



**NOMINATION
PACKAGE
2025
MUNICIPAL ELECTION**

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1. INTRODUCTION

Municipal Council Positions

The Council of the Town of Gibbons consists of a Mayor and 6 Councillors elected for a term of 4 years.

Information Sources

This information package has been assembled for your assistance; however, it is not inclusive of all the information contained within all legislation. Any person wanting a complete copy of the Local Authority Election Act, may obtain a copy from the Alberta King's Printer.

Returning Officer

A Returning Officer is a person appointed for the purpose of conducting an election under the Local Government Election Act. If you require additional information regarding the election, please contact:

RETURNING OFFICER: Chris Pinault
SUBSTITUTE RETURNING OFFICERS: Kylie Ferguson, Terra Pattison
PHONE: 780-923-3331

2. UNDERSTANDING THE POSITION

Do You Understand the Position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions must be made at meetings, held in public at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures of the activities of employees can only be carried out if a majority of Council votes in favour of the matter in a meeting.

The Town of Gibbons is governed by the Council Procedural Bylaw [1](#) and the Municipal Government Act. It is imperative that the provisions of the Bylaw and the Act be adhered to when making decisions at the local level.

Governance (Council) Determines the “What”	Management (Administration) Determines the “How”
Strategic Plan Development <ul style="list-style-type: none"> • Vision • Strategic Priorities • Strategic Objectives 	Strategic Plan Execution <ul style="list-style-type: none"> • Mission • Values • Strategic Actions • Departmental Business Plans
Develop Policies	Implement Policies (Development of Procedures)
Approve Bylaws	Enforce Bylaws
Approves Budget <ul style="list-style-type: none"> • Total Revenue & Expenditures • Service Area Budgets 	Manages Budget <ul style="list-style-type: none"> • General Account Ledgers • Financial Reporting
Set Direction	Provide Information and Recommendations
Key Relationships <ul style="list-style-type: none"> • Premiers, MP’s, MLA’s, Cabinet Ministers, Reeves and other Municipal Mayors and Councillors 	Key Relationships <ul style="list-style-type: none"> • Deputy Ministers, Provincial and Federal Administration, other Municipal CAO’s and City Managers, Administrators

Does Governance interest you? The nomination deadline for the October 20, 2025, election is:

12:00 pm (Noon) September 22, 2025

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for administration to follow as they perform the day-to-day operations of the Town.

Councillors

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people, recognizing at all times that the function of council members is service to their community and the public. Therefore, certain ethical principles should govern the conduct of members of council in Alberta in order that they shall maintain the highest standards in public office and faithfully discharge the duties of the office.

Under the Municipal Government Act (MGA), 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 participate generally in developing and evaluating the policies, services and programs of the municipality.
- To maintain the financial integrity of the municipality.
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer.
- To keep in confidence matters discussed in private at a council committee meeting until discussed at a meeting held in public.
- To perform any other duty or function imposed on councillors by the MGA or any other enactment or by the Council.

Mayor (Chief Elected Official, CEO)

In addition to performing the duties of a Councillor, the Mayor also has the following duties:

- To preside, when in attendance, at a Council meeting, unless another enactment or bylaw of Council provides that another Councillor is to preside.
- Liaison with senior staff
- Ex Officio member on various boards and committees
- Key representative with regards to ceremonial responsibilities
- Liaison with other levels of government
- To perform any other duty imposed on the Mayor by another enactment, resolution or bylaw of Council.

Chief Administrative Officer (CAO)

Every Council must establish, by bylaw, a position of Chief Administrative Officer. The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council and ensuring appropriate staffing is in place.

LOCAL LEGISLATION

Local legislation is in the form of bylaws. Included in this package for your information are the following:

- Procedural Bylaw
- Code of Ethics
- Social Media Policy

ADMINISTRATION OF THE MUNICIPALITY

As a member of Council, it will be your duty to establish policy for your municipality. It is the job of Administration to implement the policy. The Town of Gibbons has a dedicated senior management team whose support, advice, and assistance will be very beneficial in helping you to be an effective member of Council. Their training, experience, and understanding of how and why things have developed as they have will be an important resource to you.

Council should work with the CAO to keep informed on what the municipality is doing and rely on Administration to provide them with information so that they can make sound decisions. Staying out of the day-to-day operations of the municipality allows Council to concentrate on policy making.

ADDITIONAL INFORMATION

The best way to find out what the job is all about is to spend time reading council agendas and minutes. (These can be found on the Town of Gibbons website.) You can also talk to current members of Council and attend Council meetings.

3. TIME COMMITMENT

As an elected official, you will have the opportunity to influence the future of your community. You will be expected to represent our community and act on its behalf.

As a member of Council, There will be demands on your time, energy and commitment. In addition to regular meetings, you will be required to attend special meetings, committee and board meetings and various public meetings and functions.

If elected as a member of Council, you will be expected to serve a four-year term. Your term of office begins at the first Meeting of Council following the general election. During the four-year term, you will be expected to attend:

- Regular Meetings of Council which are typically held on the 2nd and 4th Wednesday of each month commencing at 10:00 am. You will be expected to be prepared for these meetings by reviewing the agenda that will be provided prior to the meeting.
- Special Meetings of Council that may be called from time to time to deal with time sensitive matters
- Meetings of other boards, commissions and agencies to which you are appointed as the Town of Gibbons representative.
- Conferences, conventions, seminars, and workshops
- Social and other events promoting the Town
- Strategic Planning Sessions and budget discussion sessions

The Town of Gibbons is a member of the Alberta Municipalities Association (AB Munis). This organization holds an annual conference which members of Council will be expected to attend. This conference is held in the fall and alternates between Edmonton, Calgary and Red Deer. Gibbons is also a member of the Federation of Canadian Municipalities (FCM). Conferences are held each year in early June.

In addition to attending the above, members of Council will be required to spend adequate time reviewing materials provided to them by Administration to adequately prepare for meetings in order to make informed decisions.

Regular Council Meeting Schedule

The Regular Council Meeting Schedule is set by Council at the annual Organizational Meeting and may be amended at any time through a resolution of Council.

4. REMUNERATION AND BENEFITS

Council

Unless otherwise decided by Council, the office of Deputy Mayor is appointed during the annual Organizational Meeting on a rotating schedule alphabetically by last name for a period of 8 months. The Deputy Mayor fulfills the obligations of the Mayor in his or her absence.

The current remuneration for a Councillor is \$23,513.76 per year*.

Mayor

The Mayor chairs all meetings of Council. The Mayor signs, along with the CAO, all bylaws, as well as many other contracts and agreements which the Town enters into.

The current remuneration for the Mayor is \$36,827.28 per year*.

Members of Council are entitled to a benefits package.

*current as of November 2024

5. BEFORE YOU FILE

A person is eligible to be nominated as a candidate in a municipal election if the person:

- Is at least 18 years of age
- A Canadian citizen
- Been a resident of the Town of Gibbons for the last 6 consecutive months.
- Is not in arrears to the Town of Gibbons for either property taxes or utilities.
- Is not disqualified pursuant to the Local Authorities Election Act or any other act.

A Town of Gibbons employee may run for a position on Council, however, they must first take a leave of absence. If elected, he or she is deemed to have resigned from the position on the day before they have been declared elected, unless the results of the election have been overturned.

6. FILING YOUR NOMINATION

Your nomination must be filed on the prescribed form which is included in this package. A completed form will:

- Be signed by 5 eligible voters, including signature, printed name and address; (Form 4)
- Have completed the Candidate's Acceptance form, including witness signatures; and (Form 4)
- Provide a deposit of \$100.00 via cash, Debit or Credit card, or certified cheque or money order made payable to the Town of Gibbons.
- Provide a Criminal Record Check, at the expense of the Candidate, completed by the RCMP and no older than 45 days from the date of submission of nomination papers to the Returning Officer.

Your nomination form must be received by the Returning Officer in the Town Office/Gibbons Civic Building. Nominations open January 1, 2025 and close September 22, 2025 at noon. You will be issued a receipt upon acceptance.

APPENDICES

1. Council Procedural Bylaw
2. Regular Meeting of Council Schedule
3. Code of Ethics
4. Social Media Policy
5. Election Signage Policy
6. Council Code of Conduct Bylaw
7. Election Forms

Council
Meeting
Procedures
Bylaw
MOG 1/16

February 10

2016

Community Governance Guidelines

Town of
Gibbons



TOWN OF GIBBONS
Bylaw MOG 1/16

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING THE MEETING PROCEDURES AND CONDUCT OF COUNCIL and COUNCIL COMMITTEES and OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS under the provisions of the Municipal Government Act, being Chapter M-26.1, of the Statutes of Alberta 2000 or thereof amended or replaced from time to time.

