

2025 MUNICIPAL ELECTION

**CANDIDATE
HANDBOOK**
**A GUIDE FOR
PROSPECTIVE
CANDIDATES**



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General Information

This information guide has been developed to answer any questions that candidates may have prior to Nomination Day (September 22, 2025). If you are interested in running for Council, please read this guide before submitting your nomination papers.

Elections are governed primarily by the [Local Authorities Election Act](#) and the Town of Drumheller's [Election Bylaw](#). All referenced documents can be found in the Appendices at the end of this Information Package.

Please note, this package will be updated periodically as required. The revision date can be found in the footer of the document.

Election Office

Nominations for the 2025 Municipal Election will be accepted at Town Hall. The address and contact information are as follows:

Address	Town Hall 224 Centre Street Drumheller AB T0J 0Y4
Returning Officer (RO)	Mitchell Visser (403) 823-1339 legislativeservices@drumheller.ca
Substitute Returning Officer (SRO)	Angela Keibel (403) 823-1347 legislativeservices@drumheller.ca
Website	www.drumheller.ca/your-municipality/municipal-elections

FOIP Statement

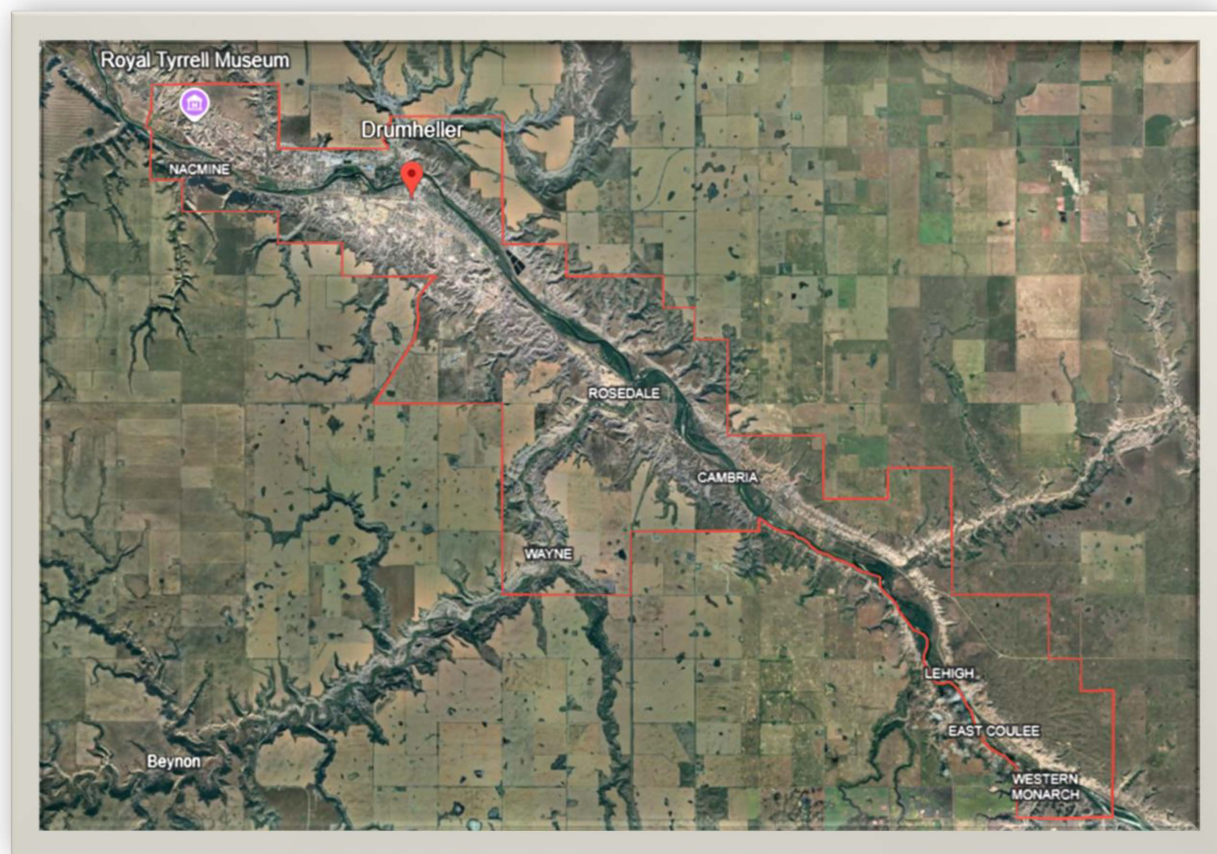
The personal information that is being collected under the authority of the [Local Authorities Election Act](#) will be used for the purposes identified within the Act. It is protected by the privacy provision of the [Freedom of Information and Protection of Privacy Act](#). For more information, please contact the FOIP Coordinator at (403) 823-1339.

Disclaimer

The material contained in this information package is the Town of Drumheller's interpretation of the legislation. The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility to read and understand the relevant legislation, or to seek appropriate advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all official statutes and regulations. These provincial laws and regulations can be found online at www.alberta.ca/alberta-kings-printer.

Town of Drumheller

The Town of Drumheller is an urban municipality with a population of 8,343, according to recent estimates from the Government of Alberta. The elected authorities for the Town consist of one (1) mayor and six (6) councillors who are elected from amongst the general population. The Deputy Mayor assumes the duties of the Mayor in the Mayor's absence. The Deputy Mayor schedule is adopted by resolution of Council at each annual Organizational Meeting.



Term of Office

The term of office for Mayor and Council is governed by the [*Local Authorities Election Act*](#) and is currently four (4) years.

Role of Council

The role of Council is to work cooperatively to set the strategic priorities and objectives of the Town. Decision-making takes place in an open session of Council in the form of either a bylaw or a resolution.

As an individual member of Council, you do not possess the authority to commit your municipality to any financial expenditures or to direct the activities of municipal employees. Any promises made during your election campaign that involve municipal expenditures or the activities of employees can only be implemented with the approval of a majority vote by Council. The [*Municipal Government Act*](#) (MGA) is the legislation that provides authority to Council and section 153 of the *Act* describes the duties of councillors.

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INFORMATION**



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SECTION 1 – CANDIDATE INFORMATION

Important Dates

Key dates for the 2025 Municipal Election can be found in the [References Appendix](#) within this information package and on the Town's website at www.drumheller.ca/your-municipality/municipal-elections.

Prior to Running

Prospective candidates should understand what the duty of a councillor entails to ensure they can meet the demands of the role. Before reading this guide, we recommend that you review the following:

- [A Candidate's Guide: Running for Local Elected Office in Alberta](#)
- [A Practical Guide For Running For Local Office](#)
- [What Every Councillor Needs to Know: A Council Members Handbook](#)
- [2025 Municipal Election – Candidate Information Videos](#)

Additional information can be found on the [Government of Alberta Municipal Elections Website](#) and the [Alberta Municipalities Running for Municipal Office Website](#).

Alberta Municipalities (ABMunis) and the Rural Municipalities of Alberta (RMA) have partnered to host a series of webinars throughout 2025 for candidates interested in municipal office. These sessions will provide valuable insights into the responsibilities, daily operations, and community impact of serving in local government. We **strongly recommend** you register for the Municipal Election Webinars for small and mid-sized municipalities on the [Alberta Municipalities Website](#).

If you want specific information about how the Town of Drumheller operates we recommend that you:

- review Town bylaws and policies;
- read past Council agendas and minutes; and
- observe municipal Council meetings.

This information, along with additional information on the 2025 Municipal Election, can be found on the Town of Drumheller website at www.drumheller.ca.

Candidate Eligibility

Anyone considering running for municipal office should first confirm their eligibility. Please review sections 21 – 23 of the [Local Authorities Election Act](#) to ensure your individual eligibility. To be eligible for municipal office, a prospective candidate must be:

- at least 18 years old;
- a Canadian citizen;
- a resident of the Town of Drumheller for at least 6 consecutive months immediately before Nomination Day (September 22, 2025);
- a resident of the Town of Drumheller on Election Day (October 20, 2025); and
- not otherwise ineligible or disqualified under the [Local Authorities Election Act](#).

Council Information

Understanding the Position

A municipality represents the foundational level of government. The elected Council serves as the governing body of the municipality. Elected officials engage in decision-making by passing resolutions or enacting bylaws. Resolutions are formal decisions made by the Council, while bylaws constitute municipal laws.

All decision-making takes place in an open session of Council. As an individual member of Council, you do not possess the authority to commit your municipality to any financial expenditures or to direct the activities of municipal employees. Any promises made during your election campaign that involve municipal expenditures, or the activities of employees can only be implemented with the approval of a majority vote by Council.

The [Municipal Government Act](#) (MGA) is the legislation that provides authority to Council and section 153 of the Act describes the duties of councillors.

Roles and Responsibilities

Council is responsible for setting the strategic direction of the municipality. It does this by making decisions in an open session of Council through either bylaw or resolution. Administration is responsible for implementing the decisions of Council. The different roles and responsibilities of Council and Municipal Staff are as follows:

Council (Elected Officials)	Administration (Municipal Staff)
Approves bylaws and policies	Enforces and administers bylaws and policies
Approves annual operating and capital budgets	Prepares and administers the municipal budget
Represents the interests of the public	Provides professional advice and expertise to Council
Holds Administration accountable through the CAO	Reports to Council through the Chief Administrative Officer (CAO)
Makes decisions on major municipal services and projects	Manages day-to-day operations and municipal services
Engages with the public and advocates on behalf of the municipality	Communicates with the public and stakeholders on operations
Appoints the Chief Administrative Officer (CAO)	CAO hires, manages, and directs municipal staff
Monitors and evaluates municipal performance at a high level	Collects data and reports performance metrics
Ensures compliance with the Municipal Government Act (MGA)	Operates within the legal framework of the MGA

For more information, please see [Council Policy C-2-99 – Roles and Responsibilities Guidelines](#) and the Government of Alberta [Roles and Responsibilities of Municipal Officials website](#).

Duties of a Councillor

The [Municipal Government Act](#) outlines a broad spectrum of responsibilities for Councillors.

The duties of Councillors include:

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

Duties of the Mayor

In addition to performing the duties of a Councillor, the Mayor also:

- presides over all meetings of Council in accordance with the [Council and Committee Meeting Procedure Bylaw](#);
- signs all bylaws, Council minutes, contracts, and agreements;
- performs any other duties imposed on the Mayor by an enactment, bylaw, or resolution of Council; and
- acts as the official spokesperson for the Town.

When the Mayor is not in attendance, the Deputy Mayor assumes these duties.

Chief Administrative Officer

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

In accordance with section 201(2) of the [Municipal Government Act](#), "a Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer." More information on the role of the CAO can be found in [CAO Bylaw #21.21](#).

For more information on the differentiation of responsibilities between Council and Administration and the decision-making process, please refer to the following policies:

- [Decision Making Process Guidelines Policy C-1-00](#)
- [Roles and Responsibilities Guidelines Policy C-2-99](#)

Pecuniary Interest and Conflict of Interest

Councillors must be aware of situations involving pecuniary interest and conflict of interest, including a ***perceived*** conflict of interest. Elected officials are responsible for upholding the public interest ahead of any private interests. Failure to follow these procedures could lead to disqualification from Council. For more information, please refer to the [Pecuniary and Conflict of Interest for Councillors, Municipal Affairs, 2024](#).

Time Commitment

During the four (4) year term as an elected official, Councillors are required to attend many internal meetings, inter-municipal and inter-governmental meetings, conferences, conventions, training workshops, and community or social events and functions. A considerable amount of time will be spent reading and preparing for meetings in order to make informed decisions. Additionally, attendance at numerous functions and events as dignitaries, representative and officials during the day, evening, and occasionally on the weekend may be required. Candidates interested in running for municipal Council should be aware of the demand on their time once elected.

Meetings

Regular Council Meetings

The Town of Drumheller Council typically meets twice each month for Regular Council Meetings. Regular Council Meetings are currently held on Mondays at 4:30 p.m., and typically last for up to two (2) hours, although at times can run longer. In the event of a statutory holiday falling on a Monday, Council meetings are held on the Tuesday immediately following. In preparation for these meetings, an agenda is prepared and provided to Councillors on the Friday prior to the meeting. A prior review of the provided materials is essential for making informed decisions.

Special Council Meetings

A Special Council Meeting may be called by the Mayor or a majority of Council members at any time, in accordance with section 194 of the [Municipal Government Act](#), to address urgent or time-sensitive matters that cannot wait until the next Regular Council Meeting. Notice of the meeting, including the specific purpose, must be provided in advance to Council and the public and only the items stated in the notice may be discussed. These meetings ensure that Council can respond effectively to emerging priorities or deadlines.

Organizational Meetings

An Organizational Meeting of Council is held annually, within two weeks of the third Monday in October, as required under the [Municipal Government Act](#). During this meeting, Council sets the schedule for regular Council meetings for the coming year, appoints Council members to boards and committees, and addresses other organizational matters. This meeting ensures that the Town's governance structure and meeting procedures are formally established each year.

Committee of the Whole Meetings

Council also meets monthly as a Committee of the Whole (COTW). The COTW is a less formal meeting which acts as a forum for discussion rather than for decision making. The COTW allows members to discuss key issues or ongoing projects without the requirement to make a decision. Generally, the COTW will review reports from administration, hear delegations, or approve minutes from various boards and committees.

For more information regarding Council meeting procedures, please refer to the [Council and Committee Procedures Bylaw #04.21](#). To view the current schedule of meetings, please consult the [2025 Council meeting calendar](#).

Board and Committee Meetings

Councillors serve on a variety of internal and external committees and boards. Appointments to these boards and committees is completed annually at the Organizational Meeting. The meeting times and the frequency of meetings vary by each board or committee. Additional details are also available on the Town's [website](#).

For more information regarding boards, committees, and current membership, please reach out to Angela Keibel, Legislative Services Coordinator, at akeibel@drumheller.ca or by phone at 403-823-1347.

In Camera Discussion

In-camera discussions (also referred to as closed meetings) are portions of a Council meeting that are not open to the public, which are held in accordance with section 197 of the [Municipal Government Act](#). These sessions are used to discuss confidential matters related to personnel, legal advice, land negotiations or other matters. Council may only go in-camera by passing a resolution stating the legal authority under the [Freedom of Information and Protection of Privacy Act \(FOIP\)](#) that permits the discussion to be held in private. No decisions can be made in-camera; all resolutions must be passed once Council returns to the public portion of the meeting.

For more information, please visit the Municipal Affairs guide [Closed Meetings of Council \(In-Camera\)](#).

Council Orientation

In order for new and returning Council members to become fully acquainted with the scope of their roles, and in accordance with the [Municipal Government Act](#), Council must participate in an orientation following each election which covers the following topics:

- The role of municipalities in Alberta;
- Municipal organization and functions;
- Key municipal plans, policies, and projects;
- Roles and responsibilities of Council and Administration;
- Budgeting and financial administration;
- Public participation; and
- Governance and strategic planning.

Elected officials will be required to participate in training between October 21, 2025, and the first Organizational Meeting on October 27, 2025. For more information on training opportunities, please refer to the [Prior to Running](#) section of this document.

Compensation and Benefits

Council members are remunerated with a base salary (honorarium) and per diems for attended meetings. They are eligible for mileage and reimbursement of expenses incurred while conducting Town business. Additionally, Councillors are eligible for benefits, a wellness spending account, and the option to participate in a registered retirement savings plan (RRSP), as offered by the Town's service provider.

For more information on compensation and benefits, please review the [Remuneration and Expense Allowance for Mayor and Council Policy LS-C-03](#).

In the third year of a 4-year Council term, a Council Remuneration Task Force (CRTF), consisting of members of the public, is established to review Council remuneration and expenses in accordance with [Remuneration Task Force Bylaw #23.24](#). The CRTF is required to present a final report to Council by December 31 of that year, providing recommendations for Council compensation. These recommendations are implemented for the subsequent Council term.

More Information

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

- reviewing Town bylaws and policies;
- reading past Council agendas and minutes;
- observing Council meetings in person or virtually; and
- attending the Alberta Municipalities' [Running for Municipal Office](#) webinars being offered to interested candidates.

Additional information regarding Council, Council committee procedures, and Town of Drumheller bylaws and policies is available by contacting the Legislative Services department at 403-823-1339 or by emailing legislativeservices@drumheller.ca.

2025 MUNICIPAL ELECTION

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SECTION 2 – NOMINATION INFORMATION

Nomination Process

All required forms to become a candidate are supplied in the [Forms Appendix](#) within this information package and on the Town of Drumheller website at www.drumheller.ca/your-municipality/nomination-process.

