

2025 MUNICIPAL ELECTION

CANDIDATE NOMINATION PACKAGE

Table of Contents

General Information	03	Authorization for Release of Personal Information	13
Election Office	03	Campaign Information	14
POPA Statement	03	Campaign Restrictions	14
Disclaimer	03	Campaign Literature	15
Electoral Divisions and Council Composition	04	Election Finances and Contributions Disclosure	16
Electoral Divisions	04	Offences	16
Term of Office	04	Election Day	17
Chief Elected Official	04	Elector Eligibility	17
Candidate Information	05	Release of Election Results	17
Understanding the Position	05	Appendices	18
Roles and Responsibilities	05		
Duties of a Councillor	06		
Duties of the Reeve	06		
County Manager	07		
Pecuniary Interest and Conflict of Interest	07		
Time Commitment	07		
Council Orientation	08		
Compensation and Benefits	09		
Nomination Process	10		
Candidate Qualifications	10		
Notice of Intent to Run	10		
Nomination Requirements	10		
Withdrawing a Nomination	11		
Insufficient Nominations	11		
Official Agent	11		
Key Dates	12		

General Information

This information guide has been developed to answer questions most frequently asked by candidates prior to Nomination Day. It also contains important information that candidates running for Councillor should be aware of.

Election Office

The Election Office for the 2025 Municipal Election for the County of Grande Prairie No. 1 is located at:

Address	Administration Building 10001 - 84 Avenue Clairmont, AB T8X 5B2
Phone	(780) 532-9722
Returning Officer	Carol Gabriel, Municipal Election and Governance Advisor
Substitute Returning Officer	Tatiana Catana, Supervisor, Legislative Services
Email	election@countygp.ab.ca
Website	www.countygp.ab.ca/election

Protection of Privacy Act (POPA) Statement *(previously FOIP)*

The personal information collected will be used for the purpose of conducting the 2025 Municipal Election. This collection is authorized by Section 4(c) of the Protection of Privacy Act and the information collected will also be subject to the Access to Information Act. For questions about this collection of personal information by the County of Grande Prairie, contact the Access and Privacy Officer at AccessPrivacy@countygp.ab.ca or call (780) 532-9722.

Disclaimer

The material contained in this information package is the County's understanding of the meaning of the legislation. This summary is not intended to replace the candidate's responsibility for reading and understanding the legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all provincial laws and regulations.

Legislation can be obtained from the Alberta Kings Printer online at: www.alberta.ca/alberta-kings-printer.

Electoral Divisions and Council Composition

Electoral Divisions

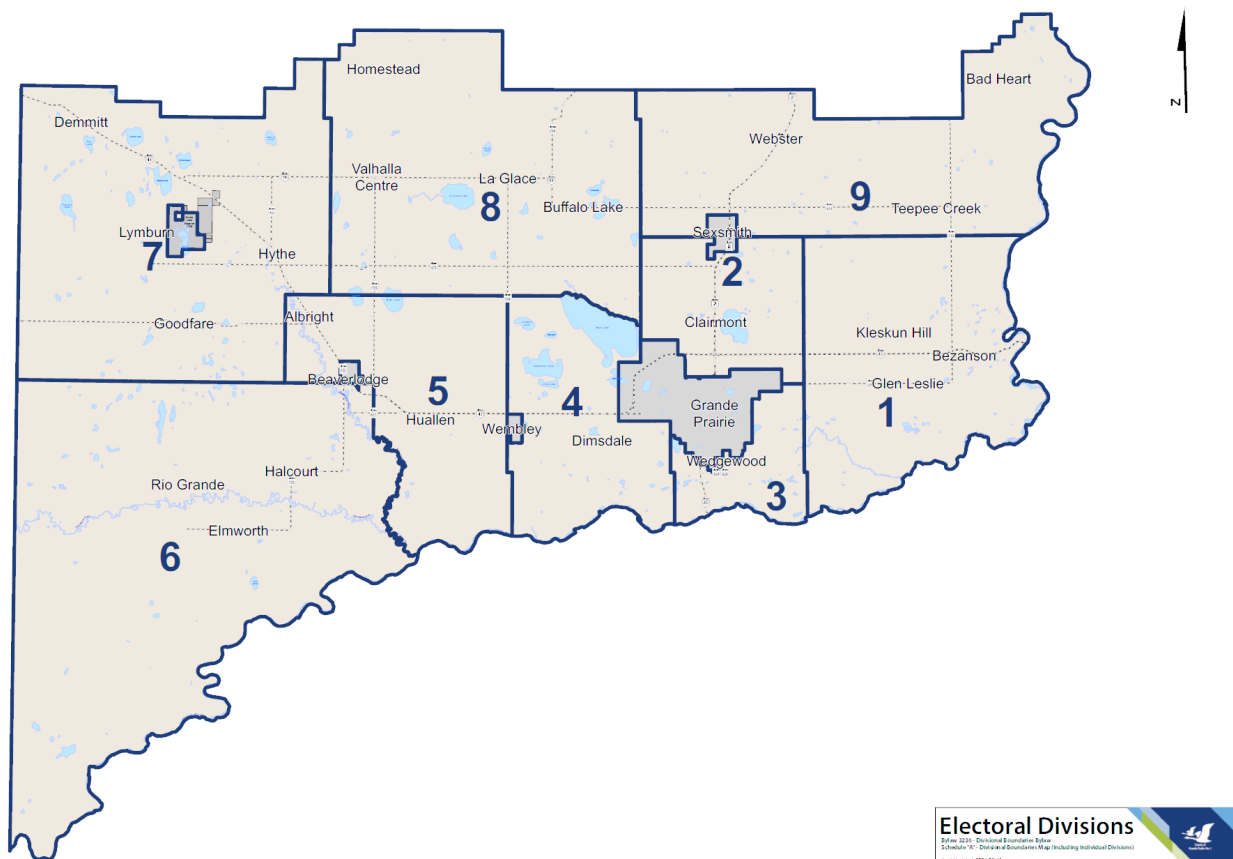
The County of Grande Prairie Divisional Boundaries and Council Composition Bylaw establishes the electoral structure consisting of nine (9) electoral divisions with one (1) Councillor elected from each division.

Term of Office

The term of office of Councillors is governed by the *Local Authorities Election Act*. The term is currently four (4) years.

Chief Elected Official

The Chief Elected Official for the County has the title of “Reeve”. The Reeve and Deputy Reeve are elected annually from among the Councillors at the Organizational Meeting. The Deputy Reeve assumes the duties of the Reeve in the Reeve’s absence.



Candidate Information

Understanding the Position

A municipality is the “front-line” level of government. The elected council is the governing body of the municipality. Elected officials make decisions by passing resolutions or enacting bylaws. Resolutions are formal decisions made by Council. Bylaws are the laws of the municipality.

The Councillor’s job is to work with other Council members to set the overall direction of the municipality through their role as policy maker. The policies that Council sets are the guidelines for Administration to follow as they perform the day-to-day operations of the County.

An individual member of Council does not have the power to commit the municipality to any expenditure or to direct the activities of the municipal employees. Any promise made as part of a candidate’s election campaign that involves municipal expenditures, or the activities of employees can only be carried out if a majority of Council votes in favor of the matter at a meeting.

A Councillor is elected to look after the interests of the entire municipality in accordance with section 153(a) of the Municipal Government Act (MGA). In a municipality with electoral divisions, it can be difficult to balance the needs of the division and that of the municipality as a whole. Councils’ effectiveness depends on Councillors providing input on their areas while thinking and voting for the municipality as a whole.

Roles and Responsibilities

Governance (Council) Determines the “what”	Management (Administration) Determines the “how”
The creation of a setting in which Administration can manage effectively.	The making of operational decisions by Administration.
Strategic Plan Development <ul style="list-style-type: none">➤ Vision, Mission, Values➤ Strategic Priorities➤ Strategic Objectives	Strategic Plan Execution <ul style="list-style-type: none">➤ Strategic Actions➤ Departmental Business Plans
Approve Council Policies	Implement Policies and Development of Procedures
Approve Bylaws	Enforce Bylaws
Approve Budget <ul style="list-style-type: none">➤ Total Revenue and Expenditures➤ Service Area Budgets	Manage Budget <ul style="list-style-type: none">➤ Financial Reporting
Set Direction (Council Motion)	Provide Information and Recommendations

Duties of a Councillor

The Municipal Government Act provides for a broad spectrum of powers and duties for a Council and Councillors.

The duties of Councillors include:

- to consider the welfare and interests of the County as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- to participate generally in developing and evaluating the policies and programs of the County;
- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- to obtain information about the operation or administration of the municipality from the County Manager or their designate;
- to keep in confidence matters discussed in private (closed session) at a Council or Council committee meeting until discussed at a meeting held in public; and
- to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Duties of the Reeve

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

- presides over all meetings of Council in accordance with the Procedural Bylaw;
- signs all bylaws and Council minutes that Council passes at a meeting in which they are presiding; as well as contracts and agreements in accordance with the Signing and Approving Authority Policy;
- to perform any other duty imposed on the Reeve by an enactment, bylaw, or resolution of Council;
- official spokesperson of the County.

When the Reeve is not in attendance then the Deputy Reeve will assume these duties.

County Manager

The County Manager is the administrative head of the municipality. The County Manager's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.

In accordance with section 201(2) of the Municipal Government Act, "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 [the County Manager] or a designated officer.

For more information on how Council communicates with Administration and tools to help support effective and efficient decision-making processes and foster a respectful working atmosphere refer to the following policies available in the Appendices section.

[Policy F11 – Council Decision Making Framework](#)

[Policy F12 – Council and Administration Communication Framework](#)

Pecuniary Interest and Conflict of Interest

Councillors must be aware of situations involving pecuniary interest and conflict of interest, including a perceived conflict of interest. Elected officials are responsible for upholding the public interest ahead of any private interests.

Failure to follow these procedures could lead to disqualification from Council.

For more information refer to the [Pecuniary and Conflict of Interest for Councillors, Municipal Affairs, 2024](#) in the Appendices section.

Time Commitment

During the four-year term as an elected official, Councillors are required to attend many internal meetings, inter-municipal and inter-governmental meetings, conferences, conventions, training workshops, and community or social events and functions. A considerable amount of time will be spent reading and preparing for meetings in order to make informed decisions. Additionally, attendance at numerous functions and events as dignitaries, representative and officials during the day, evening, and occasionally on the weekend may be required.

Meetings

The County of Grande Prairie Council typically meets twice a month for regular Council meetings. Regular Council meetings are held on Mondays and are usually full-day meetings. In preparation for these meetings, an agenda is prepared and provided to Councillors four (4) days prior to the meeting. Review of material provided will be crucial in order to make informed decisions.

Council also meets monthly as a Committee of the Whole. This meeting is typically reserved for more in-depth presentations and discussions and provides direction to Council for final decision.

Councillors also serve on a variety of internal and external committees and boards. Appointments to these boards and committees is done annually at the Organizational Meeting. Meeting times and frequency will vary.

Additional information regarding committees and current membership is available on the County website.

Candidates interested in running for municipal Council should be aware of the demand on their time once elected. However, the time commitment can be rewarding through serving residents and strive to make positive change.

The 2025 Council meeting and conference calendar is provided for reference of Councillor activities in the Appendices section.

Council Orientation

In order for new and returning Council members to become fully acquainted with the scope of their roles, and in accordance with the Municipal Government Act, Council must participate in an orientation following each election.

Orientation topics include:

- Role of Municipalities in Alberta;
- Municipal organization and functions;
- Key municipal plans, policies and projects;
- Roles and responsibilities of Council and Administration;
- Budgeting and financial administration;
- Public participation;
- Governance and Strategic Planning;
- Internal systems training, including voting software, expense claim training; technology setup, etc.

Compensation and Benefits

Council members are remunerated with a base salary (honorarium) and per diems for meetings attended. They are eligible for mileage and reimbursement of expenses incurred for County business as provided by [Policy F10 – Council and Board Member Honoraria and Expense Reimbursement](#).

In the year of election, a committee including members of Council and the public are engaged to conduct a review of Council remuneration and expense reimbursement policies. The review will be concluded by August 2025 and the committee will provide recommendations for Council consideration.

Additionally, Councillors are eligible for benefits, health and wellness spending reimbursement, and the option to participate in a registered retirement savings plan as offered by the County's service provider.

Learning More

Candidates are encouraged to become more informed on County operations by:

- reviewing County bylaws and policies;
- reading past Council agendas and minutes;
- observing Council meetings in person or virtually;
- attending the Municipal Government 101 session being offered to interested candidates (June 25 and September 3, 2025, Evergreen Park, 7–9 pm).

More Information

Additional information regarding Council, Council committee procedures, nomination and election matters is available by contacting the Legislative Services Department at (780) 532-9722 or by email to election@countygp.ab.ca.

Nomination Process

All required forms to become a candidate are supplied in this Nomination Package and on the County website at www.countygp.ab.ca/election.

It is the candidate's responsibility to ensure they are not in violation of any eligibility conditions.

Candidate Qualifications

A person is eligible to be nominated as a candidate if, between January 1, 2025 through to Nomination Day (Monday, September 22, 2025), they meet the *Local Authorities Election Act* requirements set out in section 21, 22, and 23, and:

- are at least 18 years of age on Nomination Day;
- are a Canadian citizen;
- have been a resident of the electoral division of the County for which they intend to run for the six (6) consecutive months immediately preceding Nomination Day; and
- are not otherwise ineligible or disqualified.

An Employee of the County can run for a position on Council, however, they must first take a leave of absence.

Notice of Intent to Run

Candidates who plan to run in the municipal election can only accept campaign contributions and incur campaign expenses once they have submitted a Notice of Intent to Run and have been added to the Register of Candidates posted on the County website.

Nomination Requirements

To become nominated, a candidate must:

- **submit** their Notice of Intent to Run as indicated above.
- **complete** the Nomination Paper and Candidates Acceptance (Form 4);
 - ensure the Nomination Paper is **signed by at least five (5) eligible voters** who are electors and residents of the electoral division of the County in which the candidate intends to run;
- **complete** the Candidate Financial Information form (Form 5);
- contact the Returning Officer to arrange a time to deliver the above in-person to the County Administration Building at 10001 - 84 Avenue, Clairmont, AB before the nomination period ends.

The candidate must indicate their acceptance of the nomination by stating that they are eligible for nomination, not disqualified from office, and that they will accept the office if

they are elected. They must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.

The County does not require a deposit to file nomination papers.

Submissions must be filed in person. If a candidate is unable to file in person, someone may file on their behalf provided that the documents are fully completed. Late submissions will NOT be accepted in accordance with the *Local Authorities Election Act*. Nominations submitted by fax or email will not be accepted.

The Returning Officer cannot accept a Nomination Paper and Candidates Acceptance for filing if:

- The nomination is not completed in the prescribed form.
- The nomination is not signed by at least a minimum of five (5) electors required to sign the form.
- The nomination is not sworn or affirmed by the person nominated.

It is the candidate's responsibility to ensure that they are fully aware of all the nomination requirements and comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in the Nomination Paper and Candidates Acceptance. That responsibility lies with the courts if the candidate's nomination or election is challenged.

Withdrawing a Nomination

A candidate may withdraw their nomination at any time during the nomination period or within 24 hours after the close of the nomination period. The withdrawal must be filed in writing with the Returning Officer.

Candidates who have withdrawn their nomination are still required to file their Campaign Disclosure Statements required under the Act.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will open and accept nominations the next day between the hours of 10 a.m. until 12 noon for the purpose of receiving further nominations for the elected office.

The Returning Officer shall continue to accept nominations between the hours of 10 a.m. and 12 noon for a total period of six (6) days, including nomination day (excluding Saturday, Sunday and any holidays).

If sufficient nominations are not received to fill the vacancy, the County Manager is required to immediately notify the relevant Minister.

Official Agent

Candidates may appoint an official agent when they submit their nomination papers. An official agent must be an elector who is eligible to vote in the County on election day. The duties of the official agents are those assigned to the official agent by the Candidate in accordance with the *Local Authorities Election Act*.

Key Dates

January 1, 2025	Nomination Period Begins
June 25, 2025	Municipal Government 101 Session for Interested Candidates
September 3, 2025	Municipal Government 101 Session for Interested Candidates
September 22, 2025	Nomination Period Ends (12 noon)
September 23, 2025	Withdrawal Period Ends (12 noon)
September 30, 2025	Deadline to submit Campaign Disclosure Statement for the period of January 1 to July 31, 2025
October 15, 2025	First Advance Vote
October 18, 2025	Second Advance Vote
October 20, 2025	ELECTION DAY
October 24, 2025	Official Election Results Declared
October 24, 2025	Council Orientation Session (Mandatory Attendance)
October 27, 2025	Council Swearing-in Ceremony and Organizational Meeting (Mandatory Attendance)
October 28, 2025	Regular Council Meeting
October 29, 2025	Regional Orientation Session with George Cuff
March 1, 2026	Deadline to submit Campaign Disclosure Statement for 2025

Refer to the 2025 Council Calendar in the Appendices section for additional scheduled meeting dates.

Authorization for Release of Personal Information (optional)

The Returning Officer will receive requests for information regarding candidates running for County Councillor in the municipal election from the media, local organizations, or other individuals.

Candidates submitting their Notice of Intent to Run and Nomination Paper and Candidates Acceptance will be listed on the Register of Candidates on the County website.

Completing the optional Authorization for Release of Personal Information and submitting it along with the Nomination Paper and Candidates Acceptance, the Returning Officer will be able to release, upon request, the following information:

- Candidates name
- Contact phone number
- Contact address
- Picture

Campaign Information

There are several things to remember as candidates prepare to campaign for Election Day.

There are no “standard” or legislative requirements for campaigning when it comes to municipal elections. A candidate’s campaign style will want to match the uniqueness of the municipality to the candidate’s personality and available resources.

Candidates have used various strategies, such as:

- Door knocking;
- Signage;
- Brochures or posters;
- Participating in local candidate debates or forums;
- Social media pages or websites; and
- Hosting a meet and greet event.

Campaign Restrictions

Restrictions specific to Advance and Election Day voting do not allow candidates, their agent, or scrutineers to:

- Interfere with a voter who is in the process of voting;
- Solicit votes in or immediately adjacent to a voting station;
- Distribute any kind of campaign material within a voting station; or
- Engage in bribery or undue influence.

