



2025 Municipal Election

Nomination Package

for Candidates in the

Municipal District of Opportunity

www.mdopportunity.ab.ca/municipal-general-election



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Overview of the Candidates' Guide

The MD of Opportunity No. 17 (MD) created this Candidates' Guide to ensure individuals who run in the 2025 Municipal General Election seeking a seat on the MD Council for the 2025 to 2028 term have an additional resource that can assist informing them of the Nomination process, and the responsibilities that come with accepting a position on MD Council.

Please note that this Guide is simply an effort put forth by the MD to share relevant information with those wishing to become a councillor, the Guide does not act as, or replace, legal or legislative advice and so a potential candidate should seek advice in addition to consulting this guide.

The MD strongly encourages potential Candidates to familiarize themselves with the Local Authorities Election Act, RSA 2000, C. L-21 (LAEA) as well as other relevant legislation and regulations. Through this guide, the MD outlines the processes and legislative requirements for potential Candidates: however, be aware that the MD is not liable for any errors or incorrect information made in this document and again, reiterates that potential Candidates seek multiple sources of advice prior to beginning their campaign.



Disclaimer

The document titled A Candidates Guide Running for Municipal Office In Alberta states "It is Important candidates read and understand the offences in the Local Authorities Election Act, RSA 2000 C L-21 (LAEA) to their campaign. The LAEA ensures that candidates run their campaigns on a level playing field and that candidates are being held to a high standard. Offences are not taken lightly, and if found guilty of an offence, candidates can face fines, imprisonment, disqualification from office, and the inability to run in future elections. If there are any questions regarding compliance with the legislation, candidates are encouraged to seek out independent legal counsel. This guide is not legally binding and we recommend you obtain a copy of the Local Authorities Election Act. RSA 2000 C. L-21 (LAEA) and other relevant statutes and regulations

Local Election Support

Throughout 2025, as more resources for candidates become available, the MD will update the following webpage, www.mdopportunity.ab.ca/municipal-general-election, to include more relevant information for the potential candidate.

Until then, and before scheduling an appointment with the Returning Officer, we strongly encourage potential candidates to become familiar with the foundational documents already made available by the Government of Alberta. Once you feel comfortable with the available information, please schedule your appointment with the Returning Officer.

The Returning Officer is appointed for the purpose of conducting elections under the Local Authorities Election Act.

The Returning Officer

Lynda Gray

Email: lynda.gray@mdopportunity.ab.ca

Phone: 780-891-3778 ext. 4135

Toll Free: 1-888-891-3778

Substitute Returning Officer

Terah Yellowknee

Email: terah.yellowknee@mdopportunity.ab.ca

Phone: 780-891-3778 ext. 4151

Toll Free: 1-888-891-3778

The Returning Officer is available by appointment only.

Additional Information from the MD

Our administration team will do our best to accommodate your requests and answer any questions you may have related to the 2025 Municipal General Election.

MD of Opportunity has offices in three locations throughout the municipality:

Wabasca – Main Office, 2077 Mistassiniy Road North

Phone: 780-891-3778

Toll Free: 1-888-891-3778

Red Earth Creek: Sub-office, 249 Red Earth Drive

Phone: 780-649-3427

Calling Lake: Sub-Office, 2824 Central Drive

Phone: 7810-331-3860

Foundational Resources

For more information or clarification on any processes, or definitions, please refer to the Local Authorities Election Act, RSA 2000 C L-21 (LAEA), consult a Government of Alberta Municipal Advisor, or schedule an appointment with the MD's Returning Officer.

Local Authorities Election Act (LAEA): <https://www.gp.alberta.ca/documents/Acts/L21.pdf>

According to the Government of Alberta, the Local Authorities Election Act RSA 2000 C L-21 (LAEA) governs municipal elections by establishing procedures around campaigning, voting and counting of votes.

All forms referred to in the LAEA, and required for the 2025 Municipal General Election can be found at:
<https://www.alberta.ca/municipal-election-forms>

Municipal Government Act (MGA): <https://www.gp.alberta.ca/documents/Acts/m26.pdf>

According to the Government of Alberta, the Municipal Government Act, RSA 2000 C. M-26 (MGA) provides the framework for how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. The MGA affects everyone in Alberta, from those working in the private sector all the way to every ministry in the Government of Alberta.

The Act empowers municipalities to shape their communities. It regulates how municipalities are funded and how as local governments they should govern and plan for growth. It is important to understand the implications of the MGA when taking municipal office.

Various Resources

To learn more about municipalities and elected official's general duties, please see the Rural Municipalities of Alberta (RMA), Alberta Municipalities and Alberta Municipal Affairs websites. The RMA supports issues and services for rural municipalities.

Alberta Municipal Affairs: www.municipaffairs.alberta.ca

Rural Municipalities of Alberta (RMA): www.rmalberta.com

To learn more about municipalities and elected officials in our area, please see the RMA website. The RMA supports issues and services for rural municipalities.

Alberta Municipalities: www.abmunis.ca

Municipal Councillor Guidelines for Pecuniary Conflict of Interest

<https://open.alberta.ca/dataset/36088c50-9c3a-4541-9c37-62ab7a62f2bc/resource/cec0b7f5-5513-4e3b-b4a2-ce1986219267/download/ma-pecuniary-conflict-of-interest-councillors-2024.pdf>

Frequently Asked Questions About Municipal Elections

<https://open.alberta.ca/dataset/699b34b0-0c7c-4f16-85b8-e6dd37b61c84/resource/432409f1-9d67-407e-bc8b-d9453cde2c66/download/faq-elections.pdf>

A Candidate's Guide: Running for Local Elected Office in Alberta

<https://open.alberta.ca/dataset/414558d5-63cd-4c14-99d0-6eb9589018f1/resource/dad9801b-783f-4ab0-926a-ea05068d0f82/download/ma-candidates-guide-running-for-local-elected-office-in-alberta.pdf>

The Role of an Elected Official in Our Community

Life as an Elected Official

The MD of Opportunity No. 17's (MD) administration is enthusiastic about the 2025 Municipal General Election and future contributions of the (soon to be) newly elected Council. The MD welcomes all individuals who are interested in pursuing a position on Council and encourages them to thoroughly examine the opportunity.

It is crucial for potential Candidates who are seriously considering participating in the 2025 Municipal General Election to understand the level of commitment and volume of hours that a councillor must contribute to the community during their four (4) year term as a member of Council. These efforts often go unnoticed, and the decisions you make as a member of Council may even be criticized by others or the community as a whole, that is why it is especially important to ensure substantial time and efforts are dedicated to the position, otherwise the legislated roles and responsibilities may not be met.

The Reeve and Councillors are expected to understand and represent the concerns, opinions, and desired direction of MD residents, related to community matters - every council member will be approached on municipal matters at any given time, including at home, after hours! This constant data collection by Council from information brought forth by MD Residents will be important for all members of council when representing the community at council meetings, conferences, workshops, events, and more.

Additionally, a large component of a Council position is policy based related to bylaws, research, and the constant review of documents brought to your attention; a large number of hours each week will be dedicated to reading and reviewing documents and various research efforts. All Councillors will be expected to use a smartphone, tablet, computer, and laptop to perform daily duties.

All publications, actions, and plans undertaken by Council and the municipality are governed and guided by various legislative documents. It is the responsibility of each representative of the municipality to be aware of the regulations and how to apply them appropriately.

For the success of the community, the MD encourages all potential Candidates to reflect upon their current personal, family, and employment situation to determine if it is the right time to consider adding the large and all-consuming responsibility of Council to your daily life.

If the answer is no, it is never too early to begin preparing for the 2025 Municipal General Election.
If the answer is yes, then the MD looks forward to your nomination and campaign!