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

Notice of Intent to be Nominated

Due to recent changes to the [Local Authorities Election Act](#), a prospective candidate must give written notice to the local jurisdiction indicating that they intend to be nominated. The notice can be given by filling out [Form 29 - Notice of Intent](#), which is located in the Forms section of this Candidate Handbook.

The Town is required to post this information on the Town of Drumheller's website. The register of prospective candidates that have filed out either their Notice of Intent, Nomination Papers, or both, can be found at www.drumheller.ca/your-municipality/municipal-elections.

Please note, **submitting a Notice of Intent is not the same as submitting nomination papers**. Please read the following section to understand what your next steps are. More information can be found in section 147.22(1) and 147.221 of the [Local Authorities Election Act](#).

Submit the Nomination Package

The following documents must be completed and submitted in person to the Returning Officer for your nomination to be complete, and are located in the Forms section of this information package:

- [Form 4 – Nomination Paper and Candidate's Acceptance](#).
- [Form 5 – Candidate Financial Information](#).
- [Town of Drumheller Release of Candidate Information Form](#).

Prospective candidates are responsible for ensuring that their nomination forms meet the requirements of the [Local Authorities Election Act](#). Information can be found in sections 27 – 28 of the [Local Authorities Election Act](#). These forms must meet the following requirements:

- Form 4 must be signed by at least five (5) eligible voters; and
- Form 4 must be signed by a Commissioner for Oaths before you submit your nomination, or alternatively, by the Returning Officer.

The nomination papers must be filed in person at Town Hall (224 Centre St, Drumheller, AB T0J 0Y4). **To set an appointment** for the submission of your nomination papers, please contact: legislativeservices@drumheller.ca.

Nomination Checklist

We recommend that you review the [Nomination Checklist](#) found in the Appendices below to ensure all your documents are completed and included in the nomination papers.

Official Agent

Candidates may appoint an official agent when they submit their nomination papers. An official agent must be an elector who is eligible to vote in the Town of Drumheller on election day.

The duties of the official agents are those assigned to the official agent by the candidate in accordance with the [Local Authorities Election Act](#).

Deadline to Submit Nomination Papers

Your nomination papers must be filed on or before noon on Nomination Day (September 22, 2025).

The nomination papers must be filed **in person** at Town Hall (224 Centre St, Drumheller, AB, T0J 0Y4). To make an appointment for the submission of your nomination papers, please contact: legislativeservices@drumheller.ca.

Withdrawal of Nominations

Please review section 32 of the [Local Authorities Election Act](#) for information on withdrawing your Nomination. According to this section, a candidate may withdraw their nomination by filing a withdraw in writing with the Returning Officer:

- at any time during the Nomination Period (January 1, 2025 - September 22, 2025, at Noon); or
- within 24 hours after the closing of the Nomination period.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will open and accept nominations the next day between the hours of 10:00 a.m. until 12:00 noon for the purpose of receiving further nominations for the elected office.

The Returning Officer shall continue to accept nominations between the hours of 10:00 a.m. and 12:00 noon for a total period of six (6) days (including nomination day, but excluding Saturday, Sunday and any holidays). If sufficient nominations are not received to fill the vacancy, the Chief Administrative Officer is required to immediately notify the relevant Minister. More information can be found in section 31 of the [Local Authorities Election Act](#).

Campaigning

There are several things to remember as candidates prepare to campaign for Election Day. There is no “standard” way to campaign for a municipal election. A candidate’s campaign style will want to match the uniqueness of the municipality to the candidate’s personality and available resources.

Candidates have used various strategies, such as:

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

Campaign Advertising

In accordance with section 148(5) of the [Local Authorities Election Act](#), no person shall print, distribute, or advertise a representation of the ballot produced for election day in their advertising.

In accordance with section 152 of the [Local Authorities Election Act](#), candidates are not permitted to advertise inside or outside a voting station on election day.

The Town of Drumheller logo may not be used in any candidate campaign materials.

For more information, please review the [Local Authorities Election Act](#) and the “Election Signage” section below.

Election Signage

Election signage may only be erected after noon on the day when an election is officially called. The election will be officially called by the municipality following the close of Nomination Day (September 22, 2025). Election signage can be erected without a development permit provided they comply with the provisions of the *Election Signage Bylaw* and Part 4 of the *Land Use Bylaw*. For more information about the content, dimensions and erection of election signage please see the following:

- [Election Signage Bylaw #13.21](#)
- [Land Use Bylaw #16.20](#)
- [Government of Alberta Election Signs Website](#)
- [Guidelines for the Installation of Election Signs](#)

Finances and Contributions

All candidates are responsible for reviewing Part 5.1 Election Finances and Contributions Disclosure of the [Local Authorities Election Act](#) to ensure they are compliant with all requirements.

Candidates are required to know:

- what campaign spending limits and donation rules are;
- requirements for financial disclosure and reporting obligations;
- procedures for submitting financial records and receipts; and
- other information as outlined in the [Local Authorities Election Act](#).

All candidates who submit [Form 29 - Notice of Intent](#) must submit [Form 26 – Campaign Disclosure Statement and Financial Statement](#) to the municipality on or before March 1, 2026, **regardless of contributions, expenses, or the withdrawal of nomination**. The campaign disclosure statement must be filed whether the candidate was elected or not.

Failure to comply with the filing of disclosure statements will result in a late filing fee and other fines and consequences. Form 26 is also located in the [Forms Appendix](#) of this Candidate Handbook.

Offences

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

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

Bill 20: Changes to the Local Authorities Election Act

Fact sheets providing the public, candidates, elected officials, local authority administrations and returning officers with information to guide them through the recent amendments to the [Local Authorities Election Act](#) can be found at <https://open.alberta.ca/publications/changes-to-laea-2024>.

Appendices

References

- A Candidate's Guide: Running for Local Elected Office in Alberta
- Roles and Responsibilities Guidelines Policy C-2-99
- Decision Making Process Guidelines Policy C-1-00
- Remuneration and Expense Allowance for Mayor and Council Policy LS-C-03
- Pecuniary and Conflict of Interest for Councillors, Municipal Affairs, 2024
- Candidate Nomination Checklist
- 2025 Municipal Election Important Dates
- What Every Councillor Needs to Know – A Council Member's Handbook
- Closed Meetings of Council (In-Camera)
- Guidelines for the Installation of Election Signage
- Council and Committee Meeting Procedure Bylaw #04.21
- CAO Bylaw #21.21
- Election Signage Bylaw #13.21
- Election Bylaw #13.25

Forms

- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Financial Information
- Form 26 – Campaign Disclosure Statement and Financial Statement
- Form 29 – Notice of Intent
- Release of Candidate Information

Reference Links

- *Local Authorities Election Act*, RSA 2000, c L-21 (https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779850150&search_by=link)
- *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 (https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779851089&search_by=link)
- *Municipal Government Act*, RSA 2000, c M-26 (https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779851669)
- Alberta Kings Printer (www.alberta.ca/alberta-kings-printer)
- YourAlberta-Learn: 2025 Municipal Election – Candidate Information Videos (https://www.youtube.com/playlist?list=PLgou_qQG9_mMOmp-3qmwE0HzsvhBbzjCU)
- Alberta Municipalities (AM) – Running for Municipal Office (www.abmunis.ca/advocacy-resources/running-municipal-office)
- Government of Alberta Roles and Responsibilities of Municipal Officials Website: (<https://www.alberta.ca/roles-and-responsibilities-of-municipal-officials>)
- Town of Drumheller Bylaws (<https://www.drumheller.ca/your-municipality/bylaws>)
- Town of Drumheller Policies (<https://www.drumheller.ca/your-municipality/policies>)
- Government of Alberta Municipal Elections Website (www.alberta.ca/municipal-elections-overview)
- Town of Drumheller Boards and Committees (www.drumheller.ca/your-municipality/meeting-agendas-minutes/council-boards-committees)
- Town of Drumheller Elections Website (www.drumheller.ca/your-municipality/municipal-elections)

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2025 MUNICIPAL ELECTION

CANDIDATE HANDBOOK REFERENCES



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A Candidate's Guide

Running for Local Elected Office in Alberta

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

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

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

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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](https://www.alberta.ca/metis-relations-alberta-ca), and [Indian Band Election Regulations](https://www.alberta.ca/indian-band-election-regulations) respectively.

Candidates

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

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

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

Chief Financial Officer

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

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

Official Agents

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

Scrutineers

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

Third Party Advertisers

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

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

Key Election Roles

Election Officials

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

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

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

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

Alberta Municipal Affairs

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

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

Alberta Education

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

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

Elections Alberta

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

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

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

About Being an Elected Official

Term of Office

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

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

Time Commitment

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

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

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

Remuneration

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

Roles and Responsibilities of a Municipal Elected Official

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

As an individual member of **council**, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as a part of your election campaign that involves municipal expenditures or the activities of the **CAO** can only be carried out if you can obtain the support of your fellow **council** members to carry out that promise by passing a resolution or bylaw at a duly called **council** meeting.

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

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

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

Administration of a Municipality

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

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

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

How else can I prepare?

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

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

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

Are you qualified to become a nominated candidate?

LAEA
s.21(1)

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

LAEA
s.21(1)

Qualification Requirements in a Ward System

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

LAEA
s.21(2)

Qualification Requirements in a City with a Ward System

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

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

Qualification Requirements in a Summer Village

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

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

LAEA
s.22(1)

Ineligibility for Nomination

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

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

MGA
s.174(1)(c)

MGA
s.174(1)(e)

LAEA
s.22(1.2)

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

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

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

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

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

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

Nominations

LAEA
s.147.1(1)(b)

What is the Campaign Period?

The term “**campaign period**” means:

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

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

LAEA
s.147.22

Written Notice of Intent to be Nominated

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

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

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

LAEA
s.147.221

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

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

What is the Nomination Period & When is Nomination Day?

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

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

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

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

LAEA
s.25(2)(b)

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

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

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

Form of Nomination

LAEA
s. 27

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

LAEA
s.27(1)

What is included in the Form of Nomination?

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

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

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

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

LAEA
s.27(2)

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

LAEA
s.27(3)

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

LAEA
s.12(b)

In summer villages, the nominators must be;

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

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

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

LAEA
s.28(4)

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

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

LAEA
s.68.1

Official Agent

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

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

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

Filing the Nomination

LAEA
s. 27

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

LAEA
s.25

How do I file my Nomination Form?

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

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

LAEA
s. 12(d)

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

LAEA
s.26

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

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

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

LAEA
s.28(3)

Do I have to file my Nomination Form in person?

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

LAEA
s.29

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

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

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

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

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

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

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

LAEA
s.30

Will I get my deposit back?

Your deposit will be returned to you if you:

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

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.

<i>LAEA</i> 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.
<i>LAEA</i> 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.
<i>LAEA</i> 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.
<i>LAEA</i> s.147.7	<p>Late Filing</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Failure to file a disclosure statement within legislated timelines is a reason for disqualification under section 174 of the <i>MGA</i> and may impact eligibility to become a candidate in future elections.</p>
<i>LAEA</i> Part 8 s.190-205	<p>Elections Alberta/Election Commissioner</p> <p>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 <i>LAEA</i>.</p> <p>For more information regarding the authority of the Election Commissioner, including contact information please visit:</p> <p>www.elections.ab.ca/compliance-enforcement/complaints/.</p>

Voting Opportunities

Voting Times

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

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

Counting Ballots

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

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

The **presiding deputy** may designate the place or places at a **voting station** where a **candidate**, an **official agent** or a **scrutineer** of a **candidate** may observe the election procedure.

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

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

After Election Day

Official Election Results

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

Requesting a Recount

LAEA
s.98

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

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

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

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

ballots marked for the **candidate** with the 2nd highest number of votes is within 0.5% of the total number of valid ballots marked at the election for that office; or

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

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

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

LAEA
Part 4

Judicial Recount

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

LAEA
Part 5

Controverted Elections

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

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

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

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

Appendix A: 2025 General Election Key Dates

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

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

Appendix B: Glossary of Terms

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

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

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

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DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY #C-2-99

ROLES AND RESPONSIBILITIES GUIDELINES

THE PURPOSE OF THIS POLICY IS TO:

To clarify the roles and responsibilities of both Council and staff as well as criteria and tools to guide organizational actions.

DETAILS

1.0 ROLES

The fundamental roles of Council and staff involve:

Council

- Give direction
- Make policy decisions
- Represent the public interest

Staff

- Implement Council's directions
- Provide decision making advice
- Communicate client needs

Mayor

- Coordinate Council decisions
- Act as Council spokesperson
- Facilitate Council/Administrative interface

Manager

- Coordinate organization systems
- Manage organizational resources
- Facilitate Administrative/Council interface

2.0 RESPONSIBILITIES

- To make informed decisions
- To make and implement policy
- To liaise with other organizations
- To allocate resources
- To set a direction
- To effectively use staff

- To ensure good systems and processes
- To achieve effective media relations

3.0 TO MAKE INFORMED DECISIONS

3.1 COUNCIL

- All meeting items are to be submitted via the Mayor or Manager.
- To consider organizational goals, the public interest, available resources, existing legislation, current policies and jurisdiction when making decisions.
- To provide effective referral direction by clarifying the problem, desired outcomes, scope of required analysis and a response timeframe.
- To decide which matters are on the agenda.

3.2 MAYOR

- To facilitate decision making processes to seek "informed consent" by ensuring that everyone is heard.
- To ensure regard for organizational values and appropriate behaviour during meetings.
- To monitor Council meeting effectiveness through Councillor input on a regular basis.

3.3 STAFF

- To be proactive in providing a full range of information or implications on decision making matters.
- All staff items are to be submitted via the Manager.
- To provide a comprehensive overview of related information, background, issues defined, key outcomes, available options and a recommended response.

3.4 MANAGER

- To coordinate the agenda preparation process.
- To provide a recommendation on all matters before Council.
- To review agenda with Mayor prior to meeting.

3.5 TOOLS

- **Followup Action List** - to ensure follow-up to decisions at meetings on an ongoing basis.
- **Request for Decision Format** - consistent format for information reports and recommendations from staff and committees.
- **Briefing** – standard format for Councillors or staff to update Council or facilitate Council discussion on key matters.
- **Organizational Principles** -guidelines for how the organization should operate.
- **Agenda Preparation Schedule** - clear expectations for submissions of agenda items and information.
- **Managerial Session** - Manager reviews advice with management before going to the Council meeting and discusses the implementation of decisions after the Council meeting using the Follow Up Action List.
- **Debriefing Period** - round table input/feedback from Council and Manager on “what went well” and “what could be improved” at the end of a meeting.
- **Standard Agenda Format** - an established order to conduct business, i.e., important items first.
- **Meeting Procedures** – established guidelines regarding the conduct of business, i.e., limit re: delegations, speaker time limit.

3.6 SUCCESS FACTORS

- Timely preparation of agenda information or review by Councillors.
- Avoid repeated or reversal of decisions.
- Ensure follow-up to decisions at meetings.
- Focused discussion on issues rather than on personalities.
- Balanced Council meeting agendas and schedule.
- Ensure staff, financial, strategic, policy/legislative and community implications are known for all decisions.
- Meaningful Council resolutions.

4.0 TO MAKE AND IMPLEMENT POLICY

4.1 COUNCIL

- To thoroughly investigate issues and involve staff prior to making policy decisions to ensure they are responsive and implementable.

4.2 MAYOR

- To ensure that staff advice is available and presented.
- To ensure clear resolution preparation direction from Council to staff.

4.3 STAFF

- To review legislation, policies and Council precedents when providing policy advice.

4.4 MANAGER

- To ensure adherence to Council policy.
- To ensure all options are presented along with a recommendation.

4.5 TOOLS

- **Resolution Index** - catalogue of Council decisions for easy reference.
- **Policy Manual** - easy retrieval of existing policies approved by Council.
- **Operations Handbook** - easy reference to existing operational or day-to-day practices and guidelines approved by the Management team.
- **Legislation Orientation** - sessions on specific areas as required before significant policy decisions.

4.6 SUCCESS FACTORS

- Compliance with legislation.
- Delegation of routine matters to administration by way of policy.
- Consistent policy approach to similar issues.
- Limited revisiting of policy decisions.
- Easy retrieval of Council policies in a standardized format.
- Balance private or vested interests with the public interest.

5.0 TO LIAISE WITH OTHER ORGANIZATIONS

5.1 COUNCIL

- To promote cooperative relations with other agencies - government, non-for-profit and private sector.