AND WHEREAS: a council may pass bylaws in relation to the meeting procedures and conduct of Council, council committees and other bodies established by the Council, the conduct of Council and the conduct of members of council committees and other bodies established by Council;

AND WHEREAS: to provide a standard, familiar format for council meetings and to make it clear for members of council, staff, the media and the public to understand the decision making process;

NOW THEREFORE: Council of the Town of Gibbons, in the Province of Alberta, hereby enacts as follows:

TITLE:

1. This Bylaw may be cited as the "Council Meeting Procedures Bylaw".

DEFINITIONS:

"Adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting.

"Agenda" means the statement of the order of business to be brought before the Council.

"CAO" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Gibbons and includes any person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.

"Council" means the municipal Council of the Town of Gibbons.

"Councillor" means a member of Council and includes the Chief Elected Official.

"Delegation" means a person or group of persons wishing to appear before the Council to address a specific matter.

"Deputy Mayor" means the person appointed to act as Mayor in the absence or incapacity of the Mayor.

"Inaugural meeting" means the first organizational meeting after a general municipal election.

"Mayor" means the person elected as the Chief Elected Official.

"Minutes" means the record of decisions of any meeting recorded in the English language without note or comment that has been adopted by resolution of Council.

"MGA" means the Province of Alberta Municipal Government Act and any amendments thereto.

"Municipality" means the Town of Gibbons, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

"Person" means any person, firm, partnership, association, corporation, company or organization of any kind.

"Point of Order" means a demand by a Councillor that the Chair enforce the rules of procedure.

"Presiding Officer or Chair" shall mean the Mayor, Deputy-Mayor, or Chairperson charged with maintaining order and proceedings of a meeting either by appointment at the Annual Organizational Meeting or by resolution of Council.

"Public hearing" means a public meeting of Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the Municipal Government Act, or any other Act, or any other matter at the direction of Council.

"Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table.

"Quorum" means the majority of all Councillors that comprise the Council under the MGA. If there is a vacancy on Council and the Council is not required to hold a by-election under the MGA, a quorum shall consist of the majority of the remaining Councillors that comprise Council.

AMENDING PROCEDURES:

1. This Bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:
 - (i) by a Bylaw unanimously passed at a regular or special meeting of Council at which all of the Council members thereof are present; or
 - (ii) by a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the next preceding meeting of Council and setting out the terms of the substantial effect of the proposed Bylaw.

GENERAL:

1. This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council.
 2. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a standing committee, such committee and its mandate shall be established by bylaw.
 3. In the absence of any statutory obligation to the contrary, the strict application of this Bylaw may be waived if approved by a vote of the majority of Council.
 4. A motion to waive any provision of this Bylaw may be brought at any time, and if unanimously accepted, the resolution waiving the strict application of the Bylaw will only be effective for the meeting during which it was passed and is only in order if it does not conflict with the MGA.
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5. The precedence of the rules governing the procedure of Council is:
 - i. The Province of Alberta Municipal Government Act
 - ii. Other Provincial Legislation
 - iii. Town of Gibbons Bylaw MOG 1/15 and any amendments thereto
 - iv. Most current edition of Robert's Rules of Order
6. The Mayor, unless otherwise provided for in this Bylaw, when present, shall preside as Chair over all meetings of Council,
7. The Deputy Mayor shall Chair council meetings when the Mayor is absent or unable to act as Mayor as a result of a Resolution passed by the majority of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
8. In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor on the roster or otherwise appointed by resolution of the majority of Council shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
9. As a rule, the Chair does not make any motions, but shall be able to voice what he/she sees as a useful motion and seek someone to move the motion.
10. When the Chair wishes to participate in the debate on a question or motion properly before the meeting, they shall vacate the Chair and request the Member of Council responsible to act in the absence of the Chair to assume the chair.
11. Direction to administration by Council shall be limited to Council as a whole directing the CAO only.
12. Any member of the public who, while in the Council Chambers, interrupts and disturbs the proceedings of Council by words or actions, and who, when so requested by the presiding officer, refuses to end such interruption or to leave the Council Chambers if so requested, shall be guilty of an offense and liable on conviction to the penalties provided in the MGA, and shall be subject to removal from the Council Chambers by Peace Officers.
13. Electronic communication devices used other than for purposes outlined in this bylaw with the exception of emergency equipment, shall be silenced or placed in vibration mode during Council meetings.

DEPUTY MAYOR:

1. At the annual organizational meeting, Council shall appoint one member of Council as Deputy Mayor to act as Mayor in the absence or incapacity of the Mayor for a term that is established through resolution.
2. Council can by resolution, at a council meeting, make changes to the Deputy Mayor schedule.

OATH OF OFFICE:

1. A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act.
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2. At the inaugural meeting of Council, the CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act.

RESIGNATION:

1. A resignation of a Councillor must be in writing and given to the CAO; the CAO is required to report the resignation at the first council meeting after receiving the resignation.
2. The resignation is deemed effective immediately in accordance with the Province of Alberta Municipal Government Act.

MEETINGS — Organizational:

1. The annual organizational meeting shall be held on the fourth (4th) Wednesday in October of each year, with the meeting to be scheduled 30 minutes prior to the Regular Meeting of Council unless otherwise authorized by resolution of Council.
 2. The CAO shall have available for each member of Council and the public, a copy of the organizational meeting agenda and all supporting materials no later than 1:00 p.m., no less than two (2) days before the date on which the organizational meeting is scheduled.
 3. Immediately prior to the Call to Order of the annual organizational meeting, the seating arrangements of Council shall be determined. The Chair shall occupy the centre seat at the head of the Council table. The seating of Councillors shall be determined by each Councillor secretly drawing a number between 1 and 6. The Councillor chairs are also numbered from 1 through 6, with the chair numbered 1 being to the immediate left of the Chair's chair and the chair numbered 2 being to the immediate right of the Chair's chair, and the number three chair immediately to the right of the number 2 chair, and so on until all chairs are numbered 1 through 6.
 4. At an organizational meeting at which all of Council is present, or at the first regular council meeting where all of Council is present, Council shall by resolution, decide to hold regularly scheduled council meetings on specific dates, times and place for the next twelve month period.
 5. If a meeting date falls on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
 6. Changes by way of resolution, can be made to the date, time or place of a regularly scheduled meeting, provided that at least twenty-four (24) hours' notice of the change is given to any Councillor not present at the meeting at which the change was made and that notice is given to the public.
 7. The order of business at the annual organizational meeting shall be stated in the agenda in the following order:
 1. Call to order.
 2. Adoption of the Organizational Meeting Agenda.
 3. Date, Time and Location of regular council meetings for the next twelve month period.
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4. Date, Time and Location of any Standing Committee meetings for the next twelve month period.
5. Deputy Mayors Schedule for the next twelve month period.
6. Appointments of Council Members to Authorities, Boards, Commissions and Committees.
7. Adjournment.

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

MEETINGS — Regular:

1. As a rule, regular council meetings are held the second (2nd) Wednesday at 10:00 a.m. and the fourth (4th) Wednesday at 10:00 a.m., of each month, notwithstanding any deviations as established at the annual organizational meeting.
 2. Each Council meeting shall be no longer than three (3) hours in length from when the meeting was called to order. If additional time is desired, then a motion granting a time extension stating the specific amount of time required must be passed by two-thirds ($\frac{2}{3}$) of those present at the meeting.
 3. The CAO shall have available for each member of Council and the public, a copy of the regular meeting agenda and all supporting materials no later than 1:00 p.m., no less than two (2) days before the date on which the regular council meeting is scheduled.
 4. Agendas, reports and supplementary materials that are received too late to be included with the Agenda Package, or that are intended for "IN CAMERA" discussions will be made available as soon as reasonably possible, or will be circulated at the Council Meeting.
 5. Among the reports to each Council Meeting shall be written reports from Administration upon matters requiring the Council's decision or providing information to Council, or including any other matter that is submitted at the request of Council, or because Administration deems it to be a matter that should properly be placed before Council.
 6. Council must vote to adopt the Agenda prior to transacting other business and may:
 - (i) add new items, including reports that were to be distributed when available to the Agenda; and/or
 - (ii) delete any matter from the Agenda by majority vote.
 7. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:
 - 1.0 ROLL CALL
 - 2.0 CALL TO ORDER
 - 3.0 ADDITIONS TO THE AGENDA
 - 4.0 ADOPTION OF THE AGENDA
 - 5.0 UNAPPROVED MINUTES
 - 6.0 ADOPTION OF THE MINUTES
 - 7.0 FINANCE
 - 8.0 APPOINTMENTS
 - 9.0 OLD BUSINESS
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- 10.0 NEW BUSINESS
- 11.0 BYLAWS & POLICIES
- 12.0 STAFF REPORTS
- 13.0 COMMITTEE REPORTS
- 14.0 PRESS COMMENTS & QUESTIONS
- 15.0 CORRESPONDENCE
- 16.0 IN-CAMERA
- 17.0 ADJOURNMENT

The order of business established in the foregoing paragraph shall apply unless Council otherwise determines, by a majority vote of the members of Council present. A vote upon a matter of priority shall be decided without debate.