For more information on serving as an elected official, please review: *A Candidate's Guide – Running for Local Elected Office in Alberta, What Every Councillor Needs to Know – A Council Member's Handbook.*

Become Familiar with the Current Municipal Situation

To understand what a council member's responsibilities and expectations are, these are things you can do to become familiar:

- Speak with members of the current Council
- Review existing municipal legislation, such as bylaws and policies
- Attend Council Meetings
- Review Minutes and Agenda packages from previous Council meetings
- Familiarize yourself with municipal business by speaking with municipal staff



Time Commitment

The demands on your time while being an elected official can be heavy. If elected, you will sit for a four-year term of office and during that time you will be required to attend:

- regular and special meetings of council;
- council committee meetings;
- meetings of other boards and committees to which you are appointed as a council representative;
- conferences, conventions, seminars and workshops for training and discussion; and
- other events promoting your municipality

Your time should also be spent reading agenda material and talking with residents, the chief administrative officer and other relevant stakeholders. This work will all be part of the necessary preparation for meetings so you can make informed decisions.

Roles and Responsibilities of an 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 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 the 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 Municipal Government Act (MGA) as this is the legislation that allows for many decisions that council can make.

In accordance with Section 7 of the MGA, a 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 proposing changes.

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

Council Roles and Responsibilities

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative.

The *Municipal Government Act* provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

Councillors

Under the MGA, Councillors have the duty 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
- Participate generally in developing and evaluating the policies and programs of the municipality
- Participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by council
- Obtain information about the operation or administration of the municipality from the chief administrative officer
- Keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public
- Perform any other duty or function imposed on Councillors by this or any other enactment or by the council

Reeve (Chief Elected Official)

The Reeve, in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The Reeve must also perform any other duty imposed under the MGA or any other enactment. In practice, the Reeve is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor. The Reeve's role, unless a bylaw says otherwise includes.

- Chairperson of council
- Consensus seeker amongst members of council
- Liaison with senior elected officials
- Key representative with regard to ceremonial responsibilities
- Liaison with other levels of government
- Provide advice with regard to policy development

A Deputy Reeve will assume this role if the Reeve is not available.

Interests of the Municipality

A Councillor is elected to look after the interests of the entire municipality.

A Councillor who is in a municipality that has wards must be careful not to place the interest of the ward or electoral district above the interest of the whole municipality.

Council's effectiveness depends on Councillors providing input on their areas while thinking and voting for the whole municipality.

Councillors also have to make certain that they do not put themselves in a conflict of interest situation.

Misconceptions and Limitations of an Elected Official

True

- ✓ Being a Councilwoman or Councilman is a rewarding position where you have significant influence over how your community develops and operates
- ✓ Council requires a large portion of your time and energy for four years
- ✓ Council has one employee under their direction, the Chief Administrative Officer (CAO)
- ✓ To delegate municipal resources of any type (staff, office space, etc.) or financial amount Council must make a resolution or bylaw at an open public meeting, where quorum is met.
- ✓ Council members must carefully adhere to all aspects of the Municipal Government Act (MGA) at all times and be mindful to execute decisions guided by best practices.
- ✓ Newly elected Councils must work within the Municipalities already existing policies, bylaws, and infrastructure

False

- x Council is just a way to make money
- x Council is an easy job where you only show up for meetings once in a while.
- x Council has access to municipal staff's time and can direct staff, as they feel is appropriate.
- x Council has access to municipal staff's time and can direct staff, as they feel is appropriate.
- x Council has full control over municipal activities
- x You should campaign promising municipal expenditures. Ex. A new facility, upgrades, programs, etc.

MD Administration

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.

Administration of a Municipality outlined in the document: A Candidates Guide: Running for Municipal Office in Alberta states:

Administration of a Municipality

If elected, as a member of council, it will be your duty to establish policy for your municipality. It is the job of the administration to then implement the policy direction. Alberta municipalities have competent and dedicated administrators. The Chief Administrative Officer 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 will be an important resource for you.

Chief Administrative Officer (CAO)

Every council must establish, by bylaw, a position of CAO. The council may give the position an appropriate title, such as Town Manager or Administrator. The CAO is the administrative head of the municipality.

The CAOs responsibilities include:

- Ensuring that the municipality's policies and programs are implemented
- Advising and informing council on the operation of the municipality
- Performing other duties assigned by council
- Ensuring appropriate staffing is in place
-

Councillors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO.

If elected, as a member of council, it will be your duty to establish policy for your municipality. It is the job of the administration to then implement the policy direction. Alberta municipalities have competent and dedicated administrators. The Chief Administrative Officer (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 will be an important resource for you.

The Organization: How Does It Function?

To be able to positively contribute to the community through involvement with the municipality, one must understand the organization, and how each tier supports how the MD functions. The supports/groups within the municipality can be summarized into three tiers:

1. Reeve and Council

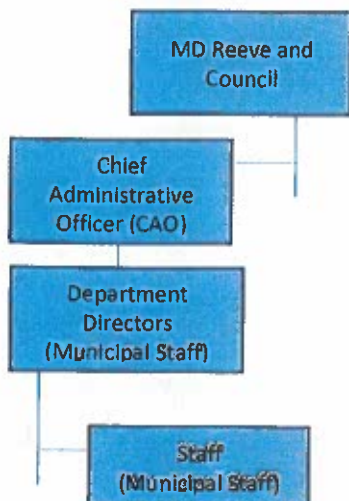
- The Reeve and Council provide community direction to MD Administration
- This direction should be based on the common benefit and/or opinion of MD residents
- Reeve and Council only have one employee, the CAO

2. The Chief Administrative Officer (CAO)

- All municipal staff fall below the leadership of the CAO
- All staff within the municipality directly and/or indirectly report to the CAO and should not be directly in contact with Council for any municipal matter, without the permission and/or supervision of the CAO or a formal forum
 - The CAO's permission is necessary to ensure the Municipal Government Act (MGA) is being consulted with each interaction

3. Municipal Staff

- Municipal Staff include Department Directors and the Staff that report to the Directors such as managers, officers, co-ordinators, general staff, etc.
- Directors report to the CAO
- Direct communication between Council and the CAO's employees without a proper forum is considered bad practice.



> The established organizational hierarchy that states Council directs the CAO and the CAO directs municipal staff is followed to protect both elected officials and administration from liabilities and potentially negative optics.

> Municipal staff are legislated to follow protocols outlined in the MGA, especially when performing duties assigned by the CAO directly on behalf of Council.

The dereliction of duty to the MGA in daily practices can result in consequences, legal or otherwise, from the MD or the Government of Alberta and should be taken seriously. Going against this provincial legislation, purposely or even as a result of a lack of understanding/research can pose long-term financial and legal consequences to those who wish to participate in municipal operations.

Please refer to the Municipal Government Act (MGA) to gain a thorough understanding of the relationships between Reeve and Council, the Chief Administrative Officer (CAO), and municipal staff. The information provided above is a simplification of the concept.

Council Meeting Schedules and Positions Available

Council Meeting Schedules

At the Organizational Meeting that will be held in October 2025, the newly elected MD Council will determine the locations, time(s), and dates that Regular Council Meetings and Delegation Meetings are held.

Currently, and for several consecutive Council terms, the MD's Council has hosted Regular Council Meetings the first Wednesday of each month and the Delegation Meetings the third Wednesday of every month at 10:00 a.m.

Regular Council Meetings are held in the Wabasca Council Chambers, located at the Main Administration Building at 2077 Mistassiniy Road North, Wabasca, Alberta.

Delegation Council Meetings are hosted at alternating sub-locations within the MD: Calling Lake, Chipewyan Lake, Red Earth Creek and Sandy Lake.

Boards and Committees

At the annual Organizational Meeting of Council held in October, the Reeve and Council are assigned to various Boards and Committees.

According to the Municipal Government Act, Section 154(2), the Reeve may appoint members to Council Committees and all bodies to which Council has the right to appoint members under the act unless the Council provides otherwise. Exceptions exist and include the Subdivision and Development Appeal Board (SDAB), Municipal Planning Commission (MPC), and Assessment Review Boards (ARB), unless the Reeve is appointed by name as provided in the Municipal Government Act, Section 154(3).