5.2 COUNCILLOR/MAYOR/MANAGER

- To provide timely reports on agency liaison activities.
- To represent the interests of the Town based on existing policies, budget and strategic plan.
- To obtain Council direction on significant issues not covered by existing policies, budget and strategic plan before representing Council's position.

5.3 MAYOR

- To act as primary spokesperson for the Town with other agencies.

5.4 MANAGER

- To coordinate an ongoing and targeted agency liaison program.
- To act as primary liaison with the senior staff of other organizations.

5.5 TOOLS

- **Agency Liaison Chart** - to manage and monitor agency liaison in a proactive fashion.
- **Standing Agenda Item** - to regularly report on agency liaison.

5.6 SUCCESS FACTORS

- Up-to-date information on other agencies.
- Member represents Council - not his/her views.
- Maintain high potential for cooperation with other organizations.
- Improved external organization perspective of Council, Town and Community.

6.0 TO ALLOCATE RESOURCES

6.1 COUNCIL

- To establish a budget and to allocate resources that is commensurate with expectations of the Town's Work Program.
- To ensure a linkage between the budget process and the strategic plan process.

6.2 MAYOR

- To ensure discussion takes place regarding human and fiscal resource implications prior to a Council decision.

6.3 STAFF

- To provide financial and human resource implications for requests for decision.

6.4 MANAGER

- To advise Council on the staff, material and fiscal implications of all Council decisions.
- To control financial resources as per Council's direction.

6.5 TOOLS

- **Service Levels** - criteria to ensure resources are consistent with service delivery expectations.
- **Budget Process Guidelines** - steps and milestones for establishing the annual operating and capital budgets.
- **Capital Works Plan** - long term requirements of the Town.

6.6 SUCCESS FACTORS

- Efficient budget timeline.
- Clear budget linkage to priorities and work programs.
- Balanced year end budget.
- Link decisions to organizational resource implications.

7.0 TO SET A DIRECTION

7.1 COUNCIL

- To consider the organization's Capacity and the public interest to develop short term priorities and longer term directions.
- To continually review and update the implementation of priorities and directions.

7.2 MAYOR

- To ensure a process is in place to establish and monitor Council's priorities and direction.
- To ensure Councillors/Administration's issues are brought forward to Council.
- To manage Council's "Capacity Box" through Council's discussion of an item's urgency, public sensitivity, legislative imperative, monetary and liability consequence.

7.3 STAFF

- To advise Council of the relevance of Council's decisions to the Town's strategic plan.

7.4 Manager

- To keep Council informed on progress, recommended changes and new matters for the strategic plan and work programs on a regular basis.
- To coordinate an ongoing process to establish and monitor organizational priorities and directions.

7.5 TOOLS

- **Core Services List** - differentiate between core and discretionary services.
- **Strategic Plan** - Mission, Vision, Longer Term Directions and Values
- **Council Priorities Work Program** - to monitor the implementation of significant Council matters.
- **Organizational Improvements Work Program** - to monitor significant internal matters.
- **Strategic Sessions** - a regular schedule for the discussion of major issues outside of a regular business meeting.

7.6 SUCCESS FACTORS

- Linkage to annual budget process.
- Opportunities for public involvement.
- Determine needs versus wants.
- Determine what business we are in.
- Linkage to all decision of Council.

8.0 TO EFFECTIVELY UTILIZE STAFF

8.1 COUNCIL

- To make information requests of staff with the following in mind:
 - i. available information request - direct by a Councillor to Management
 - ii. research requests – to Manager and referral to Council if required; and
 - iii. direction to staff - to the Manager via Council.
- To develop and implement a Manager performance planning and appraisal process.
- To deal with staff performance concerns by:
 - i. communicating them directly to the Manager
 - ii. presenting them to Council through an in-camera session.

8.2 MAYOR

- To ensure the regular review of the Manager's performance by Council.
- To ensure Council deals with unresolved staff performance issues with the Manager.

8.3 STAFF

- To advise the Councillor and the Manager if a request will create a significant work load impact.
- To provide information to all of Council when deemed appropriate in responding to one Councillor.

8.4 MANAGER

- To ensure significant staff implications are known to Council prior to making decisions.

- To indicate to Council with Councillor activities are impacting staff work programs.

8.5 TOOLS

- **Operational Update Reports** - regular written reports to Council regarding staff's activities.
- **Request for Decision** - reference to staff implications of decisions.
- **Job Functions** - clear understanding of staff's role, activities and Capacity.
- **Organizational Chart** - clear chain of command and indication of who has duties in which areas.
- **Manager Performance Plan and Appraisal** – mutual criteria and process to evaluate Manager's performance.

8.6 SUCCESS FACTORS

- Councillors are kept informed on follow-up to relevant matters.
- Clear chain of command.
- Higher employee satisfaction.
- No direct staff supervision by Councillors.
- Achieve timely responses to public inquiries/needs.
- Organizational hierarchy flexibility to deal with urgent matters.

9.0 TO ENSURE GOOD SYSTEMS AND PROCESSES

9.1 COUNCIL

- To regularly review the efficiency and effectiveness of organizational systems and processes.

9.2 MAYOR

- To receive concerns from Councillors and refer them to the Manager.
- To facilitate Council discussion on unresolved matters of concern by a Councillor.

9.3 STAFF

- To regularly report on operational activities.

9.4 MANAGER

- To coordinate the ongoing review of the organization's effectiveness with Council and staff.

9.5 TOOLS

- **Success Factors** - clear criteria to assess the organization's effectiveness.
- **Operational Strategies Work Program** - highlight operational items for Council's review.
- **Operational Update** - regular update on significant management activities.

9.6 SUCCESS FACTORS

- Periodic overall and/or targeted system reviews.
- Systems serve organizational needs and priorities.
- Organization - wide awareness of systems and how they work.

10.0 TO DEAL WITH MEDIA

10.1 COUNCIL

- To communicate Council's decision and if deemed appropriate, to express personal concerns discussed during the public debate.

10.2 MAYOR

- To represent the views of Council to the media.
- To prepare, in consultation with the Manager, media releases based on Council's decision for Council's review (1 day).
- To prepare, in consultation with the Manager, media releases on emerging matters for Council's approval.
- To facilitate Council discussion on unresolved matters of concern by a Councillor.

10.3 STAFF

- To refer matters of a non-routine information nature to the Manager.
- To provide readily available public information.

10.4 MANAGER

- To provide details on Council decisions and refer political matters to the Mayor.

10.5 TOOLS

- **Media Advisory** – annotated format to develop media releases.

10.6 SUCCESS FACTORS

- Clarity on who deals with media.
- Consistency in message being provided.
- Proactive program to send out message.
- Efforts to liaison regularly with media.

Adopted by Council

Date: July 5, 1999



Mayor of Drumheller



Chief Administrative Officer

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DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-1-00

Decision-Making Process Guidelines Policy

THE PURPOSE OF THIS POLICY IS TO:

To delineate roles and responsibilities and activities for various aspects of the Council's decision-making process, including:

1. **COUNCIL RESOLUTIONS**
2. **COUNCIL MEETINGS**
3. **MEETING AGENDAS**
4. **STRATEGIC DIRECTIONS**

POLICY STATEMENT:

1.0 COUNCIL RESOLUTIONS

- To maximize the clarity of Council directions.

1.1 RESOLUTION COMPONENTS - resolution highlights:

- *What* – the key issue to be addressed;
- *Why* - the key results or outcomes that the Council is looking for.
- *Who* - who will take the lead responsibility and who will be involved prior to the Council's review.
- *When* - targets for the Council's involvement in the future.

- Responsibilities for resolution clarity:

- *Councillor* - for self-initiated resolutions prior to or during meeting.
- *Mayor* - facilitate clarity, closure and/or deferral of resolutions during meeting.
- *Manager* - for staff-prepared resolutions in reports.

1.2 FOLLOW-UP ACTION LIST (Attachment 1):- resolution action highlights that describe:

- a cumulative list of action items from meetings.
- What, who and when factors for each item (5 words or less)
- Responsibilities for the Follow-Up Action List:
 - *Council* - review to endorse targets or adjustments;
 - *Mayor* - facilitate review at each Council meeting.
 - *Manager* - prepare and update with staff for each Council meeting.

1.3 REQUEST FOR DECISION (Attachment 2) – decision making information to better:

- Understand the Issue - background and desired outcomes.
- Present the various options with an analysis.
- Recommend a preferred strategy along with:
 - i. Financial Implications - current and/or future budgets.
 - ii. Organizational Implications - Council and staff time.
 - iii. Strategic Implications - consistency with long term directions and short term priorities.
 - iv. Policy Implications - legislation, previous resolutions and/or policies.
- Responsibilities for Requests for Decision:
 - *Council Committees* – utilize the request for decision;
 - *Council* - review; approval of standard format and decisions.
 - *Mayor* - facilitate decision-making during meeting.
 - *Manager* – ensure completion of Request for Decision and forward all Requests for Decision to Council with a recommendation.

1.3 BRIEFING (Attachment 3) – background information to:

- Provide updates on key matters at Council meetings;
- Facilitate discussion at Council meetings on a topic to provide clearer direction for the preparation of a request for decision; and
- Update organizational members on a matter between Council meetings using the following information:
 - brief description of matter
 - background information
 - implications to organization or community
 - anticipated followup
- Responsibilities for the Briefing include:
 - *Council* – preparation as appropriate;

- *Mayor* - facilitate discussion for information purposes or referral of matter for future decision;
- *Manager* – review of all Briefings to provide advice to Council.

2.0 COUNCIL MEETINGS

- To maximize the efficiency and effectiveness during Council meetings.

2.1 PARLIAMENTARY PROCEDURES - to ensure the orderly conduct of the meeting by:

- Guiding individual behaviour.
 - Focusing on topic via a resolution.
 - Disposing of matters - defer, yes or no.
- Responsibilities for Parliamentary Procedures:
 - *Councillors* - become aware and seek adherence.
 - *Mayor* - act as Chairperson and the Parliamentarian
 - *Manager* – provide advice and facilitate training opportunities.

2.2 DECISION MAKING MODEL - framework for reaching decisions whereby Council will strive for "informed consent" in a manner that:

- enables everyone to express and debate their views;
 - provides access to and the availability of required information; and
 - ensures a regard for the implications of decisions.
- Responsibilities for decision making model:
 - *Councillors* - respect for procedures and other views.
 - *Mayor* - facilitate fair and open debate and use parliamentary procedure.
 - *Manager* - provide decision making and parliamentary procedure advice.

2.3 IN-CAMERA MEETINGS – exclusion of the public to discuss:

- labour matters – related to the status and performance of the Town Manager and staff or other personnel matters;
 - land matters – affecting the current or future value of property;
 - legal matters – concerning advice provided by legal counsel, litigious matters and legislative adherence
- Responsibilities for in-camera meetings:
 - *Councillor* – to request that a discussion occur in-camera as they deem necessary.
 - *Council* – to determine if the matter should be discussed in-camera (no debate on

matter, just the motion to go in-camera) and to determine if the matter should remain in-camera once the nature of the topic becomes evident.

- *Mayor* – to suggest matters that should go in-camera prior to and/or during the meeting.
- *Manager* – to provide procedural advice on going in-camera, remaining in-camera and/or transferring Council directions from in-camera to the public domain.

3.0 MEETING AGENDAS

- To effectively and efficiently prepare Council meeting agendas.

3.1 AGENDA FORMAT - standardize flow of meeting components:

- Clarify action expected (working agenda).
 - Ensure matters of importance are ordered appropriately.
 - Provide time frames for components, delegations and/or speakers.
- Responsibilities for agenda format:
 - *Council* - approval of agenda format.
 - *Mayor* - facilitate addition of items.
 - *Manager* - prepare of agenda format.

3.2 AGENDA PACKAGE - complete list of meeting information requirements:

- Linkage to Council priorities
 - Relevant to Follow-Up Action List
 - Referral of correspondence.
- Responsibilities for the Agenda package:
 - *Councillor* - submit items to agenda and approval of agenda at meeting.
 - *Mayor* - review of agenda with Manager
 - *Manager* - prepare agenda; distribute it before meeting; and review with Mayor.

4.0 STRATEGIC DIRECTIONS


- To manage short term and long term directions of Council.

4.1 COUNCIL PRIORITIES - urgent and important matters which require the attention of Council because it:

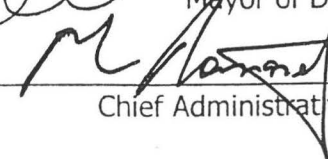
- requires a policy change or direction;
 - has a significant community health, safety or economic consequence;
 - requires a clear indication of political will on the part of Council ;
 - involves a major risk component (legal liability);
 - requires a significant non-budgeted financial commitment
 - must be addressed within an externally imposed timeline;
 - involves significant public exposure and/or opinion;
 - requires clarification relevant to the Town's strategic agenda – mission, values, etc.; and
 - requires negotiations with major third party.
- Responsibilities for Council priorities:
 - *Councillor* - use of criteria to suggest priorities.
 - *Mayor* - use of criteria by Council to set priorities – add or delete
 - *Manager* - use of criteria by staff to propose priorities and facilitate regular Council Priorities Work Program reviews.
- 4.2 STRATEGIC DISCUSSIONS** – for Council priority issues (not a review of business meeting items):
- To enhance understanding of the issue.
 - To clarify expectations of Council.
 - To explore options to deal with the issue to give direction to staff.
- Responsibilities for strategic discussions:
 - *Council* – target dates for strategic discussions within resolutions.
 - *Mayor* – facilitate target date expectations.
 - *Manager* – prepare necessary information.

Adopted by Council

Date: April 10, 2000



Mayor of Drumheller



Chief Administrative Officer

Attachment 1

FOLLOW UP ACTION LIST

Date: _____

To:

From:

MEETING (Date)/Item/ <i>Notes</i>	<i>ACTION</i> By/To/Via	<i>TARGET/</i> (Status)

Attachment 2

REQUEST FOR DECISION

Date: _____

To: *Committee or Board*

Target Decision Date: *Meeting Date*

SUBJECT: *Decision-Making Topic Title*

RECOMMENDATION: *Clear directional resolution answering What was agreed to; Who will take action - by When and How.*

MANAGER COMMENTS: *Any additional comments regarding the Recommendation.*

IMPLICATIONS OF RECOMMENDATION: *Details regarding follow-up action and/or internal and external communication requirements.*

GENERAL: *Potential consequences to the community, other agencies and the Town.*

ORGANIZATIONAL: *Impact on staff, Council or committee time.*

FINANCIAL: *Impact on current and/or future budget.*

POLICY: *Relevance to legislation, existing policies and/or practices.*

STRATEGIC PLAN: *Relevance to the strategic priorities, directions and purpose of the Town and its current work program.*

IMPLEMENTATION/COMMUNICATIONS: *Efforts to communicate the decision within or outside the organization.*

OTHER COMMENTS: *By others reviewing the Request for Decision.*

BACKGROUND:

REPORT/DOCUMENT: Attached _____ Available _____ Nil _____

KEY ISSUE(S)/CONCEPT(S): *Define the topic, provide background highlights and state question to be addressed.*

DESIRED OUTCOMES: *State what is the key result(s) to be achieved.*

RESPONSE OPTIONS: **RECOMMENDED:** *Provide the preferred strategy with reasons why.*

ALTERNATIVE(S): *What are the various options or strategies to achieve the key results that are desired. Status Quo is always one.*

Submitted By: *Staff and/or committee*

Other Review: *by any others – legal counsel, committees or managers*

Reviewed By: _____
Manager

BRIEFING

Date: _____

TOPIC: *Decision-Making Topic Title*

DIRECTED TO: *Clear directional resolution answering What was agreed to; Who will take action - by When and How.*

CONFIDENTIAL: Yes _____ No _____ To File:

COPIES TO:

DESCRIPTION OF ISSUE: (Key Items) *Concise overview of the nature of the matter and hence the reason for preparing the briefing.*

BACKGROUND: (History and/or Action to Date) *Brief summary of key events that have occurred and key activities on the part of the organization in this regard.*

ATTACHMENT(S) Yes _____ No _____

AVAILABLE OPTIONS/IMPLICATIONS: (to Community or Organization) *The importance of this matter to the organization or community. Options that are available to deal with this matter.*

FOLLOW UP: (Action to be taken and/or suggestions) *Indication of activities that will take place and/or a request for future discussion on the matter. Note: If a request beyond "acceptance as information" or "referral to a future meeting for discussion" is required, then a Request for Decision should be used.*

Prepared by: _____

Date: _____

Reviewed by: _____

Town Manager

Date: _____

ADMINISTRATION POLICY

NAME: Remuneration and Expense Allowance for Mayor and Council	POLICY NUMBER: LS-C-03
DEPARTMENT: Legislative Services	SUPERSEDES: C-06-22; C-02-00; C-06-4
DATE APPROVED: February 03, 2025	Review Date: January 20, 2028

1. POLICY STATEMENT

The *Town of Drumheller* is committed to providing fair and transparent remuneration and expense allowances for the Mayor and Councillors that reflect the responsibilities, time commitment, and expenses associated with their roles while ensuring accountability to taxpayers.