County [Policy B31 – Use of County Resources During a Municipal Election](#) prohibits the following:

- Candidates shall not use any County owned or operated facilities or property, equipment, supplies, postage, services, or other resources, such as employee services during hours in which those employees receive compensation from the municipality, for any election campaign or campaign-related activity.
- The municipal logo shall not be used by Candidates on any campaign-related materials or election related social media site or website.
- Candidates shall refrain from referring to themselves in campaign advertisements as “Councillor X”.
- Incumbents shall not use County owned resources, such as electronic devices, for campaign-related activities.
- Candidates shall not post campaign-related materials on County social media platforms. Any campaign-related materials posted by Candidates will be removed.

- Campaign-related activities may be permitted at a County owned facility or grounds, subject that the facility or grounds are normally available for rental to the general public and such rental has been arranged through the normal rental process and all applicable fees are paid.
- Candidates attending County hosted events and functions, in either their capacity as elected representative or as private citizens, may not Campaign while in attendance.

Campaign Literature (Election Signs)

The County of Grande Prairie's Land Use Bylaw permits:

- the erection/placement of temporary political signs without a development permit provided that
 - the sign is not illuminated,
 - does not exceed 1.8 square metres (20 sq. ft.) and
 - is limited to one (1) sign per parcel.
- Signs may be placed on private or public property with the permission of the landowner / public authority and must adhere to the provisions of federal, provincial and municipal legislation.
- Signs must not cause a safety concern.
- Election signage must be removed within fourteen (14) days of Election Day.

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

Alberta Transportation – Election Signs

Candidates should refer to the Alberta Transportation guidelines for placement of election signs along public roadways or on public property and are to be adhered to by all candidates in the upcoming municipal election. A permit to install an election sign along provincial highways is not required. It is recommended that the same guidelines be adhered to for placement of election signs on private property.

If a sign does not comply with these guidelines, a peace officer or a person authorized by Alberta Transportation may, without notice or compensation, remove the sign.

For more information visit www.alberta.ca/election-signs

Election Finances and Contributions Disclosure

All candidates are responsible for reviewing the relevant sections of the *Local Authorities Election Act* to ensure they are compliant with all requirements and understand all campaign finance rules.

Candidates who have accepted contributions or incurred expenses between January 1, 2025 and July 31, 2025 must file the required campaign disclosure forms by **September 30, 2025**.

The second disclosure is due by **March 1, 2026** for all expenses incurred in the year of the election.

Campaign disclosure statements must be filed:

- even if the candidate had no contributions or expense;
- whether or not the candidate was elected;
- even if the candidate has withdrawn their nomination.

Failure to comply with the filing of disclosure statements will result in a late filing fee and other fines and consequences.

Campaign disclosure statements are made publicly available on the County's website in a partial or redacted form in accordance with the Act.

For more information refer to Part 5.1 Election Finances and Contributions Disclosure of the *Local Authorities Election Act*.

[Form 26 – Campaign Disclosure Statement and Financial Statement](#)

Offences

It is important that Candidates are aware of offences as they relate to the *Local Authorities Election Act*. Part 6 of the Act deals with offences related to integrity of the vote, a candidate's acceptance, advertisement distribution, campaign activities at a voting station, and interference with posted documents.

It is the candidate's responsibility to be familiar with all relevant legislation which can be downloaded at www.alberta.ca/alberta-kings-printer.

Election Day

Elector Eligibility

A person is eligible to vote, if the person:

- is at least 18 years of age on Election Day;
- is a Canadian Citizen;
- is a resident of Alberta;
- is a resident of the voting subdivision on Election Day;
- has not voted previously in this Election.

For more information regarding rules of residence refer to section 48 of the *Local Authorities Election Act*.

Every person attending a voting station must provide proof of elector eligibility and permitted to vote if:

- the **elector's name appears on the permanent electors register** and
- produces **one (1) piece of identification** issued by a Canadian government, federal, provincial or local, or an agency of that government, that contains a **photograph** of the person.
- If the electors name does not appear on the permanent electors register the person must make a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form, and by producing one of the following:
 - One piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the person, the person's name and address of the person's residence;
 - One piece of identification authorized by the Chief Electoral Officer under the Election Act for the purposes of section 100(2)(b) of that Act that establishes the person's name and current address.

Any person who does not comply with the legislation will not be allowed to vote. A person may only vote once at either an Advance Vote or on Election Day.

Voting stations are open at 10:00 a.m. and close at 8:00 p.m. on Election Day.

Detailed information regarding voter identification is available on the County website.

When will election results be released?

Unofficial election results of the ballot count will be released as soon as possible after the voting stations close and displayed on election night on the County website at www.countygp.ab.ca/election.

Official results will be posted and released by the Returning Officer at 12:00 noon on Friday, October 24, 2025 in the County of Grande Prairie Administration Building, on the County website, and to the media.

Appendices

Reference Documents

- Policy F10 – Council and Board Member Honoraria and Expense Reimbursement
- Policy F11 – Council Decision Making Framework
- Policy F12 – Council and Administration Communication Framework
- Policy B31 – Use of County Resources During a Municipal Election
- Pecuniary and Conflict of Interest for Councillors, Municipal Affairs, 2024
- 2025 Council Meeting and Conference Calendar
- Guidelines for the Installation of Election Signs – Government of Alberta
- Changes to the Local Authorities Election Action 2024 – Campaign Financing Fact Sheet
- What Every Councillor Needs to Know – A Council Member’s Handbook
- A Candidate’s Guide – Running for Local Elected Office in Alberta

Forms

- [Notice of Intent to Run](#) *(must be filed in person with the Returning Officer by arranging a delivery time in advance)*
- [Form 4 – Nomination Paper and Candidate’s Acceptance](#) *(must be filed in person with the Returning Officer by arranging a delivery time in advance)*
- [Form 5 – Candidate Financial Information](#) *(must be filed in person with the Returning Officer by arranging a delivery time in advance)*
- [Supplementary Nominations – Additional Elector Signatures](#) (optional attach to Form 4)
- [Authorization for Release of Personal Information Form](#)
- [Form 26 – Campaign Disclosure Statement and Financial Statement](#)

Reference Links

- County Elections website at www.countygp.ab.ca/election
- Alberta Kings Printer online at www.alberta.ca/alberta-kings-printer
- [Boards, Committees and Task Forces - County of Grande Prairie No.1](#)
- [Bylaw #3253 - Procedural Bylaw](#)
- [Policy F10 – Council and Board Member Honoraria and Expense Reimbursement](#)
- [Policy F11 – Council Decision Making Framework](#)

- [Policy F12 – Council and Administration Communication Framework](#)
- [Policy B31 – Use of County Resources During a Municipal Election](#)
- [County Strategic Plan](#)
- [www.alberta.ca/election-signs](#)
- [Changes to the Local Authorities Election Act 2024 – Campaign Financing Fact Sheet](#)
- [What Every Councillor Needs to Know – A Council Member’s Handbook](#)
- [A Candidate’s Guide – Running for Local Elected Office in Alberta](#)
- [Rural Municipalities of Alberta \(RMA\) and Alberta Municipalities \(ABMunis\) Videos](#)

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Policy:	F10 – Council and Board Member Honoraria & Expense Reimbursement
Policy Department(s):	Council
Adoption Date:	September 13, 2021
Adoption Reference:	CM20210913.007
Effective Date:	October 25, 2021
Last Amended:	May 20, 2025

Policy Purpose

The purpose of this policy is to establish compensation for Elected Officials.

Objectives are to:

- Provide fair, consistent, and adequate compensation for Elected Officials at a level that will attract community-minded citizens as candidates for public office;
- Ensure compensation provided to Elected Officials is done in a transparent and cost-effective manner;
- Ensure that personal costs related to conducting Council business are minimized for Elected Officials; and
- Maintain compensation relative to comparative municipalities in Alberta.

Policy Statement

The County of Grande Prairie No. 1 shall provide compensation to Elected Officials for Council Business. It is necessary for the County's Elected Officials to network, to meet with residents, and to support community, committee, and other events. Council will utilize best governance practices and committee structures that encourage and support a work life balance for Council and Committee members. This policy applies to all County of Grande Prairie Elected Officials and Board/Committee members.

Definitions

"Alternate" means the individual(s) who is appointed to a board/committee/commission as an alternate member and is expected to attend on behalf of the appointed elected official when they are unable to attend, or when invited by the appointed elected official or board/committee chair.

"Board" means any board or other body established by the Council of the County of Grande Prairie or, any external board or other body to which a Councillor is appointed by the Council of the County of Grande Prairie.

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

“Committee” means any committee or other body established by the Council of the County of Grande Prairie or, any external board or other body to which a Councillor is appointed by the Council of the County of Grande Prairie.

“CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

“Conference” means a formal meeting at which individuals participate in the exchange of ideas, information, and expertise in work-related subject areas.

“Convention” means an assembly, usually of members of a professional group or delegates, whose primary purpose is to elect officers, report progress and obtain approval for future activities.

“Council” means the duly elected Council members of the County of Grande Prairie No. 1.

“Council Business” means the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business includes, but is not limited to, attendance at Council and Committee meetings, municipally sanctioned events, meetings with the CAO, and meetings with constituents.

“Councillors” means the Elected Officials of the County of Grande Prairie, excluding the Reeve.

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Designate” means the person authorized by Council to conduct the duties and functions assigned to the Reeve by Council under the Municipal Government Act and under this or any other bylaw or policy.

“Elected Officials” means the Reeve and Councillors of the County of Grande Prairie.

“Expenses” means the costs incurred by Elected Officials when conducting Council business.

“Reeve” means the Chief Elected Official as defined in the Municipal Government Act.

“Receipt” means the original documentation provided by a vendor which provides detail about the item(s)/services received and the amount of GST paid. Debit and/or credit card slips are not considered receipts and are not sufficient for reimbursement purposes.

“RMA” means the Rural Municipalities of Alberta Association.

“Training and Development” means a process of enhancing a Council member’s ability to perform in relation to their governance role.

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Roles and Responsibilities

1. Elected Officials shall
 - 1.1. Follow this policy to demonstrate transparency and accountability to the taxpayers;
 - 1.2. Approve any amendment to this policy. Rates may be adjusted annually to reflect the same adjustment that the staff may receive as approved during budget deliberations (ie. COLA);
 - 1.3. Engage the services of a public committee to review this policy in accordance with the terms of reference that are specified by Elected Officials;
 - 1.4. Obtain receipts and/or other required documents to substantiate all expenditures. Only detailed itemized receipts with GST number (if applicable) will be accepted. Debit and credit card receipts do not provide sufficient information to substantiate expenditures; however, in the instance where a receipt could not be obtained (ie. Parking machine), approval will be at the discretion of the designated approver;
 - 1.5. Submit their expense claims to the CAO's office;
 - 1.6. Provide a Council Report prior to each regularly scheduled Council Meeting. Council Reports must be in writing and are in the form of a list of meetings, conferences or community events the Elected Official has attended since the last Council Meeting and may include highlights. Council Reports are to be included in the Council Meeting Minutes.
 - 1.7. Elected Officials should demonstrate a prudent use of resources focusing on transparency and accountability.
2. Administration shall
 - 2.1. Review and budget sufficient funds during the budget cycle, in consultation with Elected Officials, to enable individual Elected Officials and Council as a whole to carry out their respective duties and manage their individual budget;
 - 2.2. Review all Elected Officials expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with the provisions of this policy;
 - 2.3. Inform Elected Officials of any expense claims that do not fully comply with the provisions of this policy;
 - 2.4. Coordinate travel, accommodation, convention and conference activities of Elected Officials to benefit from group rates or discounts to the extent feasible and practical;
 - 2.5. Coordinate and manage travel and accommodation for mandatory training, conventions, conferences and County events;
 - 2.6. Present copies of Council honorarium and expense claims to Council on a monthly basis;

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

- 2.7. Report basic honorarium and approved expenses of Elected Officials in the annual audited financial statements for the County and disclose to the public in the County Connections newsletter, published three times annually.

Policy Guidelines

3. Basic Honorarium – (equivalent to 4.75 per diems)

- 3.1. A basic (monthly) honorarium shall be paid to Elected Officials for the performance of their duties as Elected Officials. The current rates are identified in Schedule A.
- 3.2. The Reeve shall receive a ten (10%) percent honorarium differential.
- 3.3. Each Elected Official shall receive basic honorarium for the following duties:
 - 3.3.1. Elected Officials meetings with residents and community.
 - 3.3.2. Meetings with Administration to discuss County business.
 - 3.3.3. Meetings with constituents and business of the County.
 - 3.3.4. Preparation work, including agenda and correspondence review.

4. Per Diems

- 4.1. The current rates are identified in Schedule A.
 - 4.1.1. An Elected Official, when acting as the official spokesperson for the County, as authorized by the Reeve and Council, shall receive a ten (10%) percent honorarium differential.
 - 4.1.2. A Designate for the Reeve, when acting in official capacity, shall receive a ten (10%) percent honorarium differential.
- 4.2. Elected Officials are to provide details of meetings that they have attended, including the length of the meetings (inclusive of travel time) on their expense submission.
- 4.3. A maximum of one and a half per diems are allowed per day.
- 4.4. Half-day or evening meetings are subject to the following qualifications for per diems per meeting, inclusive of travel time:
 - 4.4.1. Meeting 0:00 – 4:00 hours – one half per diem
 - 4.4.2. Meeting 0:00 – 4:00 hours which extends through the lunch hour – one per diem
 - 4.4.3. Meeting 4:01 – 8:00 hours – one per diem
 - 4.4.4. Meeting greater than 8 hours – one and a half per diem
- 4.5. Per diems will be paid for attendance at the following:

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

- 4.5.1. Council or Committee of the Whole meetings, which qualifies as a minimum of an eight (8) hours day for each meeting, this also includes Special Council Meetings and Municipal Planning Commission.
- 4.5.2. Conducting annual evaluations of the CAO.
- 4.5.3. Meetings where attendance as a dignitary or representative of the County. The Reeve or Designate is eligible.
- 4.5.4. Special Council Meetings such as capital grants and disaster/emergency meetings that may be called from time to time.
- 4.5.5. Meetings of any external committee or board to which the Elected Official is appointed by Council. Or attendance as an alternate when the appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or board/committee chair. Honorariums and expenses shall be paid for attendance at regular committee meetings and subcommittee meetings. Or for attendance of the primary function conferences or training by the primary Elected Official appointee as may be required from time-to-time by the committee or board. If an alternate is to attend a conference, a Council motion is required.
- 4.5.6. Internal Elected Officials committees or boards to which the Elected Official is appointed by Council, or attendance as an alternate when appointed Elected Official is unable to attend, or when invited by the appointed Elected Official or committee chair.
- 4.5.7. Meetings with other governments and government agencies outside of Council or Committee of the Whole meetings days, including joint council meetings.
- 4.5.8. Conferences and conventions as identified in Schedule B or as otherwise approved by Council. The maximum per diem to be claimed while attending a conference is one per diem. This one per diem includes attendance at evening events and hospitality suites, etc. If a Councillor attends a formal meeting in the evening an additional .5 per diem may be claimed.
- 4.5.9. Mandatory training sessions as identified in Schedule D or as otherwise approved by Council.
- 4.5.10. Approved Professional Development courses.
- 4.5.11. Elected Officials Strategic Planning sessions.
- 4.5.12. If per diems are paid by external organizations, no per diems will be paid to the Elected Official by the County of Grande Prairie.
- 4.5.13. Attendance at internal County functions in the context of celebrations or functions).

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

- 4.5.14. Attendance at community events (i.e., Parades, Ticketed Events (i.e., Grande Spirit Foundation, STARS, Resource Centre for Suicide Prevention, etc.) or other events by invitation)
- 4.5.15. Meetings with local rural crime watch groups.
- 4.5.16. Meetings with local interest groups (i.e. cemetery operators) by invitation from CAO.
- 4.5.17. Educational or informational webinars offered through municipal, provincial or federal government or related agencies.
- 4.5.18. Inter-municipal social functions by invitation (i.e. municipal bonspiel, golf tournaments, etc.).
- 4.5.19. Compensation related to an extraordinary circumstance, or where a State of Local Emergency is declared, shall be paid in accordance with Policy L14 – Compensation During Extraordinary Circumstances.

5. Virtual Meeting Attendance

- 5.1. Elected Officials are eligible to participate by means of virtual attendance as provided in the Procedural Bylaw. This requirement may be varied in extenuating circumstances (i.e., Health pandemic) or otherwise pre-approved by Council.