A few examples of the Boards and Committees the members can be included on are:

Municipal Library Board
Subdivision and Development Appeal Board
Wabasca Desmarais Housing Authority
Ad Hoc Committees

Conferences

The MD has memberships with the Rural Municipalities of Alberta (RMA), Alberta Municipalities Association (ABmunis) and Federation of Canadian Municipalities (FCM).

The RMA hosts two conferences annually and district zone meetings. The Alberta Municipalities hosts one conference annually and FCM hosts a conference annually.

MD has an annual convention/conference attendance policy in place.

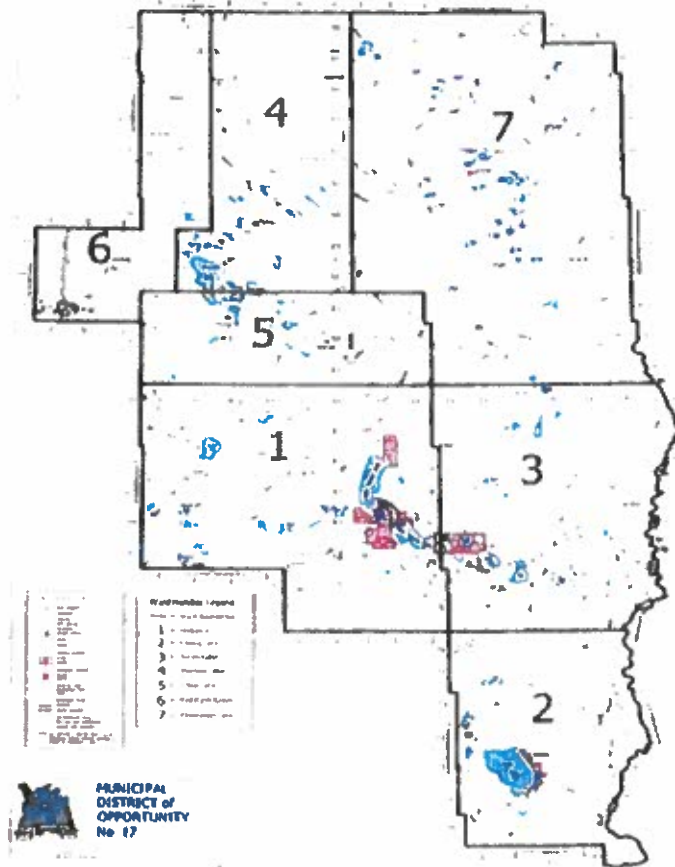
Dates to remember for the 2025 Municipal General Election

- Nomination Period: January 1, 2025 – September 22, 2025
- Nomination Day: September 22, 2025 - Candidates have until 12:00 PM (noon) to file their nomination packages with the Returning Officer.
- Nomination Withdrawal: September 23, 2025 at 12:00 p.m. - Candidates have until September 23, 2025 at 12:00 p.m. to withdraw their nomination in writing to the Returning Officer.
- Advance Vote - No Advance Vote Will be Held
- Election Day: Monday, October 20, 2025 | 8:30 a.m. to 8:00 p.m.
- Council Swearing-In Ceremony and Council Orientation: October 22, 2025 | 10:00 a.m.
- Council Organizational Meeting: October 28, 2025 | 10:00 a.m.

PLEASE NOTE THE MEETING DATES AND TIMES ABOVE ARE SUBJECT TO CHANGE

Council Positions Available

The Reeve will be determined by the newly elected Council on an annual basis at the Organizational Meeting in October.



1. Council
 - Wabasca Representative
2. Council
 - Wabasca Representative
3. Council
 - Wabasca Representative
4. Council
 - Wabasca Representative
5. Council
 - Sandy Lake Representative
6. Council
 - Chipewyan Lake Representative
7. Council
 - Calling Lake Representative
8. Council
 - Calling Lake Representative
9. Council
 - Red Earth Creek Representative
10. Council
 - Peerless Lake Representative
11. Council
 - Trout Lake Representative

Ward #	Hamlet/Community	Number of Councillors to be Elected
1	Wabasca	4
2	Calling Lake	2
3	Sandy Lake	1
4	Peerless Lake	1
5	Trout Lake	1
6	Red Earth Creek	1
7	Chipewyan Lake	1
		Total: 11

Council Benefits and Remuneration

Council Remuneration

The Reeve, Deputy Reeve, and Council's remuneration is set forth by the MD17 C.13 Council Remuneration Policy.

For more details, please reference Policy C.13 but to summarize, Council members receive a monthly salary and per diems, which is a day rate for attending meetings, when applicable. When attending meetings on behalf of the MD, the Reeve and Council are eligible for mileage, meal expenses and relevant expenses. In addition, there are also opportunities for training and development.

Please see an overview of the rates of remuneration and expense reimbursements for Council:

Reeve Salary	\$95,760
Deputy Reeve Salary	\$89,145
Council Salary	\$89,145
Rate Per Kilometre Traveled	Per applicable CRA prescribed rate
Subsistence Allowance	Per applicable CRA prescribed rate
Accommodation with Receipts	At Cost
Non-Commercial (Private without Receipts)	Per applicable CRA prescribed rate
Incidentals	Per applicable CRA prescribed rate
Eligible council boards & committees, As noted in Council Boards & Committees – Organization Committee Structure	\$100 per meeting
Telephone and Internet	\$200.00/month
Home Office Supplies	Expense allowable based on receipts being provided up to reasonable amounts and can include the following: Printing paper & stationary, Pens & pencils, Ink & toner In a standard term of council, councillors can claim expenses one-time for: Printer, Cell-phone booster
Council Member's Funeral Cost	\$2,500

The above figures are subject to change depending upon the employment market and the MD's budget.

Council Benefits

While in office, the Reeve and Council have the option to participate in the MD's Group Benefit Plans. The table below shows the current benefits being received by members. These are subject to change.

Group Life Insurance of \$100,000	100% Employer Paid
Dependents Life Insurance Spouse \$20,000 Dependent Child \$10,000	100 % Employer Paid
Accidental Death and Dismemberment	100 % Employer Paid
Extended Health Care	100 % Employer Paid
Dental Insurance	100 % Employer Paid

What Happens After the Election?

When does the Term of Office commence for the newly elected Council?

Currently, the newly elected individuals are scheduled to be Sworn-In at the Official Swearing-In Ceremony on Tuesday, October 28, 2025 at 10:00 a.m. before council orientation session. The ceremony will take place at the MD's main administration building in Wabasca. Please note that the date and time may be subject to change.

When will the new Council first meet?

The first meeting of Council, the Organizational Meeting, will follow the Swearing-In Ceremony on Tuesday, October 28, 2025 at 10:00 a.m. Please note that the date and time may be subject to change. During the Organizational Meeting important items will be decided such as the appointment of the Reeve, Deputy Reeve and the assignment of Councillors to Boards and Committees.

The first Delegation Council Meeting will take place the day after the Organizational Meeting.

Post-Election Resources (Included in package)

- [Roles and responsibilities of municipal officials](#)
- [Pecuniary Interest for Municipal Councillors](#)
- [What Every Councillor Needs to Know!](#)

Training and Professional Development

Various training opportunities for elected officials exist. The MD encourages and supports Council members to participate in these educational opportunities.

A Few Quick Facts About Nomination

Detailed information related to the Nomination Process and all other municipal matters please refer to the Local Authorities Election Act, RSA 2000 C. L-21 (LAEA), the Municipal Government Act (MGA), and the document titled A Candidates Guide: Running for Municipal Office in Alberta. The points described below are merely a snapshot of the in-depth legislative processes formally described in the LAEA and MGA, as well as other relevant legislation.

