

# Information Package for Candidates



## 2025 General Municipal Election

# Important Dates

## Election

Nomination Day - September 22, 2025 (10am-Noon)

Advanced Poll - TBA

Election Day - October 20, 2025 (10am - 8pm) - Council Chambers

## Council Business

Regular Council Meetings - Second Monday of each Month @5:30pm

Regional Council Orientation - Thursday, October 23, 2025

Local Authority Elected Official (LAEO) Course - Friday, October 24, 2025 @ 9:00am

Council Organizational Meeting - October 29, 2025 - 5:30pm

1<sup>st</sup> Council Meeting - November 10, 2025 - 5:30pm

Council Tour of Town Owned Facilities - TBA

Council Planning Session/Retreat - TBA

## Professional Development

Alberta Municipalities Annual Conference and Convention  
Calgary November 25-28, 2025

Elected Official Education Program

[www.eoep.ca](http://www.eoep.ca)

## **Munis 101 Course Schedule in 2025**

(subject to change)

Date in 2025	Day	Location	Time
October 25	Saturday	Online	9:00 am – 4:00 pm
October 26	Sunday	Online	1:00 pm – 8:00 pm
October 27	Monday	Online	9:00 am – 4:00 pm
October 30	Thursday	Fort Saskatchewan	9:00 am – 4:00 pm
November 1	Saturday	Lethbridge	9:00 am – 4:00 pm
November 1	Saturday	Grande Prairie	9:00 am – 4:00 pm
November 2	Sunday	Olds	1:00 pm – 8:00 pm
November 14-15	Friday & Saturday	Calgary – ABmunis Convention	Friday 2:00 pm – 5:00 pm Saturday 8:00 am – 12:00 pm
November 17	Monday	Edmonton – RMA Convention	8:30 am – 4:00 pm

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## Disclaimer

This information package is provided as information only and is intended to serve as a supplement to the Municipal Government Act, the Local Authorities Election Act, and Town of Milk River bylaws. Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law. It is the specific candidate’s responsibility to ensure the appropriate forms and requirements are utilized and met.

## Introduction

This information package is for your assistance and has no legislative sanction. It contains answers to the most frequently asked questions regarding election procedures and important facts that candidates should be aware of.

For detailed information, please consult the *Local Authorities Election Act (LAEA)*, the *Municipal Government Act (MGA)*, and the numerous applicable Town bylaws, policies, and documents.

Local Authorities Election Act:

[https://kings-printer.alberta.ca/1266.cfm?page=L21.cfm&leg\\_type=Acts&isbncln=9780779850150](https://kings-printer.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779850150)

Municipal Government Act:

[https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg\\_type=Acts&isbncln=9780779851669](https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779851669)

Town Bylaws and Policies:

[www.milkriver.ca](http://www.milkriver.ca), at the Town office, or by request to [cao@milkriver.ca](mailto:cao@milkriver.ca)

Alberta Municipal Affairs: <https://www.alberta.ca/municipal-elections-overview>

**Additional information may be obtained by attending a Town Council meeting, speaking with a current member of Council or with Kelly Lloyd, the Town CAO.**

The appointed Returning Officer for the 2025 General Municipal Election is:

Kim Swanson  
403-647-3773  
[finance@milkriver.ca](mailto:finance@milkriver.ca)

## Candidate Eligibility

You may be nominated as a candidate under the *Local Authorities Election Act*, if on Nomination Day (September 22, 2025), you:

1. Are at least eighteen (18) years old,
2. Are a Canadian citizen,
3. Have resided in Milk River for the six consecutive months immediately preceding Nomination Day, and
4. Are not otherwise ineligible or disqualified.

You are **not** eligible to be nominated as a candidate in any election under the LAEA, if on Nomination Day, you:

1. Are the auditor of the Town of Milk River;
2. Are an employee of the Town of Milk River (unless you are on a leave of absence);
3. Are indebted for taxes for more than \$50 (except current taxes, or if a consolidation agreement is entered into and not in default of payments);
4. Are indebted to the Town of Milk River in excess of \$500 for any debt and are in default for more than 90 days;
5. Are a party to a subsisting contract with the Town of Milk River; or,
6. Have a pecuniary interest, direct or indirect, in any subsisting contract with the Municipality.

## Nomination Day

The nomination papers must be filed on the prescribed form, signed by at least five (5) people who reside in the Town of Milk River and are eligible to vote in the election. Further, legislation requires a nominee to swear or affirm an affidavit confirming that you are eligible to run for office.