6. Benefits

- 6.1. Elected Officials will be given the opportunity to join the County Registered Retirement Savings Plan (RRSP) up to a maximum of ten (10%) percent of the gross pay for all per diems claimed on the monthly time sheets including the Basic Honorarium.
- 6.2. If an Elected Official chooses not to participate in the Registered Retirement Savings Plan (RRSP), or is not eligible due to age, the County will pay an amount equal to ten (10%) percent of the gross pay for all per diems claimed on the monthly time sheets including the Basic Honorarium.
- 6.3. Elected Officials are also eligible to participate in County-provided benefits, as listed below, in accordance with the requirements and limits set out in each plan:
 - 6.3.1. Extended Health Care, Vision Care, Out-of-Province Emergency Travel Benefits, Dental.
 - 6.3.2. Employee Family Assistance Program.
 - 6.3.3. Group Life Insurance.
 - 6.3.4. Basic Accidental Death and Dismemberment Insurance.
 - 6.3.5. Health/Wellness Spending Account.
 - 6.3.6. Optional group benefits available at the Elected Officials expense for:
 - 6.3.6.1. Enhanced Health and Dental coverage

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

- 6.3.6.2. Critical Illness Insurance
 - 6.3.6.3. Life and Dependent Life Insurance
 - 6.3.6.4. Additional AD&D Insurance
 - 6.3.6.5. Elite Diagnostic Imaging
 - 6.4. Elected Officials are to provide sufficient information to Payroll and sign up for eligible benefits.
- 7. Other Compensation/Allowances
 - 7.1. Personal Communication Device
 - 7.1.1. Each Elected Official shall receive a monthly allowance for the use of a personally owned communication device. The current rates are identified in Schedule A.
 - 7.1.2. *Elected Officials in office prior to October 16, 2017 have the option to remain under the County's Corporate-Issued Mobile Device Plan.*
 - 7.2. Electronic Devices
 - 7.2.1. Each Elected Official shall receive a monthly allowance for the use of data on a personally owned electronic device. This includes a laptop, desktop computer, or tablet. The current rates are identified in Schedule A.
 - 7.2.2. Each Elected Official shall receive a monthly allowance for the hardware, upgrade, or replacement of a personally owned electronic device. The current rates are identified in Schedule A.
 - 7.2.3. *Elected Officials in office prior to October 16, 2017 have the option to continue to use the Corporate-Issued Laptop.*
 - 7.3. Internet Service
 - 7.3.1. Each Elected Official shall receive a monthly allowance to cover basic high speed internet operation costs from their place of residence. The current rates are identified in Schedule A.
 - 7.4. Travel Expenses
 - 7.4.1. Refer to Policy L4 - Travel Expense Reimbursement for current travel expense rates and guidelines.
 - 7.4.2. Elected Officials are eligible to claim mileage for activities related to basic honorarium duties as outlined in Section 1(c) of this Policy.
 - 7.5. Training and Professional Development

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

- 7.5.1. Elected Officials are encouraged to participate in professional training and development opportunities to enhance their skills and knowledge to effectively fulfill their governance roles and responsibilities.
 - 7.5.2. Mandatory training will be budgeted as general training in the Council budget. Mandatory training is identified in Schedule D.
- 7.6. Conference and Conventions
 - 7.6.1. Elected Officials are expected to represent the County of Grande Prairie at conferences and conventions. Pre-approved conferences and conventions are identified in Schedule B. These will be budgeted in the Council budget, as it is encouraged that all of Council attend.
- 7.7. Other
 - 7.7.1. Elected Officials have the option to use the County's Microsoft Home Use Program which provides a licensed copy of most Microsoft Office Desktop PC applications to install and use on a home computer. Antivirus software is also available. One License per Elected Official.
 - 7.7.2. Elected Officials are eligible for a one-time wearing apparel allowance, to a maximum of \$200, to be used to purchase County branded apparel.
- 8. Exclusions
 - 8.1. In the event that an Elected Official receives any remuneration from an external board or committee or commission for that Elected Official's duly authorized attendance on behalf of the County at a meeting of the said board, commission or committee, the Elected Official shall not be paid by the County.
 - 8.2. In the event that a member of Council attends an event that is hosted by a provincial or federal political party (such as a provincial fund-raising function), the Elected Official shall not be paid a per diem by the County for their attendance. For expenses that are deemed to not be political, contributions shall be reimbursed as a meal expense only, up to a maximum of \$25, pursuant to the Election Finances and Contributions Disclosure Act Section 23(3)(a).
 - 8.3. The County shall not pay for any spousal or guest expenses, with the exception of the annual banquet held at the Rural Municipalities of Alberta convention. Any upfront costs for spousal conference packages will be reimbursed to the County by payroll deduction.
 - 8.4. The County shall not reimburse any Elected Official for, or otherwise directly or indirectly pay for, any political contributions.
 - 8.5. Other related items including printers, land line phones, related long distance calls, telephone answering machine or services, paper and toner, etc. are the responsibility of the Elected Official.
- 9. Conflicts or Disputes

Council and Board Member Honoraria & Expense Reimbursement

Council Policy F10

- 9.1. In the event that requested remuneration is beyond what is outlined in this policy, or a conflict arises, the details of the matter shall be referred to Council for decision through resolution.

10. Remuneration Review

- 10.1. A review of this Policy and applicable rates will occur every four years, prior to August 1 of the year of the upcoming municipal election, with any changes to the Policy being implemented following the municipal election.
- 10.2. The Policy shall be reviewed by a Committee established and appointed by Council.

11. Board/Committee Member Compensation

- 11.1. Board/Committee members, appointed by Council, shall be eligible to receive per diems and expenses in accordance with this Policy, unless otherwise stated.

12. Claim Submission and Approval Process

- 12.1. Monthly claim forms must be submitted electronically to the CAO's Office for processing by the 21st day of each month. Payment will be made by the last day of the month.
- 12.2. Administration will review all Elected Officials expense submissions for accuracy and compliance with this policy, and authorize payment of all claims that fully comply with the provisions of this policy;
- 12.3. Administration will inform Elected Officials of any expense claims that do not fully comply with the provisions of this policy;
- 12.4. Claims will be subject to peer review at the first Closed Session of each month. Any adjustments will be made on the Elected Officials subsequent pay.

Attachments

- Schedule A – Honorarium, Per Diems and Allowances
- Schedule B – Pre-Approved Conferences and Conventions
- Schedule C – Mandatory Meetings
- Schedule D – Mandatory and Pre-Approved Training

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Income Tax Regulation (ITR s. 7306) CRA guide "Employer's Guide - Taxable Benefits and Allowances T4130(E) Rev. 20
Related Plans, Bylaws, Policies, Etc.	Policy B1 - Policy Development Policy L4 – Travel Expense Reimbursement Policy R1 – Electronic Devices, Messaging Tools and Internet Use
Other	N/A

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Revision History

Review Date	Description
May 20, 2025	Reviewed and Amended CM20250520.003
January 13, 2025	Reviewed and Amended CM20250113.010
October 21, 2024	Reviewed and Amended OM20241021.014
June 11, 2024	Reviewed and Amended CM20240611.005
January 15, 2024	Reviewed and Amended CM20240115.017
October 30, 2023	Reviewed and Amended CM20231030.010
February 27, 2023	Reviewed and Amended CM20230227.007
January 16, 2023	Reviewed and Amended CM20230116.029
April 4, 2022	Reviewed and Amended CM20220404.012
January 10, 2022	Reviewed and Amended CM20220110.018
September 13, 2021	Adoption Date CM20210913.007

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Schedule A – Honorarium, Per Diems and Allowances (rates effective January 1, 2025)

Basic Honorarium

Reeve	\$1,890.16 (\$397.93 per diem x 4.75) <i>The Reeve, or Designate, when acting in official capacity, shall receive a ten (10%) percent honorarium differential. An Elected Official, when acting as the official spokesperson for the County, as authorized by the Reeve and Council, shall receive a ten (10%) percent honorarium differential.</i>
Councillor	\$1,718.33 (\$361.75 per diem x 4.75)

Per Diems

Meeting Duration	4 hours or less	Over 4 – 8 hours or 4 hours or less over the lunch hour	More than 8 hours
Reeve	\$198.96	\$397.93	\$596.89
Councillor	\$180.88	\$361.75	\$542.63
Board/Committee members	\$180.88	\$361.75	

Allowances

Electronic Device	\$25.00 per month
Internet Service	\$100.00 per month
Mobile Device – Data	\$75.00 per month
Mobile Device – Hardware	\$20.00 per month

Mileage

Rate per Kilometre	As per Policy L4 - Travel Expense Reimbursement
--------------------	-------------------------------------------------

Meals

Rates	As per Policy L4 - Travel Expense Reimbursement
-------	-------------------------------------------------

Other Travel Expenses

Accommodation	As per Policy L4 - Travel Expense Reimbursement
Economy Class Airfare	Reimbursement by receipt at cost
Cab Fare	Reimbursement by receipt at cost
Registration Fees	Reimbursement by receipt at cost

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Schedule B - Pre-Approved Conferences and Conventions

Funds will be budgeted annually for Elected Officials to attend the following pre-approved events (includes travel and conference fees):

Conference/Activity
Agricultural Service Board Provincial Conference
Agricultural Service Board Summer Tour
Alberta Community Crime Prevention (ACCPA)
Alberta Economic Development Conference
Alberta Forest Products Association (AFPA)
Alberta Municipalities Conference
Alberta Municipalities Spring Municipal Leader Caucus
Alberta Recreation and Parks Association (ARPA)
CPAA Annual Planning Conference
FCSSAA Conference
FCSS Spring Regional Meeting
Federation of Canadian Municipalities (FCM) Conference
Growing the North Conference
Rural Municipalities of Alberta Conventions (Spring and Fall)
Rural Municipalities of Alberta Zone Meetings (two times per year)

Note: County representation is encouraged, however, attendance by all Councillors is not required.

Additional Conferences, Meetings and Conventions **requiring approval by Council motion:**

Conference/Activity
Alberta Recycling Fall Conference (CARE)
Alberta Recycling Spring Conference
Cross Roads
Rural Community Health Provider Attraction Conference
Rural Libraries – Peace Library System
Synergy Conference
Travel Alberta Industry Conference and Tradeshow

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Schedule C – Mandatory Meetings

Mandatory Meeting Attendance

Regular Council Meetings
(26 meetings per year)

Budget Council Meetings
(6 meetings per year)

Committee of the Whole Meetings
(12 meetings per year)

Strategic Priorities Planning Sessions
(2 days per year in an election year (held outside the jurisdiction area), 1 day per year in non-election year)

Council and Board Member Honoraria & Expense Reimbursement

Council
Policy F10

Schedule D – Mandatory & Pre-Approved Training

Mandatory

In the year following a municipal election, all Councillors are required to participate in the following orientation and training events:

- County of Grande Prairie Orientation Program
- County hosted training to enable the Elected Official to effectively use electronic devices and County related programs
- Media Training (Communications)
- Munis 101 Course (Elected Officials Education Program)

Pre-Approved

Funds will be budgeted annually for Elected Officials to attend the following pre-approved training events (includes travel and conference fees):

- Elected Officials Education Program – Municipal Elected Leaders Certificate courses
- Brownlee LLP Emerging Trends
- Reynolds Mirth Richards Farmer Municipal Law Seminar



Council Decision Making Framework

Council
Policy F11

Policy:	F11 – Council Decision Making Framework
Policy Department(s):	Council
Adoption Date:	August 12, 2019
Adoption Reference:	CM20190812.040
Effective Date:	August 12, 2019
Last Amended:	February 7, 2022

Policy Purpose

To provide a transparent, clear and concise process for informed decision-making by Council for the County of Grande Prairie No.1.

Policy Statement

The County of Grande Prairie No.1 recognizes that through a good debate and adequate information presented for the debate, the best decisions/outcomes will be reached for the County as a whole.

Definitions

“CAO” means the person appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County, or designate.

“Administration” means the CAO and Directors of the County.

Policy Guidelines

1. Council shall provide direction to Administration by way of resolutions and be responsible for:
 - 1.1. Making their decision while assuring fairness in the process and in good faith;
 - 1.2. Wording the resolutions, with the following key elements addressed in a resolution whenever possible (5 W’s):
 - 1.2.1. Why – the key results or outcomes that Council is looking for, including the reasons for a particular outcome;
 - 1.2.2. Who – who will take the lead responsibility for carrying out the resolution (Council or Administration);
 - 1.2.3. When – target dates;
 - 1.2.4. What – the preferred response option to achieve the desired outcome; and



Council Decision Making Framework

Council
Policy F11

-
- 1.2.5. Where – identify a location, or source of funds if applicable;
 - 1.3. Defining what ‘adequate information’ means for each topic in order to provide clarity to Administration when requesting additional information from Administration;
 - 1.4. Defining specific criteria (such as when and what) that may be established for issuing individual requests for proposals or tenders, in addition to the proposed administrative considerations as required; and
 - 1.5. Defining any other action steps as may be desired by Council.
 2. Administration shall utilize a Request for Decision (RFD) to provide information and their professional advice to Council at Council Meetings.
 3. Request for Decision (RFD) is intended to serve as a complete summary of the key information required for Council to make an informed decision and therefore shall be titled “Council Request for Decision” and include the following:
 - 3.1. Meeting information (regular, budget, special, etc.)
 - 3.2. Meeting date;
 - 3.3. Name and title of presenter;
 - 3.4. Category in the agenda that the Request for Decision (RFD) will fall under;
 - 3.5. Title of the topic/issue to be presented;
 - 3.6. Executive Summary:
 - 3.6.1. Include a brief introduction of what the issue is regarding and what you need direction on.
 - 3.7. Background/Proposal:
 - 3.7.1. Available reports, information and data relevant to the topic such as:
 - 3.7.1.1. How has the topic/issue been defined;
 - 3.7.1.2. If the issue was to be resolved, what would the results be;
 - 3.7.2. Prior decisions/motions of Council relevant to the topic; and
 - 3.7.3. Relevant legislative reference, if applicable.
 - 3.8. Options and Benefits
 - 3.8.1. Option(s) for consideration. Be clear and concise;
 - 3.8.2. If multiple options can be perused, for each option:



Council Decision Making Framework

Council
Policy F11

-
- 3.8.2.1. Policy implications – legislation, previous resolutions or existing policies;
 - 3.8.2.2. Pros and cons;
 - 3.8.2.3. Organizational capacity and staffing implications;
 - 3.8.2.4. Financial implications – current or future budget and where is the funding coming from;
 - 3.8.2.5. Under what Policy, Bylaw, Plan, Strategy allows for Council to consider this request;
 - 3.8.2.6. May include suggested wording for a resolution for each presented option if selected by Council (including the 5 W's and how when able);
 - 3.8.2.7. Any other information that is, in the opinion of Administration, critical or relevant for Council decision-making;
 - 3.8.2.8. If a resolution is not required, make this clear (For information only, no resolution required).
 - 3.8.3. An administrative recommendation for a preferred option may be included.
 - 3.9. Costs and Source of Funding:
 - 3.9.1. Summary of costs for options as applicable; and
 - 3.9.2. Existing or proposed sources of funding.
 - 3.10. Municipal Plans
 - 3.10.1. Identify the applicable Strategic Plan section, or specify how the topic relates to Council's strategic objectives, or identify the potential need to address the topic in the future strategies if applicable; and
 - 3.10.2. Reference the applicable section(s) of other existing municipal plans (sustainability, municipal development plan, etc.) if applicable.
 - 3.11. Communication:
 - 3.11.1. Reference to mandatory public notification if applicable;
 - 3.11.2. Suggested approaches as per County's Public Participation Policy;
 - 3.11.3. Or any other applicable County Communication policies.
 - 3.12. Administrative Recommended Action:
 - 3.12.1. Will include suggested wording for Council consideration; or



Council Decision Making Framework

Council
Policy F11

3.12.2. As Council directs.

3.13. Attachments:

3.13.1. List the attachments.

Attachments

Schedule A – Request for Decision Template

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26 Robert's Rules of Order
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy F12 – Council/Administration Communication Framework Policy S3 – Public Participation Policy
Other	N/A

Revision History

Review Date	Description
February 7, 2022	Reviewed, Amended and Transferred from Legislative Services (B27) to Council (F11) – CM20220207.008
August 12, 2019	Adoption Date – CM20190812.040



Schedule A – Request for Decision Template

Request for Decision

Report Title – Presenter, Position

Supported By: _____

Meeting: _____

Meeting Date: _____

Agenda Category: _____

Executive Summary

Background / Proposal

Options & Benefits

Costs & Source of Funding

Municipal Plans

1. Strategic Plan:
2. Other Municipal Plans:

Communication / Public Participation

☐ **Inform** (one-way communication)

Goal: to provide balanced, objective information to citizens.

Tools: ☐ Public Notice ☐ Article ☐ Other

☐ **Consult** (two-way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: ☐ Survey ☐ Open House ☐ Public Hearing ☐ Other



Council Decision Making Framework

Council
Policy F11

☐ **Involve** (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: ☐ Public Notice ☐ Open House ☐ Community Workshop

☐ Other

☐ **Not Applicable**

Administrative Recommended Action

Attachments

☐ Approved by Director

☐ Approved by Chief Administrative Officer



Council and Administration Communication Framework

Council
Policy F12

Policy:	F12 – Council and Administration Communication Framework
Policy Department(s):	Council
Adoption Date:	August 26, 2019
Adoption Reference:	CM20190826.037
Effective Date:	August 26, 2019
Last Amended:	October 21, 2024

Policy Purpose

To establish a communication standard between Council and Administration and to identify organizational tools that will support effective and efficient decision-making processes while fostering a respectful working atmosphere.

Policy Statement

This policy sets out parameters for Council and Administration to enhance the understanding of their respective roles and responsibilities and to create a framework for communication between one another as established by this policy.

Definitions

“Administration” means CAO and Directors of the County;

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation;

“Council” means the duly elected Council members of the County of Grande Prairie No. 1;

“Councillor” means is a duly elected member of Council under the Municipal Government Act to represent a Division of the County of Grande Prairie No. 1 who continues to hold office;

“CAO” means the person appointed by Council to the position of Chief Administrative Office under the Municipal Government Act for the County or designate;

“Designate” means the person authorized by the CAO to conduct the duties and functions assigned to the CAO;

“Staff” means all employees of the County of Grande Prairie No. 1.