Nomination Procedure

The nomination period for the 2025 general election will begin on January 1, 2025 and run until 12:00 p.m. (noon) on nomination day: Monday, September 22, 2025

The document titled A Candidate's Guide: Running for Municipal Office in Alberta provides a brief overview of the information included on the nomination paper and the nomination day process:

Candidate Eligibility - LAEA Section 21(1)

A person may be nominated as a candidate in any election under this Act if on nomination day the person:

- a) Is eligible to vote in that election;
- b) Has been a resident of the local jurisdiction and the ward, if any, for the six (6) consecutive months immediately preceding nomination day; and

Is not otherwise ineligible or disqualified

Ineligibility for Nomination - LAEA s. 22

A person is ineligible to be nominated as a candidate in any election under the LAEA if:

- the person is the auditor of the local jurisdiction;
- the person is an employee of the local jurisdiction for which the election is to be held unless the person has taken a leave of absence;
- the person is indebted to the municipality for taxes in default exceeding \$50 (excluding indebtedness on current taxes, and indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- the person is indebted to the local jurisdiction for any debt equalling or exceeding \$500 and is in default for more than 90 days;
- the person has, within the previous 10 years, been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act, or the Canada Elections Act (Canada).
- the person, on nomination day, is employed by the Office of the Ombudsman, unless the person takes a leave of absence.

If a person failed to comply with the campaign finance and disclosure requirements of the LAEA and the CAO transmitted or presented a report to council (and the court did not dispense with, or extend the time for compliance), a person is deemed to be ineligible.

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

A person will also be ineligible if, on or after the time the person gives written notice or was required to give written notice under Section 147.22, the person used or expended a contribution in contravention of Section 147.23.

Employee of a Municipality - LAEA Section 22(5)

An employee of the municipality who wishes to be nominated as a candidate in an election may notify his/her employer on or after January 1 in the year of a general election but before his/her last working day prior to nomination day. An employee 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. He/she may notify his/her employer on or after July 1 in the election year. Any employee who requests a leave of absence without pay in accordance with those conditions must be granted it.

Notice of Nomination Day – LAEA s. 26, s.158.1

Notice of Nomination Day must be provided within the municipality by publishing a notice in the newspaper (The Fever) circulating in the area for a least once a week in each of the two consecutive weeks prior to nomination day.

In addition to the legislative requirements noted above, a returning officer may give additional notice by any other method, as many times as considered appropriate. This may include the additional use of municipal websites or social media pages, if applicable.

Nominations – LAEA s.27

Candidates who seek nomination for office must complete [Form 4 – Nomination Paper and Candidate's Acceptance](#) available on Alberta.ca. (This is included in the nomination package – Forms)

Generally, your nomination paper must be in prescribed form and signed by at least five (5) persons eligible to vote and reside in the local jurisdiction on the date of signing the nomination. The signatures collected must be from people who are residents in the municipality on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature. You may begin to collect signatures at any time but cannot file your nomination papers with the Returning Officer until January 1 in the year of the election.

In addition to the signatures, the nomination paper must also be complete with the written acceptance signed in the prescribed form by the person nominated. If a candidate's information changes, that information must be updated with the local jurisdiction, in writing, within 48 hours of that change.

If you are seeking election in a municipality with a ward system, the voters signing your nomination form must be residents in the ward that are you running in.

In addition to the Nomination and Candidate's Acceptance (Form 4), the candidate must also file [Form 5 – Candidate Information](#) (available on Alberta.ca).

Nomination Deposit - LAEA s.29

The Local Authorities Election Act (LAEA) allows municipalities to pass a bylaw that determines this: the MD of Opportunity No. 17 Bylaw 2025-08 states. "That Any person filing a Nomination Paper for the office of Councillor for the Municipal District of Opportunity No. 17 shall deposit the sum of \$50.00 in cash, certified cheque, money order, debit or credit card." This is due upon filing your Nomination Form with the Returning Officer at the MDs Administration Building.

According to Section 30 of the LAEA your deposit will be returned to you, if you:

- ✓ Are declared elected,
- ✓ Get at least equal to half (1/2) the number of votes cast of the person elected to office with the least number of votes,

- ✓ or withdraw as a candidate in accordance with section 32, that is at any time during the nomination period or within 24 hours after the close of nomination period, if more than the required number of candidates for any particular office are nominated.

Nomination Day - LAEA s.25, LAEA s.28(4)

Candidates can begin to file nomination papers with the returning officer on January 1 in the year of a general election.

Candidates must have their nomination papers filed with the returning officer at the local jurisdiction office by 12:00 p.m. (noon) on Nomination Day, on September 22, 2025.

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 (your municipal office may have information regarding who the Commissioner for Oaths are in your area)
- A nomination that is not accompanied by a deposit required by the Bylaw

LAEA s.28(5)

If the returning officer has not rejected a nomination form for any of the reasons noted above, the returning officer must sign the form to indicate that the form has been accepted.

The returning officer does not have the authority to challenge the validity of the information provided on the nomination papers. The ability to question the eligibility of a candidate, or to enforce disqualification, is left to the electors of the municipality or council through the enforcement of disqualification provisions in Section 175 of the MGA.

Disqualification of a Candidate - LAEA s. 23.1

A candidate is disqualified and becomes ineligible to continue as a candidate if, on or after the day the candidate's nomination has been accepted, and on or before election day, the candidate is convicted of an offence punishable by imprisonment for five or more years, or under Sections 123, 124 or 125 of the Criminal Code (Canada) or uses or expends a contribution in contravention of Section 147.23.

Withdrawal of Nomination - LAEA s.32

A candidate may withdraw their nomination at any time during the nomination period. At any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, a candidate may withdraw by filing with the returning officer a withdrawal in writing.

Insufficient Nominations - LAEA s.31

If the number of persons nominated do not meet the number of positions required to be elected, the returning officer is required to open and accept nominations at the local jurisdiction office the next day between the hours of 10:00 a.m. and 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 6 days, including nomination day (excluding Saturday, Sunday, and any holidays).

Election by Acclamation - LAEA s.34

At the close of nominations, if the number of nominations received by the returning officer is equal to the number of persons required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they filed nomination papers.

Candidate Nomination Information - LAEA s.28(8)

If there are more candidates nominated than there are vacant positions, 24 hours after the close of nomination day, the returning officer must provide to the relevant Deputy Minister a signed statement that includes the name of each nominated candidate and any information about the candidate that they have consented to being disclosed.

***NEW - Notice of Intent**

An individual who intends to be nominated to run for election in a jurisdiction as a candidate must give written notice to the local jurisdiction in which the individual intends to be nominated.

Once the document is received by the Returning Officer, the MD will maintain a register of candidates that have given notice and will be made publicly available on the MD website until December 31 following the election.

Form of Nomination – LAEA Section 27

Your nomination must be filed using the required forms:

- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Information
- Disclosure and Waiver of Candidate Contact Information

Contact the local municipal office to determine where to get the nomination form and to seek advice on filling out the form accurately. The CAO, Returning Officer, Substitute Returning Officer, or municipal clerk will be able to help you.

Official Agent - LAEA s. 68.1

1. Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.
 - a. If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.
2. A person who has, within the previous 10 years, been convicted of an offence under this Act, the Election Act, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.
3. No candidate shall act as an official agent for any other candidate.
4. The duties of an official agent are those assigned to the official agent by the candidate.

Candidates Scrutineer – LAEA Section 69.1

- 1) If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer:
 - a) signed by a candidate, and

b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

(1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada) is not eligible to be recognized as a scrutineer.

2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.

3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

(3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

4) A candidate or official agent personally may:

a) undertake the duties that the candidate's scrutineer may undertake, and

b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

5) 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, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under sections 48.1, 53(1)(b) or (2), 53.03(2)(a) or 78.

(5.1) A scrutineer may perform the duties of a scrutineer at more than one voting station.

