Village of Forestburg for the purpose of ensuring the efficient and effective operations of the Village and its departments.
- 2.6 "Committee of the Whole" means the entire membership of council present, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action.
- 2.7 "Council" or "Councillor" means the duly elected councillors of the Village of Forestburg pursuant to the Local Authorities Election Act and includes the Mayor and Deputy Mayor.
- 2.8 "Deputy Mayor" means the member of Council duly elected by the Councillors from among their own number at the annual organization meeting pursuant to Section 152.1 of the Act to act as Mayor in the absence or incapacity of the Mayor.
- 2.9 "Mayor" means the member of Council duly elected to his/her office by the Councillors from among their own number at the annual organizational meeting pursuant to Section 150 of the Act.
- 2.10 "New Business" means business dealing with a matter which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.
- 2.11 "Old Business" means business which has been raised at the same or previous meeting and which has not been completed.
- 2.12 "Point of Order" means the raising of a question by a Councillor with the view of calling attention to any departure from the Procedure Bylaw or the customary mode of proceedings in debate or in the conduct of Council's business.

DM

- 2.13 "Point of Privilege" means all matters affecting the rights and immunities of the Council collectively or the position and conduct of members of Council in their respective character as elected representatives.
- 2.14 "Point of Procedure" means a question directed to the chair to obtain information on a matter of parliamentary law or rules of the Council bearing on the business at hand in order to assist a Councillor to make an appropriate motion, raise a Point of Order or understand the parliamentary situation or the effect of the motion.
- 2.15 "Question of Privilege" means the raising of a question which concerns a member of Council, or the Council collectively when a member believes that another member has spoken disrespectfully towards him/her or the Council, or when the Councillor believes his/her comments have been misunderstood or misrepresented by another Councillor or Councillors.
- 2.16 "Quorum" means the minimum number of Council members that must be present at any Council meeting to make the proceedings of that meeting valid, in the case of Council this would be three (3) members.
- 2.17 "Special Meeting" means a meeting convened by the Mayor when required to do by the Mayor or a majority of Council, pursuant to Section 194(1) of the Act.
- 2.18 "Village" means the Village of Forestburg.

3. APPLICATION

- 3.1 This bylaw applies to:
- a. All meetings of Council; and
 - b. Boards and authorities established by Council, unless permission has been granted to them to establish their own procedures
- 3.2 Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with the Act or Roberts' Rules of Order, in that order. In the event of any conflict between the provisions of this bylaw and those contained in any of the authorities set out above, the provisions of this bylaw shall apply.

4. ROLE AND PHILOSOPHY OF COUNCIL

- 4.1 Council shall provide good, responsible and fair municipal governance to the citizens of the Village of Forestburg and each member of Council shall fulfill the duties and expectations of the position as a member of council in a diligent and faithful manner.
- 4.2 Members of Council shall conduct themselves in accordance with the ethical guidelines of conduct for elected local government officials as set out in Bylaw 8:2016 Council Code of Conduct as amended or replaced from time to time.
- 4.3 It shall be the role of Council to develop and adopt such policies as may be necessary to govern the Village in a responsible and fair manner and it shall be the duty of the CAO to carry out and fulfill the requirements of Council's policies and directives.
- 4.4 Members of Council shall not attempt to direct the operation and administration of the Village except where provided by this bylaw and interaction with Village personnel shall be through the CAO.

5. ORGANIZATIONAL MEETING

- 5.1 The following procedures are governed by Section 192 of the Act and are provided for information only:
- a. An organizational meeting of Council shall be held annual, not later than two (2) weeks after the 3rd Monday in October.
 - b. The CAO shall fix the time and place for the organizational meeting;
 - c. The business of the meeting immediately following the general municipal election to be limited to:
 - i. The administration of the oath to all Councillors and the introduction of new members;
 - ii. Election of Mayor and administration of the Oath of Office;
 - iii. Election of the Deputy Mayor and administration of the Oath of Office;
 - iv. The reading of Bylaw 8:2016 Council Code of Conduct and the administration of the Annual Statement of Commitment to the Council Code of Conduct Policy for Members of Council;
 - v. The appointment of members to act on committees, boards and other bodies on which Council is entitled to representation; and
 - vi. Setting of meeting day, time and location.
 - d. The business of the meeting immediately following a by-election to be limited to:
 - i. The administration of the oath to all newly elected Councillors and the introduction of new members;
 - ii. The reading of Bylaw 8:2016 Council Code of Conduct and the administration of the Annual Statement of Commitment to the Council Code of Conduct Policy for Members of Council to any newly elected member;
 - iii. In the event the position of Mayor or Deputy Mayor becomes vacant due to a resignation from either Council or from the position:
 - a. Election of Mayor and administration of Oath of office; and/or
 - b. Election of Deputy Mayor and administration of the Oath of Office.
 - iv. The appointment of members to act on committees, boards and other bodies on which Council is entitled to representation which have been vacated by the resignation of a Councillor; and
 - v. Setting of meeting day, time and location.