MEETINGS — In-Camera:

1. Council can meet "in-camera" to discuss matters relating to land, legal or labour. Issues that are private under the Freedom of Information and Protection of Privacy may also be discussed "in-camera." Resolutions or bylaws cannot be passed while in-camera. Any decision must be made at a meeting open to the public.
2. Councillors are to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.

MEETINGS — Special Council Meeting:

1. Whenever the Mayor deems it appropriate to do so, a special council meeting can be called. At least twenty-four (24) hours' notice shall be provided in writing, to each Councillor and the public, stating the purpose of the meeting and the date, time and place at which the special meeting shall be held.
 - a) Written notice of a special council meeting called under section 194 of the Municipal Government Act, providing 24 hours' notice is attached as Schedule 'A'
 - b) Written notice to the public shall mean the written notice is posted at the front entrance to the Town of Gibbons Offices at 4807 — 50 Avenue, Gibbons Alberta or any other location identified in writing and posted on the Town of Gibbons website at www.gibbons.ca and further, that written notice is provided to the local print and radio media.
 - c) A special council meeting called under section 194 of the Municipal Government Act, waiving 24 hours' notice to all Councillors and without notice to the public can be held if at least two-thirds ($\frac{2}{3}$) of the whole Council agrees to this in writing, before the beginning of the special council meeting. Written notice of a special council meeting called under this section is attached as Schedule 'B'.
 2. If the Mayor receives a written request for a special meeting stating its purpose, from a majority of the Councillors, a special council meeting shall be held within fourteen (14) days after the date that the Mayor received the written request.
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3. No matter, other than that stated in the notice calling the special council meeting, can be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question.

QUORUM:

1. Should a member of Council arrive late at a meeting or depart prior to the completion of the meeting, the CAO, or as designated by the CAO, shall record the time of arrival and departure of the Councillor.
2. In the case where the Chair and Deputy Mayor is not in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the next Councillor scheduled to be Deputy Mayor on the roster shall assume the Chair of the council meeting until the arrival of the Mayor or Deputy Mayor.
3. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the CAO, or as designated by the CAO, shall record the names of the members of Council present, and the Council shall stand adjourned until the next regular or special meeting.
4. Whenever a vote on any order, resolution, or question before Council cannot be taken because of loss of a quorum, the loss of quorum resulting from:
 - a) the excusing of a Council member or Council members of Council from voting by a resolution of Council; or
 - b) the disqualification of a Council member or Council members of Council from voting;then the order, resolution or question shall be the first business to be proceeded with and disposed of at the next meeting of Council under that particular order of business. If a quorum is lost for any reason other than the aforementioned reasons in (i) or (ii), the meeting is at an end; and
5. A quorum of Council shall be a majority of those Council members elected and serving on Council, including the Chair.

ATTENDANCE:

1. Pursuant to the MGA, Councillors are to attend and participate in council meetings and council committee meetings.

CANCELLATION OF MEETINGS:

1. Council meetings maybe cancelled:
 - a) by a majority of Council at a previous meeting; or
 - b) with written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or,
 - c) with the written or oral consent of two-thirds ($\frac{2}{3}$) of Council if twenty-four (24) hours' notice is not provided to the public.
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2. Special Meetings may be cancelled:

- a) by the Mayor if twenty-four (24) hours written notice is provided to Councillors and the public; or,
- b) if less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written or oral consent of two-thirds ($\frac{2}{3}$) of the Councillors.

CONDUCT OF MEETINGS:

1. Every delegate to Council and each member of Council shall address the Chair, but shall not speak until recognized by the Chair.
 2. The Chair or other presiding officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member of Council from any ruling of the Chair.
 3. The Chair or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, but only on the topic being debated at that time in the meeting and with time limits specified by the Chair or other presiding officers.
 4. A motion may be withdrawn at any time before voting, subject to there being no objection from any member of Council.
 5. The following motions are not debatable by Council:
 - Adjournment
 - Take a Recess
 - Question of Privilege
 - Point of Order
 - Limit Debate on the Matter before Council
 - Table the Matter to another Meeting
 6. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member of Council so requests or when the Chair or other presiding officer so directs.
 7. A motion shall be worded in a concise, unambiguous, and complete form appropriate to its purpose.
 8. Motions containing a negative statement shall be avoided whenever possible.
 9. Whenever the Chair or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he/she shall appraise the member of Council immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two-thirds ($\frac{2}{3}$) majority vote of the members of Council present.
 10. After the Presiding Officer has declared the vote, and subject to a motion for reconsideration, no change of vote can be made except by the unanimous consent of the Council members who were present when the vote was put.
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11. To the extent that a matter is not dealt with in the MGA or this Bylaw, Council shall have regard to the most current edition of Robert's Rules of Order and in such cases the decision of the Chair or other presiding officer shall be final and accepted without debate.

NOTICE OF MOTION:

1. A member of Council wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by a Notice of Motion. The Notice of Motion shall:
 - i. be considered at a regular council meeting preceding the meeting at which reconsideration of the matter is requested;
 - ii. specify the meeting proposed to bring the matter to, for reconsideration;
 - iii. indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter;
 - iv. a template for a Notice of Motion outlined in this section is attached as Schedule 'C'.
 2. Notwithstanding section 1 if a Notice of Motion was not provided, the requirement for Notice contained in this section may be waived on a two-thirds ($\frac{2}{3}$) majority vote and the item considered as urgent business.
 3. Notwithstanding the other provisions of this Section, no motion made or action taken shall be reconsidered unless:
 - a) it is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by a two-thirds ($\frac{2}{3}$) vote prior to reconsideration.
 - c) Only a member of Council who voted with the prevailing side may move to reconsider an item. When a motion is lost on a tie vote, the prevailing side is those who voted against the motion.
 4. Prior to Council adjourning a regular council meeting, a Councillor can bring forward a notice of motion, other than a request to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting, by reading into the minutes the notice of the motion and by providing the CAO with a written copy of the notice to be included on the next regular council meeting agenda.
 5. A notice of motion given at one regular council meeting will automatically appear on the agenda of the next regular council meeting unless otherwise stated.
 6. A notice of motion cannot be made at a special council meeting.
 7. A notice of motion is not debatable until the motion has been moved by a member of Council.
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DELEGATIONS:

1. A person or, a representative of any delegation or, group of persons who wish to bring any matter to the attention of the Council, or who wish to have any matter considered by the Council shall address a letter or other communication outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least at 1:00 p.m. in the afternoon at least five (5) days before the date scheduled meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the communication.
2. Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their communication. Where the Chair or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Chair or other presiding officer.
3. Where the Chair or other presiding officer determines that sufficient time has been granted to a delegation to present the matter, the Chair or other presiding officer may limit the length of time granted to the delegation.
4. Delegations who have not submitted a written letter may be granted by the Chair or other presiding officer a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Chair or other presiding officer shall determine if the delegation is to be granted time to present the matter outlined.

PUBLIC HEARING:

1. Council shall hold a public hearing when the MGA or other enactment requires Council to hold a public hearing on a proposed bylaw or, resolution or, any other matter at the direction of Council. The public hearing shall be held before second reading of a proposed bylaw or before Council votes on a resolution.
 2. Council shall by resolution set a time, date and location of a public hearing.
 3. Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:
 - a. The Chair of a public hearing shall declare the public hearing open.
 - b. A background shall be given on the proposed bylaw or resolution.
 - c. Presentations shall be limited to five (5) minutes.
 - d. Persons speaking will be given an opportunity to speak only once.
 - e. Order of presentations shall be as follows:
 - i. Those in support
 - ii. Those opposed
 - iii. Those deemed affected
 - f. Council shall not allow cross examination of persons giving information and it will not be necessary for the persons giving information to verify his or her qualifications.
 - g. For clarification purposes, Council may ask questions of the speakers after each presentation.
-

- h. No verbal or written submissions shall be received after the hearing has been deemed closed.
- i. The Chair of a public hearing shall declare the public hearing closed.

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

- 4. After the close of the public hearing Council:
 - a. may pass the bylaw or resolution;
 - b. may make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing;
 - c. can defeat the bylaw or resolution.

MINUTES:

- 1. That all Regular and Special Council Meetings are to be recorded by audio and may be video recorded upon receiving the direction of Council.
- 2. That all Council Meetings are open to audio and/or video recording by the public.
- 3. All minutes of council meetings shall be recorded in the English language, without note or comment.
- 4. The names of the Councillors present at the meetings shall be recorded as present, the names of the Councillors absent shall be recorded as absent.
- 5. The minutes of each council meeting shall be presented to Council for adoption at the next council meeting.
- 6. The name of any Councillor leaving or joining the meeting shall be recorded along with the time the Councillor left or joined the meeting.
- 7. The CAO, or as designated by the CAO, is responsible for recording the minutes of Council and responsible for causing the minutes to be prepared.