2. PURPOSE

To establish clear guidelines for the remuneration and expense allowances of the Town of Drumheller Mayor and Council members, ensuring consistency, equity, and alignment with municipal best practices.

3. SCOPE

This policy applies to the *Council* of the *Town of Drumheller*.

4. DEFINITIONS

4.1. For the purposes of this policy, the following definitions shall apply:

- a) "*Benefits*" means group health, dental, life insurance and pension contribution, and the current cost sharing of premiums under those plans;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Conferences*" means an out-of-town event for the purposes of providing seminars, workshops, information, or networking opportunities, for which *per diems* can be claimed, if approved by the Mayor or CAO, as applicable;
- d) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- e) "*Council Boards and Committees*" means:
 - I) boards and committees established pursuant to Section 145 of the *Municipal Government Act* which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting; and
 - II) regional boards and committees which have a representative from *Council* appointed as a member during the *Town's* annual organizational meeting.

- III) Any other board or committee in which a representative form Council has been appointed as a member by a resolution of Council.
- f) "*Council Meeting*" means Regular Council Meetings, Committee of the Whole Meetings, Organizational Meetings, and Special Council Meetings, as defined in the *Municipal Government Act*;
- g) "*Provincial Travel Expense Policy*" means the Government of Alberta's *Travel, Meal and Hospitality Expenses Policy*, as amended from time to time, and its successor policies.
- h) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act, R.S.A. 2000 M-26*, as amended from time to time, and its successor legislation;
- i) "*Per Diem*" means a rate paid to Mayor and *Council* for attending approved conferences, training and *Council Board and Committee* meetings;
- j) "*Professional Development*" means various learning opportunities with a primary focus on local government, which includes but is not limited to, study tours, seminars, courses, coaching, and mentoring, for which *per diems* can be claimed if approved by the Mayor or CAO, as applicable;
- k) "*Private Accommodation*" means non-commercial lodging arranged by an individual, such as staying with friends, family, or in personally owned property, rather than using hotels, motels, or other commercial establishments, during official municipal business;
- l) "*Remuneration Task Force Bylaw*" means the *Town of Drumheller Remuneration Task Force Bylaw #23.24*, as amended from time to time, and its successor legislation.
- m) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

5. RESPONSIBILITIES

5.1. The Legislative Services Coordinator is responsible for:

- a) registering *Council* for conferences and arranging all associated accommodations and travel services related to *Council* responsibilities, while ensuring the most competitive pricing options are sourced;
- b) reviewing all claims submitted by *Council*, in accordance with this policy;
- c) monitoring all *Council* expenses and claims, while ensuring the accurate maintenance of related records; and
- d) providing *Council* with a quarterly statement outlining their *per diem* usage.

5.2. The Chief Financial Officer, or delegate, is responsible for:

- a) reviewing and approving all claims submitted by *Council*, in accordance with this policy; and
- b) ensuring *Council* is properly compensated, in accordance with this policy.

5.3. The *Chief Administrative Officer* is responsible for:

- a) reviewing and approving all claims submitted by the Mayor, in accordance with this policy; and
- b) approving requests by the Mayor to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.4. The Mayor is responsible for:

- a) reviewing and approving all claims of *Council*, in accordance with this policy; and
- b) approving requests by Councillors to attend conferences, professional development, and all other events associated with out-of-town travel expenses.

5.5. Mayor and *Council* are responsible for:

- a) acting as good stewards of the taxpayers' dollars and shall seek out opportunities to reduce all unnecessary costs and minimize the financial burden to the *Town*, where feasible;
- b) understanding and following the provisions outlined within this policy;
- c) approving additional *per diem* expenses for individual Councillors at an open meeting of *Council*, in accordance with this policy; and
- d) ensuring that they do not exceed their individual *per diem* allowances.

6. REMUNERATION TASK FORCE

- 6.1. *Council* shall appoint an independent committee of *Town* residents to review this policy and *Council's* overall remuneration framework, which shall report back to *Council* with recommendations during the third (3rd) year of *Council's* term, in accordance with the *Remuneration Task Force Bylaw*.

7. COUNCIL REMUNERATION

- 7.1. The Mayor and each Councillor shall receive the base honorarium for each year of their term, as indicated in Schedule "A" of this Policy, effective January 1, 2025.
- 7.2. The base honorarium shall be subject to the annual pay increases established by the negotiated union agreements for CUPE Local 4604 and Local 135.
- 7.3. Notwithstanding Section 7.2, should the increases between the two (2) unions vary, *Council* shall receive an average of the two (2) negotiated pay increases.
- 7.4. The base honorarium shall be payment for:
- a) *Council meetings*;
 - b) Public Hearings;
 - c) preparation for all *Council*, board, committee, and other required meetings;

- d) attendance at public events, community events, and staff events;
- e) meetings with members of the public, government officials, community organizations, or administrative staff;
- f) in-*Town* travel and expenses;
- g) in-*Town* entertaining;
- h) duties of a Commissioner of Oaths; and
- i) All other incidental tasks not explicitly outlined within this policy and considered as part of the normal execution of duties.

7.5. Remuneration shall include registration in a Group RRSP with matching contributions for members of *Council* up to a maximum of 3% of the base honorarium.

8. BENEFITS

8.1. *Council* is eligible to participate in the *Town's* benefits program, which shall consist of the following:

- a) 80% coverage of Health and Dental premiums;
- b) 100% coverage for Life Insurance, Accidental Death and Dismemberment, and Critical Illness premiums; and
- c) Enrollment in the Wellness Account Program.

8.2. *Council* shall be eligible to participate in the *Town's* benefits program on the first day of their appointment for the *Town*.

8.3. *Council* is included in the *Town's* Workers Compensation Board coverage.

9. PER DIEMS

9.1. *Per diems* shall be paid to *Council* for approved *conferences* and *Council Board and Committee* meetings in the amounts outlined in Schedule "A" of this policy in accordance with Section 5 of this policy.

9.2. *Council* members are only permitted to claim a *per diem* for attending meetings of organizations to which they have been officially appointed by a resolution of *Council*.

9.3. *Per diem* claims exceeding the annual allocation must be approved by resolution of *Council* during an open meeting of *Council*.

9.4. *Per diems* shall be paid on an annual basis and shall not be carried forward into the subsequent year.

9.5. For the purposes of allocating *per diems* and annual allowances, "annually" shall correspond to the election term, with the first year beginning at the first Organizational Meeting following the election of *Council*.

9.6. *Per diems* are not transferable across categories.

- 9.7. *Council* members who receive remuneration, honorariums, or per diems from an external organization, board, or body for attending a meeting, event, or function shall not claim additional remuneration from the *Town of Drumheller* for the same attendance.

10. ALLOWANCES

- 10.1. Mayor and *Council* shall be paid an annual allowance for the following expenses, as outlined in Schedule "A" of this policy, which shall be distributed on the first payment of the *Council's* term:
- a) Personal Cell Phone Allowance; and
 - b) Personal Office and Stationary Supplies Allowance.
- 10.2. *Council* shall be issued a laptop at the start of their term, which shall be returned to the *Town* at the conclusion of their term.

11. TRAVEL AND OTHER EXPENSES

- 11.1. When travelling on *Town of Drumheller* business, *Council* will be reimbursed for travel and accommodation expenses in the amounts outlined in Schedule "A".
- 11.2. *Council* shall be entitled to a childcare allowance as outlined in Schedule "A" of this policy, for reasonable childcare expenses incurred when attending meetings, professional development, conferences, conventions, or seminars in an official capacity, and are permitted:
- a) according to the maximum amounts as outlined in Schedule "A" of this policy;
 - b) solely for childcare expenses related to children under the age of 12; and
 - c) only where alternate arrangements cannot be made.
- 11.3. Spouses of *Council* may accompany *Council* members at their own cost, including the cost of travel, meals, and registration (if applicable); spouses may share accommodation already secured for a *Council* member at no cost.
- 11.4. Meals and other expenses outlined in this policy shall be ineligible for reimbursement if they are included with the registration for a conference, course, or accommodation, unless that meal or other expense was denied due to a demonstrated dietary restriction or business concern.
- 11.5. *Council* shall not be reimbursed for attending a political party function or fundraiser.
- 11.6. Councillors are advised to attend the Federal Municipalities of Canada (FCM) conferences on a rotational basis, due to the significant cost of attendance, and shall only attend FCM conference once per term, unless an exception is granted by resolution in an open session of *Council*.

12. TRAINING AND CONFERENCE ALLOWANCE

- 12.1. *Council* shall be entitled to an individual allowance to cover the costs of *conference* registration and professional development, in the amounts outlined in Schedule "A" of this policy.

- 12.2. Notwithstanding Section 12.1, all *conferences* and professional development shall be approved by either the Mayor or the CAO, as outlined in Section 5 of this policy, prior to registration.

13. EXPENSE CLAIMS

- 13.1. The Mayor shall be responsible for approving all claims submitted by Councillors; the *Chief Administrative Officer* shall be responsible for approving all claims submitted by the Mayor.
- 13.2. All claims shall be reviewed by the Office of the CAO and the Corporate Services department to ensure alignment with this policy.
- 13.3. The Office of the CAO shall provide Mayor and *Council* with a quarterly statement, outlining their remaining *per diems* as per Section 5.1(d) of this policy.

14. GENERAL

- 14.1. Mayor and *Council* shall be paid in accordance with the provisions *for Elected or Appointed Officials* established by Revenue Canada.
- 14.2. Payments shall be processed in accordance with the payroll process established by the *Town* for the payment of employees.
- 14.3. A T-2200 declaration will be issued on an annual basis in conjunction with T-4s.
- 14.4. *Council* will be responsible for reimbursing the *Town* for any registration fees for non-attendance, unless the non-attendance is due to extenuating circumstances, as approved by *Council*.

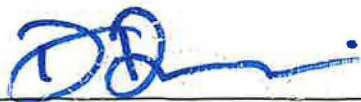
15. RELATED DOCUMENTS

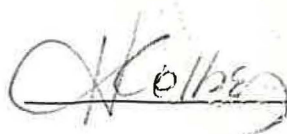
- 15.1. Remuneration Task Force Bylaw.
- 15.2. Statement of Per Diems Form.
- 15.3. Statement of Expense Form.
- 15.4. *Provincial Travel Expense Policy*.

16. TRANSITIONAL

- 16.1. This policy comes into effect on October 27th, 2025
- 16.2. This policy repeals Policies #C-06-22, #C-02-00 and #C-06-4.




CHIEF ADMINISTRATIVE OFFICER


MAYOR

SCHEDULE 'A'
COUNCIL REMUNERATION AND EXPENSES

BASE HONORARIUM

POSITION	BASE HONORARIUM
Mayor	\$49,745.00
Councillor (6)	\$26,063.00

ANNUAL ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Personal Cell Phone	\$600.00
Personal Office and Stationary Supplies	\$100.00
Childcare	\$1,000

PER DIEMS

PER DIEM TYPE	AMOUNT	ANNUAL MAXIMUM
Conference	\$280.00/day	(7) for Councillors - \$1,960 (12) for the Mayor - \$3,360
Meetings	\$50/meeting	(20) - \$1,000.00

TRAVEL AND CHILDCARE EXPENSES

EXPENSE TYPE	REIMBURSEMENT WITH RECEIPT	REIMBURSEMENT WITHOUT RECEIPT
Mileage	N/A	<i>Per the Provincial Travel Expense Policy</i>
Meals	N/A	<i>Per the Provincial Travel Expense Policy</i>
Accommodation	Actual expense, upon submission of receipt	\$50/day
Parking, Taxis and Public Transportation	Actual expense, upon submission of receipt.	<i>Per the Government of Alberta's Provincial Travel Expense Policy.</i>
Childcare	Actual expense from accredited day care or day home, upon submission of receipt	\$10.00/hour

TRAINING AND CONFERENCE ALLOWANCE

ALLOWANCE TYPE	ANNUAL AMOUNT
Training and Conference Allowance	Councillors - \$2,000.00 Mayor - \$3,000.00



Pecuniary and Conflict of Interest for Councillors

Pecuniary and Conflict of Interest for Councillors | Municipal Affairs

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

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Disclaimer

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

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

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

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

Phone: 780-427-4952

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

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

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

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

1. Pecuniary Interest

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

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

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

Definition

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

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

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

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

Exceptions

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

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

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

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

What to Do

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

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

If you have a pecuniary interest:

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

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

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

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

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

Temporary Absence

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

All Meetings

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

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

Business with the Municipality

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

The following are the only exceptions:

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

Statement of Disclosure of Interests

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

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

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

Remember

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

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

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

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

2. Conflict of Interest

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

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

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

A private interest is not something that:

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

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

What to Do for a Conflict of Interest

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

If you believe you may have a conflict of interest:

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

No Review of Conflict of Interest

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

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

CANDIDATE NOMINATION CHECKLIST

Before submitting your Nomination Package, please ensure you have completed the following items:

<input type="checkbox"/>	Confirm eligibility requirements are met.
<input type="checkbox"/>	Form 29 – Notice of Intent completed.
<input type="checkbox"/>	Form 29 – Commissioned by the Returning Officer or a Commissioner for Oaths.
<input type="checkbox"/>	Form 4 – Nomination Paper and Candidate's Acceptance completed.
<input type="checkbox"/>	Form 4 – Has a minimum of 5 signatures from eligible electors in the Town of Drumheller.
<input type="checkbox"/>	Form 4 – Commissioned by the Returning Officer or a Commissioner for Oaths.
<input type="checkbox"/>	Form 5 – Candidate Financial Information completed.
<input type="checkbox"/>	Town of Drumheller Release of Candidate Information Form completed.
<input type="checkbox"/>	All documents submitted no later than 12:00 noon on Nomination Day (September 22, 2025).

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2025 MUNICIPAL ELECTION IMPORTANT DATES

Date	Description
January 1, 2025	Nomination Period Beginsⁱ
May 1, 2025	Election Advertising Period Begins ⁱⁱ
September 22, 2025	Nomination Dayⁱⁱⁱ
September 23, 2025	Election Signage Allowed ^{iv}
October 20, 2025	Election Day
October 23, 2025	Election Signage Deadline for Removal ^v
October 24, 2025	Official Election Results Announced.
October 27, 2025	Council Organizational Meeting ^{vi}
December 31, 2025	Campaign Period Ends ^{vii}
March 2, 2026	Campaign Disclosure Statements Due ^{viii}

ⁱ Nomination Period begins on January 1, 2025, and ends on Nomination Day (September 22, 2025) at 12:00 noon.

-
- ii Election Advertising Period means the period where an individual may advertise for or against a candidate. Election Signs cannot be placed until September 23, 2025, as per the *Election Signage Bylaw*.
 - iii Nominations are accepted until 12:00 noon on Nomination Day (September 22, 2025).
 - iv For more information, please see the *Election Signage Bylaw*.
 - v For more information, please see the *Election Signage Bylaw*.
 - vi This is the first meeting after an election where the council appoints members to committees and boards, establishes meeting dates, and takes the oath of office.
 - vii The Campaign Period begins on January 1, 2025, and ends on December 31, 2025, and affects how a candidate may receive and spend campaign contributions.
 - viii Statements disclosing how a candidate received and spent campaign contributions must be submitted to the Returning Officer by this date. For more information, please see section 147.4 of the *Local Authorities Election Act*.