5.2 At every organizational meeting requiring the election of the Mayor, the CAO shall:

- a. Take the chair;
- b. Call the meeting to order;
- c. Preside over the meeting until the oath as prescribed by the Oaths of Office Act, has been administered to the Mayor.

6. MEETINGS

6.1 The following procedures are governed by Section 194 of the Act and are provided for information only:

- a. Regular Council meetings shall be set at the organizational meeting each year or at a regular council meeting at which all the Councillors are present.
 - b. A special meeting may be called by the Mayor or by a majority of Council with the following provisions:
 - i. Written notice of a special meeting stating the time and place at which it is to be held and stating in general terms the nature of the business to be transacted there at, shall be given to each Councillor. Notice must be given to the council member or an adult person at the residence or place of business of the Councillor not less than twenty-four (24) hours prior to the meeting.
 - ii. The Mayor may call a special meeting of Council upon such shorter notice, either verbally or in writing, as the Mayor considers sufficient, if at least two-thirds of members of Council give their written consent to hold the meeting.
 - iii. No business other than that stated in the notice shall be transacted at any special meeting of the Council, unless all members of Council are present and by unanimous consent agree to transact any other business.
- 6.2 The following procedures are governed by Section 197 of the Act and are provided for information only:
- a. The Council shall hold their meetings openly and no person shall be excluded therefrom except for improper conduct.
 - b. The Chair at any meeting may cause to be expelled or excluded any person who creates any disturbance or acts improperly during the meeting.
 - c. Council may, by resolution, go in camera at a regular meeting. An in-camera meeting:
 - i. May exclude any person or persons therefrom; and,
 - ii. Council shall not have the power to pass any resolution except one to revert to the open meeting.
- 6.3 Subject to being overruled by a majority vote of members of Council, which vote shall be taken without debate, the Chair:
- a. Shall maintain order and preserve decorum at the meeting;
 - b. Shall decide points of order without debate or comment other than to state the rule governing;
 - c. Shall determine which member has the right to speak;
 - d. Shall ascertain that all members who wish to speak on a motion have spoken thereon and that all members are ready to vote by asking the question: "Are you ready for the question?";
 - e. Shall rule when a motion is out of order;
 - f. May call a member to order.
- 6.4 Members of the public who constitute the audience in the council chamber during a council meeting:
- a. Shall not address Council without permission of Council;
 - b. Shall maintain order and quiet;

- c. Shall not applaud or otherwise interrupt any speech or action of the members of Council, or any other person addressing Council.

6.5 When a Councillor is addressing the Chair, every Councillor shall:

- a. Remain quiet and seated;
- b. Not interrupt the speaker except on point of order; and,
- c. Not carry on a private conversation.

6.6 When a Councillor is addressing the Council, he/she shall:

- a. Not reflect on any vote of Council except when moving to rescind, and when so doing, shall not reflect on the motives of the Councillors who voted for the motion, or the mover of the motion;
- b. Not shout nor immoderately raise his/her voice or use profane, vulgar or offensive language; and,
- c. Assume personal responsibility for any statement he/she has made to Council, or upon request of the Council, shall give the source of the information.