Nomination papers are to be received by the Returning Officer between the hours of **10:00am and 12:00pm (noon)** on **September 22, 2025**, at the Town Office at 240 Main Street. Nomination papers will only be accepted in person (faxed or emailed forms are **NOT** accepted); however, you may have someone drop them off on your behalf. As stated in the LAEA, the Returning Officer cannot accept nominations after noon on Nomination Day.

Nomination papers may be examined by any person in the presence of the Returning Officer, following 12:00pm (noon) on September 22, 2025. The examination of nomination papers must be done during regular business hours, excluding the lunch hour (8:30am - 4:30pm, Monday - Thursday; 8:30am to 3:30pm, Friday).

If more nominations have been received than there are vacancies, a candidate may, in writing to the Returning Officer, withdraw his/her name as a candidate for the office they were nominated to fill within 24 hours after the close of nominations.

Each candidate may appoint an official agent, whose duties are assigned by the candidate. To **be eligible to be qualified as the candidate's official agent, the person acting as the official agent must be eligible to vote in the election themselves.**

## Election Signage

Signs for the election campaigns do not require a permit; however, they shall not exceed 6.5 ft<sup>2</sup> in area. They are allowed anywhere in Town, including municipal boulevards and parks, **PROVIDED THAT:**

1. All signs are removed within 2 days after the election date;
2. Signs do not obstruct or impair vision of traffic;
3. Signs are not attached to utility poles or other municipal structures; and
4. Signs larger than 6.5 ft<sup>2</sup> are not permitted in any part of Town.

## Voter Eligibility

As per the LAEA, all eligible voters are required to provide proof of their name and home address, as outlined by the standard provincial requirements for one piece of identification.

The LAEA outlines voter eligibility as a person:

- Is at least 18 years old
- Is a Canadian citizen, and
- Has resided in Alberta for the 6 consecutive months immediately preceding election day **and the person's place of residence is located in the area on election day.**

## Campaign Donations

If you are receiving donations to help finance your election campaign, the province has instituted a few rules to govern the donations and further information and rules should be obtained from the LAEA (s. 147.1(1)).

## Polling Station

The polling station is designated as the Council Chamber at the Town Hall Complex, and includes all facilities which shares the same building, grounds, parking lot, and public sidewalk around the facility. During the advanced poll and on election day, no candidate is permitted to greet voters at the polling station.

A designated area, for all candidates, or their agent, will be established to enable the observation of the election process. An agent must be designated in advance on the authorized form. Also, the candidate or agent may be present during the counting of ballots. Only one (1) representative for each candidate may be present.

## Advanced Poll

An advanced poll TBD.

All eligible voters are allowed to vote during the advanced poll.

## Election Day

Election day is Monday, October 20, 2025, with the polls being open from 10am - 8pm. All voting will take place at the Council Chambers, Town Hall Complex, 240 Main Street N.E., Milk River, Alberta. An institutional vote will take place at TBA.

## Office of Mayor

- Term: 4 years
- Remuneration:
  - \$4,500 per year;
  - \$110 for a Special Meeting of Council per meeting;
  - \$60 for a committee meeting that is 2 hours or less;
  - \$85 for a committee meeting that is between 2 and 4 hours, and/or
  - \$160 for Committee meeting that is longer than 4 hours
- Time Commitments:
  - The commitment includes both day and nighttime commitments
  - Council meetings, Committee meetings (see the attached Committee listing), representing the Town at specific events, preparation for meetings, information and training seminars, annual Alberta Municipalities Conference and Convention
- Duties, as outlined by the *MGA (s. 153, 154, 201)*:
  - All general duties of Councillors (s. 153)
    - to consider the welfare and interests of the municipality as a whole and to **bring to Council's attention anything that would promote the welfare or interests of the municipality**;
    - to participate generally in developing and evaluating the policies 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 (CAO), or a person designated by the CAO;
    - 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 under section 146.1(1)
    - to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.
  - General duties of the Chief Elected Official; (s. 154)
    - Preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person to preside, and
    - Perform any other duty imposed on a chief elected official by this or any other enactment or bylaw
    - The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise
    - Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected **official's personal name**
  - A Council is responsible for (s. 201)
    - developing and evaluating the policies and programs of the municipality;
    - making sure that the powers, duties and functions of the municipality are properly carried out;
    - carrying out the powers, duties and functions expressly given to it under this or any other enactment.

- 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 CAO or a Designated Officer.