What every councillor needs to know

A council member's handbook

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

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

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Introduction

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

History of Local Government in Alberta

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

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

Municipal Government Act

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

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

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

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

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

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

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

Council Roles and Responsibilities

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

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

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

Councillor Duties

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

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

Code of Conduct

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

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

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

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

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

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

Councillor Liability

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

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

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

The Chief Elected Official

(*MGA* Sections 150, 154 and 155)

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

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

Orientation and Training Opportunities

(MGA Section 201.1)

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

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

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

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

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

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

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

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

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

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

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

Policy-Making and Program Monitoring

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

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

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

The Entire Municipality

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

Time Management

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

Team Approach

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

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

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

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

Oath of Office

(MGA Section 156)

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

Organizational Meeting

(MGA Sections 159 and 192)

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

Procedural Bylaw

(MGA Section 145)

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

Regular and Special Meetings

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

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

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

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

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

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

Meetings Closed to the Public

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

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

Voting

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

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

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

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

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

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

Pecuniary and Conflict of Interest

(MGA Sections 170, 172 and 172.1)

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

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

Council Committees

(MGA Sections 145 and 203)

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

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

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

Municipal Organization and Administration

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

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

Chief Administrative Officer

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

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

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

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

Designated Officers

(*MGA* Sections 209 and 210)

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

Policies

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

Organizational Chart

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

Staff Development

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

Finance

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

Operating and Capital Budgets

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

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

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

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

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

Long Range Financial Plans

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

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

Procedure for Expenditure Authorization

(*MGA* Sections 248 and 249)

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

Borrowing

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

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

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

Auditor

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

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

Property Assessment, Taxation, and Other Revenues

Assessment

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

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

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

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

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

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

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

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

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

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

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

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

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

Property Taxation

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

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

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

The tax rate calculation is expressed in the following formula:

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

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

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

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

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

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

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

Education Tax and Equalized Assessment

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

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

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

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

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

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

Other Taxes and Revenues

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

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

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

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

Municipal Grants Listing

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

This website includes:

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

Municipal Grant Funding Reports

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

Planning and Development

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

Alberta Land Stewardship Act Regional Plan

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

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

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

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

Intermunicipal Development Plan

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

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

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

Municipal Development Plan

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

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

Intermunicipal Collaboration Framework

Part 17.2 (*MGA* Sections 708.26 – 708.52)

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

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

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

Area Structure and Redevelopment Plans

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

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

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

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

Land-use Bylaws

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

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

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

Subdivision

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

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

Subdivision or Development Agreements

(MGA Sections 638.2, 650 and 655)

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

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

Subdivision and Development Appeal Board

(MGA Sections 627, 678, and 686)

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

Economic Development

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

Conclusion

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

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

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

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

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

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

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CLOSED MEETINGS OF COUNCIL (IN-CAMERA)

What is a closed meeting?

The *Municipal Government Act (MGA)* says that a meeting or part of a meeting is considered to be closed to the public when

- (a) any members of the public are not permitted to attend the entire meeting or part of the meeting,
- (b) the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- (c) the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

Under what authority can a council close a meeting?

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP)* (s. 16 to 29). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public.

MOVED by Councillor Smith that council close the meeting to the public for Agenda item 2b Legal - Arena Project as per Section 27, FOIP at 7:00 pm.

NOTE: Section 197(2.1) is the exception to the rule, allowing municipal planning commissions, subdivision authorities, development authorities and subdivision and development appeal boards to deliberate and make decisions in meetings closed to the public.

How to prepare for closed meeting discussions?

Discussions that will be closed during the meeting should be listed on the agenda for the meeting in which they are held. The agenda should contain a 'Confidential' heading and then provide a brief description of the topic and state the section of FOIP that allows closure for that topic. For example, "Personnel – Evaluation - CAO - FOIP Section 17" would be used to describe conducting the performance appraisal of a chief administrative officer or "Legal – Arena Project - FOIP Section 27" could describe discussions regarding a pending court case. Further information is not required.

Any background information on the confidential items should be circulated when attendees are in the closed meeting and collected prior to returning to the open meeting.

How to record discussions from a closed meeting?

It is strongly recommended that a closed session discussion not be recorded as any notes or minutes taken during the discussion may become part of a FOIP request. The council meeting minutes should reflect that a motion was made to move into a closed session (as outlined above) and then another to return to the open meeting.

Council members, the CAO and any others included in the closed session are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

Section 197(3) of the *MGA* prohibits the passing of a resolution or bylaw during in a closed meeting, with the exception of the motion to revert to the public meeting, which must be recorded in the minutes. If direction is given or a decision reached, then a resolution must be made in the open meeting so that council's direction(s) are recorded and acted on.

Who can attend a closed session?

All members of Council, guests (at the discretion of council), and most times, the chief administrative officer may attend a closed session. The minutes of the meeting must show the names of additional people attending and the reason each attended.

Mr. John Doe – Engineer, XYZ Co.

Mr. Sam Smith – Lawyer, Lawfirm LLP

The media and general public cannot attend the closed discussion, but are welcome to return to the council meeting following the closed session.

What can be discussed in a closed session?

FOIP outlines the items that would allow a council to close a council meeting, which include matters where a public disclosure could be harmful to:

- Third party business interests; (s. 16)
- Third party personal privacy; (s. 17)
- Individual or public safety; (s. 18 and 19)
- Law enforcement; (s. 20)
- Intergovernmental relations; (s. 21, 22, 23 and 24) and
- Economic or other interests (s. 25, 26, 27, 28 and 29).

Public bodies should not:

- Reveal confidential employee evaluations;
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or councils discretion) describing a new land use development should be held in a closed session (s. 16 of FOIP).

What should not be discussed in a closed session?

Difficult topics, such as:

- Budget deliberations
 - Tax i.e. assessments/mill rates, penalties
 - Capital expenditures
- Any contentious issues
 - Sensitive local issues
 - Bylaw amendments i.e. Land use
 - Subdivision proposals
- Tax recovery i.e. reserve bids for auction
- Discussions regarding budget requirements for hiring additional municipal staff and for the setting of salary ranges

are not be discussed behind closed doors.

The MGA sets out clear requirements for municipal councils to conduct their business openly. The powers of a municipal council are balanced by councils' accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of our local governments and express their views to their locally elected representatives.

For more information on how the FOIP affects municipalities, please visit the Service Alberta website at www.servicealberta.ca/FOIP/documents/FAQ_Municipal.pdf.

This is an information summary only and has no legislative or legal sanction. For certainty, refer to the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*. Copies are available for purchase from Alberta Queen's Printer Bookstore or electronically at the website link below.

Suite 700; Park Plaza Building
10611 - 98 Avenue NW
Edmonton, AB T5K 2P7
Phone: 780- 427-4952

Email: qp@gov.ab.ca

www.qp.alberta.ca

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Sign Removal

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

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

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

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

For more information contact the nearest Alberta Transportation district office.

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

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

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

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

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

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

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

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

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

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

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

Guidelines for the Installation of Election Signs



Government
of Alberta

Election Signs Guidelines

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

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

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

Location Guidelines

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

The following shall be considered when placing election signs.

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



Safety Precautions

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

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

Election signs shall be installed during daylight hours only.

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



OFFICE CONSOLIDATION

of

BYLAW #04.21

COUNCIL & COMMITTEE MEETING PROCEDURE BYLAW

This Bylaw and its amendments have been consolidated into a single publication for the convenience of users. The official Bylaw and all associated amending Bylaws are available at Town Hall and should be consulted in interpreting and applying this Bylaw. In the case of any dispute the original Bylaw and all associated amending Bylaws shall prevail. For more information, please contact the Manager of Legislative Services.

For convenience, the amending Bylaw Number(s) and a brief description have been listed below.

Printed by the Legislative Services Department under the authority of the Town of Drumheller.

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AMENDMENTS TO BYLAW #04.21

Bylaw	Date	Description
Bylaw #17.25	April 22, 2025	Repeal section 3.4; Repeal Section 7.7 - Public Hearings to address numbering issues; Create Section 14 - Public Hearings to provide updates based on changes to the <i>Municipal Government Act</i> that includes the requirement that Council hold public hearings pertaining to planning and development electronically, and to update the procedures that governs public hearings to provide more direction regarding the process and conduct required.

**TOWN OF DRUMHELLER
BYLAW NUMBER 04.21**

Council & Committee Meeting Procedure Bylaw

BEING A BYLAW OF THE TOWN OF DRUMHELLER TO REGULATE THE
PROCEEDINGS OF COUNCIL AND OTHER COMMITTEES AND TO DEFINE CERTAIN
DUTIES OF THE COUNCIL AND DESIGNATED OFFICERS OF THE TOWN OF
DRUMHELLER, IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provisions of the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26.1, Section 145, a Council may pass bylaws respecting the establishment, function and procedures of Council, Council Committees and other bodies established by the council

NOW THEREFORE, the Municipal Council of the Town of Drumheller in the Province of Alberta, duly assembled, hereby enacts as follow:

1. NAME

This Bylaw shall be cited as "Council & Committee Meeting Procedure Bylaw".

2. DEFINITIONS AND INTERPRETATION

In this Bylaw, words have the meanings set out in the Act;

- (a) "Administration" means the employees of the municipality;
- (b) "Agenda" means the order of business for a meeting;
- (c) "Bylaw" means a Bylaw of the Town;
- (d) "Chief Administrative Officer" or "CAO" duly appointed to that position by Bylaw of the Town of Drumheller and in accordance with Section 205 of the Municipal Government Act;
- (e) "Closed Session" means the portion of the meeting at which only members of Council and other persons designated by Council may attend, approved by motion including the related section of the FOIP Act, and under the legislation of the Municipal Government Act;
- (f) "Chief Elected Official" or "Mayor" in addition to performing a Councillors duty, must preside as the Presiding Officer when attending Council or Committee of the Whole meetings; or in the absence of the Mayor, the Deputy Mayor; or in the absence of the two, any other Councillor chosen to preside at the meeting from those Councillors present;
- (g) "Committee" could be a committee established in accordance with the provisions of the MGA for the municipality, or a public committee with representation of Council or Administration;

- (h) "Council" means the Mayor and Councillors of the Town for the time being elected pursuant to the provisions of the Municipal Government Act and the Local Authorities Election Act;
- (i) "Committee of the Whole" or "COTW" consists of the Members of Council in a discussion- oriented meeting;
- (j) "Councillor" means a member of the Town of Drumheller Council, and includes the Chief Elected official;
- (k) "Delegation" shall be one or more persons who have formally requested, and been granted, an audience at a meeting;
- (l) "Deputy Mayor" is the Member who is appointed by Council pursuant to Section 5 to act as Mayor in the absence or incapacity of the Mayor; the deputy Mayor shall have all the powers and shall perform all the duties of the Mayor and shall hold office for such time as Council may fix any other business required by the Act, or which Council or the CAO may direct;
- (m) "Electronic Communications" shall mean that members of Council or Council committee may attend a meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances;
- (n) "Freedom of Information and Protection of Privacy Act" or "FOIP" protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies;
- (o) "Lay on the Table" or "Table" is a motion to set a pending main motion aside temporarily, within the course of the same meeting, to accommodate something else of immediate urgency;
- (p) "Meeting" means any meeting where all members are eligible to attend and quorum is maintained throughout the meeting;
- (q) "Member" means a Member of Council duly elected who continues to hold office, or a Member of any and all Committees duly appointed by Council to that Committee;
- (r) "Municipal Government Act" or "MGA" means Municipal Government Act, R.S.A 2000, c M-26 and associated regulations, as amended;
- (s) "Person" shall refer to any Member of Council or Special Task Force member, any member of Town of Drumheller Administration, any delegation addressing Council or any Special Task Force, any member of the media and any member of the public present at a meeting.
- (t) "Point of Information" or "Request for Information" is a request directed to the presiding officer, or through the presiding officer to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.

- (u) "Point of Order" a statement by a member during a meeting as to the whether correct procedure is being followed.
- (v) "Point of Procedure" a question directed to the person presiding at a meeting to obtain information on the rules of procedure
- (w) "Point of Privilege" a request or motion, usually relating to the rights and immunities of the assembly collectively or of an individual member.
- (x) "Postpone to a Certain Time" a motion to postpone consideration of a main notion to a specific time during the same meeting or to a specified later meeting.
- (y) "Presiding Officer" synonym of Chairperson; could also refer to the Chief Elected Official or Mayor or Deputy Mayor in relation to meetings of council or council committees.
- (z) "Public Hearing" a formal hearing that must follow rules set out by provincial and local legislation which is convened to hear matters pursuant to: the Municipal Government Act any other Act any other matter that Council directs may be considered at a Public Hearing;
- (a.1) "Quorum" is the majority of membership entitled to vote who must be present in order to conduct a meeting. 4 of 7 as related to Council members or 50% plus 1. Two-thirds vote of quorum may be required on some items;
- (b.1) "Special Meeting" is a meeting called to deal with a specific topic, whose business to be transacted is described in general terms in the meeting notice;
- (c.1) "Town" means the Corporation of the Town of Drumheller and, where the context so requires, means the area included within the boundaries of the Town;

3. APPLICATION OF THIS BYLAW

- 3.1 This Bylaw shall govern all meetings of Council, public hearings and any other meetings as may be directed by Council including Council Committees and their members established and governed by policy or bylaw approved by Council unless permission has been granted to them to establish their own bylaws and procedures.
- 3.2 The precedence of the rules governing the procedures of Council is:
 - (a) the MGA;
 - (b) other provincial or federal legislation;
 - (c) this Bylaw; and
 - (d) Robert's Rules of Order Newly Revised
- 3.3 When any matter arises relating to proceedings in a Meeting, which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Roberts Rules of Order-Newly Revised.

3.4 (Repealed by BL 17.25)

4. MEETING PROCEDURES

4.1 Annual Scheduling

- (a) Annually, council will approve a schedule of meetings for the subsequent year, including date, time and place. All members must be present at the meeting when the schedule is approved.
- (b) Annually, council shall agree upon a day to hold regular council meetings. When the day specified is a statutory holiday, such meetings of council shall be held upon the next day following which is not a statutory holiday. Regular council meetings will be held every second week. Committee of the Whole meeting may be held on the alternate day.
- (c) Regular Council Meetings and Committee of the Whole Meetings will begin at such an hour as to allow for public attendance and shall not continue past 10:00pm of the same day if in session at that hour.
- (d) Notice to the public of the annual council meeting schedule will be deemed sufficiently given by one or more of the following methods, on the official Town of Drumheller website and/or social media, local print media, radio advertising.

4.2 Changes to a Meeting, Time, Date or Place

- (a) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change
 - (i) to any councillors not present at the meeting at which the change was made, and;
 - (ii) to the public [MGA 193(1)]
- (b) Re-scheduling, cancelling or postponing a meeting may occur:
 - (i) by a vote of the majority of members at a previously held meeting or;
 - (ii) with the written consent of a majority of members, providing twenty-four (24) hours notice is provided to members and the public.
- (c) Notice of a change to a council or council committee meeting is deemed to have been given to a councillor or member of a council committee if the notice is delivered to an adult person at the councillors or member's home or place of business.

- (d) Notice to the public of changes to meeting dates and times will be deemed sufficiently given by one or more of the following methods; on the official Town of Drumheller website and/or social media, local print media, radio advertising.
- (e) Agenda items from meeting that has been re-scheduled, cancelled, and / or postponed will added to the agenda of the subsequent meeting.

4.3 Meeting Conduct – Members and the Public

- a) In order to ensure a respectful meeting environment, councillors must abide by all applicable administrative and council policies and bylaws related to conduct.
- b) All councillors have the responsibility for ensuring that the rules of this Bylaw are adhered to. A Member may raise a Point of Order upon noticing a breach of rules, but this must not be done frivolously or when the breach of the rules is minor and causes no discernible harm to the proper transaction of business.
- c) Each councillor has an opportunity to speak about the matter at hand;
 - i) councillors must keep their comments relevant to the issue at hand.
 - ii) councillors must be recognized by the Presiding officer before speaking
 - iii) councillors shall not speak twice to the same item, without every other councillors having first received their opportunity to speak.
- d) When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration by the Presiding Officer. The Presiding Officer will make a ruling without unnecessary comment.
- e) When a Point of Information is raised, the Presiding officer shall answer the question or direct the question to the appropriate councillor or administration.
- f) The Presiding officer at any meeting may expel or remove any person who is guilty of improper conduct, which shall solely be determined by the Presiding officer or CAO
- (g) Council and council committee must conduct their meeting in public unless 7.4 of this Bylaw applies.
- (h) Any Member of the public who, while in a meeting, interrupts and disturbs the proceedings of the meeting by words or actions and who, when so requested by the Presiding officer, refuses to end such interruption or to leave the meeting if so requested, shall be guilty of an offence shall be subject to removal from the meeting room.

