



# 2024 MUNICIPAL BY-ELECTION

## Candidate Information Guide 2024

### Welcome

This candidate information guide contains information on pertinent legislation, candidate eligibility, nomination procedures, campaigning, and voting procedures.

The information is not a replacement for consulting the actual legislation or obtaining legal advice.

All forms are provided in Appendix 5 of this package. If you require more information on election-related matters, please refer directly to the legislation. You may also contact the Returning Officer if you have any questions.

The Returning Officer is appointed for the purposes of conducting elections under the Local Authorities Election Act.

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## PURPOSES, POWERS, AND CAPACITY OF MUNICIPALITIES

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The Canadian Constitution delegates responsibility for municipal institutions to the provinces. The province of Alberta provides the structure for local governments by statute with the *Municipal Government Act* being the primary set of rules under which municipalities operate. The purposes, powers and capacity of municipalities are stated in the *Municipal Government Act* as follows:

- (3)** The purposes of a municipality are:
  - (a) to provide good government;
  - (a.1) to foster the well-being of the environment;
  - (a.2) to foster the economic development of the municipality;
  - (b) 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;
  - (c) to develop and maintain safe and viable communities; and
  - (d) to work collaboratively with neighboring municipalities to plan, deliver and fund Intermunicipal services.
  
- (4)** A municipality is a corporation.
  
- (5)** A municipality:
  - (a) has the powers given to it by this and other enactments;
  - (b) has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy; and
  - (c) has the functions that are described in this and other enactments.

A Councillor's principal role in the municipal organization and their general duties are also stated in the *Municipal Government Act* as follows:

- (201)** (1) A council is responsible for:
  - (a) developing and evaluating the policies and programs of the municipality;
  - (b) *repealed 2015 c8 s20*;
  - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
  
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

## UNDERSTANDING THE POSITION

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### DO YOU UNDERSTAND THE POSITION?

As a member of council, you will have the opportunity to significantly influence the future of your community. Your power as a member of council depends on your ability to persuade the other members of council to adopt your view. All council 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 or the activities of County administration/employees can only be carried out if a majority of council votes in favor of the matter in a meeting.

All municipalities in Alberta are governed by the provincial *Municipal Government Act*; therefore, it is imperative that the provisions of this Act are adhered to when making decisions at the local level. As noted previously, copies of this Act are available through the Queen's Printer.

### ARE YOU FAMILIAR WITH LOCAL LEGISLATION?

Local legislation is in the form of bylaws. Generally, these remain in effect until they are amended or repealed. As a result, Council will not be starting with a blank slate. If a candidate is running for office with some kind of reform in mind, the candidate will want to become familiar with what exists, how it has been created – by bylaw, resolution, or tradition – and why it exists, before initiating discussions about any desired changes.

Some examples of local documents that successful candidates will refer to often are the Land Use Bylaw; Municipal Development Plan; Council, Committee and Board Procedural Bylaw, the bylaw establishing the position of the Chief Administrative Officer and the Policy Manual. Many of these documents are available for [viewing only](#).

### WHAT OTHER INFORMATION SHOULD YOU HAVE?

The best way to find out what the Council position is all about is to spend some time reading council agendas and minutes ([agendas](#) and [minutes](#) are available online), reviewing the County's [budget documents](#) and talking to current members of council. Sit in on some council meetings ([council meeting dates](#)). Talk with the Chief Administrative Officer or County Legislative Officer to find out what information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now, you'll have to do it after you are elected, and you probably have more time now than you will if you are elected.

# BEFORE YOU FILE

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Here are some things you should consider before you file a nomination paper.

## ARE YOU QUALIFIED?

To become a candidate, you:

1. must be at least 18 years of age on nomination day (October 28<sup>th</sup>, 2024);
2. must be a Canadian citizen;
3. must be a resident of the local jurisdiction and the ward for the 6 consecutive months immediately preceding nomination day; and
4. must not otherwise be ineligible or disqualified.

## ARE YOU ELIGIBLE TO BE NOMINATED?

You would **not** be eligible to become a candidate under any of the following circumstances:

1. if you are the auditor of the municipality;
2. if you are an employee, unless granted a leave of absence;
3. if your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, on any other debt in excess of \$500 to the municipality.
4. if, within the previous 10 years, you have been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).

If you are a judge, member of parliament, senator, or member of the legislative assembly, you must resign that position before you take office as a member of council.

***Further information regarding Ineligibility is noted in Sections 22 and 23 of the Local Authorities Election Act and information regarding Disqualification of Councillors is noted in Section 174 of the Municipal Government Act.***

# TIME COMMITMENTS

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The *Local Authorities Election Act* specifies that members elected in the 2024 by-election will serve until the 2025 general election.

**Administering the Oath of Office will take place in Council Chambers during the first Regular Council Meeting at 9:00 a.m. subsequent to being elected or acclaimed.**

The time commitment for members of Council depends on their position and appointments but generally it is a part-time commitment.

Currently, the established monthly meeting schedule is every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month at 9:00 a.m., except December, there is only one meeting and it is on the 2<sup>nd</sup> Tuesday. Council discusses and establishes their strategic priorities by participating in the annual strategic planning process. A copy of the current Strategic Plan is available on our website or can be obtained at the County Office. Board and committee meetings only involve the members of Council that have been assigned to them.

The newly elected Councillors will be expected to attend the following:

- The Rural Municipalities of Alberta (RMA) Convention
  - The Spring 2025 Convention is set to take place on March 17<sup>th</sup> – 19<sup>th</sup>, 2025 at the Edmonton Convention Centre in Edmonton, Alberta.
- Council Orientation
  - Date to be determined.
- The Elected Officials Education Programs has developed Munis 101: The Essentials of Municipal Governance.
  - Date and availability to be determined.

## BOARDS AND COMMITTEES

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Members are appointed to several boards and committees. These boards and committees can be internal (that is, created by Council for specific reason), or external (where the County has been invited by an outside organization to participate). Members of Council represent the interests for the municipality while serving on these boards and committees, and report back to the rest of council on committee initiatives.

Council has various internal boards and committees that serve advisory, ad-hoc, statutory, and quasi-judicial functions. Meeting frequency and the number of Council appointees depend on the committee's terms of reference. Generally, the Reeve serves *ex-officio* (appointed by position) on all County boards and committees, except for land use planning committees where they may be appointed by name.

Council also participates on external boards and committees. Like internal committees, the time commitment and number of appointees depends on the terms of reference. External boards and committees have various meeting locations – at times throughout Alberta.

Saddle Hills County's Boards and Committees Terms of Reference document is included in Appendix 1 for information.

## PROVINCIAL ASSOCIATIONS AND CONFERENCES

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The County has a membership with Rural Municipalities of Alberta (RMA). The association serves as an advocate for the members and has group purchasing programs.

The RMA hosts two conferences annually in Edmonton, zone meetings with Northwest Alberta rural municipalities (RMA Zone 4 District).

The County is also a member of the Federation of Canadian Municipalities (FCM) at the national level. The FCM hosts a national conference annually, in 2024 it was hosted in Calgary, Alberta and in 2025 it is to be held in Ottawa, Ontario.

Beyond these advocacy groups, Council members participate in other events and functions based on their board and committee appointments. These might include the Agricultural Service Board provincial

tour, economic development symposiums, or Library Board conventions. Many of these events occur throughout Alberta, requiring occasional travel.

## WORKLOAD

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In addition to attending Council and board and committee meetings, conferences, and events, being elected requires members to read and review the agenda packages, respond to citizen inquiries, and liaise with County administration. The results in an “on-call” environment that, though rewarding, can be very demanding.

Councillors represent Saddle Hills County by attending community events like fundraisers, grand openings, and parades.

## REMUNERATION AND BENEFITS

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Elected officials are paid to perform their duties. Remuneration includes a base honorarium (annual salary), meeting per diems, and health benefits. Members are also reimbursed for registration fees, travel, meals, and accommodations.

In coordination with the annual budget, the remuneration of elected officials is guided by the Payments to Council, Committee and Board Members Policy. A copy of the remuneration policy, along with the benefit summary, is in Appendix 2.

## COUNCIL ORIENTATION

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Saddle Hills County will also sponsor orientation sessions for the elected officials after the election in accordance with the *Municipal Government Act*. The Orientation Session will be determined at a later date.

The latest organizational chart provides information regarding municipal departments/functions and reporting hierarchy (see Appendix 3).

Saddle Hills County Council, Board and Committee Meeting Procedure Bylaw can be found in Appendix 4 for information.



## ELECTED OFFICIALS EDUCATION PROGRAM

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The Elected Officials Education Program is a joint venture of RMA and AUMA. This program helps municipal elected officials broaden their knowledge of and skills in municipal governance. The program offers courses on strategy and business acumen, effective governance and decision making, community building, and communication skills. Saddle Hills County funds voluntary Councillor attendance.

You can find more information about the program by visiting [www.eoep.ca/home](http://www.eoep.ca/home).

## MORE INFORMATION

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You'll find more information on municipalities and elected officials' general duties on the following websites:

- Alberta Municipal Affairs – [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)
- RMA – [www.rmalberta.com](http://www.rmalberta.com)
- Saddle Hills County – [www.saddlehills.ab.ca](http://www.saddlehills.ab.ca)
- Municipal Government Act – Alberta Queen's Printer (<http://www.qp.alberta.ca/documents/Acts/m26.pdf>)

## NOMINATION PROCESS

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The Nomination Period for receipt of Nomination Papers commences October 9<sup>th</sup>, 2024, with the final date for receipt of Nomination Papers being **12 noon on October 28<sup>th</sup>, 2024** (Nomination Day). The Candidate Information Form must also be filed at the same time as the Nomination Paper is filed.

If a candidate is planning to accept campaign contributions from other parties or is planning to incur any campaign expense, a Nomination Paper has to be filed prior to accepting the contributions or incurring any campaign expenses (Section 147.22 of the LAEA).

The completed nomination form and candidate information form may be filed with the returning officer starting October 9<sup>th</sup>, 2024, during business hours (8:15 a.m. to 4:30 p.m.) at the **Saddle Hills County Administration Building**, 79177 Range Road 84, Spirit River (junction of Highway 49 and Secondary Highway 725). **The Original Signed Copy of the Nomination Papers must be filed. It is recommended that these be delivered to the County office in person.**

### FILING YOUR NOMINATION

Your nomination must be filed on the prescribed form, which is available through the Legislative Office or at <https://www.alberta.ca/municipal-election-forms.aspx> (Forms 4 and 5). The Nomination Paper must be signed by five people **"eligible"** to vote in the election.

***IT IS IMPERATIVE THAT A PERSON WHO SIGNS NOMINATION PAPERS IS ELIGIBLE TO VOTE.***

A person is eligible to vote in an election held pursuant to the *Local Authorities Election Act* if he/she:

1. is at least 18 years of age on nomination day;
2. is a Canadian citizen; and
3. resides in Alberta and the person's place of residence is located in the local jurisdiction on election day. (Local jurisdiction is defined as the electoral division of Saddle Hills County which the candidate intends to run.)

For each elector signing the Nomination Paper, the elector's printed name, complete address and postal code and signature must be included.

To ensure validity of the nomination paper, a candidate may submit more than the required five elector's signatures. The [form for additional signatures](https://saddlehills.civicweb.net/filepro/documents) can be found at <https://saddlehills.civicweb.net/filepro/documents> to accompany your Nomination Paper.

**Candidate** – The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.

## NOMINATION DAY

Nomination Day is **Monday, October 28<sup>th</sup>, 2024** (final date for receipt of nominations).

**Monday, October 28<sup>th</sup>, 2024, at 12 noon is the deadline for receipt of Nomination Papers.**

**Viewing of Nomination Papers** – the LAEA states:

- (28) (6) At any time after the commencement of the nomination period (October 9<sup>th</sup>, 2024) until the term of office to which the filed nomination papers relate has expired (October 20, 2025), a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

On receipt of nominations for the 2024 By-Election, Saddle Hills County will be posting a listing of the candidates who have filed Nomination Papers on its [website](#).

**Withdrawing** – the LAEA states:

- (32) (1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.
- (2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.
- (3) If, after one or more candidates have withdrawn in accordance with subsection (2), the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

## ELECTION INFORMATION

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### ADVANCE VOTE

**Saddle Hills County Advance Voting will take place  
*Monday, November 18<sup>th</sup>, 2024, from 10:00 a.m. to 8:00 p.m.***

**THE ADVANCE VOTING STATION WILL BE LOCATED AT**

***Saddle Hills County Administration Building***

***79177 Range Road 84***

***Spirit River, AB***

***(Junction of Highway 49 and Secondary Highway 725)***

# ELECTION DAY

**Monday, November 25<sup>th</sup>, 2024**

***Every voting station will open promptly at 10:00 a.m.  
and will be kept open continuously until 8:00 p.m.***

## ELECTION PROCESS

All ballot boxes are kept in the control of the presiding deputy returning officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, the secretary (County) must store them sealed, in a protected area until the time when the ballot boxes and contents can be destroyed (unless otherwise ordered by a judge, 6 weeks from the date of voting).

Unofficial results may be made unavailable during the following the counting. The official results are announced at noon on the fourth day after the election – **Friday, November 29<sup>th</sup>, 2024.**

If you are elected at the by-election, you will take office at the Regular Meeting of Council starting at 9:00 a.m. subsequent to being elected or acclaimed.

## VOTING STATIONS ON ELECTION DAY

Voting stations will be open from 10:00 a.m. to 8:00 p.m. on November 25<sup>th</sup>, 2024.

Only one scrutiner, the official agent, or the candidate can be present at a voting station. Designated areas and identification will be assigned for them to observe the voting process.

Voting Stations will likely be located in the following communities:

Ward	Location
5	Blueberry Hall

*Please refer to official notices closer to Election Day. Locations subject to change.*

## ELIGIBILITY TO VOTE

Excerpts from the Local Authorities Election Act

- (47)** (1) A person is eligible to vote in an election held pursuant to this Act if the person
- (a) is at least 18 years old;
  - (b) is a Canadian citizen; and
  - (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.
- (2) ..... an elector is eligible to vote only at the voting station for the voting ward in which the elector's place of residence is located on election day.

**NOTE:** "Jurisdiction" in section 47(1)(c) above means the area within the boundaries of the local municipality. As we have electoral wards in Saddle Hills County, the jurisdiction where a person is entitled to vote is the Electoral Ward where the person's residence is located.

Saddle Hills County does not compile a Voters' list.

## RULES OF RESIDENCE

Section 48 of the [Local Authorities Election Act](#)

## VOTING TIME FOR EMPLOYEES

Section 58 of the [Local Authorities Election Act](#)

## ELECTOR IDENTIFICATION REQUIREMENTS

Section 53 of the [Local Authorities Election Act](#)

Saddle Hills County does not have a list of electors and has not adopted a bylaw relative to Section 53 of the LAEA. As a result, in addition to making a statement (completing and signing the Elector Register), **electors wishing to vote in the 2024 municipal by-election** will be required to produce proof of identity and current residence.

**The main form of ID is an Operator's (Driver's) License or Alberta Identification Card.**

If an Operator's (Driver's) License or Alberta Identification Card is not available, other forms of Identification with name and address are noted below:

- Photo identification issued by a Canadian government or agency, whether federal, provincial or local that contains the elector's name and address
- Bank or credit card statement or personal cheque
- Government cheque or cheque stub
- Income or property tax assessment notice
- Insurance policy or coverage card

- Letter from a public curator, public guardian or public trustee
- Pension plan statement of benefits, contribution or participation
- Residential lease or mortgage statement
- Statement of government benefits (i.e. Employment insurance, old-age security, social assistance, disability support or child tax credit)
- Utility bill (i.e. telephone, public utilities commission, television, electric, gas or water)
- Vehicle ownership, registration or insurance certificate
- A letter or form (attestation) confirming that the person lives at the stated address. The letter can be signed prior to the vote by any of the following:
  - authorized representative of a commercial property management company
  - authorized representative of a correctional institution
  - authorized representative of a First Nation band or reserve
  - authorized representative of a post-secondary institution
  - authorized representative of a facility that provides services to the homeless
  - authorized representative of a supportive living facility or treatment center

The identification produced must have the voter’s name and address – documentation in a spouse or family member’s name cannot be accepted.

New for 2021, an elector may ‘vouch’ for a person who does not have identification, by signing a statement stating that they know the person and the person is eligible to vote in the election.

## CAMPAIGN INFORMATION

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### PRINTING OF CAMPAIGN LITERATURE

Excerpts from the *Local Authorities Election Act*

- (148)** (5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.
- (6) Notwithstanding anything in this section, the returning officer may at any time after nomination day cause a facsimile of the ballot for chief elected official, member of an elected authority, bylaw or question to be published as often as the returning officer considers necessary in a newspaper circulating in the area, for the information of the electors.
- (7) A person who contravenes subsection .... (5) is guilty of an offence and liable to a fine of not more than \$10,000 or to imprisonment for not more than 6 months or to both a fine and imprisonment.

### PLACEMENT OF CAMPAIGN LITERATURE (ELECTION SIGNS)

Signs may be placed on private property with the permission of the landowner. Pursuant to the Land Use Bylaw, election signs may be located within the County between October 9<sup>th</sup>, 2024, and the day of election, if required.

The following guidelines for placement of election signs along public roadways are set by Alberta Transportation and Saddle Hills County and are to be adhered to by all candidates in the upcoming Municipal and School Board elections. It is recommended that the same guidelines be adhered to for placement of election signs on private property.

1. Maximum sign size is 1.5 square meters (16 sq. ft.).
2. The following will not be allowed:
  - a. signs that display an intermittent flashing, rotating or moving light;
  - b. signs that are floodlit which could distract drivers;
  - c. any yard lights, area lighting or other lights that, in the opinion of County Operations or County Enforcement, are excessively distracting to the public or create a traffic hazard;
  - d. signs that have any moving or rotating parts;
  - e. signs that imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield; and
  - f. signs that imitate or resemble a traffic control device such as a stop sign.

If a sign is in contravention of these guidelines, a peace officer or a person authorized by Saddle Hills County or Alberta Transportation may, without notice or compensation, remove the sign.

**Saddle Hills County or Alberta Transportation will not be responsible for any sign damaged for any reason.**

#### Sign Location Guidelines

In general, election signs are to be placed as far from the shoulder lines as practical, always allowing drivers to have an unobstructed view of the road.

1. Signs must be placed no closer than 2 meters (6') from the edge of pavement, (or, in the case of gravel roads, no closer than 2 meters (6') from the shoulder of the road).
2. During winter conditions, there is a high probability that signs less than 6 meters (18') from the road will be either covered with snow or damaged during snow removal and sanding operations.
3. No election signs will be allowed within the median of a divided provincial highway.
4. No election signs can be mounted on highway signs or signposts. Any signs so mounted will be removed immediately.
5. No election signs can be placed in or within 500 meters (1500') of construction zones.
6. No election signs shall be placed that obstruct a driver's view of an intersection in an urban area or within 250 meters (750') of an intersection in a rural area.
7. When the removal of election sign is necessary due to safety or operational concerns, Alberta Transportation or Saddle Hills County will notify the responsible candidate to take the required action to remove/relocate the sign. Failure to respond within the specified time will result in the sign being removed. Signs will be stored either at the nearest highway maintenance facility or Alberta Transportation office or at the Saddle Hills County office. The candidate will be notified to arrange to have the sign(s) picked up.

**Signs that pose an immediate hazard to the public will be removed immediately without notification to the candidate.**

## Safety Precautions

Individuals installing election signs should use safety precautions to ensure their safety and prevent driver distraction.

1. Reflective vests and bright clothing must be worn when working near a road.
2. Election signs should be installed during daylight hours only.
3. Every effort should be made to minimize the impact to drivers when transporting and installing election signs. Vehicles should be parked as far as possible from the travel lanes (preferably on an approach) with four-way hazard warning signals in operation at all times.

**Please note: Call be you dig!**

**ALBERTA ONE-CALL 1-800-242-3447 or [www.albertaonecall.com](http://www.albertaonecall.com)**

## Removal of Signs

**Candidates are responsible to ensure that all advertising is promptly removed from both public and private property immediately following the election (within 3 days).**

Removal of signs includes removal of the sign panel, supporting structure and any tie wire used to install and support the sign; cleaning up of the site; and filling of any holes created by the sign installation.

## ADVERTISEMENT DISTRIBUTION

### On Election Day

It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offense to display or distribute campaign material inside the voting station or on the property where the voting station is located.

**No campaign signs are allowed on the properties where the voting stations are located.**

Section 152, Advertisement distribution, and Section 152.1, Campaign activities at a voting station, of the [Local Authorities Election Act](#).

## INTERFERENCE WITH POSTED DOCUMENTS

Section 153 of the [Local Authorities Election Act](#)

## CAMPAIGN CONTRIBUTIONS – DISCLOSURE REQUIREMENTS

Part 5.1, Election Finances and Contributions Disclosure, of the *Local Authorities Election Act (LAEA)*, provides the requirements related to candidates receiving contributions from third parties and the candidate's responsibilities related to the disclosure of this information.

Some of the effects of this legislation on municipal election candidates are as follows:

Limitations and restrictions are placed on campaign contributions and who is eligible to contribute to an election campaign.

1. Limitations and restrictions regarding candidates incurring campaign expenses.
2. Candidates are required to file a disclosure statement that includes information regarding the campaign contributions received and campaign expenses incurred.



3. Requirements on how surplus campaign funds are to be disposed of.

It is recommended that all candidates refer to Part 5.1 (Section 147.1 to 147.96) of the LAEA as the Candidate is responsible for ensuring he/she is following proper process with regard to Campaign Contributions and Expenses and failure to comply can lead to a penalty.

### THIRD PARTY ADVERTISING

Part 8, Third Party Advertising, (Section 162 to 189) has been added to the recently amended *Local Authorities Election Act*.

#### Complaints and Responsibility

Complaints about campaign finance activities related to candidates and third party advertisers can be made to the [Alberta Election Commissioner](#).

Candidates are encouraged to obtain their own legal advice to ensure they understand their responsibilities under this Part of the LAEA.

### CANDIDATES' OFFICIAL AGENT

A candidate may, when filing his/her nomination papers, appoint an elector to be his/her official agent.

Excerpts from the *Local Authorities Election Act*

#### Option for Official Agent

- (68.1)** (1) Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.
- (1.1) If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.
- (2) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as an official agent.
- (3) No candidate shall act as an official agent for any other candidate.
- (4) The duties of an official agent are those assigned to the official agent by the candidate.

**NOTE:** Appointment of the Candidate's Official Agent is accomplished by filling in the necessary information of the candidate's Nomination Paper.

### CANDIDATES' SCRUTINEERS

On Election Day, a candidate may, by written notice to the presiding deputy, appoint **one** scrutineer to represent him/her at each voting station. The scrutineer shall be at least 18 years of age. The scrutineer shall subscribe a Statement in the prescribed form before a presiding deputy at the voting station.

If a candidate would like to either personally or by way of the official agent or a scrutineer, observe the election process at one or more of the voting stations, the following process shall be followed:

**Appointment of Scrutineer**

(69) (1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

(a) signed by a candidate, and

(b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

(1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

(2) Before a person is recognized as a scrutineer, the person shall make and subscribe before a presiding deputy at the voting station a statement in the prescribed form.

**Number of Scrutineers Permitted**

(3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

(3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

**Candidate as a Scrutineer**

(4) A candidate or official agent may personally

(a) undertake the duties that the candidate's scrutineer may undertake, and

(b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

**Scrutineer at the Voting Station**

(5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.

(6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a

scrutineer or a candidate, the expression is deemed to refer to the presence of those official agents and scrutineers

- (a) that are authorized to attend, and
- (b) that have in fact attended at the time and place where that act or thing is being done.

and if the act or thing is otherwise properly done, the non-attendance of an official agent or scrutineer at that time and place does not invalidate it.

NOTE: The provincial form that is acceptable to the Returning Officer for the appointment of scrutineers is available here: <https://www.alberta.ca/municipal-election-forms.aspx> (Form 16).

Scrutineers, official agents or candidates wishing to be in attendance to view the counting of ballots must be in the voting station prior to closing (8:00 p.m.). No one will be permitted to enter voting stations after 8:00 p.m.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

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### WHAT IS FOIP?

The *Freedom of Information and Protection of Privacy Act* aims to strike a balance between the public's right to know and the individual's right to privacy as related to information in the custody or under the control of the County.

### ACCESS TO INFORMATION

The *Act* legislates open and accountable government guaranteeing individuals the right to see their own information and other County records, with some specific exceptions. Exceptions apply where the release could

1. be an unreasonable invasion of another's privacy
2. cause harm to another person or organization
3. interfere with the public safety
4. harm law enforcement efforts.

### PRIVACY

The *Act* prevents others from seeing an individual's personal information without his/her consent and ensures that it is protected from unauthorized collection, use or disclosure. Under the *Act*, the County must follow strict guidelines for the use of personal information.

### Are records of elected officials of municipalities excluded from the *FOIP Act*?

1. Personal or constituency records of a council member are excluded from the *Act* [Section 4(1)(m)]. This exclusion is intended to cover

- a. records such as private correspondence of an elected official that has not been sent or received by the official in his or her capacity as a council member, but which may be maintained in his or her office for convenience.
  - b. records relating to the election campaign of a council member (other than those records required to be submitted to the authority governing the election);
  - c. records relating to the private business activities of a council member.
2. **Records dealing with the business of the municipality are covered by the Act even if they are stored at a councillor's home.**

For more information regarding FOIP and how it relates to you, contact Saddle Hills County's Legislative Coordinator at 780-864-3760.

## OFFENCES

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Part 6, Offences, of the *Local Authorities Election Act* (Sections 148 to 158) provides information with regard to actions that are prohibited and regulations that are adopted to protect the integrity of the vote [Local Authorities Election Act](#).

# APPENDIX 1 – SADDLE HILLS COUNTY COUNCIL COMMITTEE TERMS OF REFERENCE

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## *Saddle Hills County*

### Reference Summary for Committees and Boards \*

**Next Mandatory Review Date August 26, 2025**  
(Regular Council Meeting)

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## Agricultural Appeal Committee

Established by Bylaw 369-2019

### **Purpose:**

The Agricultural Appeal Committee was created to establish an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices. It is also authorized to establish, at the beginning of each calendar year, a committee to hear and determine appeals received upon receipt of a notice of appeal.

### **Committee Structure:**

- One (1) Councillor (non-Agricultural Service Board member) may be appointed at the Organizational Meeting.
- May appoint up to three (3) members-at-large.

### **Quorum:**

A minimum of three (3) and a maximum of five (5) appointed members are required to hear an appeal, with a quorum of three (3) members.

### **Term:**

Saddle Hills County may appoint up to three (3) public members-at-large by resolution who will hold a term of four (4) years to coincide with the Council term of office, following their appointments unless terminates or otherwise vacated.

The Councillor if appointed will hold the term for one (1) year.

The Chief Administrative Officer is authorized to select agricultural appeal committee members as appointed by the Municipal District of Spirit River No. 133, Birch Hills County and/or Saddle Hills County to assure unbiased process.

### **Appeals:**

For an appeal originated within Saddle Hills County whereby Saddle Hills County Council was an approving authority for the notice in excess of 20 acres, the appointed Saddle Hills County Councillor shall not be selected to hear that appeal to assure unbiased process.

### **Meeting Schedule:**

Meetings shall be established by the Committee and Board members.

## Agricultural Service Board

Established by Bylaw 412-2022

### **Purpose:**

The Agricultural Services Board advises Council on innovative and sustainable agricultural policy and programs designed to assist Saddle Hills County agricultural community.

### **Committee Structure:**

#### Voting members:

- Up to six (6) members-at-large, plus the required number of Councillors, to total eight (8) voting members.

The Committee will annually appoint a Chair and Vice Chair at their first meeting following an annual Council Organizational Meeting.

#### Administrative resources:

- Agricultural Coordinator

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

Council members of the Committee will hold office for a one-year period, the term of office for members-at-large is three years with staggered membership rotation to assure continuity, with all members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

Pursuant to the Agricultural Services Board Act (Section 2).

### **Meeting Schedule:**

Meetings to be held regularly, at a call of the Chair or Agricultural Coordinator.

### **General Responsibilities:**

The Board shall:

- establish policies and programs which accomplish their mission and responsibilities under applicable Acts and Regulations;
- provide and promote programs that strive to improve the economic viability of farms;
- ensure programs address the changing needs of farmers/clients;
- create effective public awareness of policies and programs;
- ensure that the public sees the ASB as a receptive, responsible, concerned board, and



- work with Council in a positive and productive manner by recommending effective bylaws and policies to assist in fulfilling its duties under the applicable Acts and Regulations.

**Responsible for review of the following Bylaws/Documents:**

- ASB Policies
- ASB Three Year Business Plan
- Annual Report Card to Council on its programs and activities

**Approved External Activities:**

- Provincial ASB Conference
- Regional meetings (regularly scheduled)
- Provincial ASB Tours

## ALUS Partnership Advisory Committee (PAC)

Established by Motion of Council #254.05.14.24 on May 14<sup>th</sup>, 2024

### **Purpose:**

The Partnership Advisory Committee (PAC) will guide the ALUS Program in Saddle Hills County. PAC members will provide advice and community input into the decision-making process that shapes how ALUS is delivered in Saddle Hills County.

### **Committee Structure:**

#### Voting members:

- One Councillor and three Members-At-Large that are appointed by Council at the annual Organizational Meeting, and one Agricultural Service Board Member appointed at the first Agricultural Service Board Meeting following the Organizational Meeting.

The committee shall annually appoint a Chairperson and Vice Chairperson at the first meeting of the committee following the Organizational Meeting.

#### Administrative resources:

- The Agricultural Coordinator or designate, an ALUS Canada Representative, and subject matter experts may be present as non-voting members.

### **Quorum:**

A quorum shall consist of the committee members present who represent not less than 51% of the total voting members of the committee.

### **Term:**

Council and Agricultural Service Board members of the committee will hold office for a one-year period. The term of Members-At-Large is three years, with staggered membership to assure continuity.

### **Authority:**

As established in the Memorandum of Understanding between ALUS and Saddle Hills County.

### **Meeting Schedule:**

There will be a minimum of three meetings held on an annual basis, or if needed, at the call of the Chair.

### **Objectives:**

Issues requiring oversight and guidance by PAC will include, but are not limited to, the following:

1. Reviewing and deciding on potential agricultural producer/landowner projects based on ALUS principles.
2. Establishing payment structure/amounts for each agricultural producer/landowner project.
3. Monitoring demonstration parcels to ensure continued conformance with landowner agreements.
4. Deciding on the participation of external organizations, businesses, and other individuals.
5. Communicating with external organizations.

6. Acting as liaison between Saddle Hills County Administration, Council and the producer community.
7. Promoting ALUS in Saddle Hills County and in the PAC members' professional and social networks.
8. Hearing, collecting, recording, and acting on public feedback where and when appropriate.
9. Identifying or attracting in kind contributions and grants to support the ALUS Program.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

## Audit Committee

Established by Bylaw 304-2017

### **Purpose:**

To meet with the County's auditor for purpose of reviewing an annual management letter that outlines details of the annual audit findings and the draft annual audited financial statements.

### **Committee Structure:**

#### Voting members:

- All members of Council (Reeve is the Chair)

#### Administrative resources:

- CAO
- Director of Corporate Services

### **Quorum:**

Simple majority

### **Term:**

N/A

### **Authority:**

The Committee is a forum for discussion with authority to make recommendations to Council.

### **Meeting Schedule:**

The Committee shall meet annually upon completion of the financial audit.

### **General Responsibilities:**

The Committee will review the Management Letter and draft audited financial statements prepared by the County's auditor and recommend changes to the practices regarding the County's annual financial audit, for consideration by Council. The Committee may make recommendations to Council regarding appointment of auditors as required.

### **Responsible for review of the following Bylaws/Documents:**

N/A

### **Approved External Activities:**

N/A

## Central Peace Assessment Review Board

Established by Bylaw 373-2021

### **Purpose:**

The Board hears assessment complaints made by taxpayers of the Central Peace Region and make decisions under the provisions of the Municipal Government Act. The Board exercises the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB).

### **Committee Structure:**

#### Voting members:

Five members, one from each member municipality:

- Saddle Hills County
- MD of Spirit River No. 133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

Each municipality is responsible for Assessment Review Board training costs (mandatory requirement to be on the Board). Each municipality will bear the full cost relative to any appeals or hosting their jurisdictional hearings.

***NOTE: SHC appointed and offered training to three members in the past to ensure sufficient coverage.***

#### Administrative resources:

Designated Officer (Assessment Review Board Clerk or ARB Clerk) is a person designated by the municipality to receive the assessment complaints.

### **Panel / Quorum:**

#### Local Assessment Review Board:

Panel: three persons selected by the Designated Officer (ARB Clerk).

Quorum: two members

#### Composite Assessment Review Board:

Panel: two persons selected by the Designated Officer (ARB Clerk) and a member appointed by the Province of Alberta.

Quorum: one member-at-large or elected official and the provincial member.

Each panel selects a chair as required for their individual hearings.

### **Term:**

All members of the Board will hold office for a three-year period, with members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

**Authority:**

The Board is authorized to make decisions under the Municipal Government Act and the Assessment Complaints Regulation in respect of assessment and taxation complaints.

**Meeting Schedule:**

The Board shall meet as required pursuant to the Municipal Government Act and the Assessment Complaints Regulation.

**General Responsibilities:**

To obtain and maintain the mandatory training; to hear and make decisions in respect to assessment and taxation complaints.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

Assessment Review Board Training

## Central Peace Attraction and Retention Committee (CPARC)

Established by Motion of Council #2016-008 on September 14, 2016

### Purpose:

The purpose of CPARC is to build a sustainable system for health professional attraction and retention in collaboration with local health professionals that will ensure ongoing physician health care services to the community.

### Objectives:

1. To coordinate attraction and recruitment retention of needed health professionals amongst the existing health professionals, AHS/Covenant Health and the community.
2. To reduce the need for recruitment through retention efforts. Efforts should focus on three areas:
  - Integration introduction into the medical practice community;
  - Family integration into the community; and
  - Family quality of life issues.
3. To facilitate community involvement in the attraction, recruitment and retention process together with health professionals and AHS/Covenant Health.

### Committee Structure:

1. CPARC will consist of eleven (11) members, eight of which are voting members and 3 (three) of which are non-voting members:
  - 1 member each from the five participating municipalities appointed by their respective Councils;
  - 1 administrator recording clerk – an employee of one of the participating municipalities (non-voting);
  - 1 physician representative;
  - 1 AHS representative (non-voting) i.e. Physician Resource Planner;
  - 1 RhPAP representative (non-voting);
  - 2 community representatives who are residents of the participating municipalities; and
  - 1 hospital site manager (non-voting).

The Community representative will be recruited by two (2) weeks advertisement to submit a letter of interest to the recording clerk. The recording clerk will submit the letters to the committee and the appointment(s) will be made from the submitted letters of interest by the remaining voting members. Invited guests, when required, will be scheduled by a motion of the committee.

2. CPARC will appoint from within its members, through consensus, the following positions:
  - Chair
  - Vice Chair

These appointments should be revisited yearly at the beginning of November after municipal appointments.

### Term:

Members of CPARC will commit to involvement on a year-to-year basis. This term can be reviewed and amended at any time by CPARC if needed.

**Meetings:**

1. Meetings will be held on the second Wednesday of each month when required. Evening scheduling will be preferred.
2. Quorum will be considered five voting members, is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Draft minutes should not be made public until approved by CPARC at a subsequent meeting. Members that are a representative may share these draft minutes with their organization.
5. The agenda and package information including the draft minutes will be distributed by email to the members of CPARC at least two days prior to the next meeting.

**Communication:**

The Chair will act as the spokesperson for the Committee, unless there is an alternative designate.



## Central Peace Medical Services Corporation

As established in the Memorandum of Association – Central Peace Medical Services Corporation

### **Purpose:**

To provide governance and administer the affairs of the Central Peace Medical Services Corporation made up of the following Central Peace Region municipalities: Saddle Hills County; MD of Spirit River No. 133; Town of Spirit River; Village of Rycroft; and Birch Hills County.

### **Committee Structure:**

#### Voting members:

One Director from each member municipality.

Each Municipality, through its Council, will appoint one Director to the Board as well as one Alternate Director to serve as a director in the absence of the Director (see Article 3 of Association for exclusions). A Council shall be at liberty to appoint a member of Council or a person-at-large in the community as a Director.

#### Administrative resources:

N/A

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

Up to four (4) years for each member but may be reappointed at the discretion of the Council appointing the Director.

### **Authority:**

As established in the Memorandum of Association – Central Peace Medical Services Corporation.

### **Meeting Schedule:**

The Directors will meet at least two times per year (annual general meeting and approximately six (6) months later), further meetings will be called when required.

### **General Responsibilities:**

The Board of Directors shall administer affairs of the company in all things and make or cause to be made for the Company, in its name, any kind of contract which the Company may lawfully enter into and, save as hereinafter provided, generally may exercise all other powers and do all other acts and things as the Company is by its Memorandum of Association, the Companies Act or otherwise authorized to exercise and do. The powers and authority granted to the Board of Directors shall be subject to any limitations and directions imposed by the Members.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

N/A

## Central Peace Regional Emergency Management Committee (CP-REM)

Established by Bylaw 362-2019

### **Purpose:**

To establish and review plans relative to disaster and emergency response.

### **Committee Structure:**

#### Voting members – Regional Committee:

Five members, one member of Council and one alternative from each member municipality:

- Saddle Hills County
- MD of Spirit River No. 133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

#### Administrative resources:

- CAO/Director of Emergency Management of each respective member municipality.
- Deputy Director of Emergency Management of each respective member municipality.

Saddle Hills Emergency Management Committee (SOLE declaration responsibility for incidents within Saddle Hills County):

- Reeve
- Deputy Reeve

Chair will be selected among the appointed council members.

### **Quorum:**

Four appointed members must be present for the Regional Committee.

### **Term:**

All members of the Committee will hold office for a one-year period, with members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Committee is an advisory committee, the members report and make recommendations to their respective Councils relative to the Regional Emergency Plan.

### **Meeting Schedule:**

Meetings to be held a minimum once per year.

**General Responsibilities:**

To review the Regional Emergency Plan and related plans and programs to advise Council on the status of the Regional Emergency Plan.

**Responsible for review of the following Bylaws/Documents:**

Regional Emergency Plan and related plans (Mutual Aid Plans, etc.)

**Approved External Activities:**

Annual Disaster Forum

## Central Peace Regional Water System Collaboration Committee

Established by Intermunicipal Agreement (June 09, 2021)

The Collaboration Committee (CC) has been established to guide the initial exploration of governance and operational models for the proposed Central Peace Regional Water System.

These Terms of Reference are intended to provide pragmatic guidelines for the Committee and to assist it in providing advice and recommendations to their respective Councils.

However, these Terms of Reference are not exhaustive, and the Committee may encounter circumstances not covered in this document. In these instances, the Committee members are encouraged to use their best judgment as to how best to address such circumstances.

### **Purpose:**

The CC is a forum for its members to be explore, brainstorm, provide insights, and generally engage with each other around the potential governance and operating structure of the Regional Water System and the implication of those structures.

Furthermore, the CC members are expected to regularly communicate to their respective Councils on material matters relating to the Central Peace Regional Water System, including items that require the decision-making authority of Council as a whole.

### **Committee Structure:**

The CC shall consist of voluntary members who are appointed by Council for a renewable term for the duration of the Central Peace Water System Collaboration Agreement. A majority of membership and at least one representative from each participating municipality shall constitute a quorum.

The CC will consist of the following representatives:

Two (2) Councilors from each Municipality with only one (1) vote from each Municipality; and

One (1) member of Administration from each Municipality.

### **Selection Criteria:**

Should membership require change, selection criteria for new members will include: willingness and ability to commit to the estimated time-line plus potential additional terms; commitment and interest in the future of the G5 Region, with said interest informed by balanced local and regional perspectives; skills and experience related to the identified project area (if possible); open and active communication skills and the ability to respectfully consider differences of opinions within the group in order to work constructively towards positive outcomes; and ability to "think outside the silo" and respect and represent interests that may not be in alignment with the members personal perspective.

**Appointment:**

Members will be formally appointed by their respective Councils for the duration of the term described herein. If the project is not complete at the end of the term, members may be re-appointed for an additional term at the discretion of Council.

**Meeting Requirements:**

Each formal meeting of the CC is expected to take approximately 2-3 hours. Meetings will be held twice a year. Information meetings can be requested by the Lead or other Participants as required and considered on an ad hoc basis. Written progress reports will be provided as received by the Lead to all Participants.

**Role of the Collaboration Committee, Municipal Councils, and the Consultants:**

The CC has been established to provide the participating Municipalities with an opportunity to have their interests represented effectively and efficiently during the Regional Water System design process. The CC will share opinions and perspectives and offer collective advice and/or recommendations to their respective Councils. The CC will encourage an open, transparent and respectful process for the Municipalities.

Decision-making authority on any key elements of the Regional Water System remains with the Councils of each municipality. Councils are expected to carefully consider key input received from the CC when tasked with making decisions and to value the agreed upon process and roles and responsibilities as set out in these Terms of Reference.

Once the governance and operating models are established and an implementation plan is in place, the CC may continue to stand in order to support subsequent project phases. In this instance, the roles and responsibilities described herein may benefit from review and revalidation.

**Duties of the Collaboration Committee:**

- The CC will be required to hold meetings to discuss proposed governance, operating and financial components of Regional Water System.
- The CC will be required to review materials and draft documents prior to CC meetings.
- The CC will be subject to the *Freedom of Information and Protection of Privacy Act (FOIP)* and policies.
- The CC will be required to recognize that some information shared in the course of this project may be sensitive and when used outside of the CC meetings may jeopardize the integrity of the project's results.
- The CC members are expected to be project ambassadors and encourage awareness of the project and opportunities for community contributions to the project.
- The CC will provide advice and recommendations to their respective Councils as appropriate and, wherever possible, aligned with the consensus.

**Committee Governance:**

The Reeve of Saddle Hills County shall sit as the interim Chair at the initial meeting. At the first meeting, the CC will select a Chair and a Vice Chair from its membership. The Chair shall provide leadership to the CC, ensure that it carries out its mandate, and that meetings are held effectively and respectfully.

**Meeting Minutes:**

A written summary of the discussion and comments from each CC meeting will be prepared by the Regional Water Utility Lead and will circulate a summary after the meeting to all CC members.

The summaries will describe highlights of the meeting, areas of agreement and disagreement, as well as recommendations. Meeting summaries will be regularly circulated to the CC and made available to other stakeholders as required.

**Public Participation:**

CC meetings are not generally open to the public. Where appropriate, public members may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a Committee meeting must so advise the staff liaison a minimum of five (5) working days prior to the meeting.

## Central Peace Regional Waste Management Commission

Established by Order in Council 152/2001 (April 25, 2001)

### **Purpose:**

To provide governance for solid waste management services.

### **Committee Structure:**

#### Voting members:

Four members, one member of Council from each member municipality:

- Saddle Hills County
- MD of Spirit River No. 133
- Town of Spirit River
- Village of Rycroft
- Birch Hills County

The Chair and Vice-Chair shall be elected at the annual Organizational Meeting by the members of the Commission.

#### Administrative resources:

- CAO or designate

### **Quorum:**

Three Commission members must be present.

### **Term:**

All members of the Committee will hold office for a one year period, with members being appointed at their respective Organizational Meetings in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Committee is authorized to provide solid waste management services.

### **Meeting Schedule:**

Meetings to be held at least two times per year.

### **General Responsibilities:**

The Commission will formulate programs, policies, procedures, rules and regulations concerning all aspects of the affairs of the Commission in accordance with its establishment Regulation.

### **Responsible for review of the following Bylaws/Documents:**

N/A



**Approved External Activities:**  
Alberta Recycling Conference

## Grande Spirit Foundation

Established by Ministerial Order No. H: 091/94 (Effective November 1, 1994)

### **Purpose:**

The Grande Spirit Foundation was formed in 1960 with the commitment to housing and caring for area Seniors Citizens. The Foundation provides a variety of housing services today (seniors', affordable, etc...).

### **Committee Structure:**

#### Voting members:

The Board of Directors are appointed annually from the Member Municipalities:

- County of Grande Prairie
- City of Grande Prairie
- County of Saddle Hills
- Town of Spirit River
- MD of Spirit River
- Town of Sexsmith
- Village of Rycroft
- Town of Wembley
- Village of Hythe
- MD of Greenview
- County of Birch Hills
- Town of Beaverlodge

#### Administrative resources:

N/A

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

All members of the Board hold office for a one-year period, with members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Board is an independent governing body from the County, with one appointee from the County. The Board is governed by Alberta Housing Act, and Management Body Operations and Administration Regulation, Social Housing Accommodation Regulation, Housing Accommodation Tenancies Regulation.

### **Meeting Schedule:**

As specified in the Board's governing documents.

**General Responsibilities:**

The Board is established as a management body with respect to the operation and administration of housing accommodation as per the Ministerial Order. Each member of the board is entitled to deal with all matters arising from the policies, programs, and operation and administration, of the management body, except where otherwise provided under the Act or its Regulations.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

N/A

## Industry Liaison Committee

Established by Bylaw 311-2017

### **Purpose:**

To create a forum for discussion between the County and industry representatives.

### **Committee Structure:**

#### Voting members:

- Three members of Council

Council will annually appoint a Chair at the Organizational Meeting.

#### Administrative resources:

- CAO or designate

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

All members of the Committee will hold office for a one-year period, with members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Committee is an advisory committee in nature, reports directly to Council and makes recommendations to Council.

### **Meeting Schedule:**

Meetings to be held a minimum of once per year.

### **General Responsibilities:**

To liaise with oil and gas industry.

### **Responsible for review of the following Bylaws/Documents:**

N/A

### **Approved External Activities:**

N/A

## Intermunicipal Collaboration and Planning Committee (ICPC)

Established by ICF Bylaws: 349-2019 (County of Grande Prairie); 358-2019 (MD of Spirit River No. 133)

Established by IDP Bylaw: 357-2019 (MD of Spirit River No. 133)

### **Constitution:**

The Intermunicipal Collaboration and Planning Committee (ICPC) between two member municipalities will be constituted as follows:

- The ICPC will fulfill the role of the "Intermunicipal Collaboration Committee" as defined in the *Intermunicipal Collaboration Framework (ICF)* agreed to between the two member municipalities; and
- The ICPC will fulfill the role of the "Intermunicipal Committee" as defined by the *Intermunicipal Development Plan (IDP)* agreed to between the two member municipalities.

### **Purpose:**

To develop recommendations to the Councils of each party in an ICF and/or IDP on all matters of strategic direction and cooperation affecting the residents and ratepayers of both parties.

### **Committee Structure:**

#### Voting members:

- Two elected Council members from Saddle Hills County
- Two elected Council members from the other member municipality

Council may appoint an alternate member if a designated member is unable to attend.

#### Administrative resources:

- The CAOs of each member municipality (or a member of staff designated by the CAO of each respective municipality) are responsible for developing agendas, providing recommendations to the committee on all matters, and providing the recommendations of the committee to their respective Council.

### **Quorum:**

Quorum is four members, or alternates if the designated voting members are not able to attend.

### **Term:**

All voting members of the Committee will hold office for a term as designated by their respective Council.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by the respective Council as soon as possible.

**Authority:**

The ICPC is an advisory committee which reports directly to the Councils of each member municipality and makes recommendations to each Council.

**Meeting Schedule:**

ICF Requirements:

The Committee must meet a least once during the Term of the Agreement of the ICF commencing no later than 180 days before its expiry date. The Committee may meet on an as required basis, upon request by either municipality. At least thirty (30) days' notice is required between the request to meet and the meeting date. Meeting requests shall be directed to the CAO of the respective municipality.

IDP Requirements:

To fulfill the terms of the Intermunicipal Committee, the ICPC must meet a least once every five years to review the IDP.

**General Responsibilities:**

ICF Requirements:

Members of the ICPC shall:

- inform the other member municipalities about the goings on of their own municipality;
- develop strategies, initiatives, plans, and other tools for cooperation and development to recommend to the Councils of each member municipality; and
- recommend action to the Councils of each member municipality.

IDP Requirements:

The ICPC shall provide recommendations on matters including, but not limited to:

- long-term strategic growth plans, and their integration with the Intermunicipal Development Plan;
- intermunicipal transportation issues;
- land use and/or subdivision development proposals that may affect both municipalities; and
- any other intermunicipal or multi-jurisdictional issues facing the parties.

**Responsible for review of the following Bylaws/Documents:**

- The IDP agreed to by the two member municipalities.
- Any and all documents pertinent to the purpose and responsibilities of the ICPC.

**Approved External Activities:**

N/A

## Intermunicipal (G5) Economic Development Advisory Committee (IEDAC)

Established by Bylaw 365-2017

### **Purpose:**

To provide a forum for the G5 Member Municipalities to discuss potential and real economic development opportunities to benefit the G5 area including: Saddle Hills County, MD of Spirit River No. 133, Town of Spirit River, Village of Rycroft, and Birch Hills County.

### **Committee Structure:**

#### Voting members:

- An elected official from each of the member municipalities and an alternate (5 voting members).

#### Administrative resources:

- CAO of the member municipalities (5)
- Economic Development personnel from the member municipalities

The Committee shall annually appoint a Chair and Vice Chair at the first meeting following the annual Organizational Meetings of the member municipalities.

Saddle Hills County will be the "Managing Partner" and will develop agendas and maintain records of the meetings and correspondence as required and as directed by the CAO for Saddle Hills County.

### **Quorum:**

Representation from all five (5) municipalities with four (4) voting members present.

### **Term:**

All elected officials of the Committee will hold office for a term as designated by their respective Council.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Committee is established through Motion of Council of the member municipalities.

### **Meeting Schedule:**

Meetings to be held as required, no more than four times per year.

### **General Responsibilities:**

The Committee shall:

- provide information and reporting on Economic Development initiatives within the G5 to the member municipalities;
- ensure members report back to their respective Councils information about potential business and investment opportunities that economically benefit either directly or indirectly any or all G5 municipalities;

- provide recommendations to the G5 Councils in developing and updating a regional economic strategic plan;
- request decisions from their respective Councils for approval of items requiring ratification by the member municipalities; and
- ensure that correspondence regarding the committee initiatives is directed through the Chief Administrative Officers and the "Managing Partner".

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

N/A



## Municipal Planning Commission

(Subdivision and Development Authority)

Established by Bylaw 352-2019

### **Purpose:**

To establish a commission in accordance with the provisions of the Municipal Government Act.

### **Committee Structure:**

#### Voting members:

- Five members of Council

The Commission will annually appoint a Chair and Vice Chair at their first meeting following an annual Council Organizational Meeting.

#### Administrative resources:

- CAO or designate
- Development Officer

### **Quorum:**

A quorum of the Commission shall consist of any three appointed council members.

### **Term:**

All members of the Commission will hold office for a one year period, with members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The MPC (Subdivision & Development Authority) has those powers and duties as set out in the MGA and any regulation thereunder, or any municipal planning documents established by Saddle Hills County. In particular, the Development Authority has authority to receive, consider and decide on application for development permits and subdivisions as prescribed in the applicable municipal planning bylaws.

### **Meeting Schedule:**

Meetings to be held regularly and as required.

### **General Responsibilities:**

The MPC's functions is to serve as the Subdivisions and Development Authority pursuant to Part 17 of MGA; and make recommendations to Council with respect to achieving the orderly, economical, and beneficial development, use of land and pattern of settlement.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

Community Planning Association of Alberta – Annual Planning Conference

## Peace Library System Board

Established under Alberta Libraries Act in 1986

### **Purpose:**

To provide comprehensive and efficient regional library services in collaboration with other municipal members.

### **Committee Structure:**

#### Voting members:

Peace Library System is part of a province-wide network of seven regional and two urban systems. The seven regional systems were created by legal agreements between cooperating municipalities. Thirty-nine municipalities are currently participating and have a representative on the Board. The intent is to enhance local library services and to cooperate and assist in resource sharing among all libraries in Alberta. Each member municipality appoints a member and an alternate.

#### Administrative resources:

N/A

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

All members of the Board will hold office for a one year period, with members being appointed at municipal Organizational Meetings in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Peace Library Board is incorporated under the Alberta Libraries Act and must meet legislative requirements in the Libraries Act and the Libraries Regulations. The Board is ultimately responsible to the Minister of Municipal Affairs to fulfill its mandate.

### **Meeting Schedule:**

Meetings to be held four times per year in March, May, September and November.

### **General Responsibilities:**

To oversee regional library services, approve the annual budget and set policy.

### **Responsible for review of the following Bylaws/Documents:**

N/A

### **Approved External Activities:**

N/A

## Saddle Hills County Municipal Library Board

Established by Bylaw 175-2009

### **Purpose:**

To manage, regulate and control the municipal libraries; to provide quality materials and services, which fulfill the education, information, culture, and recreation needs of the communities it services.

### **Committee Structure:**

#### Voting members:

- One member of Council
- Five members-at-large

The Board will annually appoint a Chair at their first meeting following an annual Council Organizational Meeting.

#### Administrative resources:

N/A

### **Quorum:**

Simple majority present at the meeting shall constitute a quorum.

### **Term:**

The Board members may hold office for a one to three year period, with members being appointed at the Organizational Meeting in October each year.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Board shall be authorized to exercise any and all duties, powers, and responsibilities permitted by the Alberta Libraries Act and applicable regulations.

### **Meeting Schedule:**

Meetings to be held quarterly.

### **General Responsibilities:**

The Board shall:

- determine and adopt written policies to govern the operation and programs of the community libraries including personnel policies, financial policies, and policies governing the use of the library buildings and the selection and use of library materials, supplies, and equipment;
- assist in the preparation of and seeking adequate financial support for annual operation;
- report to and cooperating with provincial government, Peace Library System and the community as a whole to support public awareness and relations; and

- develop long-range plans for the Board programs and working towards their achievement.

**Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

- Annual Alberta Library Conference
- Grande Prairie Regional Library Conference

## Strategic Planning Committee

Established by Bylaw 246-2015

**Purpose:**

To develop, prioritize, review and evaluate short and long term business, sustainability / strategic plans.

**Committee Structure:**

Voting members:

- All members of Council (Reeve is the Chair)

Administrative resources:

- CAO

**Quorum:**

Simple majority present at the meeting shall constitute a quorum.

**Term:**

N/A

**Authority:**

The Committee is an advisory committee, reports directly to Council and make recommendations to Council.

**Meeting Schedule:**

Meetings to take place up to twice a year.

**General Responsibilities:**

To review, evaluate, develop, prioritize and recommend short- and long-term planning initiatives and projects.

**Responsible for review of the following Bylaws/Documents:**

Strategic / Business Plan

**Approved External Activities:**

N/A

## Subdivision and Development Appeal Board

Established by Bylaw 290-2017

### **Purpose:**

To hear and make decisions relative to subdivision and development appeals.

### **Committee Structure:**

#### Voting members:

- One member of Council and an alternate
- Four members-at-large and an alternate

#### Administrative resources:

- SDAB Clerk

A Chair will be appointed by the Board as may be necessary per hearing. Council may appoint as many alternate members-at-large as Council considers appropriate; these members may be called upon by the Clerk to sit at a hearing in the absence of any other member.

### **Quorum:**

A quorum of the Board shall consist of simple majority present.

### **Term:**

All members of the Board will hold office for a two-year period, with members being appointed at the Organizational Meeting in October in uneven years.

In the event of a vacancy by death, resignation or from any other cause except the expiration of the term of the appointment, such vacancy shall be filled by an appointment by Council as soon as possible.

### **Authority:**

The Board has those powers and duties as set out in the Municipal Government Act.

### **Meeting Schedule:**

Meetings to be held as required.

### **General Responsibilities:**

The Board shall decide upon appeals referred to it by the Subdivision and Development Appeal Board Clerk in accordance with the roles and responsibilities as outlined in the Municipal Government Act, including an:

- appeal of a development permit decision issued by the development authority;
- appeal of a stop order issued by the development authority; and
- appeal of a notice of decision for subdivision issued by the subdivision approving authority.

### **Responsible for review of the following Bylaws/Documents:**

N/A

**Approved External Activities:**

Subdivision & Development Appeal Board Training (mandatory for all members and the Clerk)



# APPENDIX 2 – PAYMENTS TO COUNCIL, COMMITTEE AND BOARD MEMBERS POLICY



## Payments and Benefits to Council, Committee and Board Members MOTION 393.07.11.23

PREPARED BY: **Administration** COUNCIL APPROVAL DATE: **July 11, 2023**  
REFERENCES: *AD01 Travel Expense Reimbursement* PREVIOUS REVISION: **646.11.30.21**

*Signatures*

<i>Reeve</i>  _____ <i>Alvin Hubert</i>	<i>Chief Administrative Officer</i>  _____ <i>Cary Merritt</i>
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**PURPOSE:**

To establish “rates of compensation” for Councillors, Committee members and Board members attending official meetings on behalf of Saddle Hills County.

**GUIDELINES:**

1. Councillors shall receive a “Base Rate” of \$2,500 per month.
2. The Reeve shall receive a “Base Rate” of \$3,000.00 per month.
3. Councillors, Committee members and Board members shall receive an Honorarium of \$300.00 per meeting.
4. The Reeve shall receive an Honorarium of \$350.00 per meeting.
5. Councillors, Committee members and Board members serving as Chairperson shall receive an additional \$50.00 per meeting chaired.
6. When a Councillor is representing the County on a Board, Committee or any other Organization which pays less than the rates of the Policy, the difference will be paid by the County.
7. Councillors, Committee members and Board members shall receive Honorarium for:
  - a. all meetings and events attended as authorized by Council;
  - b. travel days for meetings and events outside of the area; and
  - c. meetings attended when no quorum is present.
8. All Rural Municipalities of Alberta (RMA) Conventions and Northern Zone meetings are authorized for all of Council to attend.
9. Council may consider retroactively authorizing meetings and events that were attended prior to be authorized.

10. The "Base Rate" is considered compensation for:
  - a. attending meetings and events not authorized by Council;
  - b. dealing with "rate payer" and "resident" concerns (the Councillor for Division 1 may be granted compensation for mileage to the Gundy area); and
  - c. landline phone and internet used for County business.
  
11. Councillors and Agricultural Service Board Members shall receive \$55.00 per month compensation for cell phone use and shall have the County email on their personal device to enhance connectivity, with exception to the Reeve. The County shall provide the Reeve with an iPhone or similar device at the County's expense.
  
12. Councillors shall receive up to four (4) days of compassionate leave per calendar year.
  
13. Councillors shall receive a flexible spending account of \$900.00 per calendar year.

# APPENDIX 3 – ORGANIZATIONAL CHART

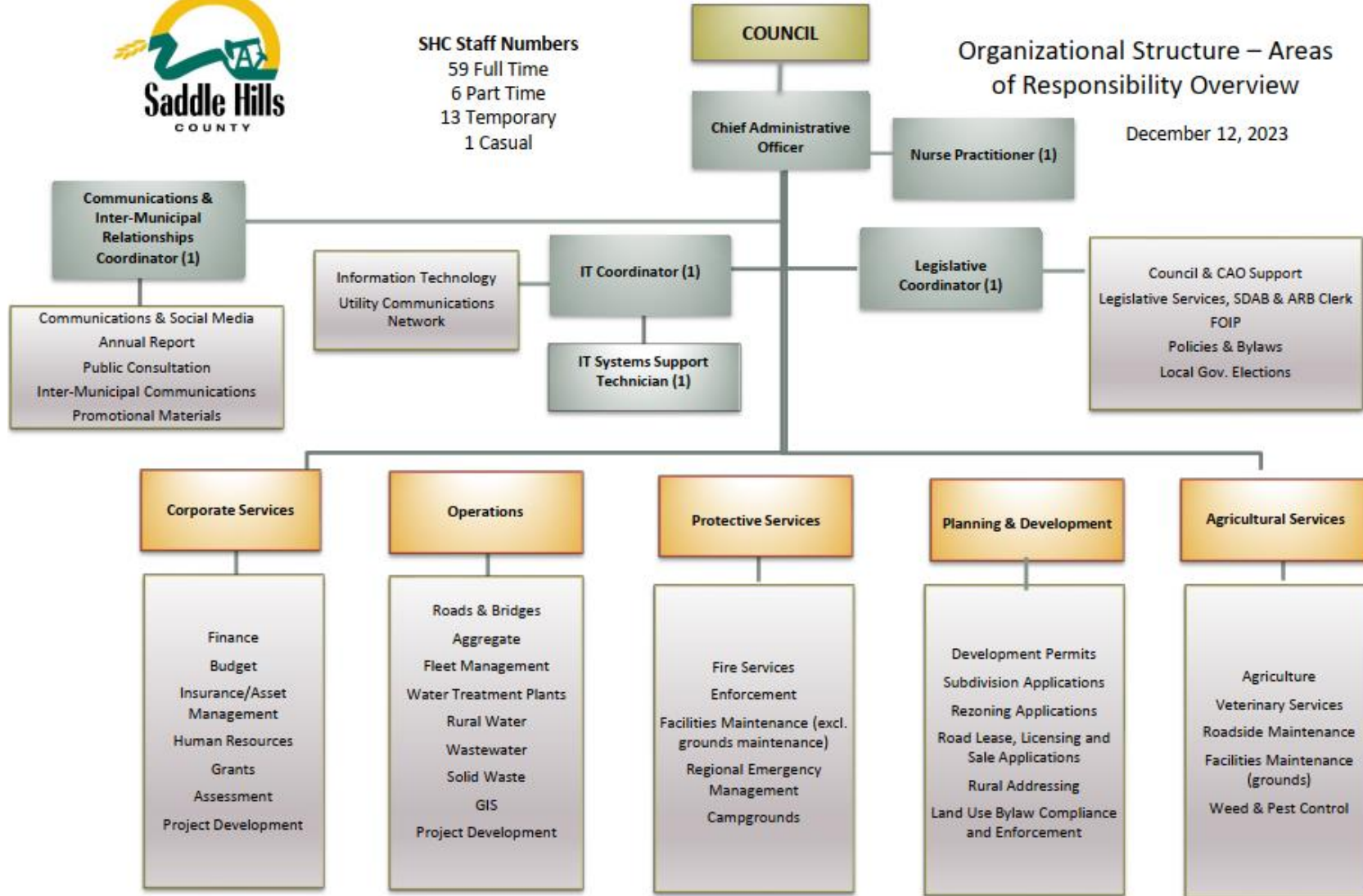


**SHC Staff Numbers**  
 59 Full Time  
 6 Part Time  
 13 Temporary  
 1 Casual

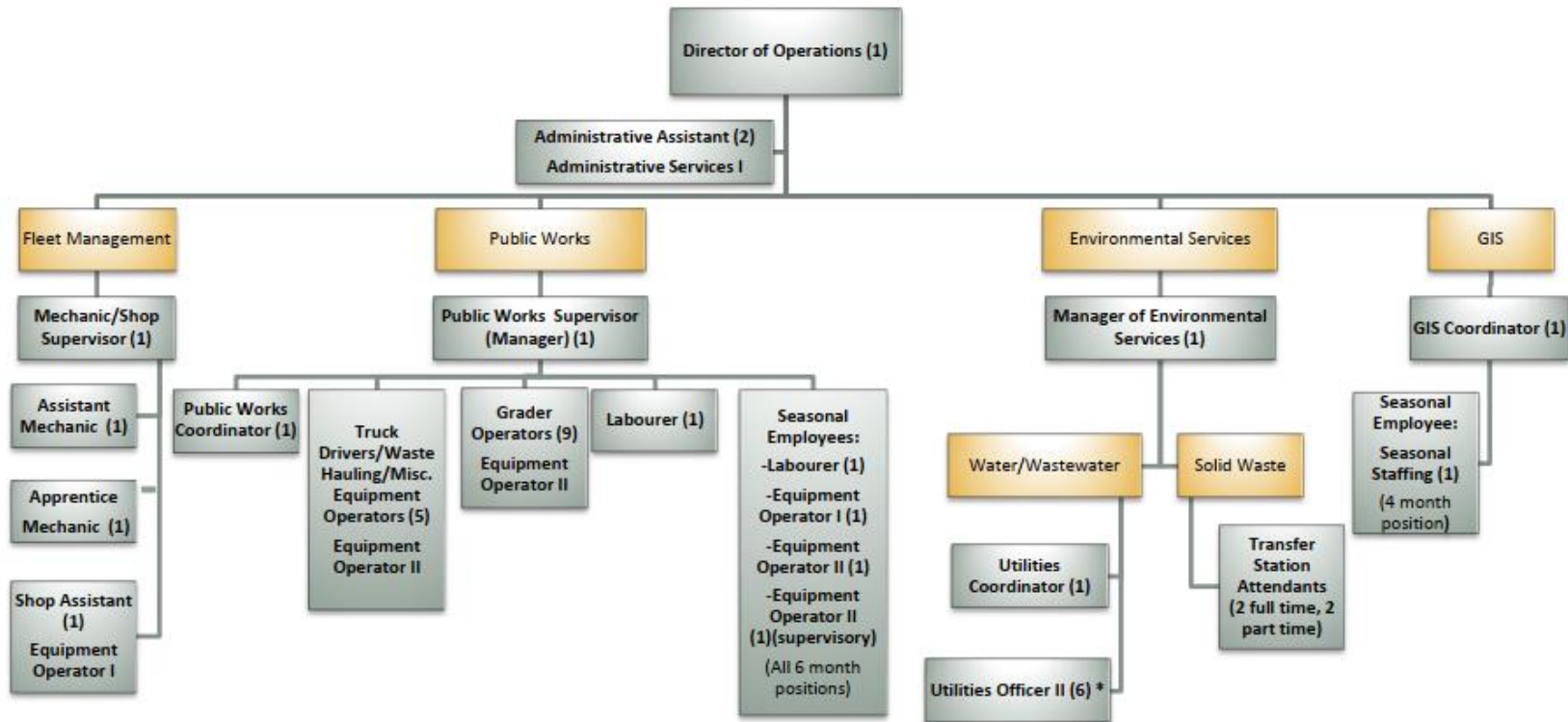
**COUNCIL**

**Organizational Structure – Areas of Responsibility Overview**

December 12, 2023

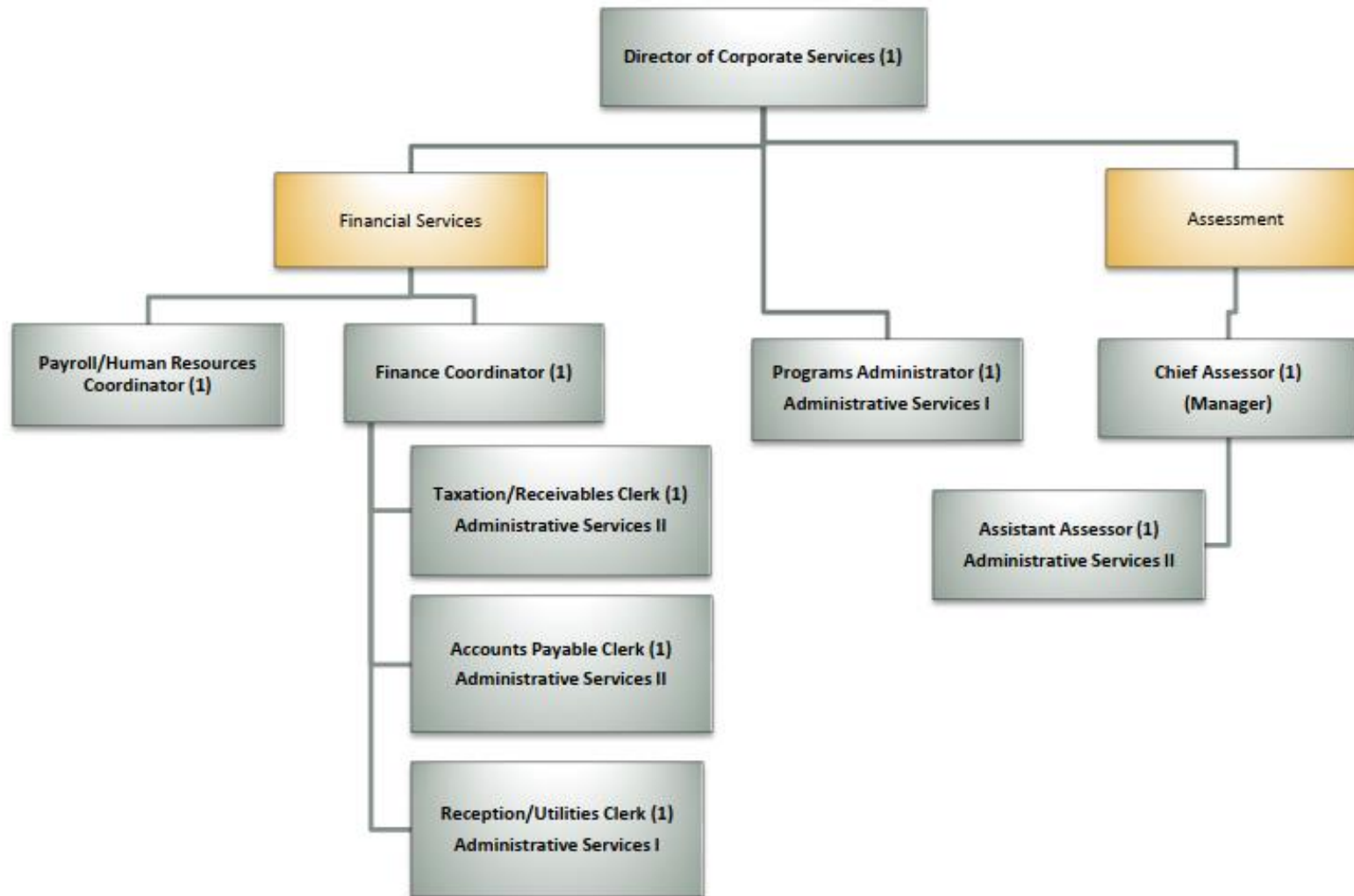


# Operations

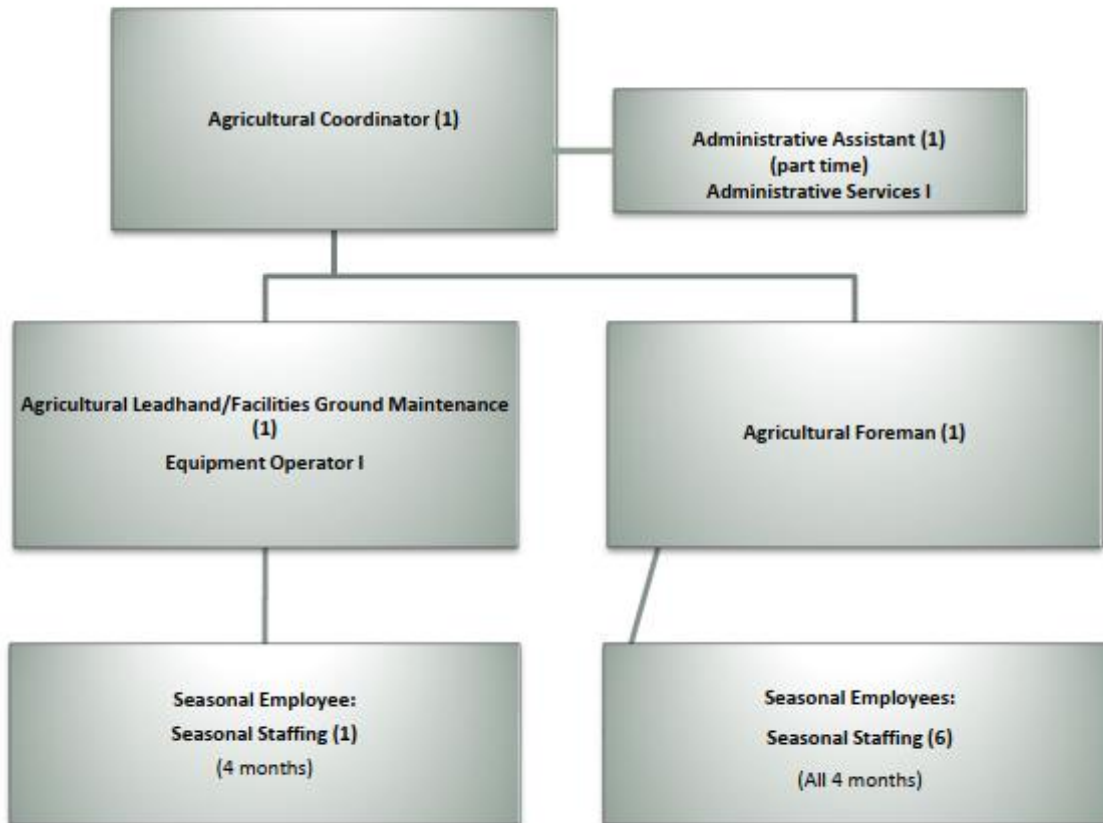


\* If not certified, receive Utility Officer Trainee or Utility Officer I pay

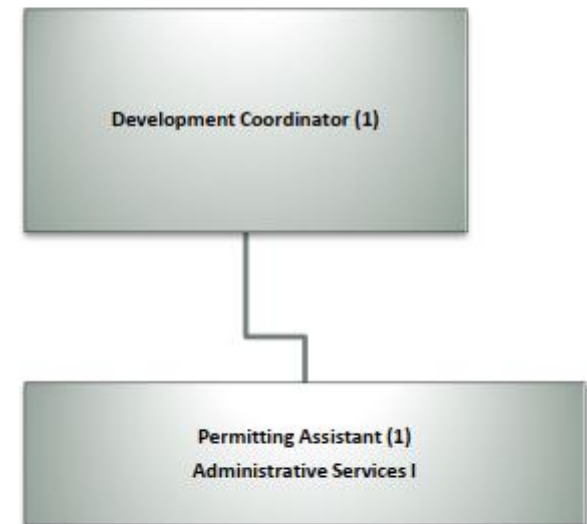
# Corporate Services



## Agricultural Services

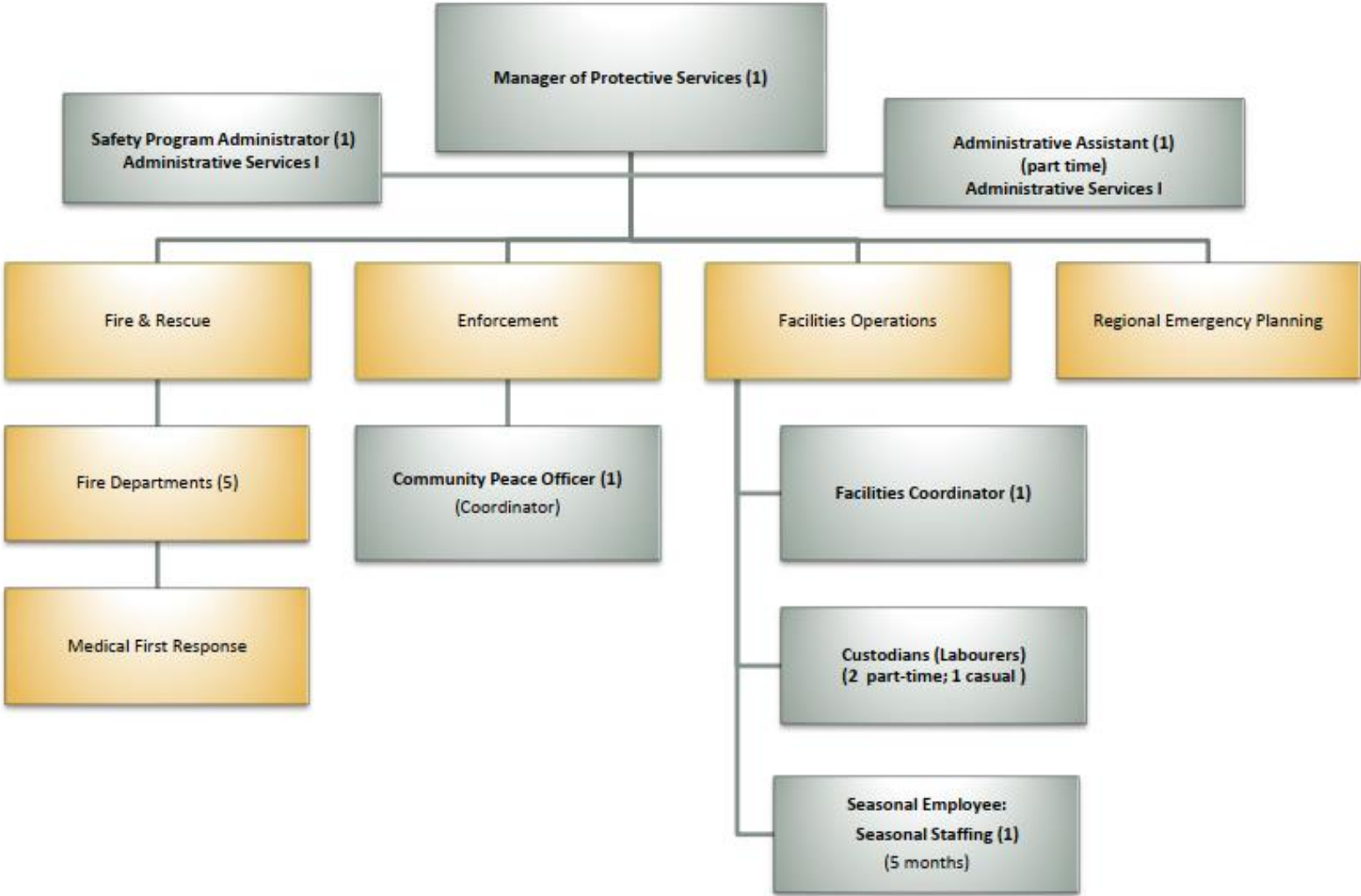


## Planning & Development





# Protective Services



# APPENDIX 4 – BYLAW 388-2020 COUNCIL, BOARD AND COMMITTEE MEETING PROCEDURE BYLAW

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## BYLAW 424-2024 COUNCIL, BOARD, AND COMMITTEE MEETING PROCEDURE BYLAW

**PURPOSE:** A Bylaw of Saddle Hills County, in the Province of Alberta, to establish Meeting procedures for Council, Boards, Committees of Saddle Hills County.

**WHEREAS** Pursuant to Section 145 of the *Municipal Government Act, R.S.A. 2000, Chapter M-26* a Council may pass a Bylaw in relation to procedure and conduct of Council.

**NOW THEREFORE** the Council of Saddle Hills County in the Province of Alberta, enacts as follows:

**1. TITLE:**

- a. This Bylaw shall be cited as the "Procedural Bylaw".

**2. DEFINITIONS:**

- a. **"BOARD"** means advisory body to Council governed by an "Act" and/or provincial regulations specific to its establishment, roles and responsibilities.
- b. **"COMMITTEE"** means advisory body to Council whose mandate is solely established by Council.
- c. **"DIRECTOR"** means the Director according the administrative organizational chart responsible for the Board or Committee.
- d. **"EMERGENT ITEMS"** means items which require consideration and should be dealt with before the next meeting.
- e. **"MEMBER"** means a member of a Board or Committee.
- f. **"ORGANIZATIONAL MEETING"** means a meeting held annually, coinciding with the second Council Meeting in October, for Council to choose the Reeve, Deputy Reeve, Committee members and Board members; in accordance with the *Municipal Government Act*.
- g. **"REGULAR MEETING"** means a regularly scheduled meeting on specified dates at specified times and places; in accordance with the *Municipal Government Act*.
- h. **"SPECIAL MEETING"** means a meeting called by the Reeve or Chairman when the Reeve or Chairman, in consultation with the Chief Administrative Officer, considers it appropriate to do so or when the majority of the Councillors or Members request the meeting, in writing, stating the purpose; in accordance with the *Municipal Government Act*.

**3. COUNCIL MEETINGS**

- a. Unless otherwise authorized by motion of Council the Regular Council Meetings shall be held:
  - i. the second and fourth Tuesday of each month; excluding December; commencing at 9:00 A.M. ;
  - ii. the second Tuesday of December commencing at 9:00 A.M.; and
  - iii. at the Saddle Hills County Administration Building.
- b. Notwithstanding s. 3.a., Council may schedule other Regular Council Meetings for specific matters (i.e. budget meetings) as required by a motion and the motion shall specify the specific date, time and place;
- c. All Council Meetings shall be open to the public and everyone has the right to be present unless:
  - i. all or part of the meeting is closed to the public (to be referred to as "Closed Meeting") to discuss a matter within one of the exceptions to disclosure (such as those related to land, legal or labor) in accordance with "Division 2" of "Part 1" of the *Freedom of Information and Protection of Privacy Act*; or
  - ii. the person chairing the meeting expels any person(s) for improper conduct.
- d. When a Council Meeting is closed to the public, no resolution or bylaw may be passed except a resolution to revert to a meeting in public.



- e. Minutes shall be recorded at each Council meeting and:
  - i. placed on a subsequent Council meeting agenda for adoption thus becoming a permanent record of the County; and
  - ii. an unedited draft copy of the minutes will be placed on the County website within three business days of each Council meeting.

**4. ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS**

- a. Any Councillor may attend a Council meeting by means of electronic communication, such as telephone, a personal computer; or other means as technology allows, ensuring that dialogue is available for all parties, as outlined in the *Municipal Government Act*, as amended from time to time.
- b. A Councillor attending a meeting by means of electronic communication shall:
  - i. advise the Chief Administrative Officer prior to meeting start time;
  - ii. be deemed to be present at the meeting for whatever period of time the connection via electronic communication remains active and be recorded in the minutes as being present via electronic communication;
  - iii. advise if any other persons are or will be present in the room during the meeting with this record be noted in the minutes; and
  - iv. be asked to state their vote only after all other Councillors have cast their votes.
- c. The Chair shall not be permitted to participate in the meeting by electronic communication. If the Reeve is requesting to participate in a meeting by electronic means, the Deputy Reeve, or in their absence a Councillor present in-person at the meeting as selected by a motion of Council, shall be the Chair for that meeting.
- d. The Chief Administrative Officer shall ensure notice is given to the public that a Councillor(s) may be participating in the meeting by means of electronic communication by adding a notice to the agenda.

**5. AUDIO AND VIDEO RECORDING OF MEETINGS**

- a. Audio or video recordings of Council, Board and Committee Meetings shall not be permitted.

**6. BOARD AND COMMITTEE MEETINGS**

- a. Meeting dates and times shall be:
  - i. established by the Committee and Board members for their respective meetings;
  - ii. posted on the Saddle Hills County Website; and
  - iii. advertised.
- b. All Committee and Board Meetings shall be open to the public and everyone has the right to be present unless:
  - i. all or part of the meeting is closed to the public (to be referred to as "Closed Meeting") to discuss a matter within one of the exceptions to disclosure (such as those related to land, legal or labor) in accordance with "Division 2" of "Part 1" of the *Freedom of Information and Protection of Privacy Act*; or
  - ii. the person chairing the meeting expels any person(s) for improper conduct.
- c. When a Committee or Board Meeting is closed to the public, no resolution may be passed except a resolution to revert to a meeting in public.
- d. Minutes shall be recorded and:
  - i. shall be placed on a subsequent Committee or Board meeting agenda for adoption and placed on a subsequent Council Meeting agenda under information items and as such shall become a permanent document of the County; and
  - ii. an unedited draft copy of the minutes will be placed on the County website within three business days of each Board and Committee meeting.

**7. AGENDA PACKAGE**

- a. The Chief Administrative Officer shall prepare an agenda package prior to each "Council Meeting". The Chairman of each Board or Committee will work with the respective corresponding Director to the Board/Committee to draft an agenda for the Board or Committee meeting.
- b. The agenda package shall:
  - i. include the Proposed Agenda in the following format:
    - MEETING AGENDA
    - Location
    - Meeting date and appointed time of the meeting.
    - CALL TO ORDER
    - ADOPTION OF AGENDA
    - ADOPTION OF MINUTES
    - CHIEF ADMINISTRATIVE OFFICER OR BOARD / COMMITTEE MANAGERS OR DIRECTORS REPORT
    - DELEGATIONS
    - PUBLIC HEARING
    - BUSINESS ARISING FROM PREVIOUS MEETINGS
    - NEW BUSINESS
    - POLICIES/BYLAWS FOR REVIEW
    - COUNCILLOR/MEMBER REPORTS
    - TOPICS FOR DISCUSSION, TIME PERMITTING
    - CLOSED MEETING ITEMS
    - INFORMATION ITEMS
    - ADJOURNMENT
  - ii. include Draft Minutes to be reviewed for adoption;
  - iii. include the Chief Administrative Officers Report or Board/Committee Manager/Directors report;
  - iv. include Delegation topics and applicable information;
  - v. include Public Hearing topics and applicable information;
  - vi. include Business topics Arising From Previous Meetings and applicable information;
  - vii. include New Business topics and applicable information;
  - viii. include Policies and Bylaws for periodic review as may be prescribed in the respective Policies or Bylaws (POLICIES AND BYLAWS BROUGHT FORWARD OUTSIDE OF THE PERIODIC REVIEW PROCESS SHALL BE INCLUDED IN THE BUSINESS ARISING FROM PREVIOUS MEETINGS, OR IN THE NEW BUSINESS SECTION AS MAY BE APPROPRIATE);
  - ix. include Topics For Discussion, Time Permitting and applicable information;
  - x. include, at the discretion of the Chief Administrative Officer and Reeve, or in the case of Board/Committees the Chairman, (UNDER SEPARATE COVER, DELIVERED TO COUNCILLORS OR BOARD OR COMMITTEE MEMBERS ONLY) Closed Meeting topics and applicable information. Whenever possible, information for topics which require direction from Council shall be delivered to Councillors a minimum of 3 calendar days prior to the Council Meeting;
  - xi. include Information Items;
  - xii. be delivered to all Councillors, or Board/Committee Members a minimum of 3 calendar days prior to the meeting; and
  - xiii. be posted on the Saddle Hills County website a minimum of 3 calendar days prior to the Council Meeting.
- c. Agenda Package topics and applicable information must be submitted, in writing, to the Chief Administrative Officer or the respective corresponding director to the Board or Committee a minimum of 7 calendar days prior to the Meeting to ensure they will be included in the Agenda Package.

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- i. Councillors, Board or Committee members shall submit topics and information, to be included under TOPICS FOR DISCUSSION, TIME PERMITTING, by: e-mail, fax or delivering in person.
- ii. Staff shall submit topics and information as directed by the Chief Administrative Officer or the respective corresponding director to the Board or Committee.
- iii. Delegations shall submit their request to appear before Council, Board or Committee on the prescribed form along with written presentation, background information and summary of action being requested by: mail, e-mail, fax or delivering in person.

**8. PROCEEDINGS**

**a. Call to Order**

- i. If a quorum is not present 30 minutes after the appointed time the meeting is to start, the Chief Administrative Officer shall record the names of those present and the Council shall stand adjourned.
- ii. If a quorum is present the Reeve, or in the case of a Board or Committee the Chairman, if in attendance, shall preside as Chair. As soon as possible after the appointed time the meeting is to start, the Reeve or Chairman shall call the meeting to order.
- iii. If a quorum is present and the Reeve or Chairman is not in attendance within 15 minutes after the appointed time the meeting is to start, the Deputy Reeve or Vice Chairmen, if in attendance, shall preside in the absence of the Reeve or Chairman and shall call the meeting to order.
- iv. If a quorum is present and the Reeve and Deputy Reeve are not in attendance within 15 minutes after the appointed time the meeting is to start, the Chief Administrative Officer or in the case of a Board or Committee meeting the respective Director shall call the meeting to order. The Councillors or members in attendance shall choose a Chair to preside in the absence of the Reeve or Chairman and Deputy Reeve or Vice Chairman.

**b. Adoption of Agenda**

- i. The Chair shall call for Additions or Deletions to the Proposed Agenda.
- ii. If there is any question regarding a proposed change, the question shall be resolved by a vote of Council.
- iii. Emergent Items shall be added to the Agenda under NEW BUSINESS.
- iv. **All other Additions shall be added to the Agenda under TOPICS FOR DISCUSSION, TIME PERMITTING.**
- v. The Chair shall request a motion to adopt the Agenda as presented or as amended and call the question.

**c. Adoption of Minutes**

- i. The Chair shall ask if there are any errors or omissions in the Draft Minutes.
- ii. Council shall direct the Chief Administrative Officer or the respective corresponding Director to make corrections as required.
- iii. The Chair shall request a motion to adopt the Minutes as presented or as amended and call the question.

**d. Chief Administrative Officer Report**

- i. The Chair shall ask the Chief Administrative Officer or in the case of a Board or Committee the Director to present his/her report.
- ii. The Chair shall ensure each Councillor (including the Chair) has adequate opportunity to address the report.
- iii. The Chair shall request a motion to accept the Chief Administrative Officers Report or in the case of a Board or Committee the Directors Report for information and call the question.

**e. Delegations**

- i. Delegations wishing to appear before Council to address an agenda item not designated as a Public Hearing shall submit a request:
  - 1. by mail, fax or delivered in person;
  - 2. a minimum of 7 days prior to the Council meeting;
  - 3. on the prescribed form;
  - 4. including background information and a summary of action being taken or requested; written presentations may be presented to Council at the Council Meeting; and
  - 5. including the names of all individuals who will be presenting.
- ii. The Chief Administrative Officer or Designate shall advise the Delegation:
  - 1. of the date and location of the Council meeting at which they can appear;
  - 2. that their presentation is intended to provide Council with information;
  - 3. of the time scheduled for their presentation; and
  - 4. to review the current Council Meeting Procedural Bylaw with specific reference to sections on Delegations and Conduct.
- iii. The Chair shall ask for each Delegation to be introduced, followed by their presentation, in the order they are listed on the Agenda.
- iv. The Delegation presentation shall be restricted to 15 minutes in the Agenda. The Chair may, with the consent of the majority of Councillors present, extend this time allotment.
- v. Delegations shall only discuss the matters which they have submitted to Council and which have been included on the agenda.
- vi. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
- vii. Delegations or authorized designate of the organizations must represent themselves.
- viii. Once the Delegation has been heard the Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to address the Delegation regarding points of clarification.
- ix. Council or board or Committee Member shall NOT enter into debate with the Delegation.
- x. The Chief Administrative Officer or Designate may refuse to schedule a delegation on an agenda if:
  - 1. a public hearing, or opportunity for public input, has been held in accordance with an enactment as a prerequisite to the adoption of a bylaw, or approval of a permit;
  - 2. the matter deals with the County's labour relations or other employee relations;
  - 3. the item relates to litigation or potential litigation affecting the County;
  - 4. the matter is outside the legal authority or jurisdiction affecting the County;
  - 5. the information is considered in a Council Meeting that was closed to the public, unless that information has been lawfully released to the public by the County;
  - 6. the matter is related to a request for information under the *Freedom of Information and Protection of Privacy Act (FOIP), RSA 2000, c F-25*;
  - 7. the matter relates to compliance with County bylaws or policies;
  - 8. the matter is an election campaign or election-related issue; or

**Bylaw 424-2024**

9. publicly tendered contracts or proposal calls for the provision of goods and services for the County between the time that such contract or proposal call has been authorized and the time such contract or proposal has been awarded.
  - x. Delegations shall not address Council on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.
  - xii. Where written application has not been received by the Chief Administrative Officer an individual or organization may only address the meeting if approved by majority vote of the Members present.
  - xiii. Delegation topics shall be included on the Agenda under TOPICS FOR DISCUSSION, TIME PERMITTING.
  - xiv. Council shall discuss the Delegation's presentation as set out within this bylaw and may send a letter of acknowledgement which may identify specific action to be taken if required; and
  - xv. Council or Administration may request Delegations to present information for Council's consideration or knowledge.
- f. Business Arising from Previous Meetings**
- i. The Chair shall introduce each topic of BUSINESS ARISING FROM PREVIOUS MEETINGS as they are listed on the Agenda.
  - ii. The Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to address the topic.
  - iii. If any Councillor or Member (including the Chair) considers there to be insufficient information or time to properly deal with the topic the Chair shall:
    1. accept a motion to table the topic to a future meeting. The motion shall include the reason for tabling and action required;
    2. ensure each Councillor or Member (including the Chair) has adequate opportunity to address the motion; and
    3. call the question.
  - iv. Once the Chair considers the discussion to be complete the Chair shall:
    1. request a motion of action required to deal with the topic (which maybe accept the topic and related information for information);
    2. ensure each Councillor or Member(including the Chair) has adequate opportunity to address the motion; and
    3. call the question.
- g. Public Hearings**
- i. The Chair shall introduce PUBLIC HEARINGS as they are listed on the Agenda.
  - ii. For each Public Hearing the Chair shall:
    1. declare the Public Hearing open, with that time to be noted in the Minutes;
    2. ask if the Public Hearing was properly advertised;
    3. ask the Administration to outline the proposed Bylaw;
    4. ask if Council has any questions to the Administration regarding the proposed Bylaw;
    5. ask if any submissions for the proposed Bylaw have been received and if yes, ask that these be read for the record;
    6. ask if anyone present would like to speak in favour of the proposed Bylaw;
      - a. ask if Council has questions to the presenter(s);
    7. ask if anyone present would like to speak in opposition of the proposed Bylaw;
      - a. ask if Council has questions to the presenter(s);
    8. close the Public Hearing, with that time to be noted in the Minutes; or recess the Public Hearing if appropriate, noting the date and time for continuation of the Public Hearing in the Minutes.

**h. New Business**

- i. The Chair shall introduce each topic of NEW BUSINESS as they are listed on the Agenda.
- ii. The Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to address the topic.
- iii. If any Councillor or Member (including the Chair) considers there to be insufficient information or time to properly deal with the topic the Chair shall:
  1. accept a motion to table the topic to a future meeting, the motion shall include the reason for tabling and action required;
  2. ensure each Councillor or Member (including the Chair) has adequate opportunity to address the motion; and
  3. call the question.
- iv. Once the Chair considers the discussion to be complete the Chair shall:
  1. request a motion of action required to deal with the topic (which maybe accept the topic and related information for information);
  2. ensure each Councillor or Member (including the Chair) has adequate opportunity to address the motion; and
  3. call the question.

**i. Policies/Bylaws For Review**

- i. The Chair shall introduce Policies/Bylaws for Review as they are listed on the Agenda;
- ii. The Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to address the Policies and Bylaws presented for routine review;
- iii. The Chair shall ask Chief Administrative Officer or designate to present any recommended changes to a Policy or Bylaw for consideration by Council;
- iv. The Chair shall ask if any Councillor would like to introduce any changes to the presented Policies or Bylaws, and any Councillor or Member (including the Chair) may introduce a motion to:
  1. accept a Policy or Bylaw for information (no changes required at this time);
  2. approve any proposed changes that may be recommended by Administration;
  3. ask Chief Administrative Officer or designate to draft new proposed changes as directed and to bring the respective Policy or Bylaw to a future meeting;
  4. rescind a policy or ask Chief Administrative Officer or designate to draft a repealing Bylaw and bring it to a future meeting;
  5. table the Policy or Bylaw to a future meeting, including the reason for tabling and action required.
- v. If a Councillor or Member (including the Chair) introduces a motion under 8. i. iv., the Chair shall:
  1. ensure each Councillor or Member (including the Chair) has adequate opportunity to address the motion (excluding a tabling motion); and
  2. call the question.
- vi. A Policy or Bylaw that require changes as the result of this periodic review shall be placed on agenda under **Business Arising from Previous Minutes** section in the subsequent meetings.

**j. Councillor/Member Reports**

- i. The Chair shall ask each Councillor or Member (including the Chair) to present their report.
- ii. Absent Councillors or Members may submit a written report.
- iii. The COUNCILLOR/MEMBER REPORTS may include:
  1. a summary of applicable information obtained while attending meetings related to County business;

2. a summary of applicable concerns and information received from Residents or Ratepayers; and
  3. motions of direction for the Chief Administrative Officer or the Director.
  - iv. The Chair shall request a motion to accept the COUNCILLOR REPORTS for information and call the question.
- k. Topics for Discussion, Time Permitting**
- i. The Chair shall introduce TOPICS FOR DISCUSSION, TIME PERMITTING if time permits adequate discussion.
  - ii. All topics introduced shall be treated in the same manner as NEW BUSINESS TOPICS.
  - iii. All topics not introduced shall be included in the Agenda Package for the next regular Council Meeting under BUSINESS ARISING FROM PREVIOUS MEETINGS.
- l. Closed Meeting Topics**
- i. Council or council committee has the authority to move into a “Closed Meeting” pursuant to *Section 197(2) of the Municipal Government Act* for the purposes of:
    1. protecting the Municipality, its operations, economic interests and delivery of its mandate from harm that could result from the release of certain information; and
    2. to comply with *Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act*.
  - ii. The section of *Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act* must be noted in the minutes.
  - iii. Council or council committee has the authority to allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend. This excludes members of the County’s administration.
  - iv. The Chair shall request a motion to go into a Closed Meeting and call the question.
  - v. The Chair shall introduce each topic to be discussed in the Closed Meeting.
  - vi. The Chair shall ensure applicable information is presented.
  - vii. The Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to address the topic.
  - viii. The Chair shall request a motion to come out of the Closed Meeting and call the question.
  - ix. Once the meeting in public resumes, if any the Closed Meeting Topics require action:
    1. the Chair shall introduce each Closed Meeting TOPIC which requires action; and
    2. each topic introduced shall be treated in the same manner as NEW BUSINESS TOPICS.
  - x. Access to sensitive documentation by electronic means shall be restricted once the meeting is completed.
- m. Information Items**
- i. The Chair shall ask if there is any discussion arising from the Information Items.
  - ii. The Chair shall ensure each Councillor or Member (including the Chair) has adequate opportunity to raise discussion for clarification of information items.
  - iii. If any Councillor or Member (including the Chair) considers an INFORMATION ITEM to warrant further action the Chair shall:
    1. ensure each Councillor or Member (including the Chair) has adequate opportunity to address the topic;
    2. request a motion of action required to deal with the topic;

3. ensure each Councillor or Member (including the Chair) has adequate opportunity to address the motion;
  4. call the question;
  5. request a motion to accept the INFORMATION ITEMS that did not warrant further action for information; and
  6. call the question.
- iv. If none of the INFORMATION ITEMS warranted further action the Chair shall:
1. request a motion to accept the INFORMATION ITEMS as information; and
  2. call the question.

*n. Adjournment*

- i. The Chair shall adjourn the Council or the Board and Committee Meeting

**9. MOTIONS**

- a. All members of Council, Boards and Committees (including the Chair) are entitled to present a Motion.
- b. Every Motion of Council, Boards and Committees shall be recorded in the Minutes.
- c. When a Motion is on the floor; the only motions that the Chair shall accept are:
  - i. to amend the Motion:
    1. a motion may be made to amend a motion by removing and/or adding wording;
    2. a motion may be made to amend an amendment (once only) by removing and/or adding wording; and
    3. the amendment to the amendment shall be called followed by the amendment to the motion on the floor.
  - ii. to table the Motion to a future meeting of Council, Boards or Committees:
    1. in order to allow more time for discussion; or
    2. in order to obtain information;
    3. a motion to be tabled is not debatable or amendable.
    4. a majority vote of the Councillors or members present is required to table a motion; and
    5. a decision to table a motion cannot be reconsidered.
  - iii. to withdraw the Motion:
    1. the unanimous vote of the Councillors or Members present is required to withdraw a Motion; and
    2. if the Motion is withdrawn; the Motion shall be removed from the Minutes.
  - iv. to call the question.
- d. The Chair shall insure that each Councillor or Member (including the Chair) has adequate opportunity to address the Motion.
- e. Friendly amendments shall be permitted if the Councillor or Member who presented the Motion agrees with changes suggested.
- f. Once the Chair considers the discussion to be adequate the Chair shall call the question.

**10. BYLAWS**

- a. Every proposed Bylaw must have 3 distinct and separate readings:
  - i. each Councillor present for first reading must be given or have had the opportunity to review the full text of the proposed Bylaw before the Bylaw receives first reading;
  - ii. each Councillor present for third reading must be given or have had the opportunity to review the full text of the proposed Bylaw and of any amendments that were passed after first reading before the Bylaw receives third reading;



- iii. a proposed Bylaw may have more than 2 readings at a Council meeting subject to the Councillors present unanimously agreeing to consider third reading and no statutory requirements under the *Municipal Government Act* or applicable regulations exist; and
- iv. only the title or identifying number has to be read at each reading of the Bylaw.
- b. The proposed Bylaw is considered to be rescinded if the proposed Bylaw:
  - i. does not receive third reading within 2 years after first reading; or
  - ii. is defeated on second or third reading.

#### 11. VOTING

- a. Voting shall be:
  - i. by electronic means which, once the vote is complete, will display each Councillors vote for or against;
  - ii. by show of hands if electronic means is not available;
  - iii. recorded in the Minutes showing each Councillors or members vote.
- b. A Councillor or Member (including the Chair) attending a Council, Board or Committee meeting must vote when the question is called with the following exceptions:
  - i. must abstain from voting on the Bylaw or Resolution if absent from all of the public hearings; or
  - ii. must abstain from voting on the Bylaw or Resolution if 12.b below applies; and
  - iii. may abstain from voting on the Bylaw or Resolution if only absent from part of the public hearing.
- c. The Council must ensure that each abstention and the reason for the abstention are recorded in the minutes.
- d. If there is an equal number of votes for and against a question, the question is defeated.

#### 12. CONDUCT

- a. The Chair shall conduct the manner and order of speaking so that all sides of a question may be as fully presented as the circumstances warrant and shall ensure that each Councillor or Member (including the Chair) is allowed an equal opportunity to speak.
- b. Any member of Council, Board or Committee who finds themselves in pecuniary conflict of any issue shall excuse themselves from discussion, debate and decision regarding that issue by giving the Recording Secretary details of the pecuniary interest to be recording into the minutes and leaving the Chamber.
- c. All Councillors or Members wishing to address any question shall address the Chair and will not speak until recognized by the Chair.
- d. The Chair shall be addressed by title: Reeve (last name), Deputy Reeve (last name) or Mr./Madam Chair.
- e. Councillors shall be referred to as Councillor (last name), and Board or Committee members shall be referred to as Member (last name) or by their first name in a respectful manner.
- f. Offensive words or actions will not be tolerated.
- g. Any Councillor or Member may call another Councillor or Member on a point of order regarding meeting procedure. When a point of order is called:
  - i. the Chair shall stop the discussion; and
  - ii. the Chair or Alternate Chair if the point of order is raised regarding the Chair, in consultation with the Chief Administrative Officer, shall determine the point of order before the discussion proceeds by:
    1. ensuring compliance with the current Council Meeting Procedure Bylaw;
    2. ensuring compliance with the *Municipal Government Act, R.S.A. 2000, Chapter M-26*; and
    3. if deemed necessary, referring to reference material such as Roberts

Rules of Order.

- h. When the Chair calls the question:
  - i. all discussion of the question shall stop; and
  - ii. no other motion shall be made until the vote has been determined.
- i. When a question is carried, all Councillors shall support the decision as a decision of Council regardless of whether or not the Councillor agrees with the decision as an individual Councillor.

**13. INTERPRETATION**

- a. When any matter relating to the meeting procedures is not addressed in this Bylaw, the matter shall be decided by reference to the most current edition of Roberts Rules of Order, if applicable.
- b. In the event of a conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.

**14. REPEAL**

- a. The Council, Board and Committee Meeting Procedure Bylaw 419-2023 is hereby repealed.

**15. REVIEW**

- a. This Bylaw is to be reviewed during Councillor Orientation and again within six months after each Municipal Election and in regards to Boards and Committees the first meeting after the annual Council Organizational meeting.

FIRST READING 27 DAY OF FEBRUARY, 2024

SECOND READING 23 DAY OF APRIL, 2024

THIRD READING 23 DAY OF APRIL, 2024

REEVE: Alvin Hubert \_\_\_\_\_ 

CHIEF ADMINISTRATIVE OFFICER: Cary Merritt \_\_\_\_\_ 

# APPENDIX 5 – FORMS

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FORM 3

## Notice of Nomination Day

*Local Authorities Election Act  
(Section 26)*

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

Notice is hereby given that Nomination Day is \_\_\_\_\_ and that nominations for the  
Date

election of candidates for the following offices will be received at the location of the local jurisdiction

office set out below within the period beginning on \_\_\_\_\_  
Date

and ending at 12:00 noon on Nomination Day.

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Location (Address) of Local Jurisdiction Office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATED at the \_\_\_\_\_ of \_\_\_\_\_, in the  
Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Returning Officer

**Nomination Paper and Candidate's Acceptance**

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

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

\_\_\_\_\_  
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

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

\_\_\_\_\_  
 Candidate Surname Given Names of

\_\_\_\_\_ as a candidate at the election  
 Complete Address and postal code

about to be held for the office of \_\_\_\_\_  
 Office Nominated for

of \_\_\_\_\_  
 Name of Local Jurisdiction

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

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

**Candidate's Acceptance**

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

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

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

as my official agent.

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

Print name as it should appear on the ballot

\_\_\_\_\_  
Candidate's Surname

\_\_\_\_\_  
Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_,

in the Province of Alberta,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Commissioner for Oaths Stamp

\_\_\_\_\_  
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 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

\_\_\_\_\_ **Title of the Responsible Official**      \_\_\_\_\_ **Business Phone Number**

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

Address of place(s) where candidate records are maintained \_\_\_\_\_

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

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

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.

FORM 6

Notice of Election

Local Authorities Election Act  
(Sections 12, 35, 46, 53)

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

Notice is hereby given that an election will be held for the filling of the following offices:

Office(s)	Number of Vacancies	Ward or Electoral Division Number (If Applicable)

Voting will take place on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the hours of \_\_\_\_\_  
and \_\_\_\_\_ . Voting stations will be located at:  
Closing Time Start Time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In order to vote, your name must appear on the list of electors. If your name does not appear on the list of electors, the person vouching for you must produce identification for inspection. The identification must be one or more of

\_\_\_\_\_ List Acceptable Forms of Identification

as required by section 53 of the *Local Authorities Election Act*.

DATED at the \_\_\_\_\_ of \_\_\_\_\_, in the  
Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Returning Officer

LGS0754 Rev 2019-03

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

*Local Authorities Election Act  
(Section 52)*

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

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

Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of \_\_\_\_\_  
Office

This appointment is in effect for the 20\_\_ campaign period.

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

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

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

\_\_\_\_\_  
Signature of Returning Officer or Deputy Returning Officer

\_\_\_\_\_  
Signature of Enumerator, Candidate, or Official Agent Named Above



**Campaign Worker Proof of Identification**

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

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

constitutes identification for \_\_\_\_\_  
Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of \_\_\_\_\_  
Office

This appointment is in effect for the 20\_\_\_\_ campaign period.

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

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

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

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Worker's Signature

**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

\_\_\_\_\_  
Title of the Responsible Official      Business Phone Number

LOCAL JURISDICTION \_\_\_\_\_, 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**

**CAMPAIGN CONTRIBUTIONS:**

- 1. Pre-Campaign Period Contributions (up to a limit of \$2,000) \$ \_\_\_\_\_
- 2. Pre-Campaign Period Expenses (up to a limit of \$2,000) \$ \_\_\_\_\_

**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 line 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) \$ \_\_\_\_\_

**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*.

\_\_\_\_\_  
Signature of Candidate      Date

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 SIGN A FALSE STATEMENT**



## Candidates Nomination Information

Public (when completed)

The personal information on this form is being collected to record information pertaining to each candidate nomination and is authorized under Section 27 of the *Local Authorities Election 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 personal information, please contact Strategic Policy and Planning at 780-427-2225, or by writing to the Director, Strategic Policy and Planning, 17th Floor, Commerce Place, Edmonton, Alberta. (outside of Alberta, call 310-0000 to be connected toll free).

Municipality

Election Type

Choose Election Type

How many positions are up for election?

Position(s) Up for Election

Councillor

Chief Elected Official

### Key Dates

Nominations Closed Date yyyy-mm-dd

Nominations Extension Date yyyy-mm-dd

Election Date yyyy-mm-dd

Official Result Deadline Date yyyy-mm-dd

Organizational Meeting Date yyyy-mm-dd

### For By-Elections Only

#### Name of Council Member(s) Who Resigned

First Name

Last Name

Date of Resignation yyyy-mm-dd

#### Candidates for Councillor (Form 4 – Nomination Paper and Candidate Acceptance) As Appear on the Ballots for Councillor

Ward	Gender	Title	First Name	Last Name	Incumbent	Acclaimed
					<input type="checkbox"/>	<input type="checkbox"/>

#### Candidates for Chief Elected Official (Form 4 – Nomination Paper and Candidate Acceptance) as Appear on the Ballots for Chief Elected Official (Mayor/Reeve)

Ward	Gender	Title	First Name	Last Name	Incumbent	Acclaimed
					<input type="checkbox"/>	<input type="checkbox"/>

#### Returning Officer Information

Title

First Name

Last Name

Email Address

Phone

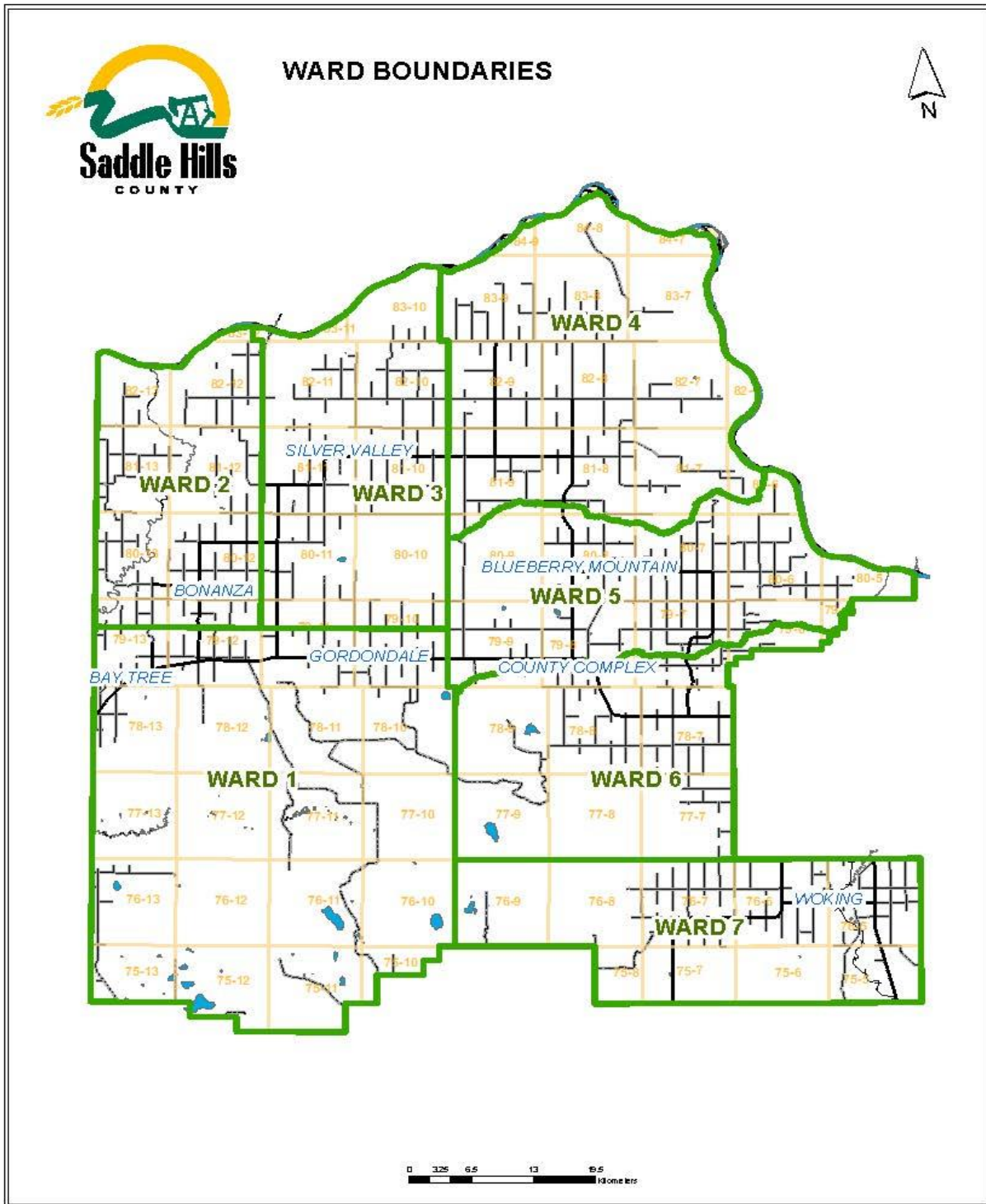
I certify that this is a true statement of the candidates nomination information.

\_\_\_\_\_  
Signature of Returning Officer

Please forward a signed copy of the form to [igs.update@gov.ab.ca](mailto:igs.update@gov.ab.ca) or by mail to Information Services, Municipal Affairs, 17th floor, Commerce Place, Edmonton Alberta, T5J 4L4.

LGS1332 Rev. 2020-10

# APPENDIX 6 – WARD BOUNDARIES





# 2024 WARD 5 Map

Junction of Highway 49 and Highway 725  
RR 1  
Spielf River, Alberta, Canada  
T0H 3G0

www.saddlehills.ab.ca

Base Map compiled from Provincial File Mapping  
10 Degree Transverse Mercator Projection, Central Meridian 113 West, NAD 83 Datum  
Ward 5 derived from Provincial Land Files  
Alberta Data Partnership May 2024

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS  
DISCLAIMER

The Ward 5 Map is produced in whole by the Saddle Hills County GIS Department  
The information on this map is provided solely for the user's information and  
while thought to be accurate, is provided "as is" and without  
warranty of any kind, either express or implied.

The County, its agents, employees or contractors, will not be liable for any  
damages, direct or indirect, or lost profits or data arising out of use of  
information provided on the map.

### Legend

- House
- Roads
  - ▬ Farm Field
  - ▬ Gravel
  - ▬ Paved
- ▬ TWP Boundary
- ▭ Parcel