RULES OF DEBATE:

- 1. Every Council member in speaking to any question or motion shall address him/herself only to the Presiding Officer.
 - 2. When two or more Council members desire to speak to a matter, the Presiding Officer shall settle the priority.
 - 3. Unless otherwise provided for in this Bylaw, Council members may speak only twice on any motion, once in debate, and once to ask questions; however, Council may, by majority of those present, give permission to speak again.
 - 4. During the reading of minutes, reports, communications or other papers, and when a Council member or any other person is addressing Council, silence shall be observed and no one shall be allowed to disturb the meeting.
-

5. A Council member called to order shall immediately cease to speak, but may afterwards explain, and Council (if appealed to) shall decide the same without debate; if there be no appeal, the decision of the Presiding Officer shall be submitted to.
6. When a Councilor has been warned about breaches of order but continues to engage in them, the Chair may name the Councilor by stating his/her name and declaring the offense. The CAO must note the offense in the Minutes.
7. Council members must NOT:
 - (i) speak disrespectfully of the Sovereign, or any of the Royal Family, or of the Governor General, or the Lieutenant-Governor, or persons administering the Government of Canada or of this Province; or
 - (ii) use offensive words in or against Council or against any Council member thereof; or
 - (iii) speak except upon the question in debate; or
 - (iv) reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded; or
 - (v) resist the rules of Council; or
 - (vi) disobey the decision of the Presiding Officer or of Council on any question of order or practice or upon the interpretation of the question of order or practice or upon the interpretation of the rules of Council; and in case any Council member shall so resist or disobey, he/she may be ordered by Council by a majority vote to leave his/her seat for that meeting, and in case of his/her refusing to do so, he/she may on order of the Presiding Officer, be removed therefrom by a Peace Officer, however, in case of ample apology being made by the offender, he/she may, by vote of Council without debate, be permitted forthwith to take his/her seat.
8. Any Council member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Council member while speaking.
9. The presiding officer will give each Council member who wishes to speak an opportunity to do so before putting the question to vote.

VOTING:

1. A Councillor has one (1) vote each time a vote is held at a council meeting at which a Councillor is present.
 2. A Councillor attending a council meeting is required to vote on a matter put to a vote, unless the Councillor is required or permitted to abstain from voting under the MGA or any other enactment.
 3. If a Councillor abstains from voting, the reasons for the abstention shall be recorded in the minutes of the meeting.
 4. A Councillor shall abstain from voting on a bylaw or resolution if the Councillor was absent from all of the public hearing,
-

5. A Councillor may choose to abstain from voting on the bylaw or resolution if the Councillor was only absent for a part of the public hearing.
6. Before a vote is taken, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained from the vote.
7. If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
8. The Chair or other presiding officer shall make reasonable efforts, including the calling of a recess, to ensure all Members of Council in attendance at a meeting are present while a vote is being taken, unless a Member of Council is excused from voting in accordance with the Province of Alberta Municipal Government Act or as otherwise in this Bylaw.

APPOINTMENT AND ORGANIZATION OF COMMITTEES:

Whereas the MGA gives Council the authority to establish committees and determine functions of Council Committees, as well as regulate the procedure and conduct of those Committees, this Section is to set those functions, procedures and conduct.

1. All Boards, Committees and Commissions shall follow the guidelines stated in the MGA, a list of Council's committees both locally and regionally are listed in the attached Schedule "D".
 2. All standing and special committees shall be appointed by motion of a member of Council by consent of a majority of the Council members present at a meeting of Council.
 3. When any Special Committee or Council Committee is appointed, Council must, by Bylaw:
 - (i) name it;
 - (ii) establish Terms of Reference;
 - (iii) establish term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council;
 - (iv) establish requirements for reporting to Council or a Standing Committee; and
 - (v) allocate any necessary budget or other resources.
 4. Any Council member may be placed on a committee notwithstanding the absence of any such Council member at the time of his/her being named upon such committee.
 5. The Mayor shall be an 'ex-officio' member of all Council established committees unless otherwise restricted by resolution of Council whereas the Deputy Mayor will take the Mayor's place. The Mayor, as such member of the committees, shall have all the powers and privileges of any Council member of the same including the right to vote upon all questions to be dealt with by such committee,
 6. Appointees in Absence:
 - (i) In any case where a Council member of a standing or special committee is absent from the Town or is otherwise unable to attend meetings of the Committee of which he/she is a Council member, the Mayor may appoint a Council member to such committee to attend the meetings of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council; and
-

- (ii) The Council member so appointed by the Mayor shall, during the term of such appointment have all the powers, rights and duties as a Council member of the Committee concerned as if appointed by Council thereto.
- 7. Council members, at their Organizational Meeting, shall select from among themselves the Chairperson and Council members of all standing Committees of Council, who shall continue in such position until the next Organizational Meeting of Council, unless determined otherwise by a majority vote of Council.
- 8. Council membership of Committees:
 - a. The Council membership of standing committees shall be subject to revision on a yearly basis at the Organizational Meeting of each year of a Council's term of office; and
 - b. Each proposed change will be noted upon and decided by a majority vote; and
 - c. The Mayor shall recommend to Council appointments of Councillors to Committees and Boards.
 - d. The Mayor will base recommendations for appointments on the following considerations in the order listed:
 - (i). the best interests of the Town,
 - (ii). the convenience of members,
 - (iii). the competence of members,
 - (iv). willingness to serve, and
 - (v). the desires expressed by members
- 9. Committee actions are only binding on the Town when power to take such action has been specifically delegated to a Committee by Council.

BYLAW ENACTMENT AND ATTACHMENTS:

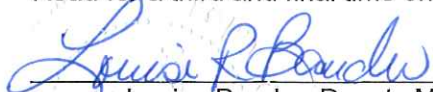
- 1. The following Schedules, attached to and forming part of this Bylaw, shall be amended by Resolution of Council from time to time:
 - (i) Schedule A – Special Meeting Notice Template
 - (ii) Schedule B – Waiver of Notice of Special Meeting Template
 - (iii) Schedule C – Notice of Motion Template
 - (iv) Schedule D – List of Council Committees, Boards and Commissions
 - 2. The Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 with amendments from time to time, shall have precedence over this bylaw in case of error or contradiction.
 - 3. This Bylaw shall repeal Meeting Bylaw **MOG 2/06** and Amending Bylaw **MOG 1/14** any other previously approved and passed Council Procedure Bylaws or Policies to do with Council or Committee Procedures.
 - 4. Any amendments to this Bylaw may be consolidated into this Bylaw copy as amended and changed from time to time.
 - 5. This Bylaw and Schedules attached thereto shall be copied and circulated to new Councillors upon election to Council.
-

6. This Bylaw shall come into force and have effect from and after the date of third reading thereof.

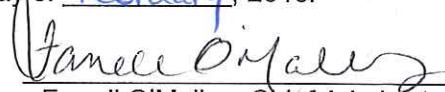
Read for a first time on the 27th day of January, 2016.

Read for a second time on the 10th day of February, 2016.

Read for a third and final time on the 10th day of February, 2016.



Louise Bauder, Deputy Mayor



Farrell O'Malley, Chief Administrative Officer

Signed by the Deputy Mayor and Chief Administrative Officer this 10th day of February 2016.

**SCHEDULE 'A',
TOWN OF GIBBONS**

**WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER THE
AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT**

TO: MAYOR

	_____	_____
	Signature	
COUNCILLORS	_____	_____
	Signature	Signature
	_____	_____
	Signature	Signature
	_____	_____
	Signature	Signature
	_____	_____

The Mayor has requested that a special meeting of council be held in the (location) of the Town of Gibbons on (date), commencing at (time) for the purpose of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____

SCHEDULE 'C'

TOWN OF GIBBONS

Reference: Procedure Bylaw: Notice of Motion, Section 1:

A member of Council wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by a Notice of Motion.

The Notice of Motion shall:

- i. be considered at a regular council meeting preceding the meeting at which reconsideration of the matter is requested;
- ii. specify the meeting proposed to bring the matter to, for reconsideration;
- iii. indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.

NOTICE OF MOTION

Member of Council bringing the Notice of Motion forward: _____
(name)

ii to bring the following for reconsideration: (Specify the meeting date)

iii. The substantive portion of the motion, the action which is proposed to be taken on the matter:

SCHEDULE 'D'

TOWN OF GIBBONS

Appointments: Committees, Commissions and Boards – Local and Non-local:

COMMITTEE APPOINTMENTS

M = Member

A = Alternate

	Councillor Names						
Outside Bodies							
Sturgeon Foundation							
Capital Region Board							
Capital Region Board Land Use Planning Committee							
Capital Region Northeast Water Commission							
Capital Region Wastewater Commission							
Roseridge Landfill Commission							
Northern Lights Library System							
Capital Region Waste Minimization Advisory Committee							
Enbridge Northern Gateway Pipeline Community Advisory Board							
Community Futures Tawatinaw *							
Sturgeon River Watershed Alliance							
Alberta Industrial Heartland Association							
Edmonton Salutes							

* Recommended Member

	Councillor Names						
Local Bodies							
Assessment Review Board							
Citizens on Patrol							
Community Services Board							
Disaster Services Committee							
Gibbons Fire Department							
Gibbons Trail Services Committee							
Intermunicipal Subdivision and Development Appeal Board							
Library Board							
Sturgeon Regional Economic Development Committee							
Subdivision Authority							

Calendar 2025 Canada

January	February	March	April	May	June	July	August	September	October	November	December
1 We <small>New Year's Day</small>	1 Sa	1 Sa	1 Tu	1 Th	1 Su FCM	1 Tu <small>Canada Day</small>	1 Fr	1 Mo <small>Labour Day</small>	1 We	1 Sa	1 Mo
2 Th	2 Su	2 Su	2 We	2 Fr	2 Mo FCM	2 We	2 Sa	2 Tu	2 Th	2 Su	2 Tu
3 Fr	3 Mo	3 Mo	3 Th	3 Sa	3 Tu	3 Th	3 Su	3 We	3 Fr	3 Mo	3 We
4 Sa	4 Tu	4 Tu	4 Fr	4 Su	4 We	4 Fr	4 Mo <small>Local holiday</small>	4 Th	4 Sa	4 Tu	4 Th
5 Su	5 We	5 We	5 Sa	5 Mo	5 Th	5 Sa	5 Tu	5 Fr	5 Su	5 We	5 Fr
6 Mo	6 Th	6 Th	6 Su	6 Tu	6 Fr	6 Su	6 We	6 Sa	6 Mo	6 Th	6 Sa
7 Tu	7 Fr	7 Fr	7 Mo	7 We	7 Sa	7 Mo	7 Th	7 Su	7 Tu	7 Fr	7 Su
8 We <small>AM COUNCIL</small>	8 Sa	8 Sa	8 Tu	8 Th	8 Su	8 Tu	8 Fr	8 Mo	8 We <small>AM COUNCIL</small>	8 Sa	8 Mo
9 Th	9 Su	9 Su	9 We <small>AM COUNCIL</small>	9 Fr	9 Mo	9 We	9 Sa	9 Tu	9 Th	9 Su	9 Tu
10 Fr	10 Mo	10 Mo	10 Th	10 Sa	10 Tu	10 Th	10 Su	10 We <small>AM COUNCIL</small>	10 Fr	10 Mo	10 We <small>AM COUNCIL</small>
11 Sa	11 Tu	11 Tu	11 Fr	11 Su	11 We <small>AM COUNCIL</small>	11 Fr	11 Mo	11 Th	11 Sa	11 Tu <small>Remembrance Day</small>	11 Th
12 Su	12 We <small>AM COUNCIL</small>	12 We <small>AM COUNCIL</small>	12 Sa	12 Mo	12 Th	12 Sa	12 Tu	12 Fr	12 Su	12 We <small>AB MUNIS</small>	12 Fr
13 Mo	13 Th	13 Th	13 Su	13 Tu	13 Fr	13 Su	13 We	13 Sa	13 Mo <small>Thanksgiving</small>	13 Th <small>AB MUNIS</small>	13 Sa
14 Tu	14 Fr	14 Fr	14 Mo	14 We <small>AM COUNCIL</small>	14 Sa	14 Mo	14 Th	14 Su	14 Tu	14 Fr <small>AB MUNIS</small>	14 Su
15 We	15 Sa	15 Sa	15 Tu	15 Th	15 Su	15 Tu	15 Fr	15 Mo	15 We	15 Sa	15 Mo
16 Th	16 Su	16 Su	16 We	16 Fr	16 Mo	16 We	16 Sa	16 Tu	16 Th	16 Su	16 Tu
17 Fr	17 Mo <small>FAMILY DAY</small>	17 Mo	17 Th	17 Sa	17 Tu	17 Th	17 Su	17 We	17 Fr	17 Mo	17 We
18 Sa	18 Tu	18 Tu	18 Fr <small>Good Friday</small>	18 Su	18 We	18 Fr	18 Mo	18 Th	18 Sa	18 Tu	18 Th
19 Su	19 We	19 We	19 Sa	19 Mo <small>Victoria Day</small>	19 Th	19 Sa	19 Tu	19 Fr	19 Su	19 We	19 Fr
20 Mo	20 Th	20 Th	20 Su	20 Tu	20 Fr	20 Su	20 We	20 Sa	20 Mo <small>ELECTION</small>	20 Th	20 Sa
21 Tu	21 Fr	21 Fr	21 Mo	21 We	21 Sa	21 Mo	21 Th	21 Su	21 Tu	21 Fr	21 Su
22 We <small>PM COUNCIL</small>	22 Sa	22 Sa	22 Tu	22 Th	22 Su	22 Tu	22 Fr	22 Mo	22 We <small>PM COUNCIL</small>	22 Sa	22 Mo
23 Th	23 Su	23 Su	23 We <small>PM COUNCIL</small>	23 Fr	23 Mo	23 We <small>PM COUNCIL</small>	23 Sa	23 Tu	23 Th	23 Su	23 Tu
24 Fr	24 Mo	24 Mo	24 Th	24 Sa	24 Tu	24 Th	24 Su	24 We <small>PM COUNCIL</small>	24 Fr	24 Mo	24 We
25 Sa	25 Tu	25 Tu	25 Fr	25 Su	25 We <small>PM COUNCIL</small>	25 Fr	25 Mo	25 Th	25 Sa	25 Tu	25 Th <small>Christmas Day</small>
26 Su	26 We <small>PM COUNCIL</small>	26 We <small>PM COUNCIL</small>	26 Sa	26 Mo	26 Th	26 Sa	26 Tu	26 Fr	26 Su	26 We <small>PM COUNCIL</small>	26 Fr <small>Boxing Day</small>
27 Mo	27 Th	27 Th	27 Su	27 Tu FCM	27 Fr	27 Su	27 We <small>PM COUNCIL</small>	27 Sa	27 Mo	27 Th	27 Sa
28 Tu	28 Fr	28 Fr	28 Mo	28 We FCM	28 Sa	28 Mo	28 Th	28 Su	28 Tu	28 Fr	28 Su
29 We		29 Sa	29 Tu	29 Th FCM	29 Su	29 Tu	29 Fr	29 Mo	29 We	29 Sa	29 Mo
30 Th		30 Su	30 We	30 Fr FCM	30 Mo	30 We	30 Sa	30 Tu <small>NDTR</small>	30 Th	30 Su	30 Tu
31 Fr		31 Mo		31 Sa FCM		31 Th	31 Su		31 Fr		31 We

TOWN OF GIBBONS

MUNICIPAL CODE OF ETHICS



All Municipal Councillors and Employees shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of office or employment without fear or favor.

All Municipal Councillors and Employees shall:

- Continually strive to improve their professional ability and to encourage the development of competence of their associates in serving the municipality
- Recognize that the chief function of a municipal Councillor and employee, at all times, is service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town
- Avoid any situation which could impair their judgment in the performance of their duties or give that impression to others
- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest
- Not disclose to any member of the public, either verbally or in writing, any secret or confidential information acquired by virtue of their official position
- Not knowingly engage in any unlawful activity
- Treat one another fairly to ensure that their work environment is free from discrimination or harassment
- Not, in the performance of their official duties, seek personal or private gain by granting preferential treatment to any persons or accepting gifts, which are over a minimal amount (\$50.00). Any donation over \$50.00 in value will be considered a donation to the Town and distributed during Town events
- Not use or permit the use of government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so
- Not express their personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties
- Carry out decisions loyally, irrespective of the persons in power and irrespective of their personal opinions.

Approved by Council this 14th day of January, 2015 under Resolution 15-007

Name: _____

Signed: _____

	COUNCIL POLICY	
	SOCIAL MEDIA POLICY	
	Policy Type:	GA 70-21

PURPOSE:

To Provide rules and guidelines for Staff and Council in respect to various Social Media platforms on behalf of the Town of Gibbons

POLICY STATEMENT:

The Town of Gibbons acknowledges that Social Media platforms as an important communication tool that can be used to enhance and build stronger community relationships. Social Media facilitate the promotion of the Town and serves as an information sharing platform with the public.

DEFINITIONS:

“CAO” means the Chief Administrative Officer.

“Council” means the Council Members of the Town of Gibbons.

“Employee” all individuals who are employed by the Town of Gibbons.

“Social Media” means any digital tool which allows users to quickly create and share content with the public and includes but is not limited to such forums as Twitter, Facebook, YouTube and Instagram.

“Town” means the Town of Gibbons.

GUIDING PRINCIPLES:

1. The primary purpose of the Town’s social media is to inform, not act as a space to converse, and share information including but not limited to:
 - 1.1. Town News
 - 1.2. Upcoming Events
 - 1.3. Emergency communication
 - 1.4. Road Closures
 - 1.5. Updates to Extreme Weather conditions
 - 1.6. Construction

Document History

Policy Adopted – Resolution #	May 26, 2021 - # <i>21.187</i>	Policy Repealed	
Policy Revised and Adopted - Resolution #		Date to be Reviewed	May 2026

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1

	COUNCIL POLICY	
	SOCIAL MEDIA POLICY	
	Policy Type:	GA 70-21

- 1.7. Job Openings
 - 1.8. Health and Wellness
 - 1.9. General operating changes
2. Social media sites will be used in conjunction with the Town of Gibbons website. The website shall remain the primary web presence.
 3. Corporate branding will be adhered to whenever possible.
 4. The official spokesperson for the Town of Gibbons is the Mayor unless otherwise designated by the Mayor.
 5. Mayor and Council shall have no authority to direct the content, administration, creation, or usage of any Town of Gibbons social media profiles, except for those directions that are outlined in the bylaws, plans, policies or procedures of the Town.
 6. No employee or Council member shall engage in hostile back and forth dialogue via Social Media.
 7. The Town of Gibbons shall make every effort to respond to engagement on its social media sites. However, the Town may request that discussions be relocated to more traditional forms of engagements such as phone or email in order to protect privacy or provide accurate information.
 8. Employees shall:
 - 8.1. Not state, suggest or imply that information or opinion is provided on behalf of the Town of Gibbons on their personal social media site.
 - 8.2. Not comment about the Town's operations.
 - 8.3. Be conscious of what they post on personal, public and Town social media and not share anything that could influence public opinion or Council decisions.
 - 8.4. Be aware that common disclaimers such as "retweets don't imply endorsement" or "all views are my own" do not absolve the responsibility of the employee to adhere to this policy.
 - 8.5. Be aware that inappropriate content, such as threatening, offensive, or harassing language, posed by employees on personal, public or Town Social Media accounts will

Document History

Policy Adopted – Resolution #	May 26, 2021 - # <i>21.187</i>	Policy Repealed	
Policy Revised and Adopted - Resolution #		Date to be Reviewed	May 2026

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	COUNCIL POLICY	
	SOCIAL MEDIA POLICY	
	Policy Type:	GA 70-21

be brought to the attention of the CAO and the appropriate course of action will be determined.

8.6. Be aware they are bound by the Municipal Code of Ethics.

9. Council:

9.1. Must not use their Town email address to create personal social media accounts.

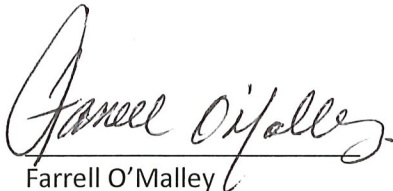
9.2. Shall ensure that their use of social media does not put the Town security, reputation, or information at risk.

9.3. Shall make clear that their actions and opinions on social media are their own and must not act, claim to act, or give the impression that they are acting as a representative of Council as a whole.

9.4. Shall be aware that they are bound by the *Municipal Government Act*, the *Freedom of Information and Protection Act*, Municipal Code of Ethics policy, and the Code of Conduct Bylaw.

10. The Town of Gibbons reserves the right to remove all content posted to their social media sites.

SUPERCEDES: POLICY GA 54-13



Farrell O'Malley
CAO

Document History

Policy Adopted – Resolution #	May 26, 2021 - #	Policy Repealed	
Policy Revised and Adopted - Resolution #		Date to be Reviewed	May 2026

	COUNCIL POLICY	
	ELECTION SIGNAGE	
	Policy Type: Legislative	L 1-20

PURPOSE:

To establish guidelines surrounding signage during a Municipal, Provincial and Federal election.

POLICY STATEMENT:

To establish the parameters for the placement of elections signs that respects all candidates and ensures the safety of the travelling public.

DEFINITIONS:

“**Election Sign**” means any sign used to promote a candidate or party during a municipal, provincial, or federal election, or any election held pursuant to the Local Elections Authority Act.

GUIDING PRINCIPLES:

1. Each candidate, must, prior to placing any election sign, provide the Municipality with the name and contact information of the person responsible for their election signs.
2. Election signs shall only be displayed between:
 - i. 12:00 pm on Nomination Day and 24 hours after the close of polls on Election Day for a municipal or school board election or;
 - ii. Noon on the date the election is called and 72 hours after the close of polls on Election Day for provincial and federal elections.
3. Election signs shall be free from material structural damage and shall not be located:
 - i. Within 5 m of a hydrant;
 - ii. Within 15 m of any intersection
 - iii. Within 3 m of a highway or road
 - iv. Within the property boundary of a polling station
 - v. Within 100m of an area marked for construction
 - vi. On any traffic control device as defined in the Traffic Safety Act
 - vii. On any tree, utility pole or municipal structure.

Document History

Policy Adopted – Resolution #	February 10, 2021 #21.029	Policy Repealed	
Policy Revised and Adopted - Resolution #		Date to be Reviewed	January 2025

	COUNCIL POLICY	
	ELECTION SIGNAGE	
	Policy Type: Legislative	L 1-20

viii. In a manner which, in the opinion of the CAO or designate, poses a public safety risk, which case, the Municipality will remove and dispose of the sign without notice.

4. Election Signs shall:

- i. Be no more than 3.0 m²
- ii. Be placed on private or public property (with the approval of the property owner/public authority) provided that they shall not obstruct the view of or be liable to be confused with any authorized traffic sign, signal or device or otherwise pose a potential hazard to traffic.

5. Upon notification from the Municipality that an election sign poses a public safety risk, is structurally damaged, has been vandalized, or is otherwise not in compliance with this policy, a person responsible for the sign shall repair or remove the sign as directed. Failure to repair or remove the affected sign will result in the Municipality removing and disposing of the sign.

6. No election sign shall be placed within 50 metres of a polling station.

7. All elections signs shall comply with the requirements of any relevant federal or provincial legislation or any relevant municipal bylaws.

SUPERCEDES:

Farrell O'Malley
CAO

Document History

Policy Adopted – Resolution #	February 10, 2021 #21.029	Policy Repealed	
Policy Revised and Adopted - Resolution #		Date to be Reviewed	January 2025



TOWN OF GIBBONS

Council Code of Conduct

Bylaw MOG 1/18

A BYLAW OF THE TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA, REGARDING THE CODE OF CONDUCT OF COUNCIL.

WHEREAS under provisions of the Municipal Government Act, being chapter M-26, Section 146.1 of the Revised Statutes of Alberta 2000 or thereof amended, Council may pass bylaws for municipal purposes respecting the Code of Conduct of Members of Council.

AND WHEREAS: it is desirable and in the best interest of the Town of Gibbons that a bylaw be passed regulating the Code of Conduct of Members of Council;

AND WHEREAS: the citizens and taxpayers of the Town of Gibbons have a right to be served by a Council committed to conducting itself in an ethical, impartial and professional manner;

AND WHEREAS: the Council of the Town of Gibbons deems it necessary to establish a Council Code of Conduct bylaw to guide Members of Council, reflecting the values of the Town of Gibbons, its commitment to professional, accountable and lawful conduct and its desire to provide strong local governance and leadership;

AND WHEREAS: the Council Code of Conduct bylaw is supplementary to the existing federal and provincial statutes, laws and policies governing the conduct of municipal elected officials;

NOW THEREFORE: the Council of the Town of Gibbons, in the province of Alberta, hereby enacts as follows:

TITLE:

This bylaw may be cited as the "Council Code of Conduct Bylaw".

DEFINITIONS:

"CAO" means the person appointed to the position of Chief Administrative Officer by the Council of the Town of Gibbons and includes any person that the Chief Administrative Officer may appoint as his/her designate for purposes of carrying out responsibilities under this Bylaw and further includes any person that may be appointed to act in the absence of the Chief Administrative Officer.

"Council" means the municipal Council of the Town of Gibbons duly elected and holding office.

"Councillor" means a member of Council and includes the Chief Elected Official.

"Mayor" means the chief elected official of the Town of Gibbons.

"MGA" means the Municipal Government Act.

"Town" means the Town of Gibbons, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the municipality.

"Person" means any person, firm, partnership, association, corporation, company or organization of any kind.

AMENDING PROCEDURES:

1. This Bylaw shall not be repealed, amended or suspended, except so far as the terms hereof permit, unless it is repealed, amended or suspended:
 - a. by a Bylaw unanimously passed at a regular or special meeting of Council at which all the Council members thereof are present.

1. CODE OF CONDUCT

Each Member of Council shall:

- a. work for the common good of the Town, its citizens and taxpayers while advancing the mandate and long-term interests of the Town;
- b. conduct council business in such a manner that promotes public confidence and trust;
- c. exercise their duties with care, diligence and skill and place the interests of the Town ahead of their own personal interests and;
- d. exercise their duties in an impartial manner, making decisions based on objective criteria, rather than based on bias or prejudice.

2. COMMUNICATING ON BEHALF OF THE TOWN

The Town of Gibbons strives to communicate with the public in an accurate, consistent and timely manner.

Jo

- a. the Mayor, or in his/her absence, the Deputy Mayor, is the official spokesperson for the Town.
- b. all Councillors acknowledge that all official information related to the decisions of Council will be communicated to the Town and the media on behalf of Council as a whole.

3. THE DECISION-MAKING PROCESS

Members of Council are elected to make decisions for the Town with each Member having an equal voice and one vote. All Councillors shall:

- a. respect the democratic decision-making process.
- b. show respect for each Member and their views.
- c. work towards effective and consistent implementation of the positions and/or decisions of Council.

4. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

As decision makers for the Town, Council shall respect and adhere to the established policies, procedures and bylaws of the Town.

5. RESPECTFUL INTERACTIONS WITH COUNCILLORS, STAFF AND THE PUBLIC

Members of Council are committed to creating and sustaining a vibrant, healthy, safe and caring work environment. All Councillors shall:

- a. treat fellow Councillors, staff and the public with respect and courtesy.
- b. communicate and work with fellow Councillors, staff and the public in a manner promoting a spirit of cooperation, dignity, understanding and respect to opinions that may differ.

6. CONFIDENTIALITY

All Councillors shall:



- a. hold in strict confidence all information concerning matters deemed confidential and shall not directly or indirectly release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so;
- b. not use confidential information for personal or private gain; and
- c. upon leaving office, members of Council shall continue to keep all information concerning matters deemed confidential acquired as a member of Council.

7. CONFLICT OF INTEREST

No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. Members of Council must govern themselves as set out in legislation and strive to avoid any activities in which their personal interests may come into conflict, or may appear to conflict, with the interests of the Town. Doing so will ensure residents continue to have confidence in the integrity of members of Council and the Town.

8. IMPROPER USE OF INFLUENCE

All Members of Council shall be committed to performing their functions with integrity and avoid the improper use of the influence of office, both apparent and real. No Member of Council shall use the influence of their office to secure special privileges, favours, or exemptions for themselves or any other person.

9. USE OF MUNICIPAL ASSETS AND SERVICES

No Member of Council shall use, or permit the use of facilities, equipment, supplies, services or other resources for personal benefit or the benefit of any other individual.

10. ORIENTATION AND OTHER TRAINING

All Members of Council are required to complete an orientation program within 90 days of being elected. All Members of Council are encouraged to participate in any training and workshop opportunities that may arise from time to time that may be deemed beneficial in carrying out their responsibilities as elected officials.

11. COMPLAINT SYSTEM

Any person who reasonably believes, in good faith, that a Member of Council has contravened this Bylaw, may report a wrongdoing or make a complaint. All complaints are confidential to protect both the Council Member and the Complainant until an investigation is completed. All received complaints shall be included in the "In-Camera" session of a regular council meeting. A complaint may be made as follows:

- a. a complaint must be made in writing and must be dated, include the name of the complainant, be signed, addressed to the Mayor or in the case of a perceived wrongdoing by the Mayor, the Deputy Mayor and marked "CONFIDENTIAL".
- b. the complaint can be received by mail, email or hand-delivered.
- c. an anonymous complaint shall not be considered valid.
- d. the Complainant must:
 - i. set out reasonable and probable grounds for the allegation;
 - ii. provide a detailed account of the complaint; and
 - iii. provide information on witnesses, if any and if known.
- e. Council shall:
 - i. authorize the Mayor or in the case of a perceived wrongdoing of the Mayor, the Deputy Mayor to investigate the complaint and report to Council;
 - ii. dismiss the report or complaint as invalid if so deemed;
 - iii. request a legal opinion if deemed necessary; and
 - iv. if the complaint is deemed valid by the majority of Council or through independent legal advice, Council may impose sanctions, defining the specific action to be taken by a motion.
- f. upon conclusion of the investigation and subsequent action, notice will be given in writing to both the Complainant and the Council Member.

12. SANCTIONS

Council may impose sanctions on a Member of Council who contravenes the Council Code of Conduct Bylaw in the following forms:

- a. a letter of reprimand;
- b. request a letter of apology;
- c. request to attend training provided by a 3rd party;
- d. suspension or removal from the Mayor or Deputy Mayor position;
- e. restricting the privileges of attending conferences and workshops at the Town's expense;

- f. suspension or removal from some or all Council Committees and bodies to which Council has the right to appoint members;
- g. reduction or suspension of remuneration as council may deem appropriate and in accordance with the MGA; and
- h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member of Council from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the MGA.

13. REVIEW

The Council Code of Conduct Bylaw shall be reviewed every four years following the general municipal election.

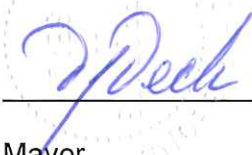
14. ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed thereof.

Read a first time this 13th of June 2018.

Read a second time this 27th of June, 2018.

Read a third and final time this 27th of June, 2018.



Mayor



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

FOIP Coordinator _____ **780-923-3331**
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: Town of Gibbons , PROVINCE OF ALBERTA

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

_____ of
 Candidate Surname Given Names

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

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

of _____
 Name of Local Jurisdiction

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

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

Candidate's Acceptance

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

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me

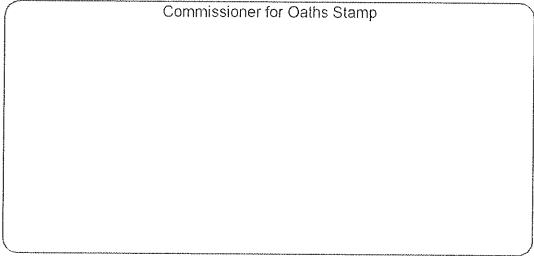
at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20_____.



Candidate's Signature



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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

Candidate Financial Information

Local Authorities Election Act
(Section 27)

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

FOIP COORDINATOR

780-923-3331

Title of the Responsible Official

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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

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

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

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

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

FOIP COORDINATOR

780-923-3331

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: Town of Gibbons, PROVINCE OF ALBERTA

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

I, _____,
Name of Scrutineer or Official Agent

of _____,
Complete Address and Postal Code

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

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

OR

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

(Check [✓] 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

Campaign Disclosure Statement and Financial Statement

*Local Authorities Election Act
(Sections 147.3, 147.4)*

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

FOIP Coordinator 780-923-3331
Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION Town of Gibbons, PROVINCE OF ALBERTA

Full Name of Candidate _____

Candidate's Mailing Address _____

_____, Alberta
Postal Code _____

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

Pre-Campaign Period Report

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

Campaign Period Revenue

CAMPAIGN CONTRIBUTIONS:

- 1. Total amount of contributions of \$50.00 or less _____
- 2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) _____

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

- 3. Deduct total amount of contributions returned _____
- 4. NET CONTRIBUTIONS (line 1 + 2 - 3) _____

OTHER SOURCES:

- 5. Total amount contributed out of candidate's own funds _____
- 6. Total net amount received from fund-raising functions _____
- 7. Transfer of any surplus or deficit from a candidate's previous election campaign _____
- 8. Total amount of other revenue _____
- 9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) _____
- 10. Total Campaign Period Revenue (add lines 4 and 9) _____

Campaign Period Expenditures

11. Total Campaign Period Expenses Paid _____ Unpaid _____ TOTAL _____

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

Campaign Period Surplus (Deficit) (deduct line 11 from line 10) _____

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd _____ Signature _____

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT



What every councillor needs to know

A council member's handbook

What every councillor needs to know: A council member's handbook [2025] | Municipal Affairs

© 2025 Government of Alberta | January 6, 2025 | ISBN 978-1-4601-6187-6

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.

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This document is available online at <https://open.alberta.ca/publications/cao-handbook-for-alberta-municipal-chief-administrative-officers>



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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 foster the economic development of the municipality;
- 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 where quorum is present.

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.

Code of Conduct

The *MGA* requires every council in Alberta to establish a code of conduct bylaw governing the conduct of councillors. This bylaw must apply to all councillors equally. Additionally, a council may by bylaw, in its sole discretion, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors.

There is no model code of conduct prescribed by legislation. Instead, the Code of Conduct for Elected Officials Regulation simply mandates what topics must be addressed at a minimum, namely:

- representing the municipality;
- communicating on behalf of the municipality;
- respecting the decision-making process;
- adherence to policies, procedures and bylaws;
- respectful interactions with councillors, staff, the public and others;
- confidential information;

- conflicts of interest;
- improper use of influence;
- use of municipal assets and services; and,
- orientation and other training attendance.

Every code of conduct bylaw must include a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints.

A council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor and a councillor may not be disqualified or removed from office for a breach of the code. Councillors are strongly encouraged to review and become familiar with their municipality's bylaw as abiding by it is an important councillor duty.

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 the section titled "Borrowing."

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

The Chief Elected Official

(*MGA* Sections 150, 154 and 155)

The chief elected official (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 Section 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. Municipalities are required to offer orientation training and each councillor is required to attend the orientation training offered [Section 201.1(1)]. The topics that must be covered are broken into two parts.

The first part of the training must be held prior to, or on the same day as, the organizational meeting following a general election. In the case of a by-election, this first training session must be attended on or before the day the councillor takes the oath of office.

The topics in the first part of the training that must be covered are:

- the role of municipalities in Alberta;
- municipal organization and function;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct; and
- roles and responsibilities of the CAO and staff.

Training on the second group of topics must be attended prior to, or on the same day as, the first regularly scheduled council meeting, or in the case of a councillor elected via by-election, within 90 days of taking the oath of office.

The topics in the second part that must be covered are:

- key municipal plans, policies and projects;
- budgeting and financial administration;
- public participation; and
- any other topic prescribed by the regulations.

Council has the authority to extend the time for the second part of training by resolution for up to 90 days [Section 201.1(2)].

Within 90 days of taking office, all newly elected municipal chief elected officials and councillors must also complete required online emergency management training offered by the Alberta Emergency Management Agency. More information can be found at www.alberta.ca/training-requirements-and-mandatory-exercises.

Your associations, Alberta Municipalities and Rural Municipalities of Alberta, offer educational 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 hold 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 the municipal associations 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 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 may not always 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 in addition to the code of conduct bylaw 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 Section 156)

Before taking part in your first council meeting, you will be required to make and subscribe to the official oath. By taking 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 Sections 159 and 192)

The first meeting of council will be the organizational meeting, held within two weeks of the general 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

(MGA Section 145)

Your municipality may have a procedural bylaw 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 Sections 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 in the following section. 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 if a bylaw has been passed in accordance with Section 199. 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. 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* Sections 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 abstain from voting on matters in which you have a pecuniary (monetary) interest. You may also choose to abstain from voting if you believe you have, or it may be perceived you have, a conflict of interest (Section 172.1(1)).

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.

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 and Conflict of Interest

(MGA Sections 170, 172 and 172.1)

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.

The *MGA* was also recently amended to address non-pecuniary conflicts of interest. If a matter arises where a councillor believes they have, or will be perceived to have, a conflict of interest, they may disclose the general nature of the conflict before or during discussion on the matter. If the general nature of the conflict is disclosed, councillors may then abstain from a vote or discussions on the matter. Further information on this can be found in the "Pecuniary and Conflict of Interest for Municipal Councillors" resource available online at [Pecuniary and conflict of interest for councillors - Open Government](#).

Council Committees

(MGA Sections 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 by bylaw. 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 to a committee.

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 CAO.

Chief Administrative Officer

(MGA Sections 205, 205.1, 207, 208, and 209)

Every council must establish, by bylaw, a position of chief administrative officer (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 the 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* Sections 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 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 can 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* Sections 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 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 several 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, sometimes unexpected circumstances may result in the municipality having a deficit at year end. If 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 to receive provincial Local Government Fiscal Framework 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 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* Sections 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* Sections 249, 252, and 275)

The Minister of Municipal Affairs has, by regulation, established municipal debt and debt service limits. If a municipality is within its limits, no provincial approvals are required for borrowing, but the Minister's approval is required for any borrowing beyond the regulated 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 Sections 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 Sections 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 their 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; and
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 establish, by bylaw, the position of assessor, and appoint an individual to the position. An appointed municipal 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; and
- 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. Residential property with four or more dwelling units or non-residential property will be heard by a Composite Assessment Review Board. 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 King's Bench of Alberta.

Property Taxation

(*MGA* Sections 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 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 the municipality has, by bylaw, established sub-classes of residential assessment.

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 alberta.ca/municipal-property-assessment.

Education Tax and Equalized Assessment

(MGA Sections 318, 359.1 and 359.2; School Act: Part 6 Division 3, Section 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, 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: open.alberta.ca/publications/5333000.

Other Taxes and Revenues

(MGA Sections 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 (although the well drilling tax rate has been set at 0, and is not expected to be reinstated).

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 Listing

Information on all provincial and federal grant programs supporting municipalities is available at: municipalaffairs.alberta.ca/all-grants.

This website includes:

- a brief description of the program, including the type of projects supported and the eligibility requirements;
- information on which ministry administer the program; and
- links to program websites.

Municipal Grant Funding Reports

Information on provincial and federal grant dollars provided to Alberta municipalities and summary reports of grants provided by Government of Alberta ministries by grant type is available at: alberta.ca/lookup/grant-funding-reports.aspx.

Planning and Development

Council shapes the physical future of the community through its authority over land-use planning and development; this authority is exercised through statutory plans, the land use bylaw, and other bylaws and policies. It is the responsibility of council to focus on the future of the community, 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 Regional Plan

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

If an *Alberta Land Stewardship Act (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, the land-use bylaw, 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 existing planning documents to show compliance.

Where there is an approved *ALSA* regional plan, municipal council, the subdivision authority, development authority, municipal planning commission, subdivision and development appeal board, etc., within that region must act in accordance with the applicable *ALSA* regional plan's regulation and policies. Note- as of December 2024, regional plans are in place in the South Saskatchewan and the Lower Athabasca regions.

Intermunicipal Development Plan

(*MGA* Sections 631, 636, 637 and 638)

Two or more municipalities adopt an intermunicipal plan (IDP) to address issues of mutual concern with respect to designated lands. The plan must address the future use of land, the manner of and proposals for future development, or other matters relating to the area, etc. 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 then require two (2) or more municipalities to enter into an intermunicipal development plan.

Municipal Development Plan

(*MGA* Sections 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 adjacent municipalities, to review and make comment on the plan. A municipal development plan must be consistent with an intermunicipal development plan.

Intermunicipal Collaboration Framework

Part 17.2 (*MGA* Sections 708.26 – 708.52)

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, steward scarce resources efficiently in providing local services, and ensure municipalities contribute funding to services that benefit their residents.

The framework must describe the services to be provided under it that benefit residents in the municipalities; identify which municipality is responsible for providing which services and outline how the services will be delivered and funded; and contain provisions establishing a process for resolving disputes that occur while the framework is in effect.

If the municipalities involved in an ICF cannot reach an agreement on the framework, disagree on its application, interpretation, or are unable to resolve their dispute related to the framework within one year after starting their ICF dispute resolution process, the *MGA* includes a mandatory and binding arbitration process to resolve any such issues.

Area Structure and Redevelopment Plans

(MGA Sections 633, 634, 635, 636, 637 and 638)

Council may, by bylaw, adopt an area structure plan (ASP) to provide a framework for subsequent 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 and may address matters related to reserve land dedication or money in lieu of land dedication.

When an area is undergoing redevelopment, council may adopt an area redevelopment plan (ARP) and must describe the objectives of the plan and how they are proposed to be achieved, the proposed land uses, etc. In addition, a redevelopment levy may be used to acquire land for park, school, or recreation purposes in the redevelopment area.

An ASP or ARP must be consistent with the municipality's MDP and existing IDPs.

Land-use Bylaws

(MGA Sections 638.2, 640, 642, 685, and 686)

All municipalities must have a land-use bylaw (LUB). This bylaw is the central planning document that provides a specific means of implementing statutory plans and policies. For instance, if a council wishes to adopt a direct control district in the land-use bylaw, council must also adopt an MDP 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 for a permitted use, a development permit must be issued with or without conditions as provided for in the bylaw. Where an application is for a discretionally use, it may be approved with or without conditions as provided for in the bylaw, or it may be refused. Development permit applications may be appealed 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 proposed development may appeal the decision of the development authority.

Subdivision

(MGA Sections 623, 638.2, 652, 654, 655, and 678)

Dividing a piece of land into two or more parcels or consolidating two or more lots 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. Decisions may 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 Sections 638.2, 650 and 655)

As a condition of subdivision or development approval, your municipality may require a developer to enter into agreements to address matters related to roads; pedestrian walkways; public utilities; off-street or parking facilities or loading and unloading facilities; to pay off-site levies or redevelopment levies imposed by bylaw; etc. These

agreements ensure that certain conditions of the proposed development are documented and completed. Municipalities may obtain legal advice to address the subdivision or development agreement.

Subdivision and Development Appeal Board

(MGA Sections 627, 678, and 686)

A municipal council is required to establish a SDAB to act as a quasi-judicial body to deal with subdivision and development appeals. No more than one member of council can serve on a panel hearing a matter under the SDAB unless the Minister of Municipal Affairs authorizes it. The SDAB appeal hearing must be a public hearing.

Economic Development

The Economic Developers Alberta (EDA) 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 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 King's Printer Bookstore:

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