## Office of Councillor

- Term: 4 years
- Remuneration:
  - \$4,000 per year.
  - \$110 for a Special Meeting of Council per meeting;
  - \$60 for a committee meeting that is 2 hours or less;
  - \$85 for a committee meeting that is between 2 and 4 hours, and/or
  - \$160 for Committee meeting that is longer than 4 hours
- Time Commitments:
  - The commitment includes both day and nighttime commitments
  - Council meetings, Committee meetings (see the attached Committee listing), representing the Town at specific events, preparation for meetings, information and training seminars, annual Alberta Urban Municipality Association Conference and Convention
- Duties, as outlined by the *MGA (s. 153, 154, 201)*:
  - All general duties of Councillors (s. 153)
    - to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
    - to participate generally in developing and evaluating the policies 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 (CAO), or a person designated by the CAO;
    - 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 under section 146.1(1)
    - to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.
  - A Council is responsible for (s. 201)
    - developing and evaluating the policies and programs of the municipality;
    - making sure that the powers, duties and functions of the municipality are properly carried out;
    - carrying out the powers, duties and functions expressly given to it under this or any other enactment.
    - 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 CAO or a Designated Officer.



**BYLAW NO. 1060**

**A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO DEAL WITH THE PROCEDURE AND THE TRANSACTING OF BUSINESS BY THE MUNICIPAL COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

**WHEREAS**, Section 145 of the Municipal Government Act, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with meetings of Council, this Bylaw, by virtue of the Act, provides for the regulation of the proceedings of Council and the Committees thereof.

**NOW THEREFORE**, the Council of the Town of Milk River, duly assembled enacts as follows:

**1. TITLE**

This Bylaw shall be cited as the "Procedural Bylaw" of the Town of Milk River.

**2. DEFINITIONS**

**Act** means the Municipal Government Act, Chapter M-26, as amended.

**Agenda** means the agenda for a Regular, Special or Committee of the Whole meeting prepared pursuant to Part 5 of this Bylaw.

**Bylaw** means a Bylaw of the Town.

**Chair** means the person who has been given authority to direct the conduct of a meeting including the appointed head of a committee.

**Committee** means any committee, board or other body established by Council under the Municipal Government, unless Council decides that this Bylaw does not apply to any particular Council Committee.

**Council** means the duly elected Council of the Town of Milk River.

**Deputy Mayor** means the person appointed by Council pursuant to the provisions of Part 4 of this Bylaw to act as Mayor in the absence or incapacity of the Mayor.

**Mayor** means the person elected as the Chief Elected Officer under Section 150 of the Act.

**New Business** means business dealing with a matter, which has not been introduced at the same or previous meeting and of which no notice has been given of the intention to present it.

**Old Business** means the business which has been raised at the same or previous meeting and which has not been completed.

**Privilege** means the rights and immunities of Council collective or the position and conduct of members of Council in their office character as elected representatives and a "matter of privilege" means any matter affecting privilege.

**Quorum** means minimum number of members of Council or Committee necessary to conduct business.



**Town** means the corporation of the Town of Milk River and where the context so requires, means the area included within the boundaries of the Town.

### **3. GENERAL RULES OF COUNCIL**

- 3.1 This Bylaw shall govern all regular meetings, special meetings, committee of the whole, public hearings, annual organizational meetings, and any other meetings as may be directed by Council.
- 3.2 Council Committees shall be established and governed by policy of bylaw approved by Council, where appropriate, authority is delegated to a Council Committee and such committee, and its mandate shall be established by bylaw.
- 3.3 All Committees of Council and all members of Committees, including resident members shall be bound by the voting rules of this Bylaw.
- 3.4 The precedence of the rules governing the procedure of Council is:
  - 3.3.1 the Province of Alberta Municipal Government Act;
  - 3.3.2 Other Provincial Legislation;
  - 3.3.3 Town of Milk River Procedural Bylaw and any amendments thereto;
  - 3.3.4 Robert's Rules of Order.
- 3.5 Agenda
  - 3.5.1 The agenda for each Council meeting is established by the CAO in consultation with the Mayor. The Mayor has final approval of the agenda.
  - 3.5.2 All items for inclusion in the agenda must be submitted to the CAO by noon on the Wednesday before the meeting.
  - 3.5.3 The CAO will prepare and distribute the agenda electronically to Council no later than 4:30 p.m. on the Wednesday prior to the meeting.
- 3.6 Quorum
  - 3.6.1 Should a member of Council arrive late to a meeting or depart prior to the completion of the meeting, the CAO, or their designate, shall record the time of arrival and departure of the Councillor.
  - 3.6.2 If there is no quorum present within fifteen minutes after the time appointed for the meeting of Council, the CAO shall, for the purpose of remuneration, call the roll and take down the names of the members present, and the Council shall stand absolutely adjourned until the next meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting unless a special meeting is called before or after the next regular meeting to deal with the business of the adjourned meeting. A meeting cannot proceed without quorum.