5. ELECTRONIC MEETINGS AND LIVE STREAMING

- 5.1 In accordance with MGA Section 199 (1), any meeting may be conducted by means of electronic or other communication facilities if
- (a) notice is given to the public of the meeting, including the way in which it is to be conducted,
 - (b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designate officer is in attendance at that place, and
 - (c) the facilities enable all the meeting's participants to watch or hear each other.
- 5.2 With approval from the members, a member may attend a meeting by means of electronic device.
- 5.3 A member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 5.4 Regular Council Meetings, Public Hearings, Special Meetings and Committee of the Whole Meetings will be live streamed to the Town's website when appropriate and will be available through archives provided the equipment is functional and no technical difficulties are experienced. The Town of Drumheller cannot guarantee that video streamed footage will always be available
- 5.5 If it is predetermined in the agenda that no further items and/or decisions are addressed or made following the Closed Session portion of any meeting other than the decision to adjourn the meeting, the member may decide to close the video stream function once the members move into a Closed Session.

6. QUORUM

- 6.1 If there are not sufficient numbers assembled within 15 minutes following the scheduled commencement time of any meeting to constitute a quorum the names of all the members present at that time shall be recorded; the meeting shall be deemed adjourned until the next regular meeting.
- 6.2 When a meeting is for want of a quorum, the agenda delivered for the proposed meeting shall be considered at the next regular meeting, prior to the consideration of the agenda for the subsequent meeting, or alternatively at a Special Meeting called for that purpose.

7. AGENDA - COUNCIL

- 7.1 The agenda for scheduled Regular Council meetings and Committee of the Whole meetings shall:
- (a) be created under the joint direction of the Chief Elected Official and the CAO including input from Council;

- (b) include minutes of previous Council meeting(s) and copies of all reports or communications to be dealt with at the meeting.
- (c) include time, location and order of business for the meeting;
- (d) be distributed to members at least (2) two full days prior to the Council meeting.
- (e) will only have items added the day of a Council meeting by the Presiding officer or a two-thirds (2/3) majority vote of Council. All business items presented for addition to agenda must include the topic to be discussed and, if a resolution is expected, the motion must be presented in writing.
- (f) have all matters of business that appear on the Council agenda which have not been dealt with added to the agenda of the next regular meeting of Council through a motion.

7.4 CLOSED SESSIONS [MGA 197]

- (a) Council and council committees may close all or part of the meeting to the public if the matter being discussed is within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*.
- (b) Before closing all or any part of a meeting to the public, a council or council committee must by resolution approve;
 - (i) the part of the meeting that is to be closed, and
 - (ii) the basis on which, under the exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* the part of the meeting is to be closed.
- (c) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.
- (d) No motion will be allowed to follow the Closed Session discussion unless the item was placed on, or included in, the approved agenda.

7.5 MOTIONS

- (a) No motion shall be offered on items that are not on the adopted agenda.
- (b) Any motion made in the negative shall be ruled out of order. All motions shall be written and read in the affirmative.
- (c) All motions shall be entered in the minutes and require a seconder before being debated. Failure to find a seconder means the motion is not considered.
- (d) A motion may be withdrawn at any time by the councillor or member

who made the motion. At which point the debate would cease.

- (e) After the motion has been read by the Presiding officer, it shall be deemed to be in possession of the Members.
- (f) Once the question by the Presiding Officer is called:
 - i) a unanimous vote will be recorded as such
 - ii) if there is a split vote, the names will be recorded.

7.6 BYLAWS

- (a) A council may act only by resolution or bylaw.
 - (i) Where a council or municipality is required or authorized under this or any other enactment or bylaw to do something by bylaw, it may only be done by bylaw.
 - (ii) Where a council is required or authorized under this or any other enactment or bylaw to do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution.
- (b) Bylaws are to be presented by the CAO and must appear on the agenda with the number, short title, and a request for decision shall be included at the first reading at a minimum.
- (c) In accordance with the MGA;
 - (i) every bylaw shall have three (3) separate and distinct readings and;
 - (ii) shall not be given more than two readings at one meeting unless the Members present unanimously agree to consider third reading;
 - (iii) Council may be required by the MGA to hold a Public Hearing or when it may be in the best interest of the community to hold a Public Hearing for Public Participation;
 - (iv) may require the approval of a Provincial Authority prior to third reading.
- (d) The following shall apply to the passage of all bylaws:
 - (i) First Reading: a proposed bylaw shall be introduced for first reading by a motion that the bylaw be read a first time;
 - (ii) members shall vote on the motion for first reading of a bylaw without amendment or debate;

- (iii) bylaws that have a Public Hearing may only be given first reading before going to the Public Hearing,
- (e) Second Reading: a bylaw shall be introduced for second reading by a motion that the bylaw be read a second time;
 - (i) Council may debate the substance of the bylaw;
 - ii) Council may propose and consider amendments to the bylaw; and
 - iii) Council may refer by motion the bylaw to Administration for further information or from a Committee for further review prior to second reading.
- (f) Third Reading: all aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw;
 - (i) a bylaw shall be passed when a majority of the Councillors present, vote in favour of third reading, provided that any applicable Provincial statute does not require a greater majority.

7.7. (Repealed by BL 17.25)

7.8 DELEGATIONS AND PRESENTATIONS

- a) Any person or group of persons wishing to make direct representation to Council, shall advise the CAO's office using a submission form found on the website or available by request, for consideration not less than seven days prior to the subsequent meeting.
- b) The written submission shall state:
 - i) the name of the person or group representative wishing to speak and;
 - ii) their municipal and mailing addresses, phone numbers, email and;
 - iii) description of the subject matter they wish to speak on and;
 - iv) provide presentation material in an approved format and;
 - v) handouts must be received no later than the Wednesday prior to the presentation.
- c) Any taxpayer or Town of Drumheller resident shall be provided the opportunity to address Council, provided they have not addressed Council on the same subject within the previous 3 months. If the person or group wishing to address is not a taxpayer or Drumheller resident, or if the subject is the same as one addressed within the previous six months, then Council shall consider the request and determine whether or not to receive the delegation.

- e) Council shall, at its next regular meeting following the delegation presentation, discuss any decisions or issues, if required, regarding the issue raised by the delegation.
- f) During the delegates presentation:
 - i) delegations shall not speak for more than fifteen minutes, unless the time is extended by the majority vote of Council;
 - ii) in questioning delegations, Councillors will only ask questions which are relevant to the subject of the hearing and will avoid repetition;
 - iii) delegations will be restricted to speaking to the relevant subject matter only;

8. FIRST MEETING OF TOWN COUNCIL

- 8.1 The first meeting of Council after a general election shall be held not later than two weeks after the third Monday in October;
- 8.2 The CAO shall call the meeting to order and shall preside over the meeting until every member of Council present has made and subscribed to the official oath as prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.3 A Councillor does not carry out any power, duty or function until that person has taken the official oath prescribed by the Oath of Office Act or Solemn Affirmation;
- 8.4 Immediately upon completion by every Councillor present making the oath and subscribing the official oath or solemn affirmation, the CAO shall retire from the Presiding officer, and The Mayor shall take the Presiding officer;

9. ORGANIZATIONAL MEETING OF TOWN COUNCIL

- 9.1 Council shall hold an Organizational Meeting not later than two weeks after the third Monday in October each year
- 9.2 The CAO shall set the time and place for the Organizational Meeting; the business of the meeting shall be limited to:
 - a) the appointments of members to Committees which Council is entitled to make; Appointments of Council members to committees shall be for a term of one year, unless otherwise specified and reviewed at the Organizational Meeting.
 - b) establishing a roster of Deputy Mayors for the Council term in accordance with MGA Section 152(1) Council, each Deputy Mayor shall swear an oath of office in a ceremony which will be held during a regular scheduled Council meeting
 - c) In the absence, or inability, of the Mayor or Deputy Mayor to act, the next Deputy Mayor shall assume the presiding officer as Acting Mayor, or Council

may appoint any other as Acting Mayor. An Acting Mayor shall have all the powers and shall perform all the duties of the Mayor.

10. COMMITTEE OF THE WHOLE MEETINGS OF TOWN COUNCIL

10.1 The Committee of the Whole is comprised of Councillors.

10.2 The CAO and other required administrative staff may be asked to attend Committee meetings to make presentations and answer questions.

10.3 The purpose of the COTW is to:

- a) Meet principally as a forum for discussion enabling all Committee members to discuss key items without the requirement to make a decision;
- b) Receive updates and information on emerging and ongoing projects, initiatives and opportunities;
- c) Minutes from Boards and Committees will be accepted as information;
- d) Receive scheduled delegations and submissions;

10.4 Minutes will be taken for Committee of the Whole meetings.

10.5 The Committee may make the following motions:

- a) To adopt the minutes of a previous Committee meeting
- b) To receive agenda reports as information;
- c) To make recommendations to Council; and
- d) To move into a Closed Session meeting or to revert to an open meeting, pursuant to the MGA and the FOIP Act

11. SPECIAL MEETINGS OF TOWN COUNCIL [MGA 194]

11.1 The Chief Elected Official;

- a) may call a special meeting whenever the official considers it appropriate to do so, and;
- b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors;

11.2 The Chief Elected Official calls a special council meeting by giving at least twenty-four (24) hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

11.3 A special council meeting may be held with less than 24 hours' notice to all

councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

11.4 No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting and the council agrees to deal with the matter in question.

11.5 A special meeting may be cancelled:

- a) by the Chief Elected Official if twenty-four (24) hours written notice is provided to all members and the public, or
- b) by the Mayor, with the written consent of two-thirds (2/3) of the members, if less than twenty-four (24) hours' notice is provided to all members.

12. COUNCIL SPECIAL TASK FORCES

12.1 Council may, by Bylaw, appoint Special Task Forces consisting of one or more Councillors and may include members of the public; but may not delegate to any such Task Force any of Council's powers, duties, or functions.

12.2 All Special Task Forces shall be appointed on motion of Council by consent of a majority of the Councillors present at a meeting of Council.

12.3 The intent of Special Task Forces is to investigate and report on special tasks a signed by Council and should be appointed for a specific time frame. Once the task is completed, the Special Task Force dissolves.

12.4 If in attendance at the time, any Member of Council may be eligible participate in any Special Task Force. The Chief Elected Official shall be an ex-officio member of all Special Task Forces without the right to vote upon all questions

13. COUNCIL COMMITTEES, BOARDS AND GROUPS

13.1 Council may establish Committees and Boards and appoint representatives as required by legislation, agreement or bylaw.

13.2 Unless authorized by Council or other legislation, Council established Boards and Committees are required to operate under the bylaws, policies and terms of reference developed and implemented by Council.

13.3 Council established organizations should submit bylaws, policies and procedures to the Town and submit any changes as necessary.

13.4 Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights at the Committee of the Whole meeting.

13.5 Council may make member appointments to a board or committee at any time.

- 13.6 Persons wishing to join a Council Committee or Board will submit an application to Legislative Services. The application will be forwarded to the Executive for a recommendation. Member appointments will be made at a regular Council Meeting.
- 13.7 Meetings dates, times, and locations will be decided by the organization.
- 13.8 Boards, Committees and Groups receiving funding, have an agreement or contract with the Town will be required to attend Council as a delegation at least yearly and submit approved minutes of Board meetings within one week of approval of minutes. These minutes will be published on the town website and included with council agendas as information. As a condition of the funding, agreement or contract, a representative of the Town may be assigned to attend meetings.
- 13.9 If the Boards, Committees or Groups in 13.8, do not provide minutes on a regular basis or allow a representative from the Town to attend meetings, Council may elect to withhold future funding, agreements or leases until such items are resolved to the satisfaction of the Town.
- 13.10 Councillors may choose to become a member of a Board or Committee that is not Council established.
14. PUBLIC HEARINGS
- 14.1 In accordance with Part 7 of the *Municipal Government Act*, a Public Hearing shall be held when required by the *MGA* or another enactment, or when directed by Council.
- 14.2 A Public Hearing shall be held at a regular or special meeting of Council and will commence at 5:30 p.m., unless otherwise directed by a resolution of Council.
- 14.3 A Public Hearing shall be held before second reading of a proposed bylaw or before Council makes a decision by resolution.
- 14.4 Any person, group of persons, or person representing them who claims to be affected by the proposed bylaw, resolution, or other subject of the Public Hearing will be eligible to present at a Public Hearing, either electronically or in person, and may also provide a written submission, given they adhere to the procedures of the Public Hearing identified within this Bylaw
- 14.5 Public Hearings shall be advertised in accordance with the Town of Drumheller *Advertising Bylaw* and shall include information on the deadlines to be followed by anyone wishing to provide a submission to the Public Hearing.
- 14.6 Notwithstanding section 14.5 of this Bylaw, a Public Hearing will be advertised:
 - (a) for two (2) consecutive weeks in an accredited local newspaper; and
 - (b) through any other methods identified in the *Advertising Bylaw*, as deemed necessary.

- 14.7 In accordance with Section 199 of the *Municipal Government Act*, all Public Hearings shall be conducted both electronically and in person at Town Hall; any member of the public may provide a verbal submission electronically at a Public Hearing provided they register at least four (5) calendar days prior to the hearing. The registration should include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.
- 14.8 All written submission must be received at least five (5) calendar days prior to the date of the Public Hearing for inclusion in the agenda.
- 14.9 All written submissions shall include:
- (a) the name of the signatories;
 - (b) state if the signatories are in favour or opposed to the subject matter;
 - (c) whether or not the signatories are residents of the Town of Drumheller; and
 - (d) how each signatory is affected by the subject matter of the Public Hearing.
- 14.10 Written submission containing personal attacks, derogatory or defamatory statements, statements that promote discrimination against a person or class of persons, or statements that are likely to expose a person or class of persons to hatred or contempt will not be accepted.
- 14.11 Any person who wishes to present an in-person verbal submission at a Public Hearing shall register to speak prior to the hearing on a designated sign-in sheet, which shall include their name, whether they are in support or in opposition of the proposed bylaw, resolution, or other subject of the Public Hearing, and whether they are a resident of the Town of Drumheller.
- 14.12 The order of business for the Public Hearing shall be as follows:
- (a) Council shall make a motion to open the Public Hearing, which shall note the time that the Public Hearing is opened.
 - (b) The Mayor shall state the purpose of the Public Hearing.
 - (c) The CAO shall introduce the proposed Bylaw, resolution, or other subject and shall briefly speak on the intended purpose.
 - (d) The Mayor shall outline the rules of conduct for the Public Hearing.
 - (e) Council shall hear the presentation(s) from the public in support of the bylaw, resolution or other subject matter;

- (f) The Mayor shall ask three (3) times whether anyone else wishes to present in support of the proposed bylaw, resolution, or other subject matter.
- (g) Council shall hear the presentation(s) from the public in objection of the proposed bylaw, resolution, or other subject matter;
- (h) The Mayor shall ask three (3) times whether anyone else wishes to present in objection of the bylaw, resolution or other subject matter.
- (i) The CAO shall be given the opportunity to respond to any comments received from the parties in opposition.
- (j) Council shall be given the opportunity to ask questions of clarification from either the parties in support, the parties in opposition, or the CAO.
- (k) The Mayor shall make a motion to close the Public Hearing and shall note the time that the Public Hearing is closed.

14.13 The following rules of conduct shall be followed during the Public Hearing:

- (a) All persons shall address their presentation to the Mayor and shall only address Council with the permission of the Mayor.
- (b) Presentations shall be given in the order in which they are called.
- (c) All materials associated with the Public Hearing will form part of the minutes of the regular or special council meeting in accordance with Section 216.4(6) of the Municipal Government Act and will become part of the public record.
- (d) Only material associated with the proposed bylaw, resolution, or other subject matter for which the Public Hearing was called will be considered at the Public Hearing.
- (e) No person shall speak for more than five (5) minutes and no group shall speak for more than ten (10) minutes, exclusive of the time required to answer questions from Council, unless the presentation has been extended by a decision of the Mayor in order to ensure the integrity of the Public Hearing.
- (f) Any person addressing Council shall:
 - (i) state their name;
 - (ii) whether they are in support of or opposition to the Bylaw, resolution, or other subject matter;
 - (iii) whether they are a resident of the Town of Drumheller; and

- (iv) how they are affected by the proposed Bylaw, resolution, or other subject matter.
 - (g) Council may not debate the Bylaw, resolution, or other subject matter at the Public Hearing and may only ask questions for clarification.
 - (h) The Mayor shall have the authority to end a presenter's electronic participating in a Public Hearing if, in the opinion of the Mayor, it is disruptive or inappropriate to the proceedings.
 - (i) Respect for staff, Council, and the public shall be maintained; the Mayor may expel any member of the public from the Public Hearing for improper conduct, in accordance the Section 216(3) of the *Municipal Government Act*.
- 14.14 Council members who are absent for the entirety of the Public Hearing must abstain from voting on the matter in future sessions of Council.
- 14.15 Council members who are absent for a part of the Public Hearing may abstain from voting on the matter in future sessions of Council.
- 14.16 In order to ensure procedural fairness, no person shall address Council regarding a matter subject to a Public Hearing after the conclusion of that Public Hearing.