7. VOTING

7.1 The following procedures are governed by Section 182 of the Act and is provided for information only:

- a. As per Section 183(1) of the Act:
 - i. A Councillor present must vote on a matter put to a vote at the meeting unless the councillor is required or permitted to abstain from voting under this or any other enactment.
 - ii. The Council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.
- b. A question or motion shall be declared defeated when it:
 - i. Does not receive the required number of votes; or,
 - ii. Receives an equal division of votes.
- c. A member shall not vote on a matter if he or she is absent from the council chamber when the vote is put and the decision has been made to take a recorded vote.
- d. When a member of Council calls for a recorded vote, the names of those who vote for and those who vote against a motion shall be entered in the minutes by the CAO.

8. GENERAL RULES OF COUNCIL

- 8.1 The time of regular meetings shall be determined at the organizational meeting.
- 8.2 If there is no quorum present within half an hour after the time appointed for the meeting of Council, the CAO shall, for the purpose of remuneration, take down the names of those members present, and the Council shall stand absolutely adjourned until the next meeting, unless a special meeting is called.
- 8.3 As soon after the hour of meeting that a quorum is present, the Mayor shall take the chair and call the members to order.

- 8.4 In the case of the absence of the Mayor, the Deputy Mayor shall take the chair.
- 8.5 In the case of the absence of both the Mayor and the Deputy Mayor, the remaining members of Council, duly forming a quorum, shall appoint one individual to take the chair.
- 8.6 No smoking shall take place in the council chamber.

9. PROCEEDINGS AT COUNCIL MEETINGS

- 9.1 Unless otherwise specified in this bylaw, the order of business for a regular meeting of Council shall be contained in the agenda for the meeting, which shall be prepared by the CAO. Copies of all background information pertaining to issues requiring action shall be included in the agenda package, which shall be available to members of Council at least two (2) days prior to a regular meeting.
- 9.2 The order of business shall be as set out in Policy A.4.2 Agenda Formation Policy as amended or replaced from time to time.
- 9.3 The order of business shall apply unless Council otherwise determined by a two-thirds (2/3) majority vote of members present, and the vote upon a matter of priority of council business shall be decided without debate.

10. LETTERS AND PETITIONS

10.1 Request for Action by Council

- a. A person or group of persons wishing to bring any matter to the attention of Council or to have a matter considered by Council must provide a letter or other communication addressed to the CAO and such letter or other communication shall:
 - i. Be printed, typed or legibly written;
 - ii. Clearly set out the matter at issue and the request made of Council in respect thereof, including a request to speak to Council if this is what is wished;
 - iii. Be signed with the correct name of the writer; and,
 - iv. Contain the correct mailing address or email address of the writer.
- b. When a communication contains a request for an appearance to address Council, the CAO shall schedule a time on the agenda for the petitioner. Each person or group of persons shall not speak for more than ten (10) minutes unless the time is extended by a majority vote of Council.

10.2 Petitions

- a. Sections 231 through 234 of the Act set out the requirements of all parties in regard to submission, receipt and action taken on petitions.
- b. Prohibited petitions include:
 - i. financial administration;
 - ii. assessment of property;
 - iii. taxation;
 - iv. planning and development;
 - v. road closures;

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- vi. intermunicipal collaboration;
 - vii. necessary local sewer improvements; and
 - viii. private connections to water and sewer improvements.
- c. A petition must include:
- i. The printed surname and printed given names or initials of the petitioner;
 - ii. The signature of the petitioner;
 - iii. The street address of the petitioner or the legal description of the land on which the petitioner lives;
 - iv. The telephone number and email address of the petitioner;
 - v. The date on which the petitioner signed the petition;
 - vi. The signature of an adult witness next to each petitioner's signature.
- d. Be received by the CAO not later than:
- i. 15 days after the advertisement regarding issues related to financial administration;
or
 - ii. 60 days after the advertisement for all other matters.

11. DELEGATIONS

- 11.1 Council shall hear all delegations who have brought their items of business onto the agenda, or who have contacted the CAO in person or by phone no later than 12:00 noon on the day of the meeting. No delegation may speak for more than ten (10) minutes.
- 11.2 All rules of Council in this bylaw shall apply to each and every member of the delegation.

12. MOTIONS AND PUTTING QUESTIONS OR RESOLUTIONS IN COUNCIL

- 12.1 A motion of Council does not need to be seconded.
- 12.2 No motion is required to adjourn the meeting if all agenda items have been dealt with.
- 12.3 The Mayor or the CAO shall read the motion aloud if requested.
- 12.4 No motion introducing any new matter, other than a matter concerning an item on the agenda, a question or privilege or bringing up petitions, reports, delegations, representations, shall be accepted and discussed unless prior notice of same has been given at a previous meeting of the Council held at least five (5) days before the moving of such motion; or unless such notice shall be dispensed with by two-thirds (2/3) vote of Council, taken without debate.
- 12.5 After a motion is read or stated by the Mayor or other presiding officer, it shall be deemed to be in the possession of Council, but may be withdrawn at any time before debate or decision with the permission of Council.
- 12.6 A motion to defer, until it is decided, shall preclude all amendments to the main question. Such a motion is debatable.
- 12.7 When a motion has been made and is being considered by Council, no member may make any other motion except a motion to:
- a. Amend a motion;

- b. Refer the main questions to some other person or group for consideration;
 - c. Table the main question;
 - d. Adjourn the meeting.
- 12.8 After any question is finally put to the Chair, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chair as to whether the question has been finally put, shall be conclusive.
- 12.9 A motion to adjourn the Council or the debate shall always be in order.
- 12.10 A Councillor may move a motion to adjourn a meeting at any time except when:
- a. Another member is in possession of the floor;
 - b. A call for a decision has been made;
 - c. The members are voting;
 - d. A previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 12.11 A motion to rescind an action of Council may be offered at any time subsequent to the meeting at which the original motion was passed:
- a. Any Councillor may make the motion to rescind;
 - b. Notice of the rescinding motion shall be given in the usual manner;
 - c. A majority vote of all the members of Council is necessary for the passage of a motion to rescind.
- 12.12 Unless otherwise specifically provided in this bylaw, the following motions are debatable by Council:
- a. A motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated;
 - b. A motion concerning any matter or thing tabled indefinitely from a previous meeting of the Council, or tabled for the meeting at which it is discussed;
 - c. A motion for adopting of, rejection or, referral back or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council;
 - d. A motion for a previous question;
 - e. A motion for the second reading, or a motion for the third reading of a bylaw;
 - f. A motion for amendment to any bylaw properly before the Council, or to any matter arising directly out of any bylaw properly before the Council;
 - g. Such other motion made upon routine proceedings of Council may be necessary for conducting the business of the Council and the observance of its priorities.
- 12.13 General provisions regarding motions:
- a. When the Chair decides a motion is out of order, he/she shall so advise Council and shall cite the rule of authority applicable thereto.
 - b. Any member of Council may move a motion questioning the ruling of the Chair.

- c. Whenever any matter of privilege arises, it shall be immediately taken into consideration.
- d. Members shall always take their places when any vote is called for, and shall remain in their places until the Chair has declared the result of the question.

13. AMENDMENTS

- 13.1 Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion after notice.
- 13.2 All amendments shall be put in the reverse order in which they were moved; and every amendment shall be decided upon or withdrawn before the main question is put to a vote. Only one amendment to the main motion at one time shall be allowed and only one sub-amendment shall be allowed to an amendment at one time.
- 13.3 No member of Council may move to amend his/her own motion.
- 13.4 A sub-amendment should not enlarge the scope of the amendment, but should deal with matters not covered by either the original motion or the amending motion.
- 13.5 An amendment proposing a direct negative to the original motion is out of order.

14. BYLAWS

- 14.1 Where a bylaw is presented to the Council for enactment, the CAO shall cause the number and short title to appear on the agenda in the appropriate place.
- 14.2 The CAO shall cause the bylaw to be copied in full and forwarded to the members of Council with the agenda.
- 14.3 Every bylaw shall have three (3) readings.
- 14.4 A bylaw shall be passed when it receives 3rd reading and is signed.
- 14.5 A bylaw shall be introduced for the first reading by a motion that the bylaw, specifying its number and short title, be read for a first time.
- 14.6 Council shall vote on the motion for first reading of a bylaw without amendment or debate.
- 14.7 If a member does not elaborate on the subject matter of the bylaw, or phrase his/her question so as to set out his/her opinion for or against the bylaw, that member may ask a question concerning the bylaw.
- 14.8 A bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the bylaw and short title.
- 14.9 After a member has made a motion for second reading of a bylaw, the Council may:
 - a. Debate the substance of the bylaw; and,
 - b. Propose and consider amendments to the bylaw.
- 14.10A proposed amendment shall be put to a vote and if carried shall be considered as having been read for a first time and incorporate in the bylaw.
- 14.11 Council may after first reading of a bylaw go into Committee of the Whole to debate it:
 - a. Council may enter "Committee of the Whole" to allow for Council to have a free discussion on the bylaw without closing the meeting to the public; and

14.12 After a motion has been made for second reading of a bylaw or after Council has gone into committee of the whole to debate second reading, a member may require all or any portion of the bylaw to be read at length.

14.13 The CAO shall be responsible for keeping a record of:

- a. Any amendments to a bylaw passed by Council; and,
- b. Amendments reported by the committee of the whole.

14.14 When all amendments have been accepted or rejected, a motion for second reading of the bylaw, as amended, shall be put.

14.15 A motion for third reading shall give the number and short title of the bylaw.

14.16 The following procedures are governed by Section 187 of the Act and are provided for information only:

- a. A bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the bylaw may be presented to Council for third reading at the same meeting at which it has received two readings.
- b. When Council unanimously agrees that a bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the bylaw than if it has received third reading at a subsequent meeting.

14.17 When a bylaw has been given three readings and is signed it:

- a. Becomes a municipal enactment of the Village; and,
- b. Is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.

14.18 After passage, a bylaw shall be signed by the individual who chaired the meeting at which the bylaw was passed and the CAO.

14.19 Once a bylaw has received first reading but has not received second or third reading within two (2) years of first reading, it can be placed back on the Council agenda for future consideration.

14.20 The first reading of a bylaw is rescinded if the bylaw is defeated on second or third reading.

15. BYLAWS REQUIRING PUBLIC HEARINGS

15.1 Certain bylaws related to land use issues and borrowing issues require a public hearing after first reading.

15.2 As per Section 184 of the Act, a Councillor:

- a. Must abstain from voting on the bylaw or resolution if the councillor was absent from all of the public hearings; and,
- b. May abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.

16. SEVERABILITY

16.1 Should any provision of this bylaw be invalid, then such provision shall be severed and the remaining bylaw shall be maintained.

17. REPEAL AND/OR REPLACE

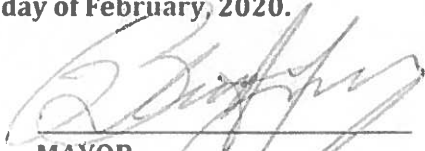
17.1 Bylaw 5:2017 is hereby repealed.

READ A FIRST TIME this 6th day of February, 2020.

READ A SECOND TIME this 6th day of February, 2020.

CONSENT FOR THIRD AND FINAL READING GRANTED this 6th day of February, 2020.

READ A THIRD AND FINAL TIME this 6th day of February, 2020.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

BYLAW 1:2020
VILLAGE OF FORESTBURG
COUNCIL CODE OF CONDUCT BYLAW

A bylaw of the Village of Forestburg, in the Province of Alberta to establish a Code of Conduct for Members of 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 of Council;

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, Members of Council 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 of Council that it elects to council for the Village of Forestburg;

AND WHEREAS the establishment of a code of conduct for members of council share a common understanding of acceptable conduct extending beyond the direction provided through legislative provisions governing the conduct of Members of Council;

NOW THEREFORE the Council of the Village of Forestburg, in the Province of Alberta, duly assembled, enacts as follows:

1. Short 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 as noted below:

- 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 operation arms of the Municipality, comprised of the various departments and include all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- c) "Chief Administrative Officer" or "CAO" means the chief administrative officer of the Village of Forestburg of their delegate;
- d) "Closed Session" means a meeting, or a portion of a meeting, which is closed to the public in accordance with the Act;
- e) "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;
- f) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- g) "Member" means a member of Council and includes a councillor or the Mayor;

- h) "Municipality" means the municipal corporation of the Village of Forestburg; and
- i) "Reviewer means the Mayor, or at the Mayor's discretion, the Mayor and two Members, none of whom are the subject of or are implicated in the complaint. Members would be selected on a rotation by the Mayor or Deputy Mayor

3. Purpose

- 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 and make every effort to participate 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.

5. Communicating on Behalf of the Municipality

- 5.1. 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.
- 5.2. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the will or official position of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.3. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 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 in an open and transparent manner other than for those matters which, by law, are authorized to be dealt with In Camera. This allows

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the public to view the process and rationale which was used to reach decisions and the reason 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 upheld.

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. Respecting Interactions with Council Members, Staff, the Public and Others

- 8.1. Members will establish and model a respectful workplace where they will not speak disrespectfully about the organization, other Members of Council, the CAO or employees of the Village of Forestburg.
- 8.2. 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.
- 8.3. 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.
- 8.4. No Member shall use indecent, abusive or insulting words or phrases toward another Member, any employee of the Municipality or any member of the public.
- 8.5. 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.
- 8.6. 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. Members shall respect that employees are entitled to carry out their tasks free from pressure or undue influence from any Member or group of Members.
- 8.7. Members must not:
 - a) Involve themselves in matters of Administration which fall within the jurisdiction of the CAO;
 - 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 not disclosure matters that were discussed in Closed Session 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 Session. Members must not:
 - a) Disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
 - b) Access or attempt to gain access to confidential information held by the Municipality unless it is needed for the performance of the Member's duties and then only through appropriate channels; or
 - c) Use confidential information for personal benefit or for the benefit of any other individual or organization.
- 9.3. 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 documents, including reports, policies, bylaws and resolutions, that have not been deliberated in a meeting open to the public;
 - g) Law enforcement matters;
 - h) Litigation or potential litigation, including matters before administrative tribunals; and
 - i) Advise 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 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 expected to carry out their duties free from improper influence and must not act or appear to be acting in order to gain financial benefits for themselves, family, friends of associations, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

11. Improper Use of Influence

- 11.1. No Member shall use their position on Council for their own private gain, or for that of persons or organizations that the member is personally associated with.
- 11.2. No Member shall act as a paid agent or 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 assist any person to obtain employment with the Municipality. The only exception to this for the chief administrative officer, who is Council's sole employee. Members may provide a reference for a person who is or has been employed by the Municipality in the role of CAO at their discretion.

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

13. Orientation and Other Training Attendance

- 13.1. Every Member of Council must attend the orientation training offered by the Municipality following a municipal election, unless doing so is not practically possible.
- 13.2. Every Member of Council must attend retreats and workshops organized at the direction of Council for the benefit of Members of Council throughout the Council term, unless doing so is not practically possible.
- 13.3. In the event that a Member is unable to attend orientation training, they must make arrangements with the CAO to obtain the training in manner or time that is practical for the member.

14. Remuneration and Expenses

- 14.1. Members are stewards of public resources and shall avoid waste and abuse in the use of public resources.
- 14.2. 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.

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. 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.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significant or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

16. Election Campaigns

- 16.1. No Member shall use any facilities, equipment, supplies, services, or other resources of the Municipality which are not normally available to any member of the public for a fee, for any election campaign or campaign-related activity.
- 16.2. No Member shall use the municipal logo for any election campaign or campaign-related activity.

17. Informal Complaint Process

- 17.1. Any Member who has identified or witnessed conduct by another Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - a) Advising the Member that the conduct violates this Bylaw and encouraging the Member to stop; and
 - b) Requesting the Mayor to assist in information discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint Process

- 18.1. Any Member who has identified or witnessed conduct of another Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - a) All complaints shall be in writing and shall be dated and signed by an identifiable individual;
 - b) All complaints shall be addressed to the Reviewer;
 - c) The complaint must set out reasonable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;

- d) If the facts, as reported include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Reviewer;
- e) Upon receipt of a complaint under this Bylaw, the Reviewer shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Reviewer is of the opinion that the complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Reviewer may choose not to investigate and may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Reviewer's decision;
- f) In all other cases, the Reviewer will refer the complaint to the Investigator. The Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the investigator regarding the investigation shall be confidential;
- g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide Council and the Member who is the subject of the complaint, the results of the investigation;
- h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed.

19. Public Complaints

- 19.1. Members of the public who have identified or witnessed conduct by a Member that they reasonably believe, in good faith, is in contravention of this Bylaw, may address their concerns by:
- a) Providing a written complaint, dated and signed by an identifiable individual;
 - b) Delivering the complaint to the Mayor or Deputy Mayor;
 - c) The complaint shall set out a detailed description of the facts, as they are known, giving rise to the concern;
 - d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Reviewer;
 - e) Upon receipt of a complaint under this Bylaw, the Reviewer shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Reviewer is of the opinion that the complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Reviewer may choose not to investigate and may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Reviewer's decision;
 - f) In all other cases, the Reviewer will refer the complaint to the Investigator. The Investigator shall take such steps as it may consider appropriate, which may include

seeking legal advice. All proceedings of the investigator regarding the investigation shall be confidential;

- g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide Council and the Member who is the subject of the complaint, the results of the investigation;
- h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed.

20. Compliance and Enforcement

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

20.2. Members are expected to co-operate and comply with the application and enforcement of this Bylaw.

20.3. No Member shall:

- a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person;
- b) Obstruction Council, or any other person, in carrying out the objects or requirements of this Bylaw.

20.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw made include:

- a) A letter of reprimand addressed to the Member;
- b) Requesting the Member to issue a letter of apology;
- c) Publication of a letter of reprimand or request for apology and the Member's response;
- d) Suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- e) Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- f) Reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties; or
- g) Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction is not contrary to the Act.

21. Review

21.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, 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.

22. Severability

22.1. If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

23. Repeal

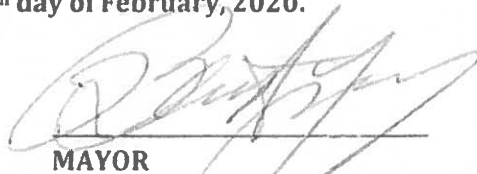
23.1. Bylaw 8:2016 is hereby repealed.

READ A FIRST TIME this 6th day of February, 2020.

READ A SECOND TIME this 6th day of February, 2020.

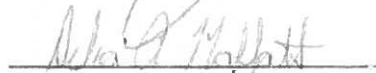
CONSENT FOR THIRD AND FINAL READING GRANTED this 6th day of February, 2020.

READ A THIRD AND FINAL TIME this 6th day of February, 2020.



A handwritten signature in black ink, appearing to read "D. [unclear]", is written over a horizontal line.

MAYOR



A handwritten signature in black ink, appearing to read "Mark [unclear]", is written over a horizontal line.

CHIEF ADMINISTRATIVE OFFICER

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

 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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

 Candidate Surname Given Names of

_____ as a candidate at the election
 Complete Address and postal code

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

of _____
 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)

Commissioner for Oaths Stamp



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**

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

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____

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____ 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: _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If Applicable): _____

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

Name

of

_____ Complete Address and Postal Code

serving in the capacity of _____ Office

This appointment is in effect for the 20____ campaign period.

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

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

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

Candidate's Signature

Campaign Worker's Signature

Statement of Scrutineer or Official Agent

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

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

_____ Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____, Name of Scrutineer or Official Agent

of _____ Complete Address and Postal Code

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

(a) For the purposes of an election, will act as scrutineer on behalf of _____ Name of Candidate
for the office of _____ Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in
(Check [✓] One) promoting the passing of Bylaw No. _____
 opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in
(Check [✓] One) voting in the positive on the question set out.
 voting in the negative on the question set out.

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

_____ Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT



2025 General Election
Potential Candidate Contact Information Form

Information provided on this form will be used to provide updates for the 2025 General Election and other relevant election information.

Candidates are responsible for the accuracy of the information provided and are encouraged to contact Legislative Services if there are any changes.

Please note: Providing this information is voluntary and will not affect your Application for Registration.

Surname	Given Name
---------	------------

Mailing Address and Postal Code

Home Phone	Cell Phone
------------	------------

Email Address

Please submit completed form to:

Village of Forestburg
P.O. Box 210, 4902 50th Street
Forestburg, Alberta T0B 1N0
acao@forestburg.ca

The personal information on this form is collected under the authority of Section of 33 (c) of the Alberta Freedom of Information and Privacy (FOIP) Act. The personal information will be used to provide you with up-to-date election information as it becomes available. If you have any questions regarding the collection or use of this information, contact the Returning Officer, P.O. Box 210, 4902 50th Street, Forestburg Alberta T0B 1N0, OR CALL 780-582-3668.