3.6.3 Absences of a member of Council shall be dealt with under the provisions provided in the Act and/or the Code of Conduct Bylaw.

#### 4. PROCEEDINGS AT MEETINGS

- 4.1 The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw.
- 4.2 The Deputy Mayor shall Chair Council meetings when the Mayor is absent or unable to function as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 4.3 In the absence or inability of the Mayor and Deputy Mayor to act, the next Councillor scheduled to be Deputy Mayor shall assume the Chair of Council and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 4.4 As a rule, the Chair does not make any motion, but shall be able to voice what they see as a useful motion and seek someone to move the motion.
- 4.5 Direction to administration by Council shall be limited to Council as a whole directing the CAO.
- 4.6 The minutes of the preceding meeting shall have previously been circulated to the Councillors, allowing the minutes circulated to be adopted by a majority vote.
- 4.7 The Chair shall preserve order and decorum and decide questions of order, subject to an appeal to the Council, and the decision of the Chair shall be final unless reversed or altered by a majority vote of the members present without debate.
- 4.8 Every member wishing to speak to a question or motion shall address themselves only to the Chair.
- 4.9 When a request is made to have a member's vote recorded against a question, all present at that time shall be recorded, and the member's votes shall be recorded as voting for, against, and /or abstained for pecuniary interest only, pursuant to the Act.
- 4.10 A member of Council shall be allowed to participate in a Regular or Special meeting of Council through electronic means, which may include using a telephone with the use of the speaker, via a personal computer, or other means as technology advances. A member of Council will only be able to participate in one meeting via electronics means in a row. The per diem rates for a member of Council participating in a meeting via electronic means will be paid at the same rate as if the member of Council is physically present. If the meeting goes into a Closed Session, while a member of Council is participating via electronic means, they will not be able to participate in the Closed Session portion of the meeting.
- 4.11 Audio and video recordings of all meetings of Council are prohibited, unless authorized by a unanimous vote of Council.

4.12 Motions or Resolutions



- 4.12.1 In all cases not provided for in the proceedings of the Council or in Committee, Robert's Rule of Order shall be followed, and, in such cases, the decision of the Chair shall be final and accepted without debate.
- 4.12.2 No motion bringing in a new matter before Council may be made while any other motion is pending.
- 4.12.3 A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.
- 4.12.4 A motion is not required to be seconded.
- 4.12.5 All motions shall be in writing and recorded before being debated or put from the Chair.
- 4.12.6 The Chair must call for a motion before a vote is taken.
- 4.12.7 A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

#### 4.13 Voting

- 4.13.1 A Councillor has one (1) vote each time a vote is held at a Council meeting at which a Councillor is present either in person or virtually.
- 4.13.2 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
- 4.13.3 Council shall vote by a show of hands unless other electronic means are available that clearly show how everyone voted.
- 4.13.4 Every member of Council present, shall vote on every matter of Council, unless they are required to or permitted to abstain from voting under this or any other enactment.
- 4.13.5 The Council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.
- 4.13.6 When a public hearing on a proposed bylaw or resolution is held, a Councillor:
  - 4.13.6.1 must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
  - 4.13.6.2 may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.
- 4.13.7 Before a vote is taken by Council, a Councillor may request that the vote be recorded. When a vote is recorded, the minutes must show the names of the





Councillors present and whether each Councillor voted for or against the proposal or abstained.

4.13.8 Where a Councillor declares a pecuniary conflict of interest under the MGA, that Councillor will absent themselves from Council table while the matter is being discussed and voted upon. Prior to leaving the Council table, the Councillor will describe in general terms the nature of the pecuniary interest, which will be captured as part of the minutes.

4.13.9 The Chair of a meeting must verbally announce the outcome of all votes of Council.

## 5. ORDER OF BUSINESS

### 5.1. Regular Meetings

5.1.1. Shall be held on the second Monday of each month provided that where a Regular Council Meeting falls on a holiday, the meeting shall be held on the next following day, not being a holiday, or on such other day as Council decides.

5.1.2. Shall commence at 5:30 p.m. and adjourn by a unanimous vote of the members present. Adjournment of a meeting shall be no later than 9:30 p.m., unless a majority vote of Council extends the meeting for 30 minutes. The Council meeting must be completed before 10:00 p.m., including the extension.

5.1.3. Additions to the agenda will be made by motion and accepted by majority vote of the Council.

5.1.4. The Order of Business of a Regular Meeting shall be as follows:

- A) Call to Order
- B) Additions to the Agenda
- C) Delegations (5:40 pm.)
- D) Approval of Minutes
- E) Business Arising from Minutes
- F) Financial Reports
- G) Administration Reports
- H) Break (10-15 minutes)
- I) Old Business
- J) Bylaws and Policies
- K) New Business
- L) Councillors Reports
- M) Mayor's Report
- N) Closed Session (if required)
- O) Adjournment

5.1.5 Closed Session



- 5.1.5.1 The rules of the Council shall be observed when Council is in a closed session as far as may be applicable. Recommendations shall be voted on after returning to Regular Meeting.

## 5.2 Organizational Meeting

- 5.2.1 Council must hold an organizational meeting annually not later than two weeks after the third Monday in October.
- 5.2.2 If a meeting date falls on a statutory holiday, it shall be rescheduled for the next working day, unless otherwise authorized by resolution of Council.
- 5.2.3 Unless the Mayor has been elected at the last General Election, immediately preceding the Organizational meeting, the Mayor shall take the chair and call the meeting to order.
- 5.2.4 If the Mayor has been elected at the last General Election, immediately preceding the meeting, the CAO shall call the meeting to order and shall preside over the meeting until the oath, prescribed by the Oath of Office Act, has been administered to the Mayor.
- 5.2.5 After the Mayor has taken the oath, the Mayor shall preside over the meeting and the Councillors shall take the Official Oath of Office.
- 5.2.6 All Committees and other bodies that Council is entitled to appoint may be changed annually at the time of the Organizational Meeting as set by the statute then in effect.
- 5.2.7 Appointment and Organization of Committees of Council
  - 5.2.7.1 All elected officials and resident members of Committees of Council, will be appointed at an Organizational Meeting, or by a motion of Council.
  - 5.2.7.2 Terms for Councillors appointed to any Committee are twelve months.
  - 5.2.7.3 Terms for residents at large appointed to a Committee will be a twelve-month term.
  - 5.2.7.4 Residents interested in volunteering to serve on Committees may apply to the Town by way of cover letter outlining their interest. Recommendations for appointments will be made using the following considerations:
    - 5.2.7.4.1 the best interests of the Town;
    - 5.2.7.4.2 the competence of members; and
    - 5.2.7.4.3 willingness to serve.
- 5.2.8 The Order of Business of the Organizational Meeting shall be limited to:





- A) The appointment of the Deputy Mayor;
- B) The appointment of Council to committees or other bodies;
- C) Setting the date, time and place for regular Council meetings;
- D) A review the Councillor Code of Conduct;
- E) A review of the remuneration and expenses policy;
- F) In an election year, a review of the Procedural Bylaw;
- G) Appoint the auditor;
- H) Appoint the assessor;

### 5.3 Special Meetings

5.3.1 Special Council meetings can be held under the provisions provided in Section 194 of the Act.

5.3.2 Special Council meetings should only be held to address time sensitive issues.

### 5.4 Committee of the Whole

5.4.1 The purpose of the Committee of the Whole is to allow for Council and Department heads to have discussions on operational and capital priorities and issues. It shall include Council, the CAO, the Public Works Supervisor, and the Fire Chief. Only the members of Council are able to vote. The Committee of the Whole meets, as required and as determined by Council.

5.4.2 The Committee of the Whole Meeting can, by resolution, move into a closed session and exclude any person or persons from the meeting. Recommendations shall be voted on after returning to the Meeting.

### 5.5 Public Hearing

5.5.1 Council shall hold a public hearing when:

- 5.5.1.1 Required by the MGA;
- 5.5.1.2 Required by any other legislative or regulation;
- 5.5.1.3 Road Closure Bylaws; and
- 5.5.1.4 Or any other matter at the direction of Council.

5.5.2 Council, shall by resolution, set a time, date, and location of a public hearing.

5.5.3 Unless otherwise approved by resolution of Council, the following shall represent the procedure to conduct a public hearing:

- A) The Chair of a public hearing shall declare the public hearing open.
- B) A background shall be provided on the proposed bylaw or resolution.
- C) Presentations shall be limited to five (5) minutes.
- D) Persons speaking will be given an opportunity to speak only once.
- E) Order of presentations shall be as follows:
  - a. Those in support
  - b. Those opposed
  - c. Those deemed affected
- F) Council shall not allow cross examination of persons giving information



- and it will not be necessary for the persons giving information to verify their qualifications.
- G) For clarification purposes, Council may ask questions of the speakers after each presentation.
  - H) No verbal or written submissions shall be received after the hearing has been deemed closed.
  - I) The Chair of a public hearing shall declare the public hearing closed.

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

- 5.5.4 After the close of the public hearing, the process of Council is as follows:
  - 5.5.4.1 Council may pass the bylaw or resolution.
  - 5.5.4.2 Council may make any amendment to the bylaw or resolution as it considers necessary and proceed to pass it without further advertisement or hearing.
  - 5.5.4.3 Council may defeat the bylaw or resolution.

## **6. DELEGATIONS**

- 6.1. Delegations who wish to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council, shall address a letter to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered, or mailed to the office of the CAO so that it arrives no later than 12:00 p.m. (noon) on the Wednesday immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If the delegation wishes to appear before Council, it shall be so stated in the letter. The CAO shall then place the person(s) on the next meeting agenda, if possible.
- 6.2. Delegations will be allocated a maximum of 10 minutes to present the subject matter indicated in their request. The Chair of the meeting may extend this maximum time allocation at their choice.
- 6.3. A maximum of 2 delegations will be included on the agenda at a Regular Council meeting.
- 6.4. Delegations may present to Council no more than 2 times per calendar year on items considered to be the same issue.

## **8. REGULATIONS FOR CONDUCTING BUSINESS IN COMMITTEE**

- 8.1. The business of the Committee of the Whole, Authorities, Boards, and other Committees shall be conducted in accordance with the rules governing procedure in the Council, in addition, the following rules shall be adhered to:
  - 8.1.1. The Chairperson shall preside at each meeting, shall vote on all questions submitted and, upon an equal vote, the question shall be negative.
  - 8.1.2. The name of the Chairperson shall appear on all reports and recommendations made by a Committee/Authority/Board.





8.1.3. In the absence of the Chairperson and unless another has been appointed by the Mayor or the Council, one of the other members shall be elected to preside and shall discharge the duties of the Chairperson during the meeting or until the arrival of the Chairperson.

8.1.4. The minutes of the transactions of each Committee/Authority/Board shall accurately kept in a book provided for that purpose and, at each meeting, the minutes of the preceding meeting shall be submitted for approval. After they are approved by a majority of the members present, shall be signed by the Chairperson and the CAO.

8.2 The general duties of all the Committees of Council shall be as follows:

8.2.1 To report to the Council, on all matters connected with the duties imposed upon each such Committee and to recommend such action by the Council as it deems necessary within its terms of reference.

8.2.2 To observe, unless otherwise specifically permitted, the rules prescribed by the Bylaws of the Council.

## 9. SEVERABILITY

9.1. Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall be maintained.

## 10. REPEAL

10.1. Bylaw 1023 is hereby repealed upon third and final reading.

## 11. EFFECTIVE DATE

11.1. This Bylaw shall come into full force and effect on the final day of passing.

Read for a first time this the 13<sup>th</sup> day of May 2024.

Read for a second time this 13<sup>th</sup> day of May 2024.

Unanimous consent given for consideration of third reading this 13<sup>th</sup> day of May 2024.

Read for a third and final time this 13<sup>th</sup> day of May 2024.

  
\_\_\_\_\_  
Larry Liebelt  
Mayor

  
\_\_\_\_\_  
Kelly Lloyd  
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this 13<sup>th</sup> day of May 2024.

## Elected Official Appointments

The following are appointments of Council members to various Authorities, Boards, Commissions and Committees for the period of November 1, 2024, to October 31, 2025.

Chief Mountain Regional Solid Waste Services Commission • Town Agreement (2000)	1 Councillor 1 Alternate	Liebelt
Chinook Arch Regional Library Board • Town Agreement (2021)	1 Councillor	Michaelis
Chinook Intermunicipal Subdivision and Development Appeal Board • Town Bylaw 1018	1 Councillor 2 Public at Large	Michaelis
Committee of the Whole • When required	5 Councillors	All of Council
Family & Community Support Services • Town Bylaw 625 • Agreement (1982) • FCSS Governance Policies	1 Councillor 1 Alternate	Degenstein
Heritage Handi-Bus • Handi-Bus Bylaws	1 Councillor	Johnson
<b>Canada's Western Gateway</b>	Silent	Liebelt
Intermunicipal Collaboration Framework Committee • ICF Agreement (2020)	2 Councillors 1 Alternate	Losey and Michaelis Degenstein - Alternate
Mayors and Reeves	Mayor or Deputy Mayor	Liebelt
Milk River and District Ag Society • Ag Society Bylaw (2020)	1 Councillor - nonvoting rights	Johnson
Milk River and District Senior Citizens Society • Society Bylaws	Silent	Losey
Milk River Cemetery Board • Cemetery Bylaws	1 Councillor	Liebelt
Milk River Community Business Association • Association Bylaws	Silent	Degenstein
Milk River Health Professionals Attraction and Retention Committee • Committee Bylaws	Designate	Michaelis
Milk River Municipal Library • Libraries Act • Town Bylaw 574	No more than two councillors	Michaelis
Milk River Watershed Council Canada • Watershed Bylaw	Membership	Losey
Municipal Planning Commission Subdivision & Development Authority • Town Bylaw 803	2 Councillors 3 Public at Large	Degenstein, Johnson
Oldman River Regional Services Commission	1 Councillor 1 Alternate	Losey

<ul style="list-style-type: none"> <li>• ORRSC Bylaw 2013-2</li> </ul>		
Quad Council	All of Council	All of Council
Regional Assessment Review Board <ul style="list-style-type: none"> <li>• Town Bylaw 1039-23 / 3 year term</li> </ul>	1 Councillor 1 Alternate	Jon Hood
Regional Emergency Advisory Committee <ul style="list-style-type: none"> <li>• Town Bylaw 1030</li> <li>• CoWREP Terms of Reference</li> </ul>	1 Councillor 1 Alternate	Johnson
Ridge Country Housing <ul style="list-style-type: none"> <li>• Housing Business Plan 2023-2025</li> </ul>	1 Councillor 1 Public at Large	Losey, Degenstein
Ridge Regional Public Safety Services <ul style="list-style-type: none"> <li>• Ridge Bylaw 001-16</li> </ul>	1 Councillor	Degenstein
Riverside Community Golf Course Society <ul style="list-style-type: none"> <li>• Society Bylaws</li> </ul>	Silent	Liebelt
SouthGrow <ul style="list-style-type: none"> <li>• Articles of Association (2021)</li> </ul>	1 Councillor 1 Alternate	Johnson
Swimming Pool Committee <ul style="list-style-type: none"> <li>• Town Terms of Reference</li> </ul>	1 Councillor 4 Public at Large	Liebelt
Veteran's Memorial Highway Highway 36	1 Councillor	Degenstein Johnson - Alternate

## Frequently Asked Questions

1. What if I don't have any photo ID like a driver's license?
  - It doesn't matter. Just bring anything else you have from the above list that has your name and address on it.
2. Do I need more than one document?
  - No, only one document with your name and address is needed.
    - \* What if all of my documents have a post office box address?
    - That is ok. If it makes sense that a person in your voting subdivision or ward would have a post office box at your mailing address, it will be accepted. The post office box **doesn't have to be in your voting subdivision or ward** - just reasonably close by.
3. I used to have to sign a form to say that I am eligible. Do I still have to sign that form?
  - Yes, you will still have to sign the Statement of Elector Eligibility as well as provide one of the above documents that contains your name and address.
4. What if I don't have any accounts or documents in my own name?
  - Have your landlord, facility, or organization manager sign a letter or form (attestation) to confirm your address and bring it with you to the voting station. Your municipality may have a form that you can use, so check with them. You will have to do this before you come to vote, so plan ahead.

\* These are the basic requirements for all Alberta municipalities. Your local municipality may have additional requirements or accept additional types of ID. Please check with them.

## A Candidates Guide



# A Candidate's Guide

Running for Local Elected Office in Alberta

A Candidate's Guide: Running for Elected Office | Municipal Affairs

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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.

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## 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 | alberta.ca](#) 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](#), and [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 be 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](mailto: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](mailto: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](mailto: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 by 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.

### **Withdrawing Nominations**

LAEA  
s.32

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/](http://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 <b>campaign period</b>
January 1, 2025	Start of <b>nomination period</b>
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 <b>candidates</b> who accepted <b>contributions</b> in 2024)
March 22, 2025	Starting date of the consecutive 6-month period to be a resident of the <b>local jurisdiction</b> and <b>ward</b> , if any, to be eligible for nomination
May 1, 2025	Start of election advertising period for <b>third party</b> 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	<b>Nomination day</b> ( <b>nomination period</b> 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 <b>candidates</b> are nominated
October 20, 2025	<b>Election day*</b>
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 <b>candidate</b> 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 <b>council</b> to hold an organizational meeting
November 8, 2025	Last day for an <b>elector</b> to request a judicial recount
December 1, 2025	Last day for a <b>candidate</b> , an <b>elected authority</b> , or an <b>elector</b> to initiate a <b>court</b> process to challenge the validity of an election under <i>LAEA</i> Part 5
December 31, 2025	End of <b>campaign period</b>
January 1, 2026	Start of <b>campaign period</b> for 2029 <b>General Election</b>
March 1, 2026	Deadline to submit campaign finance disclosure statement for <b>candidates</b> who accepted <b>contributions</b> in 2025 and for registered <b>third party</b> 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
<b>advance vote</b>	a vote taken in advance of <b>election day</b>
<b>Alberta employee organization</b>	any organization that bargains collectively for employees in Alberta; for the purposes of this Act, all branches in Alberta of an <b>employee organization</b> are deemed to be one employee organization
<b>Alberta trade union</b>	a <b>trade union</b> 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 <b>trade union</b> are deemed to be one <b>trade union</b>
<b>board</b>	a board of <b>trustees</b> of a school division
<b>by-election</b>	an election other than a <b>general election</b> or a first election
<b>campaign expense</b>	any expense incurred, or non-monetary <b>contribution</b> received, by a <b>candidate</b> to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary <b>contribution</b> , is used to directly promote or oppose a <b>candidate</b> during a <b>campaign period</b> , and includes an expense incurred for or a non-monetary <b>contribution</b> in relation to: <ul style="list-style-type: none"> <li>(i) the production of advertising or promotional material;</li> <li>(ii) the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a <b>campaign period</b>, including by the use of a capital asset;</li> <li>(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;</li> <li>(iv) securing a meeting place, (v) the conduct of election surveys or other surveys or research during a <b>campaign period</b>; or</li> <li>(v) the production of a <b>review engagement</b> required by the <i>LAEA</i>.</li> </ul>
<b>campaign period</b>	<ul style="list-style-type: none"> <li>(i) in the case of a <b>general election</b>, the period beginning on January 1 of the year immediately following a <b>general election</b> and ending on December 31 immediately following the next <b>general election</b>; and</li> <li>(ii) in the case of a <b>by-election</b>, the period beginning on the day after the resolution or bylaw is passed to set the <b>election day</b> for the <b>by-election</b> and ending 60 days after the <b>by-election</b>.</li> </ul>
<b>candidate</b>	means, except in Part 5.1, an individual who has been nominated to run for election in a <b>local jurisdiction</b> as a <b>councillor</b> or school <b>board trustee</b>  In Part 5.1 - Election Finances and Contributions Disclosure, the term " <b>candidate</b> " means:

	<p>(i) an individual who has been nominated to run for election in a <b>local jurisdiction</b> as a <b>councillor</b> or school <b>board trustee</b>; and</p> <p>(ii) an individual who intends to be nominated to run for election in a <b>local jurisdiction</b> as a <b>councillor</b> or as a school <b>board trustee</b> that has given written notice in accordance with section 147.22 of the <i>LAEA</i>.</p>
<b>CAO</b>	chief administrative officer appointed by a municipal <b>council</b> under Section 205 of the <i>MGA</i>
<b>contribution</b>	any money, personal property, real property, or service that is provided to or for the benefit of a <b>candidate's</b> election campaign without fair market value compensation from that <b>candidate</b> , 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
<b>council</b>	the <b>council</b> 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
<b>councillor</b>	a member of <b>council</b> , which includes the chief elected official
<b>court</b>	Court of King's Bench
<b>deputy</b>	deputy <b>returning officer</b>
<b>elected authority</b>	a <b>council</b> under the <i>Municipal Government Act</i> , or a <b>board of trustees</b> under the <i>Education Act</i>
<b>election</b>	a <b>general election</b> , first election, <b>by-election</b> and a vote on a bylaw or question
<b>election day</b>	the day fixed for voting at an election
<b>elector</b>	a person eligible to vote at an election
<b>employee organization</b>	an organization, other than a <b>trade union</b> , that bargains collectively for employees
<b>general election</b>	an election held for all the members of an <b>elected authority</b> to fill vacancies caused by the passage of time
<b>local jurisdiction</b>	a municipality as defined in the <i>Municipal Government Act</i> or a school division as defined in the <i>Education Act</i>
<b>nomination day</b>	the day referred to in Section 25(1) of the <i>LAEA</i>
<b>nomination period</b>	the relevant period referred to in Section 25(2) of the <i>LAEA</i>

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