(BL 17.25)

15. TRANSITIONAL

- 15.1 This Bylaw shall take effect on the day of the third and final reading.
- 15.2 Upon third reading of this Bylaw, Bylaw 10-09 and all amendments are repealed.

READ A FIRST TIME THIS 13th DAY OF SEPTEMBER, 2021.

READ A SECOND TIME THIS 13th DAY OF SEPTEMBER, 2021.

READ A THIRD AND FINAL TIME THIS 20th DAY OF SEPTEMBER, 2021.

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TOWN OF DRUMHELLER BYLAW NUMBER 21.21

REPEALS 12.98

A BYLAW TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS the Municipal Government Act, Statutes of Alberta 2000 Chapter M-26 s. 205, requires that every Council must establish, by bylaw, the position of Chief Administrative Officer;

AND WHEREAS Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer,

AND WHEREAS Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer

NOW THEREFORE the Council of the Town of Drumheller, duly assembled, hereby enacts as follows:

1. SHORT TITLE

This Bylaw may be known as the "CAO Bylaw".

2. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- a) "Administration" means the general operations of the Town, including all personnel, financial and other related resources and matters as permitted by the Municipal Government Act (MGA) and any successor legislation;
- b) "Chief Administrative Officer (CAO)" means the person appointed to the position of chief administrative officer for the Town of Drumheller, by Council within the meaning of the MGA;
- c) "Council" means the municipal council of the Town of Drumheller, means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;
- d) "Deputy Mayor" means the person acting in the absence of the Mayor for the Town of Drumheller, within the meaning of the MGA;
- e) "Mayor" means the person elected to the position of Chief Elected Official for the Town of Drumheller, within the meaning of the MGA;
- f) "Municipal Government Act (MGA)" means the Municipal Government Act, R. S.A. 2000, Chapter M- 26, any regulations thereunder, and any amendments or successor legislation thereto;

- g) "Policy" means policies that are approved by Council, provide strategic direction on programs and services delivered by the Town, primarily impact and address the residents of the Town, and provide an official position on plans to govern the Town.
- h) "Town" means the municipal corporation of the Town of Drumheller.

3. OFFICE

- 3. 1. The position of Chief Administrative Officer is hereby created and the person appointed to that position shall have the title " CAO":
- 3. 2. Council will appoint an individual to the position of Chief Administrative Officer.
- 3. 3. Council will establish the terms and conditions of the appointment of the CAO including the salary, vacation entitlements and benefits to be paid or provided to the CAO and are to be reviewed annually. The CAO shall be entitled to participate in employee benefit plans which all other employees are entitled to participate in at the same set rate.
- 3. 4. Council as a whole must provide the CAO with an annual written performance evaluation of the results the CAO has achieved with respect to fulfilling the CAO' s responsibilities.

4. ACCOUNTABILITY

- 4. 1. The CAO is accountable to Council for the exercise of all powers, duties and functions assigned to the CAO under the MGA, this Bylaw, any other enactment, or delegated to the CAO by Council.
- 4. 2. The CAO, as provided for in the MGA, is authorized to delegate (and to authorize further delegations of) any powers, duties and functions assigned to the CAO by Council under the MGA and under this or any other bylaw to an employee of the Town.
- 4. 3. The CAO is the principal administrative link between the Administration and Council. Under the MGA, the CAO:
 - a) is the administrative head of the Town;
 - b) ensures that the policies and programs of the Town are implemented;
 - c) advises and informs Council on the operation and affairs of the Town;
 - d) performs the duties and functions and exercises the powers assigned to a CAO under the MGA and other enactments or assigned or delegated by Council; and

- e) has all the powers, duties, and functions given to a designated officer under the MGA or any other statute or enactment.

4.4. Members of the Administration are accountable to the CAO. The CAO shall be the contact between the Administration of the Town and Council and communication from the Administration to Council shall flow through the CAO.

5. GENERAL POWERS AND DUTIES

5. 1. The CAO is authorized to:

- a) appoint an Acting CAO to act during absences of up to 4 weeks of the CAO;
- b) coordinate, direct, supervise and review the performance of the Administration;
- c) establish the structure of the Administration;
- d) attend all meetings of Council and meetings of such Boards, Authorities and other bodies as are required by Council;
- e) conduct, audits, investigations and studies of the Administration, as the CAO deems necessary;
- f) hire, appoint, transfer or promote any Town employee;
- g) evaluate, discipline, suspend, demote, or remove any Town employee;
- h) determine salaries, benefits, hours of work and other working conditions;
- i) provide corporate leadership in ensuring that all Town policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Town as defined by Council;
- j) prepare and submit to Council such reports and recommendation as may be required by Council; and
- k) respond to inquiries and requests for information on behalf of the Town, including stating the Town's position, subject to any Council approved policy, procedure, standard or guideline, or as otherwise directed by Council.

6. FINANCIAL POWERS AND FUNCTIONS

6. 1. The CAO has the authority to:

- a) prepare and submit operating and capital budgets as directed by Council;
- b) pay any amounts which the Town is legally required to pay pursuant to an Order or Judgement of a Court, board or other tribunal or competent jurisdiction, relating to an action, claim or demand against the Town;
- c) monitor and control expenditures within the budgets approved by Council for the Administration and authorize budget adjustments or adjustments for programs within a division or department as long as the amount budgeted for that division does not change, and in particular report on variances on any of these adjustments over \$ 10,000 on a quarterly basis to Council;
- d) designate the financial institution(s) to be used by the Town and shall open and close accounts that hold the Town' s money;
- e) invest funds on behalf of the Town in accordance with the provisions of the MGA;
- f) to add amounts to the tax roll of a parcel of land under the MGA;
- g) except as otherwise instructed by Council, and without limitation, instruct legal counsel to provide legal services to the Town and Council and retain, instruct and pay for the services of legal counsel.

7. CONTRACTS AND AGREEMENTS

7. 1. The CAO is authorized to:

- a) approve and enter into all contracts and agreements, as directed and sanctioned by Council, involving:
 - i) the sale of Town owned land at a sale price which is not less than 90% of the fair market value;
 - ii) the purchase of land, for a purchase price which is not greater than 5% above the appraised market value;
- b) enter into all agreements and contracts incidental to the development and subdivision of land within the Town pursuant to the MGA and complete all documents required for or incidental to such development or subdivision;
- c) extend the time for endorsement of subdivision plans and for the registration of the subdivision plans in accordance with the MGA;

- d) negotiate and settle all actions, claims, or demands against or by the Town and complete all related documentation;
- e) enter into all agreements or contracts for leases of land at fair market value;
- f) enter into all provincial and federal grant funding agreements;
- g) enter into all agreements and contracts and issue all documents incidental to the authority granted to a municipality under the MGA;
- h) approve and enter into all documents, consents, approvals, acknowledgements and certificates required for or incidental to any agreement, contract, settlement, tender or investment.
- i) sign:
 - i) along with the person presiding at the meeting, all minutes of Council meetings;
 - ii) along with the Mayor, all bylaws, and
 - iii) along with the Mayor or Councillor, agreements and cheques and other negotiable instruments;
 - iv) along with the Mayor or Councillor, one payroll cheque to cover the payroll account;
 - v) acting alone all orders, contracts, agreements, documents and certificates that may be required pursuant to any agreement, contract, bylaw or enactment; and
- j) The CAO's signature and the signatures of any other Town employees to whom Council or the CAO delegates signing authority may be printed, lithographed or otherwise reproduced.

8. OTHER POWERS AND DUTIES

8. 1. The CAO:

- a) is appointed as Returning Officer for the purposes of the Local Authorities Election Act;
- b) is the Head of the Town for the purposes of the Freedom of Information and Protection of Privacy Act and shall act as FOIP Coordinator responsible for the overall management of access to information and protection of privacy functions and responsibilities;
- c) is the liaison between the Town and the Commanding Officer of the RCMP detachment serving the Town;
- d) is the Director of Emergency Management for the Town

8. 2. The CAO is authorized to:

- a) accept services of all notices and other documents on behalf of the Town;
- b) provide any and all certificates or statutory declarations on behalf of the Town;
- c) temporarily close, in whole or in part, any road at any time where an activity on or adjacent to the road may cause a hazard;
- d) prepare and issue distress warrants and seize and sell goods pursuant to distress warrants on behalf of the Town for the recovery of tax arrears;
- e) carry out inspections, remedies, enforcement or other actions pursuant to the MGA, any other enactment, or any bylaw where the MGA or any other enactment or bylaw authorizes or requires anything to be inspected, remedied, enforced or done by the Town;
- f) make determinations and issue orders pursuant to the MGA or any other statute, enactment or bylaw which the Town is authorized to enforce;
- g) ensure administrative representation is provided to all Town Council's Boards and Committees;
- h) revise bylaws under the MGA including correction of clerical, grammatical and typographical errors and altering of the citation and title of a bylaw and the numbering and arrangement of its provisions, and to add, change or delete a note, heading, or title.
- i) consolidate bylaws, including the preparation of administrative consolidations; and
- j) ensure the sufficiency of any petition that may be submitted to the Town in accordance with the requirements of the MGA.

9. SEVERABILITY

- 9.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

9.2 Conflict

In the event that the provisions of this Bylaw conflict with any other bylaw, this Bylaw shall govern.

10. TRANSITIONAL

10.1 This Bylaw shall take effect on the day of the third and final reading .

10.2 Upon third reading of this Bylaw, Bylaw 12-98 and all amendments are repealed.

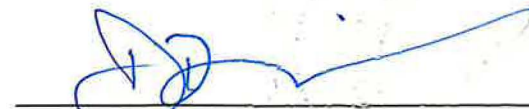
READ A FIRST TIME THIS 20th DAY OF SEPTEMBER, 2021

READ A SECOND TIME THIS 20th DAY OF SEPTEMBER, 2021

READ A THIRD TIME AND PASSED THIS 4th DAY OF OCTOBER, 2021



MAYOR



CHIEF ADMINISTRATIVE OFFICER

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**TOWN OF DRUMHELLER
BYLAW NUMBER 13.21**

**A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA FOR THE
REGULATION OF ELECTION SIGNAGE**

WHEREAS Sections 7 and 8 of the Municipal Government Act, RSA 2000 Chapter M-26 authorizes Council of a municipality to pass bylaws for the safety, health and welfare of people and the protection of people and property and for people, activities, and things in, on or near a public place or place that is open to the public, which bylaws may regulate or prohibit, and impose fines and penalties for infractions of the bylaws;

AND WHEREAS pursuant to Section 18 of the Municipal Government Act, RSA 2000 Chapter M- 26 a municipality has the direction, control and management of all roads within the municipality;

AND WHEREAS Section 13 of the Traffic Safety Act, RSA 2000 Chapter T-6, authorizes Council of Drumheller to make bylaws with respect to a highway under its direction, control and management which are not inconsistent with the Act;

NOW THEREFORE, the Municipal Council of the Town of Drumheller in the Province of Alberta hereby enacts a Bylaw to regulate election signs within the Town of Drumheller.

1.0 SHORT TITLE

1.1 This Bylaw may be cited as the Town of Drumheller "Election Signage Bylaw"

2.0 DEFINITIONS

- 2.1 For the purposes of this Bylaw, all definitions and interpretations of the Traffic Safety Act and Local Authorities Election Act and all subsequent regulations shall apply, unless otherwise defined in this Bylaw.
- 2.2 "candidate" means a person officially nominated as a candidate at an Election and their authorized agent;
- 2.3 "council" means the duly elected Council of the Town of Drumheller;
- 2.4 "court" means a Court of competent jurisdiction in the Province of Alberta;
- 2.5 "election" means a Federal, Provincial, Municipal or School Board general election or by-election held pursuant to the Canada Elections Act, S.C 2000, Chapter 9, Elections Act, R.S.A. 2000 Chapter E-1, or the Local Authorities Election Act, RSA 2000 Chapter L-21;

- 2.6 “election sign” means any free-standing sign connected with an Election including but not limited to signs describing or promoting the Election process, a Candidate or a party seeking Election, a referendum or plebiscite;
- 2.7 “Enforcement Officer” means a member of the Royal Canadian Mounted Police (R.C.M.P.), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the Peace Officers Act R.S.A 2006 Chapter p-3.5, and a Bylaw Enforcement Officer employed by the Town of Drumheller in accordance with the Municipal Government Act;
- 2.8 “highway” means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicle, and includes:
- (a) a sidewalk, including a boulevard adjacent to the sidewalk;
 - (b) if a ditch lies adjacent to and parallel to the roadway, the ditch and;
 - (c) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fence and the edge of the roadway as the case may be,
- but does not include a place declared by regulation not to be a highway;
- 2.9 “Land Use Bylaw” Means the Town of Drumheller Land Use Bylaw 16.20, as amended or replaced by Council from time to time;
- 2.10 “Municipal Government Act” means the Municipal Government Act, R.S.A 2000 Chapter m-26, as amended, repealed or replaced;
- 2.11 “parkland” means any grassed, cultivated or otherwise improved land used for the purposes of a playground or recreation area, any public park, parkway or square. This definition shall not include golf courses.
- 2.12 “person” means any individual or corporate entity including firm, joint venture, proprietorship, association, corporation, organization, partnership, company, society, political party and any other legal entity;
- 2.13 “polling place” or “voting place” means the entire building where the Election voting will occur and the property associated with the building.
- 2.14 “permanent sign” means a permanent sign approved by the Town of Drumheller in accordance with the Land Use Bylaw and other applicable bylaws;

- 2.15 “portable sign” means a temporary sign approved by the Town of Drumheller in accordance with the Land Use Bylaw or applicable bylaws;
- 2.16 “Provincial Offences Procedure Act” means Provincial Offences Procedure Act, R.S.A. 2000 Chapter P-34, as amended from time to time;
- 2.17 “provincial highway” means any highways or road that is subject to the direction and management of the Province of Alberta by virtue of legislation including but not limited to the Traffic Safety Act, R.S.A. 2000 Chapter T-6, the Highways Development and Protection Act R.S.A. 2004 Chapter H-8.5, the Provincial Parks Act, R.S.A. 2000 Chapter P-35 and the Public Lands Act, R.S.A. 2000 Chapter P-40;
- 2.18 “returning officer” means a person appointed as a returning officer and includes a person acting in the returning officer’s place;
- 2.19 “sign owner” means the Candidate or Person having the use or major benefit of the Election Sign;
- 2.20 “town” means the municipality of the Town of Drumheller.
- 2.21 “violation ticket” means a ticket issued pursuant to Part 2 of the Provincial Offence Procedures Act, R.S.A. 2000 Chapter P-34, or as amended from time to time;

3.0 GENERAL PROHIBITIONS AND REQUIREMENTS

- 3.1 Excluding 3.5(f), this Bylaw is to be considered the sole authority in the Town.
- 3.2 Every Sign Owner shall ensure that Election Signs are designed, erected and installed in accordance with the applicable Alberta legislation including but not limited to, the *Canadian Elections Act* (Federal Elections), *Election Act* (Provincial Elections) and *Local Authorities Election Act* (Municipal and School Board Elections), Alberta Transportation and this Bylaw.
- 3.3 Federal, Provincial, Municipal or School Election signs may be posted only between:
 - (a) 12:00 noon on the day when an election is officially called and 3 days after the closing of polling stations for the municipal and school elections; or
 - (b) 12:00 noon on the day when an election is officially called and 3 days after the closing of polling stations for federal and provincial elections.
- 3.4 No person shall erect, cause or permit to be erected an Election sign on private property without the property owner’s consent;

3.5 Election Signs erected on private property must:

- (a) have permission of the property owner;
- (b) not exceed 1.0 sq. metres in sign area;
- (c) not exceed 1.2 metres in sign height;
- (d) be freestanding;
- (e) not present a safety hazard;
- (f) if signs are larger than prescribed in 3.5(b) or 3.5(c), be referred to the Town of Drumheller's Development department for consideration of approval under the provisions of the Town's Land Use Bylaw;
- (g) not resemble a ballot with a mark in favor of the candidates' name with the intent to explain to the voters how to vote.

