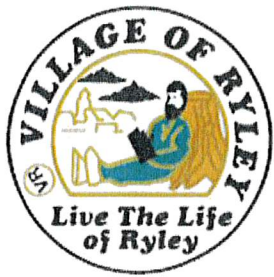


2025 ELECTION
INFORMATION FOR
POTENTIAL CANDIDATES
FOR THE OFFICE OF:
COUNCILLOR

NOMINATION DAY:
SEPTEMBER 22, 2025

ELECTION DAY:
OCTOBER 20, 2025

WWW.RYLEY.CA



"Come Live the Life of Ryley"

January 1, 2025

To: Prospective Candidates
Ryley, AB

Re: 2025 Ryley Municipal Election

Dear Candidates:

If you are considering running as a councillor in Ryley, please let me say congratulations! Local Government in Alberta is an honourable institution with a considerable history that dates back to 1883.

The following guide gives an overview of what you can expect as a councillor: Nomination and election procedures, duties and responsibilities of councillors, frequently asked questions, and information that you may require as you prepare to embark on this journey.

Nominations must be delivered in person, accompanied by a \$100 nomination fee and accepted/signed by the Ryley Returning Officer Rachelle Bonneteau no later than 12:00 noon on September 22, 2025 at the Ryley Municipal Office. No nominations can be accepted after that time so please submit your papers and payment as soon as you can to avoid this deadline. Nomination forms are included in this package for your convenience. Also included are relevant excerpts from the Alberta Municipal Government Act Legislation, which you are required to acknowledge having read as part of the nomination process.

If you have any further questions, please do not hesitate to contact me.

Once again, welcome and good luck!

Sincerely,

Glen Hamilton-Brown
Chief Administration Officer
Village of Ryley



INTRODUCTION

This information package is for your assistance and has no legislative sanction.

It contains:

- (a) Important facts candidates should be aware of.
- (b) Answers to the most frequently asked questions regarding election procedures.
- (c) Overview of what you can expect if elected and your responsibilities as an elected official.
- (d) Forms.

This package provides information on the following elected offices:

Councillors

The positions of Councillors are at-large elections, meaning each person elected represents the Village as a whole.

Returning Officer Jurisdiction

The Returning Officer and Substitute Returning Officer for the Village of Ryley for 2025 are:

Rachelle Bonneteau
Returning Officer
Phone: 780-663-3653
Email: ryleyelections@gmail.com

Mickey Wilson
Substitute Returning Officer
Phone: 780-231-4561
Email: fcss@ryley.ca

INFORMATION SOURCES

This document is not inclusive of all the information related to each office, election procedures and election legislation.

For detailed information or documentation, the following sources are available to you:

- Provincial Legislation includes the *Local Authorities Election Act and the Municipal Government Act*.

Copies may be obtained from:

The King's Printer
10611 98 NW, Avenue
Edmonton, AB T5K 2P7
Telephone: 780-427-4952
Email: kings-printer@gov.ab.ca or
Online: www.alberta.ca/alberta-kings-printer

- Any questions relative to the Election Process or relative to the Offices of the Councillors, please contact the Returning Officer.

PURPOSE, POWER, AND CAPACITY OF LOCAL JURISDICTION

Excerpts from Sections 3 and 201 of the Municipal Government Act, RSA 2000, Chapter M-26

Section 3 Municipal purposes

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 neighbouring municipalities to plan, deliver and fund intermunicipal services.

Section 201 Council's principal role in municipal organization

- (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 (CAO) or a designated officer.

ORIENTATION

Excerpt from Section 201.1 of the Municipal Government Act, RSA 2000, Chapter M-26

Section 201.1 Orientation training

- (1) A municipality, in accordance with the regulations, must offer, and each councillor must attend, orientation training
 - (a) on the following topics, to be held prior to or on the same day as the first organizational meeting following a general election required by section 192, or in the case of a councillor elected at a by-election, on or before the day that councillor takes the oath of office:
 - (i) role of municipalities in Alberta;
 - (ii) municipal organization and function;
 - (iii) roles and responsibilities of council and councillors;
 - (iv) the municipality's code of conduct;
 - (v) roles and responsibilities of the chief administrative officer and staff,
 - and
 - (b) on the following topics, to be held prior to or on the same day as the first regularly scheduled council meeting, or in the case of a councillor elected at a by-election, within 90 days after that councillor takes the oath of office:
 - (i) key municipal plans, policies and projects;
 - (ii) budgeting and financial administration;
 - (iii) public participation;
 - (iv) any other topic prescribed by the regulations.

TAKING OF OATH

Excerpt from Section 156 of the Municipal Government Act, RSA 2000, Chapter M-26

Section 156 Taking of oath

A councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act.

THE OFFICE OF COUNCILLOR

TERM OF OFFICE: Four Years

NUMBER OF COUNCILLORS: Five positions

Excerpts from Sections 153 and 154 of the Municipal Government Act, RSA 2000, Chapter M-26

Section 153 General duties of councillors

Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
 - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
 - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

154 General duties of chief elected official

- (1) A chief elected official, in addition to performing the duties of a councillor, must
 - (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) Repealed 2022 c16 s9(40).
- (3) The chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

The Municipal Government Act provides that every municipality shall have a council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a council and councillors including:

COUNCILLOR- REMUNERATION

Per Diem:

For each Regular Council or Committee meeting, the Councillor shall receive \$100.00/Meeting which shall be considered taxable for income tax purposes.

Daily Rate:

For meetings or conventions exceeding 4 hours in length, Mayor and councillors shall be paid \$185.00/day, which shall be considered taxable for income tax purposes.

Transportation:

Mileage allowance for use of a personal vehicle while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

Expense Allowance:

Expenses while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

NOTE: All remuneration outlined above is pursuant to terms of the Village of Ryley Council Remuneration Policy.

COUNCIL AND COMMITTEES

Council Meetings:

First and third Tuesday of each month commencing at 6:45 p.m.

Committee Meetings:

As per their own scheduled meeting dates.

All councillors should have the flexibility to attend some daytime meetings.

THE OFFICE OF MAYOR

Chief Elected Official (Mayor): In the Village of Ryley, the Chief Elected Official, or Mayor, is nominated annually from one of the 5 elected councillors.

Mayor:

A councillor acts as Mayor in accordance with a nomination and selection process, which occurs at the Organizational Meeting held after the election during an election year, and annually at the organizational meeting held in non-election years.

MAYOR- REMUNERATION

Per Diem:

For each Regular Council or Committee meeting, the Mayor shall receive \$120.00/Meeting which shall be considered taxable for income tax purposes.

Daily Rate:

For meetings or conventions exceeding 4 hours in length, Mayor and councillors shall be paid \$185.00/day, which shall be considered taxable for income tax purposes.

Transportation:

Mileage allowance for use of a personal vehicle while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

Expense Allowance:

Expenses while on Village Business pursuant to the Village of Ryley Council Remuneration Policy.

NOTE: All remuneration outlined above is pursuant to terms of the Village of Ryley Council Remuneration Policy.

COUNCIL AND COMMITTEES**Council Meetings:**

First and third Tuesday of each month commencing at 6:45 p.m.

Time Commitment:

The position of Mayor is a part-time commitment averaging between 15 – 20 hours per week. In addition to performing duties during the weekdays, the Mayor is expected to attend meetings, public functions, ceremonies and other events, which may occur during evening hours and on weekends.

The Mayor should have the flexibility to attend daytime commitments.

Deputy Mayor:

A Councillor acts as Deputy Mayor in accordance with a nomination and selection process, which occurs at the Organizational Meeting held after the election during an election year, and annually at the organizational meeting held in non-election years.

Deputy Mayor Responsibilities

A Councillor is appointed as the Deputy Mayor for a period of one year at the annual Organizational Meeting in October. The Deputy Mayor, in the absence of the Mayor, performs such functions as: Chairing of Council Meetings, participating in Council agenda preparation, attending ceremonies, banquets, speaking engagements, etc. If the Deputy Mayor is not available, another councillor may be called upon to carry out these public relation duties.

The Councillor appointed as the Deputy Mayor should have the flexibility to attend daytime commitments.

Committees/Boards/Commissions

Only those appointed to serve on a committee/commission/board have the right to vote. Councillors serve on various committees/commissions/boards as appointed by Council such as:

- Committees/Boards established by Council under the Municipal Government Act. e.g. Family & Community Support Services
- Boards established under other legislation e.g. Libraries Act, Senior Housing
- Outside committees, boards, etc which request or require representation by a member of Council; e.g. Waste Management, Battle River Alliance for Economic Development; Beaver Emergency Services Commission

Where applicable, it is recommended that a Councillor appointed to these Committees, Boards and Commissions attempt to be a member of the executive.

Appointment to these Committees/Boards/Commissions will be made at the annual Organizational Meeting of Council in October.

Time Commitment

The Municipal Government Act provides an outline of duties for the members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend in performing their duties. The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council and these include, but are not limited to:

Attendance at Council Meetings

Council meetings are held each month commencing at 6:45 p.m. All Councillors will be supplied with a laptop, which is the property of the Village of Ryley. After preparation of the agenda by the Chief Administrative Officer and Mayor, Councillors will be sent an electronic version of the agenda. If there is an item that a Councillor wishes to have on the agenda, it should be submitted to the CAO by Thursday prior to the meeting.

Association of Alberta Municipalities (ABmunis)

The vision statement of ABmunis states "We are a change agent that enables municipalities to be a fully engaged order of government with the capacity to build thriving communities". The mission statement of ABmunis states "We are the voice of Alberta's urban municipalities and we provide visionary leadership, solutions-based advocacy, and service excellence". The core values of ABmunis are:

- EXCELLENCE: Provide municipal expertise through timely, consistent and accurate services, continuous improvement and innovation.
- MEMBER FOCUS: Offer resources and solutions tailored to meet the needs of our members.
- ACCOUNTABILITY: Act with integrity and transparency.
- COLLABORATION: Establish networks and partnerships through which we engage and respond.
- COMMUNICATION: Inform, educate and listen to members and other stakeholders.

Alberta Municipalities is lead by a Board of Directors elected by member municipalities during each annual convention. The Board is comprised of representatives from Alberta's cities, towns, villages, summer villages, and specialized municipalities.

Each fall ABmunis holds its Annual Convention where locally elected officials, senior municipal staff, business leaders, provincially and federally elected officials and other stakeholders come together to network, learn, debate resolutions, and elect a new Board of Directors. Over 1,200 delegates attend this important three-day event which also includes the AMSC tradeshow.

The convention that is held during election years is strongly geared toward newly elected Council members and for these reasons those successful candidates are encouraged to set aside time to attend this event.

The 2025 ABmunis Convention and Tradeshow takes place on Nov 12-14, 2025 in Calgary, AB. Updates on the convention can be found at www.abmunis.ca/events. Please mark these dates on your calendar. An allowance to attend this conference is provided for within the annual budget.

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: Village of Ryley, PROVINCE OF ALBERTA

Election Date: October 20, 2025
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

Village of Ryley

name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:
5005-50 St, Ryley, AB, T0B 4A0

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

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

SWORN (AFFIRMED) before me at the _____

of _____, in the Province of Alberta, this _____

day of _____, 20 ____

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

Local Authorities Election Act
 (Sections 12, 21, 22, 23, 23.1, 27, 28,
 47, 68.1, 151, 158.3, Part 5.1)
Education Act (Sections 4(4), 74)

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Village of Ryley	780-663-3653
<small>Business Title/Organization</small>	<small>Business Phone Number</small>
5005-50 St	Ryley
<small>Address</small>	<small>City or Town</small>
	AB TOB 4A0
	<small>Province Postal Code</small>

LOCAL JURISDICTION: Village of Ryley, PROVINCE OF ALBERTA

We, the undersigned electors of Village of Ryley,
Name of Local Jurisdiction and Ward (if applicable)

nominate _____ of
Candidate's Surname and Given Names

Complete Address and Postal Code

as a candidate at the election about to be held for the office of Councillor
Office Nominated for

of Village of Ryley.
Name of Local Jurisdiction

The candidate's local political party or slate is _____ (if applicable).

Provide 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,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 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,

I am appointing _____
Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent
as my official agent (if applicable),

I have provided a criminal record check with my nomination package (if applicable),

I will read and abide by the municipality's code of conduct if elected (if applicable), and

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

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

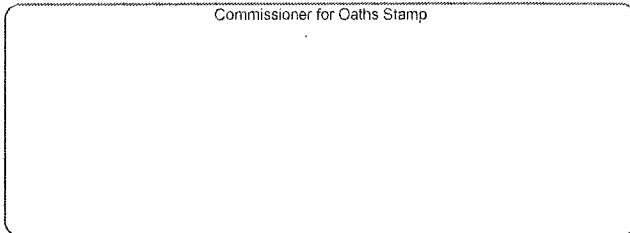
SWORN (AFFIRMED) before me

at the _____ of _____,
in the Province of Alberta,
this _____ day of _____, 20_____.



Signature of Candidate

Signature of Returning Officer or
Commissioner for Oaths



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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Village of Ryley		780-663-3653	
Business Title/Organization		Business Phone Number	
5005-50 St	Ryley	AB	T0B 4A0
Address	City or Town	Province	Postal Code

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) of Place(s) where Candidate Records are Maintained **5005-50 St**

Ryley, AB T0B 4A0

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

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

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

Statement of Scrutineer or Official Agent

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

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act. For questions about the collection of personal information, contact

Village of Ryley Business Title/Organization 780-663-3653 Business Phone Number
5005-50 St Address Ryley City or Town AB Province TOB 4A0 Postal Code

LOCAL JURISDICTION: Village of Ryley, PROVINCE OF ALBERTA

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

I, Name of Scrutineer or Official Agent, of Complete Address and Postal Code

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

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

OR

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

- (Check [x] One) promoting the passing of Bylaw No.
opposing the passing of Bylaw No.

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

- (Check [x] One) voting in the positive on the question set out.
voting in the negative on the question set out.

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

Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

Campaign Disclosure Statement and Financial Statement

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

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Village of Ryley	780-663-3653
Business Title/Organization	Business Phone Number
5005-50 St	Ryley
Address	City or Town
	AB
	Province
	T0B 4A0
	Postal Code

LOCAL JURISDICTION: Village of Ryley, PROVINCE OF ALBERTA

Calendar year of disclosure: 2025

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____, Alberta

Postal Code: _____

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less _____

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

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

3. Deduct total amount of contributions returned _____

4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$0.00

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds _____

6. Total net amount received from fund-raising functions _____

7. Transfer of any surplus or deficit from a candidate's previous election campaign _____

8. Total amount of other revenue _____

9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \$0.00

TOTAL REVENUE

10. Total campaign revenue for calendar year (add lines 4 and 9) \$0.00

Campaign Expenditures for Calendar Year

11. Total paid campaign expenses _____

12. Total unpaid campaign expenses _____

13. Total campaign expenses (add lines 11 and 12) \$0.00

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

Campaign Surplus (Deficit) for Calendar Year (deduct line 13 from line 10) \$0.00

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd

Signature of Candidate

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT

Village of Ryley

Release of Candidates Information Form

RELEASE OF CANDIDATE INFORMATION Village of Ryley General Election 2025 Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the media during the 2025 municipal election. 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 about the collection, please contact the Chief Administrative Officer, Glen Hamilton-Brown at 780-663-3653.

LOCAL JURISDICTION: VILLAGE OF RYLEY, PROVINCE OF ALBERTA

I, hereby grant consent to the Village of Ryley to release the following personal information about me to the Province of Alberta, any interested person, organization, or media source, from the date the Release is signed until the completion of the 2025 municipal election.

NAME: _____

ADDRESS: _____

PHONE NUMBERS:

_____	_____
Home	Cell
_____	_____
Business	Other

EMAIL: _____

WEBSITE: _____

CANDIDATE'S CONSENT

Signature of Candidate

Date

Village of Ryley

Release of Official Agent Information Form

RELEASE OF OFFICIAL AGENT INFORMATION Village of Ryley General Election 2025 Note: The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purpose of providing candidates with election information and providing contact information about candidates to members of the public and the media during the 2025 municipal election. 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 about the collection, please contact the Chief Administrative Officer, Glen Hamilton-Brown at 780-663-3653.

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

for the office of Councillor hereby grant consent to the Village of Ryley to release the following personal information about me to the Province of Alberta, any interested person, organization, or source of media, from the date the Release is signed until the completion of the 2025 municipal election.

NAME: _____

ADDRESS: _____

PHONE NUMBERS:

_____	_____
Home	Cell
_____	_____
Business	Other

EMAIL:

OFFICIAL AGENT'S CONSENT

Signature of Official Agent

Date