Policy Guidelines

1. Council and Administration acknowledge that:
 - 1.1. Council is the political and policy making body for the County;



Council and Administration Communication Framework

Council
Policy F12

-
- 1.2. Council has one employee – the CAO;
 - 1.3. Administration performs the administrative and operational roles, led by the CAO;
 - 1.4. The Municipal Government Act identifies specific roles and responsibilities of Council, Councillors and the CAO;
 - 1.5. The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and inter-related; and
 - 1.6. Council and Administration will always treat one another with respect and dignity.
 2. Councillors recognize the complexities and volume of operational tasks and activities of Administration, and therefore shall:
 - 2.1. Provide direction to Administration through policies, bylaws and resolutions of Council, clearly defining required actions;
 - 2.2. Provide timely direction and allow sufficient time for Administration to obtain relevant data and compile information on a subject matter for budget or decision-making purposes;
 - 2.3. Bringing forward all municipal matters that are not addressed in an existing policy or bylaw as these arise to Council by submitting a request to the CAO to add the topic to a Council agenda as per the County's Procedural Bylaw;
 - 2.4. Channel all communications with regards to a municipal matter through the CAO, with the exception of information that would readily be available to the public, the Reeve and the CAO shall be notified of all such requests;
 - 2.5. Channel any Staff performance issues to the CAO as concerns arise;
 - 2.6. Refer all requests from residents for service or information to the appropriate Director or the CAO;
 3. Administration shall assist Council in meeting their strategic priorities, policies, and programs, and provide professional advice while recognizing the value of Councillors' local/community knowledge, and therefore shall:
 - 3.1. Communicate without delay all external correspondence directed to a Councillor or to Council as a whole and CAO;
 - 3.2. Communicate all information requested by a Councillor to Council as a whole and CAO;
 - 3.3. Bring forward all municipal matters that are not addressed in an existing policy to Council as these arise through a Request for Decision;



Council and Administration Communication Framework

Council
Policy F12

-
- 3.4. Channel all communication to Council through the CAO, particularly if the matter is outside of existing policy or budget;
 - 3.5. Commit to inter-departmental communications, promoting effective and efficient operations; and
 - 3.6. Advise the CAO when a Councillor's request for information and/or action may create an impact on performance/workload.
 4. To foster the organizational success, the following tools may be used (but are not limited to):
 - 4.1. CAO reports to Council;
 - 4.2. Quarterly financial and capital projects progress reports to Council;
 - 4.3. Request for Decision format with well researched information and options for Council to pursue/consider;
 - 4.4. Organizational Chart;
 - 4.5. Strategic Plan;
 - 4.6. Departmental Business Plans that support Council Strategic Plan; and
 - 4.7. Organizational success evaluation, CAO performance evaluation.
 5. The CAO shall:
 - 5.1. Coordinate actions and responses to be taken by Administration and Staff to verbal and written communications received from external sources and coordinate these with Council as appropriate; and
 - 5.2. Be responsible for monitoring compliance with this policy by Administration and Staff.
 6. The Reeve, or Deputy Reeve in his/her absence, shall:
 - 6.1. Coordinate action and response to be taken by Council to verbal and written communications received from external sources and coordinate these with the CAO as appropriate; and
 - 6.2. Be responsible for monitoring compliance with this Policy by Councillors.



Council and Administration Communication Framework

Council
Policy F12

Attachments

N/A

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Procedural Bylaw Council Code of Conduct Bylaw
Other	N/A

Revision History

Review Date	Description
October 21, 2024	Reviewed and amended OM20241021.015
February 7, 2022	Reviewed, Amended and Transferred from Legislative Services (B27) to Council (F12) – CM20220207.009
August 26, 2019	Adoption Date – CM20190826.037

Use of County Resources During a Municipal Election

Legislative Services
Policy B31

Policy:	B31 – Use of County Resources During a Municipal Election
Policy Department(s):	Legislative Services
Adoption Date:	June 9, 2025
Adoption Reference:	CM20250609.020
Effective Date:	June 9, 2025
Last Amended:	N/A

Policy Purpose

To establish guidelines respecting the use of the County of Grande Prairie resources for election-related purposes to promote public confidence and transparency in local government elections, and to protect incumbent candidates from allegations of benefit, privilege or inappropriate use of County resources by taxpayers, voters, or other candidates.

Policy Statement

The County of Grande Prairie recognizes that in an election year, there must be clear delineation between the role of an elected official and the role of a candidate.

Definitions

“Act” means the Local Authorities Election Act, RSA 2000, Chapter L-21 as amended.

“Campaign” means any organized effort for the purpose of being elected to public office.

“Candidate” means a member of Council, or any private citizen, who seeks the office of Reeve or Councillor pursuant to the Act.

“Council” means all members of the County of Grande Prairie No. 1 duly elected and holding office.

“County” means the municipality of the County of Grande Prairie No.1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“County Resources” means resources (including human resources) paid for or acquired with County funds and includes, but is not limited to, County staff time, equipment, financial assets and non-financial assets (such as vehicles, material, paper or electronic documents, tools, electronic equipment such as fax machines, photocopiers, printers, computers, cell phones, telephones and phone numbers), promotional materials, internet services (including email and social media) and intellectual property.

“Incumbent” means a current member of Council.

Use of County Resources During a Municipal Election

Legislative Services
Policy B31

Policy Guidelines

1. Candidates shall not use any County owned or operated facilities or property, equipment, supplies, postage, services, or other resources, such as employee services during hours in which those employees receive compensation from the municipality, for any election campaign or campaign-related activity.
2. The municipal logo shall not be used by Candidates on any campaign-related materials or election related social media site or website.
3. Candidates shall refrain from referring to themselves in campaign advertisements as "Councillor X".
4. Incumbents shall not use County owned resources, such as electronic devices, for campaign-related activities.
5. Candidates shall not post campaign-related materials on County social media platforms. Any campaign-related materials posted by Candidates will be removed.
6. Campaign-related activities may be permitted at a County owned facility or grounds, subject that the facility or grounds are normally available for rental to the general public and such rental has been arranged through the normal rental process and all applicable fees are paid.
7. Candidates attending County hosted events and functions, in either their capacity as elected representative or as private citizens, may not Campaign while in attendance.

Attachments

Not Applicable

References

Legal Authorities	Local Authorities Election Act, RSA 2000, Chapter L-21
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development
Other	Not applicable

Revision History

Review Date	Description
June 9, 2025	Adoption Date CM20250609.020



Pecuniary and Conflict of Interest for Councillors

Pecuniary and Conflict of Interest for Councillors | Municipal Affairs

© 2024 Government of Alberta | November 4, 2024 | ISBN 978-1-4601-6142-5

The contents of this publication are intended to provide general information.

Readers should not rely on the contents herein to the exclusion of independent legal advice.

This publication is issued under the Open Government Licence – Alberta

(<http://open.alberta.ca/licence>)

This document is available online at

<https://open.alberta.ca/publications/pecuniary-conflict-of-interest-councillors>



Contents

Disclaimer.....	1
1. Pecuniary Interest.....	2
Definition	2
Exceptions	2
What to Do	3
Temporary Absence	4
All Meetings.....	4
Business with the Municipality	4
Statement of Disclosure of Interests	5
Remember.....	5
2. Conflict of Interest.....	6
What to Do for a Conflict of Interest.....	6
No Review of Conflict of Interest.....	6

Disclaimer

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or councillor may wish to obtain advice from a lawyer in order to ensure the legislative requirements with regards to pecuniary interest and conflict of interest provisions are met. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide.

It is important to recognize that this guide has been developed as an explanatory document to the *Municipal Government Act (MGA)*. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer. This guide cannot anticipate every aspect, circumstance, or situation that a municipality or councillor may encounter. If a municipality or councillor needs help finding a lawyer, please visit the Law Society of Alberta website at www.lawsociety.ab.ca/.

Copies of the *Municipal Government Act* and the *Local Authorities Election Act* can be purchased from Alberta King's Printer Bookstore or accessed on the King's Printer website:

Suite 700, 10611 – 98 Avenue
Edmonton AB T5K 2P7

Phone: 780-427-4952

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

Website: <https://www.alberta.ca/alberta-kings-printer>

Note: This document has been updated to reflect the addition of conflict of interest provisions in the MGA. There are significant differences between the declaration processes for pecuniary interest and conflict of interest. As such, the matters will be dealt with separately.

This document is only a guide to the legislation. It is recommended you consult your solicitor for advice on specific situations.

1. Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As an elected official, you are responsible for upholding the public interest ahead of any private interests you may have.

The *Municipal Government Act (MGA)* describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting.

In order that the public interest is served and seen to be served, it is important that you are open and honest about dealings with the municipality.

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse or adult interdependent partner, your children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Pecuniary interest means an interest in a matter which could monetarily affect:

- a person directly;
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer;
- a distributing corporation in which you; beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer; and/or
- a partnership or firm of which you are a member.

This section also states that *"a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor's family."* You must decide when you have a pecuniary interest. Council or the chief administrative officer cannot make the decision for you.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA*.

A councillor does not have a pecuniary interest only because of any interest:

- the councillor, an employer of the councillor, or a member of the councillor's family may have as an elector, taxpayer, or utility customer of the municipality;
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body;
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above;

- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor;
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee;
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality;
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club;
- the councillor or member of the councillor's family may have:
 - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service; or
 - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services.
- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part;
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor; or
- they discuss or vote on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

What to Do

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have a pecuniary interest arises in a council or committee of council meeting. Failure to follow these procedures could lead to your disqualification from council.

This section says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not influencing council's discussion or decision by your presence.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature;
- you are to abstain from any discussion of the matter and from voting; and
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *“Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *“Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded.”*

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter, it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have a pecuniary interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest in accordance with section 172(4). The MGA requires the secretary to note your disclosure in the minutes. The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If a matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *“Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes.”*

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee, or agency to which you are appointed as a representative of council (section 172(1) of the MGA). In other words, any time you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is included in the minutes.

Business with the Municipality

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the MGA). If your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you ensure council approves of any contract with your business. If, as an elected official, you submit a bid or offer for a contract or agreement, you should note in your submission that the matter must receive council approval under section 173 of the MGA. If council does not approve the contract or agreement, you will be disqualified from council under section 174 of the MGA and the contract or agreement will have no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency; or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business; or
- the agreement was entered into before your term of councillor started.

Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing agents to identify a contract that requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included – if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate family members and any business in which they have an interest (section 171 of the *MGA*). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is enabling. This means the council has the power to pass such a bylaw; however, is not required to do so.

Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting. The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to-date by regularly informing the designated officer of additions or deletions.

If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

2. Conflict of Interest

Prior to the introduction of Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*, councillors were only required or permitted to abstain from discussion and voting on matters before council when they had a pecuniary interest or due to an absence from a public hearing. Councillors can now abstain from a vote or discussions on a matter if they believe they may have a conflict of interest or perceived conflict of interest.

Conflict of interest means a matter that could affect a private interest of the councillor or an employer of the councillor. It is also considered a conflict of interest if the councillor knows or should know that the matter affects the private interests of their family.

Similar to the *Conflicts of Interest Act*, which defines the ethics rules for members of the legislative assembly, the *MGA* defines what a private interest is not rather than providing a definitive list of potential private interests.

A private interest is not something that:

- is of general application;
- affects a councillor as one of a broad class of the public;
- concerns the remuneration and benefits of a councillor; or
- an interest that is trivial.

It is not possible to define every situation that presents a conflict of interest. However, these provisions enable councillors to abstain from voting or discussing a matter in which there may be a conflict of interest or perceived conflict of interest. This is important to build trust in locally elected officials and the decisions that they make as members of council.

What to Do for a Conflict of Interest

Section 172.1(1) and (2) of the *MGA* set out the procedure you may follow when you believe you may have a conflict of interest or perceived conflict of interest in a matter before council, a council committee, or any other body to which you are appointed as a representative of council.

If you believe you may have a conflict of interest:

- you may disclose the general nature of the conflict of interest;
- once you have disclosed the conflict of interest, you may abstain from any discussion of the matter and from voting; and
- you may leave the room until the matter has been dealt with, and you should make sure that your abstention and the disclosure of the conflict of interest or perceived conflict of interest is recorded in the minutes.

No Review of Conflict of Interest

If a councillor decides to take or not take any of the actions under section 172.1(2) after disclosing a conflict of interest or perceived conflict of interest, that decision cannot be considered during any hearing respecting the potential disqualification of the councillor. Nor can that decision be considered when determining the validity of a complaint alleging a breach of the code of conduct bylaw (Section 172.2 of the *MGA*).

This document is only a guide to the legislation. It is recommended you consult your solicitor for advice on specific situations.

2025

Council Meeting Schedule

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
			1	2	3	4
5						
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Council Meeting
	Organizational Meeting
	Municipal Planning Commission
	Committee of the Whole
	Statutory Holiday
	Budget: (Pre, Interim, Business Cases)
	Council Orientation after Election
	Election Day

	Agricultural Service Board
	County Open Houses
	Recreation Boards Grants
	Pre-Approved Conference
	Tentative Conference or Conference Requiring Motion
	Family & Community Support Services
	Strategic Planning Session

Sign Removal

All election signs must be removed three days after the election. The removal shall include the sign panel, supporting structure and any tie wiring used to install and support the sign.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate Alberta Transportation district office will notify the responsible campaign office to take the required action. Failure to respond within the specified time will result in the sign being removed. Signs will be stored at the nearest highway maintenance facility or Alberta Transportation district office. The campaign office will be notified to arrange to have the signs picked up.

Signs that pose immediate hazard to the public will be removed immediately by Alberta Transportation's highway maintenance contractors without notification.

Alberta Transportation is not responsible for any signs damaged during the removal process. The campaign office is responsible for installing and removing election signs.

For more information contact the nearest Alberta Transportation district office.

Athabasca District Office
Unit #2, Jewell Building, 3603 – 53rd Street T9S 1A9
Phone: 780-675-2624 Fax: 780-675-5855
transdevelopmentathabasca@gov.ab.ca

Calgary District Office
2nd Floor, Willowglen Business Park, 803 Manning Road N.E. T2E 7M8
Phone: 403-297-6311 Fax: 403-297-7682
transdevelopmentcalgary@gov.ab.ca

Edson District Office
Rm. 202, 111 - 54th St., Edson T7E 1T2 Phone: 780-723-8250 Fax:
780-723-8387
transdevelopmentedson@gov.ab.ca

Fort McMurray District Office
6th Floor, West Tower, Box 9, 9915 Franklin Ave. Fort McMurray T9H 2K4
Phone: 780-743-7376 Fax: 780-743-7215
Application.Permit.FM@gov.ab.ca

Grande Prairie District Office
1401, Provincial Bldg., 10320 99th St. Grande Prairie T8V 6J4
Phone: 780-538-5310 Fax: 780-538-5384
transdevelopmentgrandeprairie@gov.ab.ca

Hanna District Office
P.O. Box 1300, Hanna T0J 1P0
Phone: 403-854-5550 Fax: 403-854-3086
transdevelopmenthanna@gov.ab.ca

Lethbridge District Office
3rd Flr, Admin. Bldg., 909 3rd Ave. N, Lethbridge T1H 0H5
Phone: 403-381-5426 Fax: 403-382-4057
transdevelopmentlethbridge@gov.ab.ca

Peace River District Office
Bag 900, Box 29, 9621 96 Ave., 3rd Floor Peace River T8S 1T4
Phone: 780-624-6280 Fax: 780-624-2440
transdevelopmentpeacriver@gov.ab.ca

Red Deer District Office
401, 4920 - 51st St, Red Deer T4N 6K8 Phone: 403-340-5166 Fax:
403-340-4876
transdevelopmentreddeer@gov.ab.ca

Stony Plain District Office
Rm. 223, Provincial Bldg., 4709 44th Ave. Stony Plain T7Z 1N4
Phone: 780-963-5711 Fax: 780-963-7420
transdevelopmentstonyplain@gov.ab.ca

Vermilion District Office
Box 28, 4701-52nd St., Vermilion T9X 1J9 Phone: 780-853-8178
Fax: 780-853-8270
transdevelopmentvermilion@gov.ab.ca

Guidelines for the Installation of Election Signs



Government
of Alberta ■

Election Signs Guidelines

Those installing election signs on Alberta highways need to follow these guidelines:

1. For signs located within highway rights-of-way, the maximum sign size will be one and a half square metres. There is no size restriction for signs located on private property.
2. Election signs are temporary signs and are only permitted from the date the election is called until three days after the election.
3. Signs of the following types will **not** be allowed:
 - signs that display an intermittent flashing, rotating or moving light
 - signs that are floodlit which could cause visual distractions to the motoring public
 - signs that have any moving or rotating parts
 - signs that imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield.
 - signs that imitate or resemble the visual appearance of a traffic control device (e.g., stop sign).

If a sign is in contravention of these guidelines, a peace officer or a person authorized by the road authority may, without notice or compensation, remove the sign, and may enter onto privately owned land to do so.

Location Guidelines

In general, election signs shall be placed as far from the shoulder line as practical, always allowing the travelling public to have an unobstructed view of the roadway.

The following shall be considered when placing election signs.

- Signs must be placed no closer than two metres from the edge of pavement (or, in the case of gravel roads, no closer than two metres from the shoulder of the road).
- During winter conditions, there is a high probability that signs less than six metres from the road will be either covered with snow or damaged during snow removal and sanding operations.
- No election signs will be allowed within the median of a divided provincial highway.
- No election signs shall be mounted on highway signs or sign posts. These signs will be removed immediately.
- No election signs shall be placed in or within 500 metres of construction zones.
- No election signs shall be placed that obstruct a motorist's view of an intersection in an urban area or within 250 metres of an intersection in a rural area.



Safety Precautions

Those installing election signs must use safety precautions to ensure their safety and prevent driver distraction.

All persons working near the highway shall wear reflective vests and bright clothing.

Election signs shall be installed during daylight hours only.

Vehicles used for transporting election signs must be parked so as to minimize the impact to the travelling public (preferably on an approach), as far as possible from the travel lanes, and have four-way hazard warning signals operating at all times.

Changes to the *Local Authorities Election Act* (LAEA) 2024

Campaign Financing

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

What changed?

The campaign period for general elections is now the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and both intended and nominated candidates must give notice in their local jurisdictions before they may accept contributions or incur campaign expenses.

The Expense Limits Regulation has been created, which establishes campaign expense limits for candidates for chief elected official (CEO) and councillor in each year of the election cycle.

No campaign expense limits were established for candidates for school board trustee.

Who is impacted by the change?

Prospective candidates, nominated candidates, contributors, and local jurisdictions are all impacted by the changes to campaign financing rules.

What does this change mean for me?

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice (Section 147.22).

Individuals who intend to be nominated or who have been nominated to run for election must give written notice to the local jurisdiction. Written notice must include:

- the full name, address, and contact information of the individual;
- the address of the place(s) where records are maintained, and of the place to which communications may be sent;
- the names and addresses of the financial institutions to be used as depositories for campaign contributions; and
- the names of the signing authorities for each financial institution to be used for campaign contributions.

No candidate or person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Local jurisdictions must maintain a register of candidates who have given notice. The register must be made publicly available on the local jurisdiction's website until December 31 immediately following a general election, or 60 days following a by-election (Section 147.221).

The register must be made available in a partial or redacted form with the mailing address of the candidate and candidate's agent, and any personal information that the returning officer, deputy, or secretary believes would compromise the personal safety of the candidate, removed. If a criminal record check was filed with a candidate's nomination papers, the results must not be withheld or redacted.

Who is prohibited from making contributions?

No individual ordinarily resident outside of Alberta, or a prohibited organization, or trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make a contribution to a candidate (Section 147.1). Prohibited organizations include:

- A municipality,
- A corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*,
- A non-profit organization that has received a grant, or real or personal property from a municipality since the last general election,
- A provincial corporation as defined in the *Financial Administration Act*, including management bodies within the meaning of the *Alberta Housing Act*,
- A Metis settlement,
- A board of trustees under the *Education Act*,
- A public post-secondary institution as defined in the *Post-secondary Learning Act*,
- A corporation that does not carry on business in Alberta,

- A registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada), or
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.



What is the campaign period for the 2025 General Election?

For the 2025 General Election, the campaign period begins once the amendments are in force on October 31, 2024, and ends on December 31, 2025.

In the case of a by-election, the campaign period begins on the day after the resolution or bylaw is passed to set the election day for the by-election and ends 60 days after the by-election.

For more information, please refer to Municipal Affairs' Returning Officers Manual Module 3.

What are the limits on contributions?

Subject to candidate self-contributions in Section 147.2(4), contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or, in the case of a by-election, during the campaign period,

- (a) \$5,000 in the aggregate to all candidates for election as a councillor in a particular municipality,
- (b) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
- (c) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period \$5,000 in the aggregate to all candidates for election as above.

A candidate may contribute up to \$10,000 during the campaign period of the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period (Section 147.2(4)).

Any amount paid by a candidate for campaign expenses from the candidate's own funds not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, is a contribution to the candidate's own campaign (Section 147.2(5)).

No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, or an individual ordinarily resident outside Alberta, or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization (Section 147.2(6)).

No candidate or person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to above (Section 147.2(7)).

What are the campaign expense limits for municipal candidates?

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at:

<https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

A candidate for election as a councillor or their chief financial officer (in the case of a local political party) may not incur campaign expenses in the first two years of a campaign period after a general election.

In the year before a general election:

- In municipalities with no wards:
 - Candidates for and councillor may incur campaign expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$10,000 or \$0.50 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

In the year of a general election:

- In municipalities with no wards:
 - Candidates for CEO and councillor may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
 - Candidates for CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
 - Candidates for councillor other than the CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

For by-elections, candidates for both CEO and councillor will have campaign expense limits equal to the limits for the year of a general election.

When will these changes take effect?

The changes under the *Municipal Affairs Statutes Amendment Act, 2024* came into force on October 31, 2024.

Who can I contact for more information?

If you have questions about campaign financing, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Where can I find additional resources?

- *Local Authorities Election Act*, King's Printer: https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta: https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf.
- Manuals and election resources: <https://www.alberta.ca/municipal-elections-overview>
- Expense Limits Regulation MSD:073/24: https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024_MSD073-24_Municipal_Affairs.pdf

- Local Political Parties, Slates and Campaign Expense Limits: <https://www.alberta.ca/system/files/ma-local-parties-and-campaign-expense-limits-fact-sheet.pdf>



What every councillor needs to know

A council member's handbook

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

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

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

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

This publication is issued under the Open Government License – Alberta
(<http://open.alberta.ca/licence>).

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



Contents

Introduction.....	1
History of Local Government in Alberta.....	1
<i>Municipal Government Act</i>.....	1
Council Roles and Responsibilities.....	2
Councillor Duties	2
Code of Conduct	2
Councillor Liability	3
The Chief Elected Official	3
Orientation and Training Opportunities	4
Policy-Making and Program Monitoring.....	4
The Entire Municipality	5
Time Management	5
Team Approach.....	5
Oath of Office	6
Organizational Meeting	6
Procedural Bylaw.....	6
Regular and Special Meetings.....	6
Meetings Closed to the Public	7
Voting.....	7
Pecuniary and Conflict of Interest	8
Council Committees	8
Municipal Organization and Administration	8
Chief Administrative Officer.....	8
Designated Officers.....	9
Policies	9
Organizational Chart	9
Staff Development	9

Finance	9
Operating and Capital Budgets	9
Long Range Financial Plans	10
Procedure for Expenditure Authorization	10
Borrowing	10
Auditor	11
Property Assessment, Taxation, and Other Revenues.....	11
Assessment.....	11
Property Taxation.....	12
Education Tax and Equalized Assessment.....	13
Other Taxes and Revenues	14
Municipal Grants Listing.....	14
Municipal Grant Funding Reports	14
Planning and Development	14
<i>Alberta Land Stewardship Act</i> Regional Plan	14
Intermunicipal Development Plan	15
Municipal Development Plan.....	15
Intermunicipal Collaboration Framework	15
Area Structure and Redevelopment Plans.....	16
Land-use Bylaws	16
Subdivision.....	16
Subdivision or Development Agreements.....	16
Subdivision and Development Appeal Board.....	17
Economic Development.....	17
Conclusion	17

Introduction

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

History of Local Government in Alberta

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

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

Municipal Government Act

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

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

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

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

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

A municipality is a corporation and has the powers of a natural person, except to the extent that those powers are limited by the *MGA* or any other enactment. The introduction of natural person powers provides council with a great deal of flexibility in terms of how the municipality is organized and administered, what services are provided, and how those services are delivered.

The power to pass bylaws is stated in general terms. This gives councils broad authority and respects their right to govern the municipality in the way that council considers appropriate within the jurisdiction provided under the *MGA*. However, bylaws authorized by the *MGA* or any other enactment are subordinate to federal and provincial legislation and regulations.

Council Roles and Responsibilities

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

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

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

Councillor Duties

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

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

Code of Conduct

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

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

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

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

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

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

Councillor Liability

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

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

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

The Chief Elected Official

(*MGA* Sections 150, 154 and 155)

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

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

Orientation and Training Opportunities

(MGA Section 201.1)

Understanding the relationships, roles and the responsibilities of an elected official and the associated limitations, will be critical to your success in the position. Municipalities are required to offer orientation training and each councillor is required to attend the orientation training offered [Section 201.1(1)]. The topics that must be covered are broken into two parts.

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

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

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

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

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

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

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

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

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

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

Policy-Making and Program Monitoring

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

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

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

The Entire Municipality

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

Time Management

As a council member, there will be significant demands on your time. There will be council, council committees, and various other meetings to attend. To participate effectively in all these meetings, you should review meeting materials and become familiar with the issues that will be discussed. Conferences and workshops sponsored by the municipal associations or educational institutions will help provide you with the tools to be an effective elected official. If you choose to attend, these will also help you to understand the wider picture on issues affecting the whole province or other municipalities. Telephone calls, visits from your electors, and community events are all important components of the job. Managing time to adequately deal with both personal and public demands is an important part of becoming an effective member of council.

Team Approach

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

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

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

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

Oath of Office

(MGA Section 156)

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

Organizational Meeting

(MGA Sections 159 and 192)

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

Procedural Bylaw

(MGA Section 145)

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

Regular and Special Meetings

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

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

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

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

Council and council committees can hold meetings by means of electronic or other communication facilities if a bylaw has been passed in accordance with Section 199. Notice must be given to the public of such a meeting,

including the way it will be conducted. The facilities must enable all the meeting's participants to watch or hear each other, and the public to watch or listen.

Meetings Closed to the Public

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

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

Voting

(*MGA* Sections 183, 184, 185, and 172)

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

If there is a public hearing on a proposed bylaw or resolution, you must abstain from voting on the bylaw or resolution if you were absent from all of a public hearing, and you may abstain if you were absent for a part of a public hearing. Section 172 of the *MGA* states that you must abstain from voting on matters in which you have a pecuniary (monetary) interest. You may also choose to abstain from voting if you believe you have, or it may be perceived you have, a conflict of interest (Section 172.1(1)).

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

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

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

Pecuniary and Conflict of Interest

(MGA Sections 170, 172 and 172.1)

Membership on council is a position of public trust. The *MGA* describes pecuniary interest and sets out the procedure you must follow if a matter in which you have a pecuniary interest comes up at a meeting in which you are participating as a member of council. Failure to follow these procedures can lead to disqualification.

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

Council Committees

(MGA Sections 145 and 203)

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

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

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

Municipal Organization and Administration

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

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

Chief Administrative Officer

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

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

Successful municipalities have found that clear lines of communication and accountability are essential for effective operation. This is generally achieved when the CAO is provided with the authority to take council direction (through resolutions and bylaws) and implement that direction through the administrative team. Although well intentioned, individual councillor's attempts to become involved by providing direction to the administrative team can blur this accountability. It is important for council to develop a strong working relationship with the CAO based on mutual respect and trust and allow the CAO to direct and set priorities for the administrative team.

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

Designated Officers

(*MGA* Sections 209 and 210)

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

Policies

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

Organizational Chart

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

Staff Development

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

Finance

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

Operating and Capital Budgets

(*MGA* Sections 242, 243, 244, 245, 246, and 247)

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

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

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

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

Long Range Financial Plans

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

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

Procedure for Expenditure Authorization

(*MGA* Sections 248 and 249)

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

Borrowing

(*MGA* Sections 249, 252, and 275)

The Minister of Municipal Affairs has, by regulation, established municipal debt and debt service limits. If a municipality is within its limits, no provincial approvals are required for borrowing, but the Minister's approval is required for any borrowing beyond the regulated debt limits. If you vote for a borrowing that puts the municipality

above the regulated debt or debt service limit, you could be held personally liable for the amount of the borrowing, unless the borrowing is approved by the Minister.

Auditor

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

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

Property Assessment, Taxation, and Other Revenues

Assessment

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

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

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

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

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

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

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

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

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

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

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

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

The process involves filing a complaint with the municipality's assessment review board. The type of property the complaint is about will determine the type of assessment review board that will hear the complaint. Residential property with three or fewer dwelling units, farmland, or a tax notice other than a property tax notice will be heard by a Local Assessment Review Board. Residential property with four or more dwelling units or non-residential property will be heard by a Composite Assessment Review Board. If the taxpayer believes an error in law or jurisdiction has been made by the assessment review board, the decision may be appealed to the Court of King's Bench of Alberta.

Property Taxation

(*MGA* Sections 242, 297, 318, 354, 355, 356, and 359.1)

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

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

The tax rate calculation is expressed in the following formula:

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

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

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

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

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

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

For more information on Property Assessment and Taxation, visit alberta.ca/municipal-property-assessment.

Education Tax and Equalized Assessment

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

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

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

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

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

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

Other Taxes and Revenues

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

In addition to the property tax levy, a municipality may impose a business tax, a special tax, or a local improvement tax. As well, the *MGA* provides for taxes within a business improvement area and on well drilling equipment (although the well drilling tax rate has been set at 0, and is not expected to be reinstated).

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

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

Municipal Grants Listing

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

This website includes:

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

Municipal Grant Funding Reports

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

Planning and Development

Council shapes the physical future of the community through its authority over land-use planning and development; this authority is exercised through statutory plans, the land use bylaw, and other bylaws and policies. It is the responsibility of council to focus on the future of the community, while balancing the current rights, needs and concerns of property owners and residents. A number of tools are available to council for this purpose.

Alberta Land Stewardship Act Regional Plan

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

If an *Alberta Land Stewardship Act (ALSA)* regional plan is approved or amended, municipalities within an applicable *ALSA* regional plan are required to review their regulatory instruments, such as but not limited to, existing statutory plans, the land-use bylaw, policies and procedures, and make any amendments to comply with the *ALSA* regional plan. After the review, municipalities are required to file a statutory declaration with the Land

Use Secretariat stating that the review is complete, and that the municipality is 'in compliance' with the regional plan. The *ALSA* regional plan establishes the time within which municipalities must review and amend existing planning documents to show compliance.

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

Intermunicipal Development Plan

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

Two or more municipalities adopt an intermunicipal plan (IDP) to address issues of mutual concern with respect to designated lands. The plan must address the future use of land, the manner of and proposals for future development, or other matters relating to the area, etc. The plan must include a procedure to resolve, or attempt to resolve, conflicts; a procedure to amend or repeal the plan; and provisions relating to plan administration.

If the municipalities cannot agree on the need for an IDP or the issues in the IDP, the Land and Property Rights Tribunal can hear the matter. The Minister may then require two (2) or more municipalities to enter into an intermunicipal development plan.

Municipal Development Plan

(*MGA* Sections 632, 636, 637 and 638)

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

Intermunicipal Collaboration Framework

Part 17.2 (*MGA* Sections 708.26 – 708.52)

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

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

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

Area Structure and Redevelopment Plans

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

Council may, by bylaw, adopt an area structure plan (ASP) to provide a framework for subsequent subdivision and development for a particular area. The area structure plan will generally describe the sequences of development, proposed land use, population density, and the location of major transportation routes and public utilities and may address matters related to reserve land dedication or money in lieu of land dedication.

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

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

Land-use Bylaws

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

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

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

Subdivision

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

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

Subdivision or Development Agreements

(MGA Sections 638.2, 650 and 655)

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

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

Subdivision and Development Appeal Board

(MGA Sections 627, 678, and 686)

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

Economic Development

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

Conclusion

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

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

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

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

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

Website: <https://www.alberta.ca/alberta-kings-printer>



A Candidate's Guide

Running for Local Elected Office in Alberta

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or candidate may wish to obtain advice from a lawyer, in order to ensure the correct steps are taken throughout the election process. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide. It is important to recognize that this guide has been developed as a reference for, and as an explanatory document to the *Local Authorities Election Act*. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer.

This guide cannot anticipate every aspect, circumstance, or situation that municipalities or candidates may encounter while working through their specific election process. If a municipality or candidate needs help finding a lawyer, please visit the Law Society of Alberta website. Should this guide conflict with the *Municipal Government Act*, or the *Local Authorities Election Act* in word or interpretation, the legislation shall prevail.

This publication is issued under the Open Government Licence – Alberta (<http://open.alberta.ca/licence>).

Contents

Introduction	1
Legislation Governing Local Elections.....	2
<i>Local Authorities Election Act</i>	2
Regulations	2
<i>Municipal Government Act</i>	2
<i>Education Act</i>	2
Local Elections Generally.....	2
Voting Opportunities	2
Election Day	2
Advance Voting.....	3
Special Ballots	3
Other Voting Opportunities.....	3
Key Participants	3
Electors.....	3
Candidates	3
Chief Financial Officer.....	3
Official Agents.....	4
Scrutineers	4
Third Party Advertisers	4
Key Election Roles	4
Election Officials.....	4
Alberta Municipal Affairs	5
Alberta Education.....	5
Elections Alberta	5
About Being an Elected Official	5
Term of Office.....	5
Time Commitment	6
Remuneration.....	6
Roles and Responsibilities of a Municipal Elected Official	6
Administration of a Municipality.....	7
How else can I prepare?.....	7
Are you qualified to become a nominated?.....	7

Qualification Requirements in a Ward System.....	7
Qualification Requirements in a City with a Ward System	7
Qualification Requirements in a Summer Village	8
Ineligibility for Nomination	8
Nominations.....	9
What is the Campaign Period?	9
Written Notice of Intent to be Nominated	9
What is the Nomination Period & When is Nomination Day?	10
Form of Nomination	10
What is included in the Form of Nomination?	10
Official Agent	11
Filing the Nomination	11
How do I file my Nomination Form?	11
Do I have to file my Nomination Form in person?.....	12
Do I have to pay a deposit to file my Nomination Form?.....	12
Will I get my deposit back?.....	13
Withdrawing Nominations	13
Insufficient Nominations.....	13
Acclamations	13
Requirement for Election	13
Summer Villages	13
Late Filing of Nominations.....	13
Campaigning.....	14
Is there anything I cannot do during a campaign?.....	14
Bribery.....	14
Undue Influence.....	14
Canvassing on Election Day	14
Campaign Expenses and Contributions	15
Allowable Campaign Expenses.....	15
Campaign Expense Limits.....	15
Campaign Contributions	16
Limitations on Contributions	16
Contributions Not Belonging to Contributor	17
Receipts.....	17
Loans	18
Bank Account.....	18
Record Keeping	18
Campaign Disclosure Statements.....	18

Campaign Surplus	19
Campaign Deficit	19
Late Filing	20
Elections Alberta/Election Commissioner.....	20
Voting Opportunities.....	21
Voting Times	21
Counting Ballots.....	21
After Election Day.....	21
Official Election Results.....	21
Requesting a Recount.....	21
Judicial Recount.....	22
Controverted Elections	22
Appendix A: 2025 General Election Key Dates.....	23
Appendix B: Glossary of Terms.....	24

Introduction

Local elections are the foundation of democratic local governments in Alberta.

Locally elected officials are charged with making decisions that affect the daily lives of citizens, families, and the business community. The local elections process enables residents to determine the small group of individuals who will comprise the **elected authority** (municipal **council** or school **board**), which makes collective decisions and governs on their behalf following a general local election.

General elections for mayors, **councillors**, and school **trustees** in Alberta are held every four years. **Local jurisdictions** (a municipality or school division) hold **by-elections** to fill vacancies that occur between **general elections**.

This guide provides those considering running for elected office, election officials, chief financial officers, and the public with comprehensive, detailed information about the local elections process. It provides general information about local elections in Alberta, including the key participants in local elections, the key administrators in local elections, elected officials' responsibilities, and who is eligible to run for office.

The major elements of the local elections process – the call for nominations, election campaigns, **candidate** representatives, and what happens on **election day** are also described in this guide.

Each **local jurisdiction** is responsible for running its own local election. Municipal governments may run school **trustee** elections on behalf of school divisions. Municipal **councils** and school **boards** appoint a **returning officer** to run the local election in accordance with the *Local Authorities Election Act (LAEA)* and the **local jurisdiction's** election bylaw. The elections legislation contains provisions that must be consistently applied to all local elections; however, the legislation is also flexible enough that **local jurisdictions** are able to make choices about how to conduct elections in a manner that suits local circumstances (e.g. offering special ballots or requiring a nomination deposit)

This guide is not legally binding, and we recommend you obtain a copy of the *LAEA*, and other relevant statutes and regulations.

Terms in **boldface** font are further explained in Appendix B: Glossary of Terms.

Legislation Governing Local Elections

Copies of all legislation can be obtained through the Alberta King's Printer, <https://kings-printer.alberta.ca/>, or 780-427-4952.

Local Authorities Election Act

The *LAEA* is the main legislation that guides the conduct of a local **election** or **by-election**.

All definitions, procedures and processes outlined in this guide are from the *LAEA*. Should you require further clarification on any definitions, procedures or processes you are encouraged to review and consult the legislation, ask the **returning officer** in your **local jurisdiction**, or get independent legal advice.

Regulations

All election forms required by legislation can be found in the Local Authorities Election Forms Regulation on the Government of Alberta website, or by contacting your municipality.

The Expense Limits Regulation establishes **campaign expense** limits for **candidates** for municipal **council**, **local political parties**, **slates**, and **third-party** advertisers. Expense limits vary depending on the year in the election cycle.

The Local Political Parties and Slates Regulation creates rules for **local political parties** and **slates** related to eligibility and registration, financial **contributions**, financial disclosures, and surplus and deficit matters. This regulation has enabled **local political parties** and **slates** only for the cities of Edmonton and Calgary.

For more information, please review the [Changes to the Local Authorities Election Act \(LAEA\) 2024-2025 - Open Government](#) publications.

Municipal Government Act

The *Municipal Government Act (MGA)* is the primary legislation that empowers municipalities to shape their communities. It regulates how municipalities are funded and how as local governments they should govern and plan for growth.

Education Act

The *Education Act* specifies goals for Alberta's Early Childhood Services to Grade 12 (ECS-12) education system and identifies the roles and responsibilities of school **boards** and school **trustees**.

Local Elections Generally

Voting Opportunities

Election Day

Election day is the primary opportunity for **candidates** seeking office as a mayor, **councillor**, or school **board trustee** to be elected to office by eligible **electors**. **Voting stations** for most **local jurisdictions** are open from 10:00 a.m. to 8:00 p.m. local time on **election day** unless a bylaw has been passed to allow for an earlier opening. In summer villages, **voting stations** are open from 10:00 a.m. to 7:00 p.m. unless a bylaw has been passed to allow for an earlier opening.

Advance Voting

Local jurisdictions may provide for an advance voting opportunity to be held up to 24 hours prior to **election day**, to allow eligible **electors** who may not otherwise be able to vote on general voting day to cast their ballot. Municipalities with populations greater than 5,000 are required to hold at least one advance voting opportunity.

Special Ballots

Special ballots (mail-in ballots) provide **electors** who are unable to attend an advance or **election day** voting opportunity to vote in local elections. **Local jurisdictions** may provide for special ballot voting in their election bylaw or by passing a resolution.

Other Voting Opportunities

Local jurisdictions may provide other voting opportunities to eligible **electors** who may not otherwise be able to attend a voting place to cast their ballots during local elections. These voting opportunities are generally held in hospitals, long-term care facilities or other **electors'** residences where **electors'** mobility may be impaired. Only designated **electors** are eligible to vote at these voting opportunities.

Key Participants

Electors

Except for summer villages, the right to vote in local elections in Alberta is conferred on individuals ordinarily resident in the **local jurisdiction**. An **elector** must be at least 18 years of age, a Canadian citizen; reside in Alberta, and the person's place of residence must be located in the **local jurisdiction**, and **ward** if any, on **election day**.

In summer villages, eligible **electors** must be:

- 18 years or older, a Canadian citizen, and a resident in the **local jurisdiction** on **election day**; or
- 18 years or older, a Canadian citizen, and named on a certificate of title as a person who owns property within the summer village; or
- 18 years or older, a Canadian citizen, and the **spouse** or adult interdependent partner of a person who is named on a certificate of title as a person who owns property within the summer village.

NOTE: For information about **elector** eligibility in Métis settlement elections and in Indian reservation band elections in Alberta, please visit [Métis Relations | Alberta.ca](https://www.alberta.ca/metis-relations-alberta-ca), and [Indian Band Election Regulations](https://www.alberta.ca/indian-band-election-regulations) respectively.

Candidates

The term “**candidate**” means, except in Part 5.1 of the *LAEA*, an individual who has been nominated to run for election in a **local jurisdiction** as a **councillor** or school **board trustee**.

In Part 5.1 - Election Finances and **Contributions** Disclosure, the term “**candidate**” means:

- (i) an individual who has been nominated to run for election in a **local jurisdiction** as a **councillor** or school **board trustee**, and
- (ii) an individual who intends to be nominated to run for election in a **local jurisdiction** as a **councillor** or as a school **board trustee** that has given written notice in accordance with section 147.22 of the *LAEA*.

Chief Financial Officer

A chief financial officer is a representative that **candidates** may engage and a representative that **third party** advertisers are legally required to have during an election campaign.

This individual ensures that the financial aspects of the **candidate's** election campaign and the **third party** advertiser's election advertising campaign comply with the *LAEA*.

Official Agents

Candidates may appoint an **official agent** to represent them during the election process. The **official agent** may act as a campaign manager or spokesperson or be the point of contact for the people helping on a **candidate's** election campaign.

Scrutineers

Scrutineers may represent **candidates** at voting opportunities by observing voting procedures and scrutinizing the ballot-counting process after the close of voting on **election day**. **Scrutineers** must meet the eligibility requirements in Section 69 of the *LAEA* and must be appointed by the **candidate** in writing.

Third Party Advertisers

A **third party** advertiser is an individual or organization that sponsors election advertising independently from **candidates**. **Third party** advertising includes election advertising to promote or oppose a **candidate**, and/or on an issue with which a **candidate** may associated, during the election advertising period.

Third party advertisers must be independent from **candidates** when engaging in election advertising. **Third party** advertisers must register with the **local jurisdiction**, or the Provincial Registrar if engaging in election advertising in more than 10 **local jurisdictions**, before conducting advertising during the election advertising period, which starts May 1 and ends at the end of **election day**.

Third parties interested in engaging in election advertising in more than 10 **local jurisdictions** can be directed to the appointed Provincial Registrar at:

Executive Director
Municipal Capacity and Sustainability Branch
Municipal Affairs
17th Floor, Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Phone: 780-427-2225 (dial 310-000 first for toll-free)
Email: ma.advisory@gov.ab.ca

See Part 8 of the *LAEA* and Module 4 of the Returning Officer manual for more information on **third party** advertising and disclosure requirements.

Key Election Roles

Election Officials

Municipal **councils** and school **boards** appoint a **returning officer** to administer local elections. If a **council** does not appoint a **returning officer**, the duty falls to the **chief administrative officer (CAO)** of the municipality or the **secretary** of a school division by default. A senior local government employee or a private contractor hired to conduct the election on the local government's behalf may be appointed to be the **returning officer**.

Generally, **returning officers** are responsible for overseeing all local election administration activities, including receiving nomination documents, administering voting opportunities, counting ballots, and declaring election results.

The **returning officer** is also responsible for appointing and training **deputy returning officers** and any additional election officials required to conduct local elections. The **returning officer** must conduct the election in accordance with the *LAEA* and the **local jurisdiction's** election bylaw.

Election officials must complete an oath or statement confirming they will be independent and impartial when performing their duties.

Alberta Municipal Affairs

Alberta Municipal Affairs oversees the *MGA*, *LAEA*, and associated regulations. Contact the ministry for answers to questions about the material contained in this guide. Ministry staff can also provide additional information about local elections administration in Alberta.

Alberta Municipal Affairs
Municipal Capacity and Sustainability Branch
Phone: 780-427-2225 (in Alberta, toll-free dial 310-0000 first)
Email: ma.advisory@gov.ab.ca
Website: <https://www.alberta.ca/municipal-elections-overview>

Alberta Education

Contact Alberta Education to answer questions or provide clarification on the provisions in the *Education Act* or the *LAEA* as they relate to elections for school **board trustees**,

Alberta Education
Business Operations and Stakeholder Support Branch
Phone: 780-427-2055 (in Alberta, toll-free dial 310-0000 first)
Website: <https://www.alberta.ca/school-board-elections-guide>

Elections Alberta

Elections Alberta is the non-partisan and independent Office of the Legislature responsible for the administration of the provincial electoral process in Alberta and the campaign financing and **third party** advertising rules for local elections under the *LAEA*.

Elections Alberta administers, investigates and enforces the campaign financing and **third party** advertisers' disclosure requirements including expense and **contribution** limits and election advertising rules under the *LAEA*. Elections Alberta also has the authority to conduct investigations of any matter that might contravene the legislation and levy administrative monetary penalties for non-compliance with the *LAEA*. Please refer to Part 5.1 and Part 8 of the *LAEA* for more information about campaign financing and **third party** advertising rules.

Elections Alberta
Phone: 780-427-7191
Email: info@elections.ab.ca

About Being an Elected Official

Term of Office

A person elected under the *LAEA*, unless otherwise disqualified from remaining in office or resigning, holds office from the beginning of the organizational meeting of the **elected authority** following the **general election** to immediately before the beginning of the organizational meeting of the **elected authority** after the next **general election**.

A person elected to an **elected authority** to fill a vacancy caused other than by the passage of time holds office from when the person takes the oath of office for the remainder of the period the person's predecessor would have held office had that predecessor continued in office.

Time Commitment

Holding local office can represent a significant time commitment. During the term of office, elected officials will be required to attend:

- regular and special meetings of the **council** or school **board**;
- **council** or **board** committee meetings;
- meetings of other **boards** and agencies to which they are appointed as a **council** or school **board** representative;
- conferences, conventions, seminars and workshops for training and discussion (legislation requires mandatory **councillor** orientation training and emergency management training to be completed shortly after taking office – see the What Every Councillor Needs to Know resource at Alberta.ca for more information); and
- other events promoting your municipality or school division.

Time should also be spent reading agenda material and talking with residents, the **CAO** or **board secretary** and other relevant stakeholders. This work will all be part of the necessary preparation for meetings so elected officials can participate in an informed way and contribute to collective decision-making.

Remuneration

Elected officials generally receive remuneration or other financial compensation for the time and energy they have devoted to their community. Check with your **local jurisdiction** office to find out about remuneration for elected officials, as remuneration amounts are set by each **elected authority**.

Roles and Responsibilities of a Municipal Elected Official

As a member of **council**, you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of **council** depends on your ability to be an active member of the team and to respectfully persuade the other members of **council** to adopt and support your view. Decisions of **council** may only be made by resolution or bylaw and must be made at public meetings, at which a quorum is present. As an elected official, you will also have to find the balance between representing the views of those who elected you and considering the best interests of the municipality as a whole.

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 the municipal employees. Any promise you make as a part of your election campaign that involves municipal expenditures or the activities of the **CAO** can only be carried out if you can obtain the support of your fellow **council** members to carry out that promise by passing a resolution or bylaw at a duly called **council** meeting.

The Canadian Constitution grants responsibility for municipal institutions to provincial governments. Through legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal **councils**. The legislation you will refer to most often is the *MGA* as this is the legislation that allows for many decisions that **council** can make.

In accordance with Section 7 of the *MGA*, a municipal **council** may pass legislation in the form of municipal bylaws. These bylaws remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar with what exists, how it has been created – by bylaw, resolution, or policy – and why it exists before you will be able to start discussing proposed changes.

Municipalities often make local bylaws available to the public through their municipal websites. Otherwise, you can ask for copies at the municipal office.

Administration of a Municipality

Elected officials perform a role that is distinct from the role of the **CAO** and other local government staff. Elected officials are decision-makers and set strategic policies and priorities for the municipality – they do not implement policies and decisions or otherwise administer the local government.

It is the job of the administration to implement **council's** policy direction. Alberta municipalities have competent and dedicated administrators. The **CAO** is the only direct employee of **council**, and you will rely on the support, advice, and assistance of your **CAO** if you are to be an effective member of **council**. The **CAO's** training, experience and understanding of how and why things have developed the way they have will be an important resource for you.

At a professional level, elected officials do not have regular contact with local government staff, nor do elected officials perform, or supervise, the roles or duties assigned to members of administration.

How else can I prepare?

The best way to find out what the job of an elected official is all about is to spend some time reading relevant documents of the **local jurisdiction** and talking to current members of the **elected authority**. You may also wish to:

- familiarize yourself with local bylaws and municipal legislation;
- read meeting agendas and minutes;
- observe meetings from the gallery; and
- talk to administrative staff to find out what other information is available.

It is common practice in many **local jurisdictions** to publish a prospective **candidate's** information guide. These guides will provide valuable insight into time commitments, practices, and expectations of holding office in that **local jurisdiction**. Researching in advance will help you in your campaign and prepare you for assuming office.

Are you qualified to become a nominated candidate?

LAEA
s.21(1)

To become a nominated **candidate**, you must be at least 18 years of age on **nomination day**, a Canadian citizen, and you must have been a resident of the **local jurisdiction** for the six consecutive months immediately preceding **nomination day**. Also, you must not be otherwise ineligible or disqualified under Section 22 of the *LAEA*.

LAEA
s.21(1)

Qualification Requirements in a Ward System

In a **local jurisdiction** (other than a city) with a **ward** system, you must be a resident of the **ward** or the electoral division in which you intend to run for the six consecutive months immediately preceding **nomination day**.

LAEA
s.21(2)

Qualification Requirements in a City with a Ward System

In a city with a **ward** system, it is required that you have been a resident of the city for six months immediately preceding **nomination day**, not necessarily the **ward** in which you wish to run.

LAEA
s.12(b)
s.12(h)
s.47

Qualification Requirements in a Summer Village

To qualify for nomination as a **councillor** in a summer village, a person is not required to be a resident of the summer village but must be entitled to vote in the summer village election and have been a resident of Alberta for the 12 consecutive months immediately preceding **election day**. Prospective **candidates** must also meet the voter eligibility requirements and be:

- 18 years or older, a Canadian citizen, and a resident in the **local jurisdiction** on **election day**;
- 18 years or older, a Canadian citizen, and named on a certificate of title as a person who owns property within the summer village; or
- 18 years or older, a Canadian citizen, and the **spouse** or adult interdependent partner of a person who is named on a certificate of title as a person who owns property within the summer village.

LAEA
s.22(1)

Ineligibility for Nomination

No one is eligible to become a **candidate** under any of the following circumstances:

- if you are the auditor of the **local jurisdiction**;
- if your property taxes are more than \$50 in arrears (excluding indebtedness on current taxes, and indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- if you are in default for any other debt to the **local jurisdiction** equal to or exceeding \$500 for more than 90 days;
- if within the previous 10 years, you have been convicted of an offense under the *Local Authorities Election Act*, the *Election Act*, *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act*;
- if on **nomination day** you are employed by the Office of the Ombudsman (unless you take a leave of absence);
- if you are a judge, Member of the Senate or House of Commons of Canada, or Member of the Legislative Assembly; or
- if you have been convicted of an offence punishable by imprisonment for 5 or more years, or of an offence under Section 123, 124 or 125 of the *Criminal Code of Canada* (an offence related to municipal corruption, influencing a municipal official, or financial abuse of an elected office).

MGA
s.174(1)(c)

MGA
s.174(1)(e)

LAEA
s.22(1.2)

A person will be ineligible for nomination if they have failed to comply with the campaign finance and disclosure requirements of the *LAEA* and:

- the **secretary** or **CAO** transmitted or presented a report in respect to that person, and
- the **court** did not dispense with or extend the time for compliance.

A person is deemed to be ineligible under these circumstances for either an eight-year period following the day that a report was transmitted by the **secretary**, or a three-year period following the day the disclosure statement was filed with the municipality (whichever period expires first).

LAEA
s.22(1.1)
s.22(5)
s.22(5.1)

If you are a municipal employee and you wish to run for local office, or a school **board** employee running for election as **trustee** of a school **board**, you must take a leave of absence without pay as outlined in the *LAEA*. This point does not apply if you perform duties for a jurisdiction in a volunteer capacity. You may notify your employer on or after January 1 in the election year (on or after the day **council** passes a resolution setting **election day** in the case of a **by-election**) but

before the last working day prior to **nomination day**. Any employee who requests a leave of absence without pay in accordance with those conditions must be granted that leave.

Nominations

LAEA
s.147.1(1)(b)

What is the Campaign Period?

The term “**campaign period**” means:

- (i) in the case of a **general election**, the period beginning on January 1 of the year immediately following a **general election** and ending on December 31 immediately following the next **general election**, and
- (ii) in the case of a **by-election**, the period beginning on the day after the resolution or bylaw is passed to set the **election day** for the **by-election** and ending 60 days after the **by-election**;

For the 2025 **general election**, the **campaign period** started on October 31, 2024 (with the proclamation of *LAEA* amendments made in spring 2024 via Bill 20) and will end on December 31, 2025. On January 1, 2026, the four-year **campaign period** for the 2029 **general election** will begin.

LAEA
s.147.22

Written Notice of Intent to be Nominated

Individuals who intend to be nominated or who have been nominated to run for election must give written notice to the **local jurisdiction** in which they have been or intend to be nominated. Written notice must include:

- the full name, address and contact information of the individual;
- the address of the place(s) where records are maintained, and of the place to which communications may be sent;
- the names and addresses of the financial institutions to be used as depositories for campaign **contributions**; and
- the names of the signing authorities for each financial institution to be used for campaign **contributions**.

No individual and no person acting for the individual shall accept a **contribution** or incur a **campaign expense** unless the individual has given written notice. No **candidate** or person acting for a **candidate** may accept a **contribution** for an election outside the **campaign period** for that election.

LAEA
s.147.221

Local jurisdictions must maintain a register of **candidates** who have given notice under Section 147.22. The register must be made publicly available on the **local jurisdiction's** website until December 31 immediately following a **general election**, or 60 days following a **by-election**.

In accordance with Sections 28(6.1) and (6.2) of the *LAEA*, the register must be made available in a partial or redacted form with the mailing address of the **candidate** and **candidate's** agent, and any personal information that the **returning officer**, **deputy**, or **secretary** believes would compromise the personal safety of the **candidate**, removed. If a criminal record check was filed with a **candidate's** nomination papers, the results must not be withheld or redacted.

What is the Nomination Period & When is Nomination Day?

LAEA
s.25(1)
s.25(2)(a)

In the case of **general elections**, **election day** occurs on the third Monday in October every four years. Candidates can begin to file nomination papers on January 1 in the year of the election, up until **nomination day**, four weeks prior to **election day**. If a **local jurisdiction** has passed a bylaw under Section 11(2) of the LAEA, which allows for **election day** to be held on the Saturday immediately before the 3rd Monday in October, the last day to file nomination papers would then fall on the Saturday, four weeks prior to **election day**. **Nomination day** is the last day a person may file a nomination to become a **candidate** in the election.