3.6 The following types of Election Signs shall not be allowed:

- (a) a sign that displays an intermittent flashing, rotating or moving light;
- (b) a sign that in any way imitates a standard or commonly used highway or Road traffic sign;
- (c) a sign that is floodlit or backlit in such a manner as to cause interference to the public or a neighbouring property;
- (d) a sign that has any moving or rotating parts; and
- (e) a sign that is inflatable.

3.7 Election Signs will not be placed on any Town of Drumheller owned or leased property, occupied or not. These signs shall be removed.

3.8 No person shall at any time nail, tape, staple, tie or otherwise attach an Election Sign, or cause an Election Sign to be nailed, taped, stapled, tied or otherwise attached to or upon utility poles, light poles, utility boxes, trees, planters, benches, waste receptacles, newspaper boxes, mailboxes or other similar fixtures;

3.9 No person shall erect, cause or permit to be erected an Election Sign in any place

- (a) that may obstruct or impede any exit routes or escape routes or impede free access of emergency vehicles;
- (b) that may obstruct the view of any traffic signal, or sign;

(c) resemble any regulated traffic sign or signal as defined in 3.6(b), or obstruct the view of any person operating a vehicle which otherwise may pose a safety hazard;

- 3.10 No person shall at any time on any Election voting day (12:00 a.m. to 11:59 p.m.), including those days when advance Election voting is held, erect, cause or permit to be erected an Election Sign at any polling place or voting place or display a vehicle sign within 50 metres at any Polling Place or Voting Place;
- 3.11 Any person placing or installing an Election Sign that penetrates the ground is expected to know the location of underground utilities, which can be obtained from Alberta One Call and that person is solely responsible for ensuring that no interference or damage is caused to the underground utilities.
- 3.12 No person shall deface, remove or willfully cause damage to a lawfully erected Elections sign;
- 3.13 The sign owner is responsible for ensuring all Election Signs are kept free from damage and disrepair. Sign owners are responsible to remove any damaged or vandalized Election Signs immediately;
- 3.14 The sign owner is liable for any and all damages, loss and expenses resulting from the removal of any Election Sign which is installed or erected in breach of this Bylaw;

4.0 ENFORCEMENT

- 4.1 Where an Enforcement Officer has determined a sign poses a public safety risk, it shall be removed immediately and notice given to the sign owner
- 4.2 Where an Enforcement Officer has determined that the Election Sign violates this Bylaw they shall give notice to the sign owner to remove it. Where a Sign Owner has been given notice to remove the Election Sign by an Enforcement Officer, the Sign Owner shall remove the Election Sign with 24 hours of receiving the notice or such time period as the Enforcement Officer may direct. Signs not removed within 24 hours of notice may be removed by the Enforcement Officer.
- 4.3 The Town of Drumheller shall not be liable for any damage or loss of an Election Sign that was erected or installed in contravention of this Bylaw or that was removed by an Enforcement Officer on the basis that the Election Sign violated this bylaw or posed a public safety risk;
- 4.4 This Bylaw does not apply to Provincial Highways. The placement of Election Signs in Provincial Highways is regulated by Alberta Transportation.

5.0 OFFENCES AND PENALTIES

- 5.1 Any person who violates any provision of this Bylaw has committed an offence.
- 5.2 Each Election Sign in contravention of this Bylaw constitutes a separate violation for which a violation ticket may be issued.
- 5.3 Where an Enforcement Officer has reasonable and probable grounds to believe that a Person has violated any provision of this Bylaw, the Enforcement Officer may commence Court proceeding against such Person by:
- (a) issuing a Person a Violation Ticket pursuant to the provisions of Part 3 of the Provincial Offenses Procedure Act;
- 5.4 Where and Enforcement Officer issues a Person a Violation ticket in accordance with section 5.2 of this bylaw, the Enforcement Officer may either:
- (a) allow the person to pay the specified penalty established in **Schedule "A"** for the offence by including such minimum penalty in the Violation Ticket; or
 - (b) require a Court appearance of the Person where the Enforcement Officer believes that such appearance is in the public interest, pursuant to the provisions of Part 3 of the Provincial Offenses Procedure Act.
- 5.5 No provision of this Bylaw nor any action taken pursuant to any provision of the Bylaw shall in any way restrict, limit, prevent or preclude the Town of Drumheller from pursuing any other remedy in relation to an offence, as may be provided by the Municipal Government Act, or any other law of the Province of Alberta.

6.0 VICARIOUS LIABILITY

- 6.1 For the purpose of this bylaw, an act or omission by an employee or agent for a person is deemed also to be an act or omission of the person if the act of omission occurred in the course of the employee's employment with the person, or in the course of the agent exercising the powers of or performing duties on behalf of the person under their agency relationship.

7.0 SEVERABILITY

- 7.1 If a court of competent jurisdiction should declare any Section or Subsection of this Bylaw to be invalid, that Section or Subsection shall be severed from the remainder of the Bylaw, and the remaining provisions of this Bylaw shall continue to be valid and enforceable.

8.0 TRANSITIONAL

8.1 Bylaw 13.21 shall come into full force and effect on the date of final passing.

READ THE FIRST TIME ON THE 21st DAY OF JUNE, 2021

READ THE SECOND TIME ON THE 28th DAY OF JUNE, 2021

READ THE THIRD TIME AND PASSED ON THE 28th DAY OF JUNE, 2021



MAYOR



CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A" SCHEDULE OF FINES

The description used for each offense listed in this schedule exists solely for purposes of identifying and referencing the particular offense listed in the Bylaw, and shall not be construed as limiting or altering any provision or offence identified in the text of the Bylaw itself.

Specified Penalty Per Offence

Offense	Specified Penalty
First	\$ 100
Second	\$ 150.00
Subsequent	\$ 250.00

TOWN OF DRUMHELLER
BYLAW NUMBER 13.25
DEPARTMENT: LEGISLATIVE SERVICES

A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO MODIFY
ELECTIONS HELD UNDER THE AUTHORITY OF THE LOCAL AUTHORITIES ELECTION ACT
WITHIN THE TOWN OF DRUMHELLER

WHEREAS the *Local Authorities Election Act, R.S.A 2000, c.L-21* prescribes how an election should be conducted within a local authority;

AND WHEREAS there are specific matters of an election that may be modified at the discretion of the local authority by either bylaw or resolution, as provided for by the *Local Authorities Election Act*;

AND WHEREAS section 7(a) of the *Municipal Government Act, R.S.A 2000, c.M.26* allows *Council* to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS section 180(3) of the *Municipal Government Act* allows *Council* to do something by bylaw if it is required to do something by resolution under any enactment;

AND WHEREAS section 203(1) of the *Municipal Government Act* authorizes *Council* to delegate to the *Chief Administrative Officer* any of its powers, duties, or functions under any enactment, which includes authority granted by the *Local Authorities Election Act*;

NOW, THEREFORE, the *Council* of the *Town of Drumheller* enacts as follows:

1. SHORT NAME

1.1 This Bylaw shall be cited as the "Election Bylaw."

2. DEFINITIONS

2.1 Except as where otherwise provided for, the words used in this Bylaw shall have the same meaning defined or provided for in the *Act*.

2.2 For the purposes of this Bylaw, the following definitions shall apply:

- a) "*Ballot Card*" means a paper card, in the form approved by the Returning Officer, listing the office and associated candidates that are subject to the election and any bylaw or question to be voted on in the election;
- b) "*Chief Administrative Officer*" or "*CAO*" means the person appointed as *Chief Administrative Officer* for the *Town of Drumheller*, or their designate;
- c) "*Council*" means the Mayor and Councillors of the *Town of Drumheller*;
- d) "*Election Signage Bylaw*" means the *Election Signage Bylaw #13.21*, as amended from time to time, and its successor legislation;

- e) "*Local Authorities Election Act*" or "*Act*" means the *Local Authorities Election Act*, R.S.A 2000, c.L-21, as amended from time to time, and its successor legislation;
- f) "*Municipal Government Act*" or "*MGA*" means the *Municipal Government Act*, R.S.A. 2000 M-26, as amended from time to time, and its successor legislation;
- g) "*Town of Drumheller*" or "*Town*" means the *Town of Drumheller*, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town of Drumheller*, as the context may require.

3. PURPOSE

- 3.1 The purpose of this Bylaw is to establish rules for elections conducted by the *Town* under the *Act* and specifically for addressing matters within the discretion of elected authorities under the *Act*.
- 3.2 This Bylaw applies to all elections conducted by the *Town* under the *Act*, which includes general elections, by-elections, and votes on a bylaw or question as provided for in the *Act*.

4. JOINT ELECTIONS

- 4.1 The *Chief Administrative Officer* shall be responsible for the negotiation and executing agreements on behalf of the *Town* for the conducting of joint elections with other elected authorities, as required, pursuant to Section 3 of the *Act*.

5. RETURNING OFFICER (RO) AND SUBSTITUTE RETURNING OFFICER (SRO)

- 5.1 *Council* shall be responsible for the appointment of the Returning Officer (RO) and the Substitute Returning Officer (SRO) as required pursuant to Section 13 of the *Act*.

6. NOMINATION PAPERS

- 6.1 The Returning Officer shall receive nominations for candidates for the Town of Drumheller municipal elections at the Municipal Office located at 224 Centre Street, Drumheller, Alberta, T0J 0Y4.

7. VOTING HOURS

- 7.1 Every Voting Station shall be kept open continuously on election day from 10:00 AM to 8:00 PM.

8. ADVANCE VOTE

- 8.1 The Returning Officer shall hold an advance vote for an election and shall establish voting stations in the amount(s) and location(s) considered necessary for the conducting of the advance vote.
- 8.2 The Returning Officer shall determine the date(s) and the time(s) when an advance vote shall be held.

9. INSTITUTIONAL VOTE

- 9.1 The Returning Officer shall establish Institutional Voting Stations for an election, and they shall be in the amount(s) and location(s) considered necessary for the conducting of the institutional vote.
- 9.2 The Returning Officer shall determine the date(s) and the time(s) when an Institutional Vote shall be held.

10. SPECIAL BALLOTS

- 10.1 An elector may, if their name is contained in the *Town's* electors' register, apply to the Returning Officer for a special ballot package through any of the following methods:
- a) In writing;
 - b) By email;
 - c) By telephone; or
 - d) In person.
- 10.2 If the elector's name is not contained in the *Town's* electors' register, the elector must first apply to be added to the *Town's* electors' register before receiving a special ballot package in accordance with Section 77.1(1.1) of the *Act*.
- 10.3 Electors must apply for a special ballot package:
- a) for a general election, between 8:00 AM on August 1 of the year in which the general election is to be held and 4:30 PM seven (7) days prior to election day; or
 - b) for any other election or a vote on a bylaw or question, in accordance with the dates established by the Returning Officer.
- 10.4 The elector must provide the following information to the Returning Officer to apply for a Special Ballot:
- a) The first and last name of the elector;
 - b) The municipal address of the residence of the elector;
 - c) School elector status, if the elector is voting for a trustee of a board of a school division;
 - d) The mailing address to which the special ballot will be sent; and
 - e) Contact e-mail address, if the elector is unavailable by telephone.

- 10.5 Upon receiving an application for a special ballot that complies with the requirements of this Bylaw and the *Act*, the Returning Officer will issue the elector with a special ballot package within forty-eight (48) hours after the close of nominations on nomination day.
- 10.6 Special ballot packages must be returned to the Returning Officer no later than 4:30 PM on election day pursuant to section 77.21(2) of the *Act*.
- a) If a special ballot package is not received before 4:30 PM on election day, the special ballot will be considered a rejected ballot pursuant to section 77.3 of the *Act*.

11. BALLOT CARDS

- 11.1 Candidates' names shall be listed on the *Ballot Card* alphabetically by surname. Each surname shall be capitalized and bolded.

12. BLIND ELECTOR TEMPLATE

- 12.1 A blind elector template for use by blind electors shall be created if a request by a valid elector is submitted no later than June 30 of an election year.
- 12.2 If a blind elector template is requested, the Returning Officer shall:
- a) notify electors of the availability of the blind elector templates in conjunction with the notice of election, pursuant to section 78(4.3) of the *Act*; and
- b) provide electors who are blind with blind elector templates on election day and during advanced votes, pursuant to section 78(4.3) of the *Act*.

13. ELECTION SIGNAGE

- 13.1 All election signage shall be in compliance with the *Election Signage Bylaw*.

14. EARLY COUNT

- 14.1 The Returning Officer shall be authorized to begin counting ballots from the Advance Vote, Special Ballot or Institutional Vote starting at 7:30 PM on Election Day at the designated counting centre.

15. DEATH OF A CANDIDATE

- 15.1 If a candidate dies after being nominated but before the opening of voting stations during the advance vote or on election day, the Returning Officer will provide notice of the candidate's death in a conspicuous location at all relevant voting stations pursuant to section 33(2) of the *Act*.

16. SEVERABILITY

- 16.1 If any portion of this Bylaw is found to be invalid, that portion shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

17. TRANSITIONAL

17.1 This Bylaw comes into full force and effect upon third and final reading.

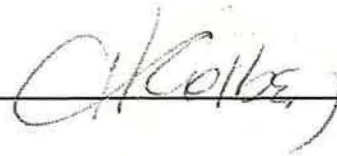
17.2 Bylaw #12.21 and Bylaw #10.77 are hereby repealed.

READ A FIRST TIME THIS 3rd DAY OF march, 2025

READ A SECOND TIME THIS 3rd DAY OF march, 2025

READ A THIRD AND FINAL TIME THIS 17th DAY OF march, 2025





MAYOR



CHIEF ADMINISTRATIVE OFFICER

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2025 MUNICIPAL ELECTION

CANDIDATE HANDBOOK FORMS



**DRUMHELLER
VALLEY**

DINOSAUR CAPITAL OF THE WORLD

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Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

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

_____ name of local jurisdiction and ward, if applicable

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

Candidate Information

Title	Candidate Last Name	Candidate First Name

Gender	Telephone Number	Email Address

Address of place(s) where candidate records are maintained:

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

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

SWORN (AFFIRMED) before me at the _____
of _____, in the Province of Alberta, this _____
day of _____, 20 ____

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

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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

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

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

Business Title/Organization

Business Phone Number

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: , PROVINCE OF ALBERTA

We, the undersigned electors of ,
Name of Local Jurisdiction and Ward (if applicable)
nominate of
Candidate's Surname and Given Names

Complete Address and Postal Code

as a candidate at the election about to be held for the office of
Office Nominated for
of
Name of Local Jurisdiction

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

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

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

CANDIDATE'S ACCEPTANCE

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

I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office,

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

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents,

I am appointing _____

Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent

as my official agent (if applicable),

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

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

The electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

(Print name as it should appear on the ballot.)

Candidate's Surname

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

SWORN (AFFIRMED) before me

at the _____ of _____ ,

in the Province of Alberta,

this _____ day of _____ , 20 _____ .



Signature of Candidate

Signature of Returning Officer or
Commissioner for Oaths

Commissioner for Oaths Stamp

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

Candidate's Full Name _____

Candidate's Address and Postal Code _____

Address(es) of Place(s) where Candidate Records are Maintained _____

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

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

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

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RELEASE OF CANDIDATE INFORMATION FORM

During the election campaign period, the Returning Officer receives requests for candidate's contact information from the media, the public and the Minister of Municipal Affairs. To release this information, candidates are required to complete a *Release of Candidate Information Form* and provide it to the Returning Officer with their Nomination Paper for the 2025 Municipal General Election. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, please contact the office of the Returning Officer 403-823-1339.

FOR PUBLIC RELEASE

Full Name: _____

Contact Phone Number: _____

Contact Email: _____

☐

Candidate Photo provided?

(Initial)

I agree to the release the above information and to the release of my nomination paperwork to the public via the Town of Drumheller website after being redacted in accordance with FOIP.

(Initial)

I agree to the release of my financial campaign statement to the public via the Town of Drumheller website, after being redacted in accordance with FOIP

(Initial)

I agree to release my provided photo to the public via the Town of Drumheller website

NOT FOR PUBLIC RELEASE

(will only be released to Municipal Affairs as required)

Full Legal Name: _____

Street Address _____

Mailing Address (if different) _____

Signature of Candidate

Date

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Campaign Disclosure Statement and Financial Statement

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

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

Business Title/Organization		Business Phone Number	
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____, Alberta

Postal Code: _____

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less _____
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) _____

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

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

OTHER SOURCES:

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

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

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

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

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

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd

Signature of Candidate

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT