



# AGENDA

## Town Council

July 8, 2024 - 3:00 PM

Town Administration Building - Council Chambers

---

**AGENDA FOR SPECIAL MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, JULY 8, 2024 AT 3:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.**

Page

**1. CALL TO ORDER SPECIAL COUNCIL MEETING & RECORD OF ATTENDANCE**

**1.1 LAND ACKNOWLEDGEMENT**

**2. AGENDA APPROVAL AND ADDITIONS**

**3. MINUTES**

**4. PUBLIC HEARINGS**

**5. DELEGATIONS**

**6. BYLAWS**

**7. NEW AND UNFINISHED BUSINESS**

**7.1 By-election Procedures**

[Request for Decision - RFD-24-112 - Pdf](#)

3 - 5

**8. REPORTS**

**9. CORRESPONDENCE**

## **10. OPEN FORUM**

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1). The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

## **11. CLOSED SESSION**

## **12. ADJOURNMENT**

# Town Council REQUEST FOR DECISION



**Meeting:** July 8, 2024  
**Submitted By:** Craig Douglas, Chief Administrative Officer  
**Subject:** By-election Procedures  
**Item For:**  Public Information -or-  Closed Session

## BACKGROUND:

Councillor Coston submitted her written resignation, as Councillor, to the CAO on June 17, 2024. With this resignation, the Town is required to hold a by-election. Several decisions must be made in this respect.

At the last Council meeting held on June 24, 2024, Council made the following motion:

### Motion 119/2024

Moved by Councillor Clark to advise Administration to set a date for the by-election within 120 days of Councillor Coston's resignation, being October 14, 2024.

Mayor Pankiw	In Favor
Councillor Clark	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Administration has scheduled the by-election to be held on October 7, 2024. The Returning Officer and Substitute Returning Officer are appointment by resolution.

## DISCUSSION:

Relevant Sections of the Municipal Government Act (MGA) and the Local Authorities Election Act (LAEA) are as follows:

### **MGA:**

Section 161(3) The resignation is effective on the date it is received by the chief administrative officer even if a later date is set out in the resignation.

Section 161(4) The chief administrative officer must report the resignation at the first council meeting after receiving the resignation.

Section 165 Unless a council sets an earlier date, election day for a by-election under section 162 or 163 is 120 days after the vacancy occurs.

**LAEA:**

Section 11(1)(b) Election day for a local jurisdiction in the case of a by-election...shall be the day fixed by a resolution of the elected authority.

Section 13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.

Section 25 Nomination day shall be 4 weeks before election day.

Section 73(3) An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.

Section 147.1(1)(b)(ii) "campaign period" means... in the case of a by-election, the period of time set by bylaw or resolution to 60 days immediately following the by-election;

Administration is recommending the by-election be held on October 7, 2024, to avoid having a nomination date in August. If the election is held on October 7, 2024, then nomination day will be Monday, September 9, 2024.

Council may choose to hold an advance vote for the by-election. The advance vote should not be held within 24 hours of election day and the Returning Officer shall determine the dates, times and locations of the advanced voting. Should Council choose to do so, the approximate cost of an advance vote would be \$1500 which would cover advertising and the cost of one Deputy Returning Officer (the Chief Administrative Officer would attend the Advance Vote as the Presiding Deputy Returning Officer and there would be no additional costs to the Town).

Council to set the start of the campaign period by resolution. The campaign period ends 60 days immediately following the by-election (December 6, 2024).

Administration is recommending an upset limit of \$5,000 be allocated for the by-election. The main costs are for advertising and for paying Deputy Returning Officers on the day of the election.

**RECOMMENDATION:**

To approve the by-election date of October 7, 2024.

To determine if there is a need for an advanced vote for the by-election.

To appoint Bonnie Rybak as Returning Officer for the Town of Rimbey by-election on October 7, 2024.

To appoint Craig Douglas, CAO as Substitute Returning Officer for the Town of Rimbey by-election on October 7, 2024.

To choose a start date of the campaign period by resolution.

To allocate \$5,000 from Unrestricted Reserves to cover the cost of the October 7, 2024 by-election for the Town of Rimbey.

**PREPARED BY:** Craig Douglas, Chief Administrative Officer

July 4, 2024  
**Date**

**ENDORSED BY:**

A handwritten signature in blue ink, appearing to read "Craig Douglas", with a large, stylized flourish extending to the right.

Craig Douglas, Chief Administrative Officer

July 4, 2024  
**Date**