The nomination period for the 2025 General Election begins on January 1, 2025 and ends at 12:00 noon on nomination day.

Nomination day for the 2025 General Election is Monday, September 22, 2025.

LAEA
s.25(2)(b)

In the case of a **by-election**, **election day** will be set through a resolution of the local **elected authority**. Candidates can begin to file nomination papers the day after the resolution was passed up until **nomination day**, four weeks prior to **election day**.

LAEA
s.12(a)(i)
s.12(d)

In the case of a summer village, **nomination day** must occur in June and/or July and **election day** occurs four weeks following **nomination day**. **Nomination day** is set by **council** resolution.

Form of Nomination

LAEA
s. 27

Nominations must be filed using the required forms (Form 4 – Nomination Paper and Candidate's Acceptance and Form 5 – Candidate Information). Contact the **local jurisdiction** office to determine where to access the nomination form and to seek support with filling out the form accurately. The **returning officer** or a **deputy** may be able to help prospective candidates.

LAEA
s.27(1)

What is included in the Form of Nomination?

Generally, your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be from people who are residents in the **local jurisdiction** on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature.

Prospective candidates may begin to collect signatures at any time but cannot file their nomination papers with the **returning officer** until January 1 in the year of the election. In the case of a **by-election**, **candidates** may begin to file their nomination papers the day following when the resolution was made to set the **by-election** date.

In the case of summer villages, the **council** is required to set **election day** and **nomination day** will be four weeks prior to election at the times and location provided for through **council** resolution.

It is often a good idea to obtain more than the required number of signatures in the event that one or more persons were not eligible to sign the nomination form.

LAEA
s.27(2)

Local jurisdictions with a population of at least 10,000 may pass a bylaw increasing the number of voters' signatures required to a maximum of 100. Ensure that you check with the **local jurisdiction** to determine the number of signatures that you require for nomination.

LAEA
s.27(3)

If you are seeking election in a **local jurisdiction** with a division or **ward** system, the voters signing your nomination form must be residents in the **ward** or division in which you are running.

LAEA
s.12(b)

In summer villages, the nominators must be;

- eligible to vote in the election;
- 18 years of age;
- a Canadian citizen; and
- either residents or those named on the certificate of title as the person who owns property within the summer village or is the **spouse** or adult interdependent partner of the person named on the title.

In addition to the signatures, the nomination paper must also be complete with the **candidate's** written acceptance sworn or affirmed in the **prescribed form** by the person nominated and in the presence of a Commissioner for Oaths in Alberta. The **local jurisdiction** office may have information regarding who the Commissioners for Oaths are in the area.

If a **candidate's** information changes, that information must be updated with the **local jurisdiction**, in writing, within 48 hours of that change.

LAEA
s.28(4)

The **returning officer** will not accept the following:

- A nomination that is not completed in the **prescribed form**;
- A nomination that is not signed by at least the minimum number of persons required to sign the nomination;
- A nomination that is not sworn or affirmed by the person nominated;
- A nomination that is not accompanied by a deposit (if required by bylaw); or
- A nomination that is not accompanied with a criminal record check (if required by bylaw).

LAEA
s.68.1

Official Agent

On the nomination form, a **candidate** may choose to appoint an **elector** to be their **official agent**. Eligibility criteria for this role are found in Section 68.1.

This person may act as the signing authority for the campaign bank account and manage aspects of the campaign as directed by the **candidate**. No **candidate** may act as an **official agent** for another **candidate**.

If you have appointed an **official agent**, you must include the information on the **candidate's** nomination form. If, at any time, the information changes or there is a need to appoint a new **official agent**, the **candidate** is required to notify the **returning officer** immediately.

Filing the Nomination

LAEA
s. 27

Once you have completed the nomination form, the next step is to ensure that you file the Nomination Paper and Candidate's Acceptance Form (Form 4), as well as the Candidate Information Form (Form 5) during the **nomination period**, prior to noon on **nomination day**.

LAEA
s.25

How do I file my Nomination Form?

Completed nomination forms can be filed with the **returning officer** at any time beginning on January 1 in the year of the **general election** and until four (4) weeks prior to **election day**. In the case of a **by-election**, the **returning officer** can begin to accept nomination papers the day

following the day when the resolution was made my **council** setting the date for the **by-election**.

LAEA
s. 12(d)

For summer villages, nominations for **councillor** must be received by the **returning officer** in June or July (or both), in the year of the **general election**. The date, time, and location of where nomination papers will be accepted must be established by **council**.

LAEA
s.26

Local jurisdictions will advertise **nomination day** in one of three ways:

- in a newspaper or another publication circulating in the area once a week for two weeks prior to the close of nominations;
- a direct mail-out or delivery of a notice to every residence at least one week prior to the close of nominations; or
- in accordance with a local advertisement bylaw.

The advertisement will indicate where and when the **returning officer** will receive the nominations. It is important to check the advertisement or with your **local jurisdiction** office for the time and location to file your nomination papers.

LAEA
s.28(3)

Do I have to file my Nomination Form in person?

Nominations shall be submitted to the **returning officer**, or their designate, at any time during the **nomination period**. It is best to deliver your nomination form in person; however, anyone may submit your nomination paper on your behalf, or it may be sent by mail. If you are unable to submit your nomination paper in person, ensure that the forms are completed fully prior to it being filed with the **returning officer** because, as the **candidate**, it is your responsibility to ensure that your forms are fully completed and meet the requirements for filing under Section 27 of the LAEA.

LAEA
s.29

Do I have to pay a deposit to file my Nomination Form?

Local jurisdictions may have a bylaw requiring a deposit to accompany nominations. The amount fixed in the bylaw may not exceed:

- \$1,000 in **local jurisdictions** with a population over 10,000; and
- \$100 in any other case.

When you inquire or pick up the nomination form from the **local jurisdiction**, ensure that you seek clarification on whether a deposit is required and if so, the amount of the deposit.

If a deposit is required, it must be paid, in full, at the time you file your nomination form. A deposit must be payable to the **local jurisdiction** and may be paid using:

- cash;
- certified cheque;
- money order;
- e-transfer; or
- debit or credit card.

Confirm in advance which of these payment methods the **local jurisdiction** is equipped to accept.

LAEA
s.30

Will I get my deposit back?

Your deposit will be returned to you if you:

- are elected;
- get at least one-half the number of votes of the person elected to office with the least number of votes; or
- withdraw as a **candidate** within 24 hours of the close of nominations.

LAEA
s.32

Withdrawing Nominations

Candidates may withdraw their nomination form at any time during the **nomination period** and up to 24 hours (48 hours in a summer village) after the close of the **nomination period**, provided the number of **candidates** nominated exceeds the number of positions for the office you are seeking.

If **candidates** choose to withdraw, they must provide written notice, in person, to the **returning officer**.

LAEA
s.32

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies in the municipality, the **returning officer** will be available to receive nominations the next day from 10 a.m. to 12 p.m. This process must continue for six business days (calendar days in summer villages). If, at the end of the six-day period, insufficient nominations continue, municipalities are required to contact the Minister of Municipal Affairs.

LAEA
s.34

Acclamations

If, by 12 noon on **nomination day**, or the completion of the time period described above, the number of **candidates** nominated equals the number of vacancies in the municipality, nominations will be closed and the **returning officer** will declare the **candidates** elected by acclamation (no election will be held).

LAEA
s.35

Requirement for Election

If more than the required nominations are received by 12 noon or the completion of the time period described above, nominations will be closed, and the election will be held according to legislated process.

LAEA
s.12(d)

Summer Villages

In the case of a summer village, the **returning officer** will announce the time and place when further nominations will be received.

Late Filing of Nominations

Unless there are insufficient nominations, the **returning officer** CANNOT accept nominations after 12:00 noon on **nomination day**. Ensure you check with your **local jurisdiction** on the time and location for filing nomination forms and ensure you file your nomination paper well in advance at the location available.

Despite the term "**nomination day**", it is useful to think of it as a nomination deadline day. There is no need to wait until **nomination day** to file forms and if there is any question of your availability, be sure to file your forms prior to this date.

Campaigning

Once the **campaign period** begins and they have filed the appropriate forms with the **local jurisdiction**, **candidates** generally direct their own election campaigns during local elections.

The purpose of campaigning is to convince the **electors** they are the best **candidate** for the position.

Candidates have used various strategies, such as:

- door-knocking;
- signage;
- brochures or posters;
- participating in local **candidate** debates or forums;
- social media pages or websites; and
- hosting a meet and greet event.

Candidates have considerable flexibility in organizing their election campaigns, provided they avoid committing election or campaign financing offences.

Is there anything I cannot do during a campaign?

It is essential that **candidates** seek clarification from **returning officers** relating to local bylaws that may regulate campaign activities, such as the use and placement of campaign signage throughout the municipality. Candidates are encouraged to contact their **local jurisdiction's** office or speak to the **returning officer** for more information about local election rules.

There are also a variety of offence provisions included in the *LAEA* that **candidates** should review and understand.

If **candidates** require additional interpretation or clarification of provincial legislation or municipal bylaws, they should seek independent legal advice.

LAEA
s.116

Bribery

As a **candidate**, you cannot give, or promise to give, money or any other valuable consideration (such as an office or job) to anyone in return for their vote, or by agreeing to refrain from voting.

In addition, an **elector** or resident of the municipality cannot accept money or any other valuable consideration in return for voting or not voting during an election.

LAEA
s.117

Undue Influence

As a **candidate**, you cannot use, or threaten to use, violence, injury, damage, or intimidation to compel a person to vote or refrain from voting at an election. You cannot obstruct the voting process or obstruct a person from accessing a **voting station** to vote during an election.

LAEA
s. 152
s. 152.1

Canvassing on Election Day

Candidates, **official agents**, or campaign volunteers cannot canvass or solicit votes in a **voting station** or on the property used for a **voting station** on an **advance vote** or **election day**. In addition, campaign materials (posters, pins, signage, etc.) cannot be displayed or distributed inside or on the outside of a building used as a **voting station**.

Campaign Expenses and Contributions

Campaign activities usually trigger campaign financing rules and as such, **candidates** must ensure they are aware of and follow the rules. A **candidate** that has failed to follow campaign financing requirements may have committed an offence and may be subject to penalties, disqualification, or ineligibility to run in future elections.

Candidates are strongly encouraged to read and understand Part 5.1 of the *LAEA* as it pertains to Election Finance and Contribution Disclosure.

Allowable Campaign Expenses

LAEA

s.147.1(1)(a)

A “**campaign expense**” is an expense a **candidate** makes in the course of a campaign for election. Technically, this includes any expense incurred, or non-monetary **contribution** received, by a **candidate** to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary **contribution**, is used to directly promote or oppose a **candidate** during a **campaign period**.

“**Campaign expense**” includes an expense incurred for, or a non-monetary **contribution** in relation to:

- The production of advertising or promotional material;
- The distribution, broadcast, or publication of advertising or promotional material in any media or by any other means during a **campaign period**, including by the use of a capital asset;
- The payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity,
- Securing a meeting place; or
- The conduct of opinion polls, surveys, or research during a **campaign period**.

LAEA

s.147.34

Campaign Expense Limits

The *LAEA* allows for the establishment of a regulation that sets out the amount of money that may be spent by **candidates** during the **campaign period**. The Expense Limit Regulation came into force on October 31, 2024.

Campaign Expense Limits for election years

Upon registration, during a local election year in Alberta, the expense limits are described below. These limits do not apply to **candidates** for school **trustee**.

Mayoral **candidates** may spend up to \$1 per person based on the population of the municipality, or \$20,000, whichever is greater.

Councillor candidates will be allowed to spend:

- Where there are **wards**, up to \$1 per person based on the average population of the **wards** in the municipality, or \$20,000, whichever is greater; or
- Where there are no **wards**, up to \$1 per person based on the population of the municipality, or \$20,000, whichever is greater.

Local political parties (Edmonton and Calgary **candidates** only) will be allowed to spend up to \$1 per person based on the average population of all **wards** in the municipality, for each **ward** in which the party has endorsed **candidates** running.

Third party advertisers will be allowed to spend \$0.50 per person based on the population of the municipality during the election year advertising period (May 1 – Oct. 20, 2025).

Campaign Expense Limits for non-election years

Upon registration, for the year immediately before the election year, the expense limits are as follows.

Mayoral **candidates** may spend up to \$0.50 per person based on the population of the municipality, or \$10,000, whichever is greater.

Councillor candidates will be allowed to spend:

- Where there are **wards**, up to \$0.50 per person based on the average population of the **wards** in the municipality, or \$10,000, whichever is greater, or
- Where there are no **wards**, up to \$0.50 per person based on the population of the municipality, or \$10,000, whichever is greater.

Registered local political parties (Edmonton and Calgary **candidates** only) will be allowed to spend up to \$0.50 per person based on the average population of all **wards** in the municipality, for each **ward** in which the party has endorsed **candidates** running.

Candidates and local political parties will not be allowed to incur expenses during the two years following an election year.

LAEA
s.147.1(1)(c)

Campaign Contributions

“**Contribution**” means any money, personal property, real property, or service that is provided to or for the benefit of a **candidate’s** election campaign without fair market value compensation from that **candidate**, but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services.

LAEA
s.147.1(1)(c)

Campaign **contributions** do not include services provided by a volunteer who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or the time spent providing the services.

LAEA
s.147.2 &
Expense
Limit
Regulation

Limitations on Contributions

No prohibited organization, individual ordinarily resident outside Alberta or **trade union** or **employee organization** other than an **Alberta trade union** or **Alberta employee organization** shall contribute to a **candidate**.

In a calendar year during the **campaign period** of a **general election**, **contributions** made by an individual ordinarily resident in Alberta shall not exceed \$5,000 in the aggregate to all **candidates** in a municipality. This limitation also applies to the **campaign period** for **by-elections**, which is the period beginning on the day after the resolution or bylaw is passed setting the **by-election** and ending 60 days after the **by-election**.

Contributions by a corporation other than a prohibited organization, by an **Alberta trade union** or by an **Alberta employee organization** shall not exceed \$5,000 in the aggregate to all **candidates** for election during the **campaign period**.

Accepting **contributions** in excess of the statutory limits is prohibited.

Soliciting or accepting **contributions** from prohibited organizations and individuals not ordinarily resident in Alberta, as well as from non-Albertan **trade unions** or **employee organizations**, is prohibited.

LAEA
s.147.1(1)(f)

Prohibited organizations include:

- a municipality;
- a corporation that is controlled by a municipality and meets the test set out in Section 1(2) of the *MGA*;
- a non-profit organization that has received since the last **general election** any of the following from the municipality in which the election will be held:
 - (A) a grant,
 - (B) real property,
 - (C) personal property;
- a Provincial corporation as defined in the *Financial Administration Act*, including a management body within the meaning of the *Alberta Housing Act*;
- a Metis settlement;
- a **board of trustees** under the *Education Act*;
- a public post-secondary institution as defined in the *Post-secondary Learning Act*;
- a corporation that does not carry on business in Alberta;
- a registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act (Canada)*; or
- an organization designated by the Lieutenant Governor in Council as a prohibited organization.

LAEA
s.147.24

Contributions Not Belonging to Contributor

No individual, corporation, **trade union** or **employee organization** shall contribute to a **candidate** funds not belonging to them, or funds given or furnished to them by another individual, corporation, **trade union** or **employee organization** or a prohibited organization for the purpose of contributing those funds to a **candidate**.

No individual, corporation, **trade union**, **employee organization** or prohibited organization shall give or furnish funds to another individual, corporation, **trade union** or **employee organization** for the purpose of having them make a **contribution** of those funds to a **candidate**.

LAEA
s.147.31(2)

Candidates must ensure they record the gross income from any fundraising function held for their campaign. In addition, if the function is held by the sale of tickets, the amount of the **contribution** is to be determined using the following rules:

LAEA
s.147.31(3)

- If the individual charge is \$50 or less, it is not considered a **contribution** unless the individual who pays the charge specifically requests it to be a **contribution**. If a request is made, half of the amount is allowed for expenses and half is considered a **contribution**. Even if the amount is not considered a **contribution**, the **candidate** may choose to still issue a receipt and keep a record of the transaction;
- If the individual charge is more than \$50 but less than \$100, \$25 is allowed for expenses and the balance is considered to be a **contribution**; and
- If the **contribution** is more than \$100, 25 per cent of the amount is allowed for expenses and the remaining balance is considered to be a **contribution**.

LAEA
s.147.32
LAEA
s.147.4(1)(b)

Receipts

As a part of the **candidate's** responsibilities, they, or a person acting on their behalf, must issue a receipt for every **contribution** received in a form acceptable to the **local jurisdiction**. If a **contribution** is in excess of \$50, the name and address of the contributor and the amount of the **contribution** must be recorded because it is required to be included with the campaign disclosure statements.

Contributions of real property, personal property, goods and services have to be valued. Throughout the duration of the campaign, receipts must be issued for every **contribution** received, and be obtained for every expense. Receipts will assist **candidates** in creating itemized expense reports and can be used as proof of **contributions**.

LAEA
s.147.33

Loans

Candidates may borrow money only from a financial institution and shall record all loans and their terms. All loans and their terms must be reported accordingly to the **local jurisdiction**.

Only an individual ordinarily resident in Alberta, a corporation other than a prohibited organization, an **Alberta trade union** or an **Alberta employee organization** may make a payment on behalf of the borrower in respect of a loan.

Payments on loans are considered to be a **contribution** if the borrower does not reimburse the payment before the borrower is next required to file a disclosure statement.

LAEA
s.147.3(1)

Bank Account

A campaign account in the name of the **candidate** or the **candidate's** election campaign must be opened at a financial institution for the purposes of the election campaign at the time the **candidate** gives a written notice under Section 147.22 or as soon as possible after the total amount of **contributions** first exceeds \$1000 in the aggregate.

Money in that account must then only be used for the payment of **campaign expenses**.

LAEA
s.147.3(1)(f)

Record Keeping

All campaign records of **contributions** and expenses must be kept for a minimum of three (3) years following the day of the election to which they relate.

LAEA
s.147.4

Campaign Disclosure Statements

In the case of a **general election**, on or before March 1 of each year, a **candidate** who received **contributions** in the previous year shall file with the **secretary** of the **candidate's local jurisdiction** a disclosure statement in the **prescribed form**.

The disclosure statement must include:

- the total amount of all campaign **contributions** received during the year that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose **contributions** during the year exceeded \$50 in the aggregate;
- the total amount of **contributions** received under section 147.2(4);
- the total amount from fundraising functions received in the year;
- the total amount of other revenue received in the year;
- the total amount of **campaign expenses** incurred in the year;
- an itemized **campaign expense** report setting out the **campaign expenses** incurred by the **candidate** in the year;
- the total amount of money paid by the **candidate** out of the **candidate's** own funds in the year not reimbursed from the **candidate's** campaign fund;
- where the previous year is the year in which the election was held, the total amount of any campaign surplus for the **campaign period**, including any surplus from previous campaigns; and
- where the previous year is the year in which the election was held, the amount of any deficit for the **campaign period**.

In the case of a **by-election**, a **candidate** shall file with the **secretary** of the **candidate's local jurisdiction** no later than 120 days after the **by-election** a disclosure statement in the **prescribed form**, which must include, in respect of the **campaign period**:

- the total amount of all **contributions** received during the **campaign period** that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose **contributions** during the **campaign period** exceeded \$50 in the aggregate;
- the total amount of all **contributions** received under section 147.2(4);
- the total amount from fundraising functions;
- the total amount of other revenue;
- the total amount of **campaign expenses**;
- an itemized **campaign expense** report setting out the **campaign expenses** incurred by the **candidate**;
- the total amount paid by the **candidate** out of the **candidate's** own funds not reimbursed from the **candidate's** campaign fund;
- the total amount of any campaign surplus, including any surplus from previous campaigns; and
- the amount of any deficit.

A **candidate** who incurs **campaign expenses** or receives **contributions** of \$50,000 or more, shall file a **review engagement** with the disclosure statement. **Review engagements** are defined in the *Chartered Professional Accountants Act*.

Within 30 days, a **candidate** must submit a supplementary statement in the **prescribed form** to the **local jurisdiction** if any of the information reported in the disclosure statement has changed or is inaccurate.

LAEA
s.147.5

Campaign Surplus

If a candidate's disclosure statement in respect of the year in which a **general election** was held or in the case of a **by-election** shows a surplus, the candidate, within 60 days after filing the disclosure statement with the **local jurisdiction**,

- (a) shall, with respect to any amount that is \$1000 or more, donate an amount to a **registered charity** that results in the surplus being less than \$1000; and
- (b) may, with respect to any amount that is less than \$1000,
 - (i) retain all or any portion of that amount, and
 - (ii) donate all or any portion of that amount to a **registered charity**.

A candidate who donates an amount to a **registered charity** in accordance with subsection (1)(a) or (b)(ii) shall, within 30 days after the expiration of the 60-day period referred to in subsection (1), file an amended disclosure statement showing that the surplus has been dealt with in accordance with this section.

Campaign Deficit

LAEA
s.147.6(1)

If a candidate's disclosure statement in respect of the year in which a **general election** was held or in the case of a **by-election** shows a deficit, the candidate shall eliminate the deficit within 60 days after filing the disclosure statement with the **local jurisdiction**.

LAEA
s.147.6(2)

For the purpose of eliminating a deficit referred to in subsection (1), a candidate may, notwithstanding Section 147.22(4), accept **contributions** in accordance with the *LAEA* during the period referred to above.

- LAEA*
s.147.6(3) Subject to subsection (4), a candidate shall not accept a **contribution** of an amount that exceeds \$5000 from any single contributor for the purpose of this section.
- LAEA*
s.147.6(4) A candidate may make a **contribution** from the candidate's own funds that does not exceed \$10,000 to reduce a deficit shown on the candidate's disclosure statement for the purpose of this section.
- LAEA*
s.147.6(5) A candidate referred to in subsection (1) shall, within 30 days after the expiration of the 60-day period referred to in subsection (1), file an amended disclosure statement showing that the deficit has been eliminated.

LAEA
s.147.7

Late Filing

A **candidate** who fails to file a campaign disclosure statement within the specified time period is required to pay a \$500 late filing fee to the **local jurisdiction**. If the fee is not paid within 30 days, the **local jurisdiction** must send a notice to the **candidate** indicating the amount of the late filing fee to be paid.

If a **candidate** fails to file a disclosure statement, the **CAO** or **secretary** shall present or transmit a report to **council** and upon receipt, the report must be made public. If a **candidate** files their disclosure statement no later than 10 days after the filing deadline, the **candidate** is not required to form part of the report proceeding to **council**. In the case of a school **board trustee**, the **secretary** of the school **board** shall transmit a report to the school **board**.

If a **candidate**, who is sent a notice by the municipality, fails to pay the late filing fee, the municipality may file a copy of the notice with the Court of King's Bench, which then may be enforced by the **court**.

Failure to file a disclosure statement within legislated timelines is a reason for disqualification under section 174 of the *MGA* and may impact eligibility to become a **candidate** in future elections.

LAEA
Part 8
s.190-205

Elections Alberta/Election Commissioner

As of August 1, 2019, the Alberta Election Commissioner, under Elections Alberta, has authority in local elections across Alberta. The Election Commissioner may investigate any matter that may constitute an offence under Part 5.1, Campaign Finance and Contribution Disclosure, or Part 8, Third Party Advertising. of the *LAEA*.

For more information regarding the authority of the Election Commissioner, including contact information please visit:

www.elections.ab.ca/compliance-enforcement/complaints/.

Voting Opportunities

Voting Times

Voting stations must be open from 10:00 a.m. to 8:00 p.m. local time on **election day**, unless the **local jurisdiction** has passed a bylaw allowing an earlier opening.

Local governments may set specific hours for any advance voting opportunities held during local elections, but all **voting stations** must close by 8:00 p.m.

Counting Ballots

Ballot counting begins after **voting stations** close at 8:00 p.m. on **election day**.

Candidates or one of their representatives (e.g., **scrutineer** or **official agent**) are entitled to be present during the ballot count. However, only one person from a **candidate's** team, including the **candidate**, may be present at the **voting station** at the same time.

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.

Candidates or their representatives may raise an objection to a ballot's acceptance or rejection with the **presiding deputy returning officer** supervising the ballot counting process.

Ballot accounts, that outline individual voting place results and reconcile the number of ballots distributed with the number of ballots cast in the local government election, are prepared at each voting place. Ballots are then packaged and returned to the **returning officer** at the **local jurisdiction** office, where the unofficial election results are then determined.

After Election Day

Official Election Results

The **returning officer** must announce the official election results at 12 noon on the 4th day after **election day** by posting a statement of the results of the voting for **candidates**, including a declaration that the **candidate** receiving the highest number of votes for each office to be filled is elected.

Requesting a Recount

LAEA
s.98

The **returning officer** may make a recount of the votes cast at one or more **voting stations** if a **candidate** or an **official agent** or a **scrutineer** of a **candidate** shows grounds that the **returning officer** considers reasonable for alleging that the record of the result of the count of votes at any **voting station** is inaccurate.

If an application for a recount under this circumstance is made, it must be made during the 44 hours immediately following the closing of the **voting stations** but may not be made afterwards.

The **returning officer** shall make a recount of the votes cast at one or more **voting stations** if the **returning officer** receives an application for a recount from a **candidate** and the **returning officer** is satisfied that:

- a) where one office is to be filled, the difference between the number of valid ballots marked for the **candidate** with the highest number of votes and the number of valid

- ballots marked for the **candidate** with the 2nd highest number of votes is within 0.5% of the total number of valid ballots marked at the election for that office; or
- b) where more than one office is to be filled from a pool of **candidates**, the difference between the number of valid ballots marked for the **candidate** with the lowest sufficient number of votes to be declared elected to one of the offices and the number of valid ballots marked for the **candidate** with the highest insufficient number of votes to be declared elected is within 0.5% of the total number of valid ballots marked at the election for those offices.

An application for a recount under these circumstances may only be made, where one office is to be filled, by the **candidate** with the 2nd highest number of votes or the **official agent** for that **candidate**, or, in an election where there is more than one office to be filled, by the **candidate** with the highest insufficient number of votes or the **official agent** for that **candidate**.

If a **candidate** requests a recount under these circumstances, the request must be made during the 44 hours immediately following the closing of the **voting stations** or within 48 hours after the statement of results is announced or posted.

LAEA
Part 4

Judicial Recount

At any time within 19 days after the close of the **voting stations** on **election day**, any **elector** may apply to the **court** for a recount. See Part 4 of the *LAEA* for more information.

LAEA
Part 5

Controverted Elections

A **candidate**, **elected authority**, or an **elector** may contest the validity of an election of a member of an **elected authority** through the **courts** within 6 weeks of **election day**.

The person raising the issue must show a judge reasonable grounds:

- for supposing that the election was not legal or was not conducted according to law;
- for supposing that an unsuccessful **candidate** was not eligible for nomination and that the results of the election would have been different had that **candidate** not run;
- for contesting the validity of the election of a member of the **elected authority**; or
- for contesting the validity of the result of a vote on a bylaw or question.

More information about this **court** process can be found in Part 5 of the *LAEA*.

Appendix A: 2025 General Election Key Dates

October 31, 2024	Start of campaign period
January 1, 2025	Start of nomination period
January 1, 2025	Earliest date a municipal/school employee wishing to be nominated may notify the employer that they are taking an unpaid leave of absence
March 1, 2025	Deadline to submit campaign finance disclosure statement (for candidates who accepted contributions in 2024)
March 22, 2025	Starting date of the consecutive 6-month period to be a resident of the local jurisdiction and ward , if any, to be eligible for nomination
May 1, 2025	Start of election advertising period for third party advertisers
September 21, 2025	Latest date a municipal/school employee wishing to be nominated may notify the employer that they are taking an unpaid leave of absence
September 22, 2025	Nomination day (nomination period closes at 12 noon)
September 23, 2025	Candidates may withdraw their nomination in writing, in person, until 12 p.m. if more than the required number of candidates are nominated
October 20, 2025	Election day*
October 22, 2025	Candidates may request a recount before 4:00 p.m. (See sections 98(1), 98(1.1), and 98(1.2))
October 24, 2025	Official election results must be posted by 12 noon
October 26, 2025	Last day to request a recount if the votes between the candidate declared elected and the first runner up are within 0.5 per cent of the total number of votes cast for that office. (See sections 98(1.1) and 98(1.2))
November 3, 2025	Last day for a municipal council to hold an organizational meeting
November 8, 2025	Last day for an elector to request a judicial recount
December 1, 2025	Last day for a candidate , an elected authority , or an elector to initiate a court process to challenge the validity of an election under <i>LAEA</i> Part 5
December 31, 2025	End of campaign period
January 1, 2026	Start of campaign period for 2029 General Election
March 1, 2026	Deadline to submit campaign finance disclosure statement for candidates who accepted contributions in 2025 and for registered third party advertisers

* For summer villages, elections are held during the months of June, July & August on a date selected by the municipality

Appendix B: Glossary of Terms

Term	Definition
advance vote	a vote taken in advance of election day
Alberta employee organization	any organization that bargains collectively for employees in Alberta; for the purposes of this Act, all branches in Alberta of an employee organization are deemed to be one employee organization
Alberta trade union	a trade union as defined in the <i>Labour Relations Code</i> , the <i>Public Service Employee Relations Act</i> or the <i>Canada Labour Code (Canada)</i> that holds bargaining rights for employees in Alberta; for the purposes of this Act all locals of a trade union are deemed to be one trade union
board	a board of trustees of a school division
by-election	an election other than a general election or a first election
campaign expense	any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution , is used to directly promote or oppose a candidate during a campaign period , and includes an expense incurred for or a non-monetary contribution in relation to: <ul style="list-style-type: none"> (i) the production of advertising or promotional material; (ii) the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset; (iii) the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity; (iv) securing a meeting place, (v) the conduct of election surveys or other surveys or research during a campaign period; or (v) the production of a review engagement required by the <i>LAEA</i>.
campaign period	<ul style="list-style-type: none"> (i) in the case of a general election, the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election; and (ii) in the case of a by-election, the period beginning on the day after the resolution or bylaw is passed to set the election day for the by-election and ending 60 days after the by-election.
candidate	<p>means, except in Part 5.1, an individual who has been nominated to run for election in a local jurisdiction as a councillor or school board trustee</p> <p>In Part 5.1 - Election Finances and Contributions Disclosure, the term "candidate" means:</p>

	<p>(i) an individual who has been nominated to run for election in a local jurisdiction as a councillor or school board trustee; and</p> <p>(ii) an individual who intends to be nominated to run for election in a local jurisdiction as a councillor or as a school board trustee that has given written notice in accordance with section 147.22 of the <i>LAEA</i>.</p>
CAO	chief administrative officer appointed by a municipal council under Section 205 of the <i>MGA</i>
contribution	any money, personal property, real property, or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate , but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services
council	the council of a city, town, village, summer village, municipal district or specialized municipality, a town under the <i>Parks Towns Act</i> , or a municipality incorporated by a special Act
councillor	a member of council , which includes the chief elected official
court	Court of King's Bench
deputy	deputy returning officer
elected authority	a council under the <i>Municipal Government Act</i> , or a board of trustees under the <i>Education Act</i>
election	a general election , first election, by-election and a vote on a bylaw or question
election day	the day fixed for voting at an election
elector	a person eligible to vote at an election
employee organization	an organization, other than a trade union , that bargains collectively for employees
general election	an election held for all the members of an elected authority to fill vacancies caused by the passage of time
local jurisdiction	a municipality as defined in the <i>Municipal Government Act</i> or a school division as defined in the <i>Education Act</i>
nomination day	the day referred to in Section 25(1) of the <i>LAEA</i>
nomination period	the relevant period referred to in Section 25(2) of the <i>LAEA</i>

official agent	a person appointed as an official agent pursuant to Section 68.1 of the <i>LAEA</i>
prescribed form	the appropriate form as set out in the regulations
presiding deputy	a deputy who has been appointed as a presiding deputy pursuant to Section 14, by a returning officer
registered charity	a registered charity within the meaning of subsection 248(1) of the <i>Income Tax Act (Canada)</i>
returning officer	a person appointed under the <i>LAEA</i> as a returning officer and includes a person acting in the returning officer's place
review engagement	a review engagement as defined in the <i>Chartered Professional Accountants Act</i>
scrutineer	a person recognized as a scrutineer pursuant to section 69 or appointed pursuant to Section 70
secretary	a chief administrative officer or designated officer of a municipality if the council has assigned the functions of the secretary under this Act to the designated officer, or the secretary of a school board
slate	a group of 2 or more candidates whose fundamental purpose is to support the election of the slate's candidate members
spouse	the spouse of a married person but does not, for the purposes of section 22(4), include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order
third party	an individual, corporation, or group, but does not include a candidate
trade union	an organization of employees that has a written constitution, rules or bylaws and has as one of its objects the regulation of relations between employers and employees
trustee	a member of a board under the <i>Education Act</i>
voting station	the place where an elector votes
ward	a ward under the <i>Municipal Government Act</i> , or a ward or an electoral subdivision under the <i>Education Act</i>

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: County of Grande Prairie No.1, 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

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:

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

FOIP Coordinator / County of Grande Prairie No.1 780-532-9722

Business Title/Organization		Business Phone Number	
10001 84 Avenue	Clairmont	AB	T8X 5B2
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: County of Grande Prairie No.1 , PROVINCE OF ALBERTA

We, the undersigned electors of _____ ,
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 _____
Office Nominated for
of _____ .
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

Commissioner for Oaths Stamp

**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

FOIP Coordinator / County of Grande Prairie No.1

780-532-9722

Business Title/Organization

Business Phone Number

10001 84 Avenue

Clairmont

AB

T8X 5B2

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

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.

Supplementary Nominations

(Optional)

Attach to Form 4 - Nomination Paper and Candidates Acceptance

Local Jurisdiction: County of Grande Prairie No. 1

Candidate: _____

Division: _____

To avoid eligibility challenges you are encouraged to obtain more than the minimum of five (5) elector's signatures.

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

Candidate Signature

Date

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

The County of Grande Prairie No. 1 often receives requests for personal information regarding candidates running for County Councillor in the Municipal Election from organizations, individuals, and media.

The County, therefore, requests the type of information that we can provide the electors, media/social media and the County of Grande Prairie's public website.

Please complete the information that you authorize for release. Please print clearly.

Name:

Mailing Address:

Home Phone:

Work Phone:

Cell Phone:

Email:

Picture: (please email picture to election@countygp.ab.ca and initial here)

Social Media and/or Website: (please email link(s) to election@countygp.ab.ca and initial here)

Disclaimer

I, _____,
as a potential candidate for the position of Councillor, give permission for my above information to be released for publication purposes, both to the media and to the County of Grande Prairie No.1 for use on their website.

Signature

Date

Personal information collected on this form will be used for the purpose of [insert your program/activity/service statement here]. This collection is authorized by Section 4(c) of the Protection of Privacy Act and the information collected will also be subject to the Access to Information Act. For questions about this collection of personal information by the County of Grande Prairie, contact the Access and Privacy Officer at AccessPrivacy@countygp.ab.ca or call 780-532-9722.

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

Access and Privacy Officer, County of Grande Prairie No. 1

780-532-9722

Business Title/Organization		Business Phone Number	
10001-84 Avenue	Clairmont	AB	T8X 5B2
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: **COUNTY OF GRANDE PRAIRIE NO. 1**, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

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:

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

- Deduct total amount of contributions returned _____
- NET CONTRIBUTIONS (line 1 + 2 - 3) **\$0.00**

OTHER SOURCES:

- Total amount contributed out of candidate's own funds _____
- Total net amount received from fund-raising functions _____
- Transfer of any surplus or deficit from a candidate's previous election campaign _____
- Total amount of other revenue _____
- TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) **\$0.00**

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

- Total paid campaign expenses _____
- Total unpaid campaign expenses _____
- 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