6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers:

a) that are authorized to attend, and

b) that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

7) Except as otherwise provided in this Act, no person may impede a scrutineer from performing the duties of a scrutineer during voting hours.

Candidate's Written Acceptance

Form 4 includes the written acceptance of a Candidate.

Familiarity with the LAEA is necessary to provide written acceptance. We encourage you to familiarize yourself with all legislation, but direct you to review:

- Section 21 - Qualification of candidates
- Section 22 - Ineligibility
- Section 23 - Ineligibility for nomination
- Section 27 - Form of nomination
- Section 47 - Eligibility to vote
- Section 68.1 - Option for Official agent
- Section 151 - Offence - Candidates Acceptance
- Part 5.1 - Election Finances and Contributions Disclosure

Offence – Candidate's Acceptance LAEA Section 151

A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1,000.

Liabilities Related to Municipal Election Forms

The Municipal District of Opportunity No. 17 (MD) and/or the Returning Officer are not responsible for the information that is submitted by potential candidates and holds no liability or responsibility should any information submitted by the individual be legally challenged in the Courts. It is the candidate's responsibility to properly complete Form 4 - Nomination Paper and Candidate's Acceptance and Form 5 - Candidate Information. The MD and Returning Officer take no responsibility for information submitted in Form 4 or Form 5 by the candidate.

Nomination Forms

According to the Local Authorities Election Act (LAEA), Section 27(2), five (5) eligible electors must sign Form 4, Nomination Paper and Candidate's Acceptance unless more signatures are required by the municipality. The MD does not require additional signatures.

In addition to Form 4, Form 5, Candidate Information must be completed accurately.

Submitting Nomination Forms

Completed Nomination Forms that meet requirements will be accepted by the Returning Officer prior to noon on Monday, September 22, 2025. Two weeks prior to Nomination Day, the MD will publish an advertisement in the local newspaper: The Fever

Nomination Checklist - Main Forms

- Completed Form 4. Nomination Paper and Candidate's Acceptance
- Five (5) signatures from eligible electors in the MD of Opportunity No. 17
- Returning Officer or another Commissioner of Oaths to validate Form 4
- Completed Form 5, Candidate Information

Nomination Checklist — Other Forms

- Notice of Intent to Run
- Candidate Contact Information and Disclosure Form
- Form 11 – Candidate or Official Agent Proof of Identification for Access *(Optional)*
- Review Election Sign Guidelines, LAEA
- Form 16 – Statement of Scrutineer or Official Agent *(Optional)*
- Form 26, Campaign Disclosure Statement and Financial Statement
- Release of Candidate Information *(Optional)*
- Disclosure and Waiver of Candidate Contact Information

Campaigning

The document titled A Candidate's Guide: Running for Municipal Office in Alberta outlines Campaigning protocol and states:

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

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

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

Is there anything I cannot do during a campaign?

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

In addition, it is essential that candidates seek clarification from Returning Officers relating to campaign activities. Municipalities may have local bylaws that address campaign activities including, but not limited to, the use and placement of campaign signage throughout the municipality.

Can I self-fund my campaign? *LAEA Section 147.2 (4)*

Yes, candidates may choose to entirely self-fund their campaign; however, contribution limits apply to self-funded campaigns. A candidate may contribute up to and including \$10,000 to his or her own campaign. Although contributions cannot be accepted in the campaign period until a person has filed nomination papers, the legislation does provide the ability for a potential candidate to incur expenses and accept minimal contributions outside of the campaign period and prior to filing nomination papers.

The above represents a summary of section 147. Refer to sections of the Local Election Authorities Act for the complete listing of Election Finances and Contributions Disclosure.

Candidates are responsible for ensuring that their campaign compiles with the Local Authorities Election Act.

How do I campaign?

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

The purpose of campaigning is to convince the electors you are the best candidate for the position. Candidates have used various strategies, like:

- 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.

Is there anything I cannot do during a campaign?

There are a variety of offence provisions included in the *Local Authorities Election Act* that candidates should review and understand. In addition, it is essential that candidates seek clarification from returning officers relating to campaign activities. Municipalities may have local bylaws that address campaign activities including, but not limited to, the use and placement of campaign signage throughout the municipality.

If candidates require additional interpretation or clarification, they should seek independent legal services if required.

- **Bribery – LAEA s.116** - 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.
- **Undue Influence – LAEA s. 117** - 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.
- **Canvassing on Election Day - LAEA s.150, 152, 152.1** - 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.

Signage

Candidates must comply with provincial and municipal requirements with respect to election signage. Election signs must be removed within 3 days following the election.

Third Party Advertising, LAEA Part 8

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

For more information regarding the authority of the Election Commissioner, including contact information, please visit: www.elections.ab.ca/compliance-enforcement/complaints/

If candidates require additional interpretation or clarification, they should seek independent legal services.

Refer to sections 116, 117, 150.1, in the Local Election Authorities Act for the complete campaign guidelines.

Campaign Disclosure Statement and Financial Statement

Form 26 - Campaign Disclosure Statement and Financial Statement

We strongly encourage all Candidates to thoroughly understand Part of the Local Authorities Election Act as it pertains to the Election Finance and Contribution Disclosure.

The Government of Alberta document titled, "A Candidate's Guide: Running for Municipal Office in Alberta" is also a value resource to begin to understand the allowable contributions and expenses to run a municipal election campaign.

Contributions and Expenses

Notice

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 in accordance with this section.

An individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate must give written notice to the local jurisdiction in which the individual intends to be or has been nominated.

Written notice must include:

- the full name, address and contact information of the individual;
- the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed;
- the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual; and
- the names of the signing authorities for each depository.

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

What are allowable campaign expenses? *LAEA Section 147.1(1)(a)*

A "campaign expense" is an expense a candidate makes in the course of a campaign to help get elected. This includes any expense incurred, or nonmonetary 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, 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 in any other capacity, Securing a meeting place.

Voting and Election Day

The MD of Opportunity No. 17 (MD) will host the next municipal general election on October 20, 2025. Electors will vote to determine the next MD Councillors (11).

The Returning Officer (RO) will accept candidate Nominations until noon (12:00 pm) on September 22, 2025.

Election Day

The MD of Opportunity will host the next municipal general election on October 20, 2025.

Important Dates

September 22, 2025

Nomination day - deadline for nomination is 12:00 p.m. (noon)

October 20, 2025

Election day electors vote from 8:30 a.m. to 8:00 p.m.

Voting Stations

Voting stations will be open from 8:30 a.m. to 8:00 p.m. on October 20th, 2025.

Voting stations will be located in each ward throughout the municipality.

Locations

Wabasca Community Hall
910A Stony Point Road
Wabasca AB

Red Earth Creek Community Hall
600 Grassy Way
Red Earth Creek AB

Chipewyan Lake Community Hall
300 Chip Lake Road
Chipewyan Lake AB

Peerless Lake Community Hall
Peerless Lake AB

Sandy Lake Community Hall
890 Raven Road
Sandy Lake AB

Trout Lake Community Hall
Trout Lake AB

Calling Lake Community Complex
2824 Central Drive
Calling Lake AB

Please refer to the official notices closer to Election Day for the exact location of voting stations. Locations may be subject to change.

Voters' Identification

As stated by the Government of Alberta, to vote in the upcoming municipal elections, voters will be required to provide proof of their name and home address. The following types of verification meet the standard provincial requirement for one piece of identification

Identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and their name and current address.

- Identification issued by a Canadian government whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and their name and current address
- Proof of Identity and Ordinary Residence for Tenant Elector issued by the authorized representative of a commercial property management company
- Proof of Identity and Ordinary Residence for Incarcerated Elector issued by the authorized representative of a correctional institution
- Proof of identity and Ordinary Residence issued by the authorized representative of a First Nations band or reserve
- Proof of Identity and Ordinary Residence for Post-Secondary Student Elector in Residence issued by the authorized representative of a post-secondary institution
- Proof of Identity and Ordinary Residence for Homeless Elector issued by the authorized representative of a facility that provides services to the homeless
- Proof of Identity and Ordinary Residence for Elector in Long Term Care or Supportive Living Facility issued by the authorized representative of a supportive living facility or treatment centre.
- Supportive Living Facility issued by the authorized representative of a supportive living facility or treatment centre
- Bank or credit card statement or personal cheque
- Correspondence issued by a school, college or university
- Government cheque or cheque stub
- Income or property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- Pension plan statement of benefits, contributions or participation
- Residential lease or mortgage statement
- Statement of government benefits (for example: employment insurance, old-age security, social assistance, disability support or child tax benefit)
- Utility bill (for example: telephone, public utilities commission, television, hydro, gas or water)
- Vehicle ownership, registration or insurance certificate

If a voters identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction.

An elected authority could, by bylaw, require additional verification or a combination of verification to establish the person's specific current address.

For more information please see the Voter Identification Requirements: <https://open.alberta.ca/dataset/1f4ebb64-0ba5-460d-ac43-9f8e59128d7d/resource/bd107f5d-6b03-447d-903c-3c8565a30714/download/ma-voter-identification-requirements-2022-01-20.pdf> made available by the Government of Alberta.

Polling Results

Unofficial Results

Following the October 20, 2025 vote, the Returning Officer will publish the unofficial results of the 2025 Municipal General Election once all ballots have been counted from each voting station.

The unofficial results will be announced on the MDs website at the following address:

<http://www.mdopportunity.ab.ca/municipal-general-election>

The ballot count (unofficial results) will be physically posted at the MDs offices, once the MD resumes regular hours on October 21, 2025.

For more information on the polling results, please refer to the Local Authorities Election Act:

<https://www.qp.alberta.ca/documents/Acts/L21.pdf>

Official Results

The official results of the counted ballots will be submitted for approval to the province no later than four (4) days following 2025 Municipal General Election, October 20, 2025.

Upon confirmation from provincial officials, the official results will be announced on the MD's website at the following address <https://www.mdopportunity.ab.ca/municipal-general-election/> and the same publication will be physically posted at the MD's administration buildings in each community. The results will also be published in the local newspaper: The Fever

Recount – LAEA s. 98.1

The returning officer may make a recount of the votes cast at one or more voting stations if

- a) a candidate or an official agent or a scrutineer of a candidate recognized pursuant to section 69 or, in the case of a vote on a bylaw or question, a scrutineer appointed pursuant to section 70(1) 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,
- b) the returning officer considers that the number of
 - (i) valid ballots objected to, or
 - (ii) rejected ballots other than those on which no vote has been cast by an elector, was sufficient to affect the result of the election if they had not been counted or rejected, as the case may be, or
- c) the returning officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes.

More detailed information can be found in Section 98 of the Local Authorities Election Act (LAEA), which describes the reasons and processes the Returning Officer must complete if a recount of the ballots is required.

For more information, please refer to the Local Authorities Election Act.

APPENDIX 1

A Candidate's Guide

Running for Local Elected Office in Alberta

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

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

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

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](#), and [Indian Band Election Regulations](#) respectively.

Candidates

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

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

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

Chief Financial Officer

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

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

Official Agents

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

Scrutineers

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

Third Party Advertisers

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

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

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

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

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.

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

LAEA s.147.7

Late Filing

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

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

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

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

LAEA Part 8 s.190-205

Elections Alberta/Election Commissioner

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

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

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

Voting Opportunities

Voting Times

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

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

Counting Ballots

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

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

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

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

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

After Election Day

Official Election Results

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

Requesting a Recount

LAEA
s.98

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

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

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

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

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

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

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

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

LAEA
Part 4

Judicial Recount

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

LAEA
Part 5

Controverted Elections

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

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

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

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

Appendix A: 2025 General Election Key Dates

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

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

Appendix B: Glossary of Terms

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

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

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

APPENDIX 2



Pecuniary and Conflict of Interest for Councillors

Pecuniary and Conflict of Interest for Councillors | Municipal Affairs

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The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or 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:

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Phone: 780-427-4952

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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.

APPENDIX 3



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 discretionary 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>

APPENDIX 4

SO YOU'RE THINKING ABOUT **RUNNING** **FOR COUNCIL?**



A practical guide to understanding
elected roles in local government.

Voices from Alberta Councils



I ran because I saw opportunities to build a better future for our community. My background in small business gave me useful skills, but what really mattered was simply caring about my town and wanting to be part of its growth. – Alberta councillor, small municipality

The most rewarding aspect of serving on council is seeing projects come to fruition that improve residents' quality of life. When you help solve a long-standing problem or bring a new amenity to your community, the sense of accomplishment is incredible. – Alberta councillor, rural municipality

What Municipal Councillors Do

Municipal councils are responsible for:

- Setting the direction and future vision for your community
- Establishing policies and bylaws to set the quality and level of local services
- Approving annual budgets and determining tax rates
- Making land use, zoning, and development decisions
- Providing oversight of the municipality through the Chief Administrative Officer (CAO)
- Engaging with the community to understand their needs and concerns

Typical Monthly Duties

- 2-3 Council meetings per month
- Committee meetings (hours dependent on the community)
- Reading reports and preparing for meetings (6-10 hours per month)
- Public events and resident interactions
- Email and phone correspondence with constituents

**The workload often increases during budget season and important public hearings.*

Understanding Local Jurisdiction

One of the most important aspects of municipal governance is understanding what falls within local jurisdiction:

Within municipal authority:

- Local roads and transportation
- Water, wastewater, and waste management
- Parks, recreation, and community facilities
- Fire services, peace officers, and bylaw enforcement
- Land use planning and development permits
- Property taxation
- Local economic development

Outside municipal authority:

- Healthcare system and hospitals (Provincial)
- Education and school curriculums (Provincial)
- Highways (Provincial)
- Social services (Provincial/Federal, with municipal partnerships)
- Criminal code and justice system (Federal)
- Income tax and GST (Federal)

Working effectively within your jurisdiction means focusing on what you can control while advocating for your community's interests with other levels of government when needed.

Working With Administration

Council sets policies, and municipal administration implements them. Understanding this relationship is crucial:

- Council works as a collective body (individual councillors have no direct authority)
- The CAO is Council's only employee
- Staff report to the CAO, not to individual councillors
- Respecting administrative expertise improves governance outcomes

Common Misconceptions vs. Reality

- ✗ Councillors run day-to-day operations
- ✓ Council provides direction; staff handles operations
- ✗ You need specific qualifications
- ✓ Your willingness to learn and a commitment to serve all members of your community matters most
- ✗ Being a councillor is a full-time job
- ✓ For most councillors outside of large cities, it's a part-time role you can balance with other commitments
- ✗ You'll make decisions alone
- ✓ Council decisions require a majority vote
- ✗ You should know everything going in
- ✓ You'll learn through orientation and experience

Practical Skills That Help

While there are no formal qualifications required to serve on municipal Council, the following skills will help you to be an effective councillor:

- Strong communication and listening abilities
- Ability to understand budgets and financial documents (training provided)
- Critical thinking and problem-solving skills
- Ability to work collaboratively with diverse perspectives
- Time management and organizational skills

Challenges and Rewards

Challenges you might face:

- Balancing diverse community interests, dealing with public scrutiny
- Managing time between various commitments
- Learning municipal processes and legislation

Rewards you'll experience:

- Making real improvements in your community
- Building meaningful relationships
- Being part of critical decisions creating a legacy for future generations

Ready to Learn More?

Join our webinar series:

At [Events](#) | [Alberta Municipalities](#), [RMA's Webinar Calendar](#)

Additional resources:

- Explore online resources about the Municipal Government Act
- Visit [ABmunis'](#) and [RMA's](#) Running for Municipal Office webpages

Contact us with questions:

Karrina Jung, ABmunis Policy Analyst | Karrina@abmunis.ca

Jared Shaigec, RMA Policy Advisor | Jared@rmaalberta.com

APPENDIX 5

BYLAW 2025-05

OF THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 In The Province of Alberta

Being a Bylaw of the Municipal District to establish the organizational structure of Council and the meeting procedures and conduct for Council and its Committees and Boards

WHEREAS Sections 143, 144, 145, 155 and other Sections of the Municipal Government Act, being Chapter M-26.1, R.S.A. 2000, provide for the organization of a Council and authorize it to establish meeting procedures and conduct for Council and Council committees,

NOW THEREFORE, the Council of the Municipal District of Opportunity No. 17, duly assembled, enacts as follows:

1. NAME OF BYLAW

This bylaw shall be known as the Council Procedural Bylaw.

2. DEFINITIONS

- a) **Municipality** means the Municipal District of Opportunity No. 17
- b) **Council** means the Council of the Municipal District of Opportunity No. 17.
- c) **Act** means the Municipal Government Act being Chapter M-26, R.S.A. 2000.
- d) **Department Managers** means the Managers as depicted in the organizational chart.

3. MUNICIPAL OFFICE

- a) In accordance with Section 204 of the Act, the municipal office shall be the administration office located at Plan 022-3332 Civic Address #2077, Mistassiniy Road North.
- b) Council may from time to time, and by resolution, establish area offices in other communities within the municipality.

4. CHIEF AND DEPUTY CHIEF ELECTED OFFICIAL

- a) The Chief Elected Official shall have the title of "Reeve" and the Deputy Chief Elected Official shall have the title of "Deputy Reeve".
- b) Annually, at the organizational meeting of Council, Council shall appoint the Deputy Reeve from amongst its members.
- c) The Chief Elected Official of the Municipal District of Opportunity No.17 shall be appointed by Council from among the Councillors of the Municipal District of Opportunity No.17. (To ensure consistency and to avoid confusion as to the method of selecting the CEO. Bylaw 2017-02 states that the Chief Elected Official shall be appointed by council.)

5. COUNCIL ANNUAL BUDGET

- a) Council Members are annually allocated an operating and expense budget allowance for the purposes of:
 - i) Council or Committee Meetings and Conference/Events Attendance
 - ii) Monthly Preparation Time
 - iii) Telephone Expense
 - iv) Mileage Rate Expense
 - v) Subsistence Expense
 - vi) Lodging Expense
- b) Council Members are expected to operate within their allocated budget allowances and continually monitor their budgets. Council Members are not permitted to exceed their annual budget allocation unless approval is granted by a Council Motion.

6. MEETINGS OF COUNCIL

A. Organizational Meetings

- a) The organizational meeting of Council shall be held on the fourth Monday of October in each year commencing at 10:00 a.m. in the council chambers in the municipal office. Any changes in that date, time and location may be made at a regular council meeting at least two weeks in advance and must be advertised.
- b) Any members absent at the meeting when the meeting date was changed will be notified by the Manager. In the year of a general election, all newly elected members shall be notified by the Manager. All notices by the Manager shall be in writing and sent by regular mail, fax or hand delivery at least five days in advance of the meeting.

B. Regular & Delegation Meetings

- a) Regular and delegation council meetings shall be held in accordance with a schedule established by Council at its organizational meeting. All "Regular & Delegation Meetings" shall be held in the Wabasca Council Chambers" or as otherwise specified by Council.
- b) The schedule of Regular and Delegation meetings shall be advertised to the general public by posting it at the municipal office and the area offices and advertising it in at least one newspaper circulating in the municipality.
- c) If the Council changes the date, time or place of a regular or delegation meeting, notice must be given at least 24 hours in advance of the change to any councillor not present at the Council meeting where the change was made, and to the public by posting a notice of change at the municipal office and the area offices.
- d) If a Council member is leaving the meeting prior to adjournment and/or any other time during a meeting, he/she must notify Council to be excused and his/her absence must be duly recorded in the minutes of the meeting.

C. Special Meetings

- a) The Reeve, or in his absence from the municipality for an extended time the Deputy Reeve, may call a special meeting on his own initiative; or must call a special meeting upon the written request of a majority of councillors within fourteen days of receiving the written notice.
- b) A special meeting may be held with less than 24 hours of 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.
- c) Councillors shall be notified of a special meeting by the Manager as soon as possible after it has been called, but in any event such notice shall not be given less than one full working day before the meeting unless approval for the meeting is given in accordance with clause b). The requirement for one full working day of notice shall be waived when the meeting is called to deal with a public safety emergency.
- d) Special meetings held under clause b) do not require notice to be given to the public. Notice of other special meetings shall be given to the public by posting such notice at the municipal office and area offices.
- e) No matter other than that stated in the notice calling the special 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.

D. Notice of Meetings

- a) Where the schedule of regular or delegation meetings is changed, or where a special meeting is held, notice of the meeting shall be deemed to have been given to a councillor if the notice is delivered to, or telephone contact is made with, an adult person at the councillor's home or place of business.

E. Public Meetings

- a) Individual councilors who wish to hold or host a public meeting within their designated ward boundaries shall not do so on behalf of the MD Council unless prior authorization has been provided by MD Council by way of Council Motion.
- b) No individual councilor(s) shall utilize or create any notices, documentation or literature for the public meeting which bears the logo, insignia, trademark, letterhead, copyright, or any other proprietary interest of the MD of Opportunity No. 17 unless prior authorization has been provided by MD Council by way of Council Motion.
- c) Public meetings that are held or hosted on behalf of the M.D. of Opportunity to deal with specific issues must be authorized by way of a Council Motion.

7. ELECTRONIC PARTICIPATION

- a) For the purposes of this section, Electronic Means includes telephonic and virtual platforms for participation.
- b) Any person who chooses to participate by Electronic Means is responsible for ensuring they have the proper technology and software to connect and that their connection is reliable. The Municipality does not guarantee that it can provide continued connectivity and is not responsible if the connection fails. Any person who chooses to participate by Electronic Means should connect and test their connection prior to the start of the meeting or statutory public hearing, as the case may be.
- c) Councillors are expected to attend all Council meetings, including statutory public hearings, in person.
- d) Councillors may participate in a Council meeting, including a statutory public hearing, by Electronic Means if:
 - i. there are extenuating circumstances, such as illness or injury to the Councillor or someone the Councillor is a caregiver to, that prevent the Councillor from attending the meeting in person; or
 - ii. the Councillor is away from the Municipality on Council business.
- e) Councillors participating by Electronic Means must:
 - i. identify themselves by stating their full name and, if participating by virtual means, by turning on their camera to confirm their identity;
 - ii. confirm that they are in a location that allows for proper participation (ie no noise or distraction)
 - iii. confirm, for closed session matters, they are in a secure and private location where they cannot be overheard; and
 - iv. identify themselves by name each time they speak, unless they have their camera turned on.
- f) If the Councillor experiences connectivity issues, the chair may recess the Council meeting and allow Administration to try and resolve the matter. If the matter cannot be resolved, the Council meeting will be resumed and the minutes will reflect the time the Councillor left the meeting. If the Councillor reconnects, the minutes will reflect the time the Councillor rejoins the meeting.
- g) Members of the public may participate in statutory public hearings for matters under Part 17 of the MGA in person or by virtual means.
- h) Members of the public who choose to participate in by virtual means must register at least 48 hours in advance of the statutory public hearing in accordance with the notice of hearing. To register, a member of the public must provide the Municipality with their full name and contact phone number.
- i) If a registered member of the public has connectivity issues during their oral submissions at a statutory public hearing, the chair will move to the next speaker. If the registered member of the public is able to resolve the issue and reconnect before the statutory public hearing is closed, Administration will advise the chair who will allow the speaker to continue with their oral submission.
- j) Administration will control the participation for registered members of the public and may mute microphones or terminate connections for improper or disruptive conduct, as directed by the chair.

- k) The notice for a statutory public hearing under part 17 of the MGA will, in addition to other notice requirements; specify:
 - i. the method for accessing the statutory public hearing by Electronic Means;
 - ii. the information about how to register to participate by Electronic Means; and
 - iii. the method for accessing information in respect of the statutory public hearing in advance of the hearing.

8. PUBLIC ATTENDANCE AT MEETINGS

- a) The regular meetings of Council shall be open to the public but a person may be excluded for improper conduct.
- b) Council may conduct all or part of its meetings closed to the public when Section 197(2) of the Act applies.

Division 2 and Part 1 of the Freedom of Information and Protection of Privacy Act:

- Disclosure harmful to business interests of a third party;
- Disclosure harmful to personal privacy;
- Disclosure harmful to individual or public safety;
- Confidential evaluations;
- Disclosure harmful to law enforcement;
- Disclosure harmful to intergovernmental relations;
- Cabinet and Treasury Board confidences;
- Local public body confidences;
- Advice from officials;
- Disclosure harmful to economic and other interests of a public body;
- Testing procedures, tests and audits;
- Privileged information;
- Disclosure harmful to the conservation of heritage sites, etc;
- Information that is or will be available to the public.

9. OPENING PROCEDURES

- a) As soon after the hour of meeting as there shall be a quorum present, the Reeve shall take the chair and call the members to order.
- b) If the Reeve is not in attendance at the appropriate time set out in clause a), the Deputy Reeve shall take the chair and call the members to order, and if the Deputy Reeve is also absent then one councillor in attendance shall call the meeting to order and Council shall select a chairman from the councillors present. Whoever presides has all the powers and is subject to the same rules as the reeve.

10. AGENDA

- a) Should there be no quorum present within thirty minutes after the time appointed for the meeting, the manager shall record in the minute book the names of the members present at the expiration of such thirty minutes and the meeting shall stand adjourned until the next day of meeting.
- b) Unless the Reeve or a majority of the Councillors present otherwise directs, the business at all regular meetings of the Council shall be proceeded with in the following order:
 - i) 1st Call to Order
 - 2nd Adoption of Agenda
 - 3rd Adoption of Minutes
 - 4th Business Arising
 - 5th Delegations
 - 6th Department Reports
 - 7th Council Activity Reports
 - 8th Adjournment
- c) The Manager shall prepare an agenda and review all business on the agenda with the Chief Elected Official before every regular meeting of the Council and shall circulate a copy to each member at least forty-eight hours before the meeting. Councillors having business to be placed on this agenda should advise the Manager at least seven days in advance of the meeting.
- d) Additions to the Agenda

- i) Additions to the Agenda are permitted subject that adequate information about the item is provided to the Council at least one day in advance of the meeting
- ii) In the event other agenda items arise on the day of the meeting, which may or may not be deemed "emergent items", they may be added to the agenda for information purposes only and either the decision to defer to another meeting date or accept as information may be made which shall be determined by 2/3 vote of the councillors present.
- e) When any bylaw, resolution or question is lost by reason of the Council breaking up for want of a quorum, it shall be considered to have been tabled and will be dealt with as a tabled item at the next regular meeting of Council, unless the Reeve or a majority of the Council direct that it shall be dealt with at a special meeting.
- f) Tabled Agenda Items must be returned to the Council table on the next immediate meeting date or as otherwise specified.

11. RULES OF CONDUCT AND DEBATE

- a) Every councillor shall address himself/herself to the chair when speaking to any question or motion.
- b) Councillors shall address the chair in a respectful tone and shall treat other councillors in a respectful manner.
- c) A councillor, staff member, or member of the general public shall not:
 - i. use offensive words or unparliamentary language in the meeting;
 - ii. disobey the rules of the meeting or decision of the Chair or of the Members on questions of order or practice; or upon the interpretation of the rules of the meeting;
 - iii. leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - iv. interrupt a Member while speaking, except to raise a Point of Order or Question of Privilege;
 - v. pass between a Member who is speaking and the Chair.
- d) Councillors shall be allowed to speak more than once to the same question, providing that they speak in the order determined by the chair.
- e) After a question is finally put by the reeve, no councillor shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Reeve as to when the question has been finally put shall be conclusive.
- f) The councillor occupying the chair shall be allowed to participate in debate without leaving the chair.

12. POINTS OF ORDER

- a) The Reeve or the other councillor presiding at the meeting of the Council shall preserve order and decide all points of order which may arise, but subject to an appeal to the other councillors then present.
- b) If an appeal be taken by a councillor from the decision of the chair, the question "Shall the Chair be over-ruled?" shall be immediately put by her/him and decided without debate. The chair shall be governed by the vote of the majority of the councillors then present (exclusive of the chair). In the event of the votes being equal, the question shall be decided in the negative and the appeal is lost.
- c) If the chair refuses to put the question "Shall the Chair be over-ruled?" to Council, the Council shall forthwith appoint one of its number to preside temporarily and the councillor so temporarily appointed shall proceed in accordance with clause b).
- d) Any resolution or motion carried under the circumstances mentioned in clause c) is as effectual and binding as if carried out under the presidency of the reeve.

13. ADJOURNMENT

- a) The Council shall always adjourn at the hour of 4:00 p.m. if in session at that hour, unless otherwise determined by a majority vote of the councillors present. A motion of Council shall be required to continue past that hour.

14. ATTENDANCE

- a) In accordance with Section 174 of the Act, a councillor is disqualified from Council if the councillor is absent from regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless
- b) The councillor's absence is authorized by a resolution of Council passed at any time before the end of the last regular meeting of the Council in the 8 week period or, if there is no other regular meeting of the Council during the 8 week period, at any time before the end of the next regular meeting of the Council.
- c) Department managers are not required to attend all regular meetings; only the manager and recording secretary attends the regular and delegation meetings. Department managers may attend meetings at the discretion of the manager.

15. QUORUM

- a) A majority of the whole Council is a quorum. For the purpose of determining a quorum, a councillor required or permitted to abstain from a vote of Council is considered to be absent.
- b) If there is a vacancy on Council and Council is not required under the Act to hold a by-election then the majority of councillors remaining constitutes a quorum.
- d) Where illness, disability or vacancies reduce the number of councillors able to attend Council meetings to less than a quorum, the Minister of Municipal Affairs may determine a quorum.

16. VOTING ON QUESTIONS

- a) All acts whatsoever authorized or required by the Act to be done by Council, and all other questions, including questions of adjournment, that may come before the Council shall, save where otherwise so expressed, be done and decided in public by the majority of the members of Council who are present at a Council meeting.
- b) Every member who is present when a question is put has one vote and must vote thereon unless she/he is required or permitted to abstain in accordance with the Act.
- c) The Council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.
- d) A councillor requesting a recorded vote must do so in accordance with the requirements of the Act.
- e) When there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.
- f) Motions dealing with the sale of municipally owned property, goods or materials or with the expenditure of moneys do not require a seconder; one mover to a Motion is permitted.
- g) When the question under consideration contains more than one distinct decision, each decision shall be voted on separately if a councillor requests that such be done.

17. PETITIONS AND DECLARATIONS

- a) No person or group of persons wishing to appear before the Council may do so unless he or they have first notified the Manager in writing before the agenda has been prepared and circulated to the councillors, except on a majority vote of members present.
- b) Every delegation shall be allowed a maximum of thirty minutes to present its petition or submission unless the time allotted is extended by a two-thirds vote of Council.
- c) Every petition presented to the Council shall include the name of each petitioner with her/his address and a description, where appropriate, of the corporation or group she/he is representing.

18. REPORTS

- a) A standing or select committee of Council may report to the Council at any regular meeting or shall report as required by Council
- b) The Reeve may provide monthly reports or activity reports at each meeting on her/his Council activities if requested by the Council.

- c) The manager shall provide a written report in all areas of the municipal departments which is included in the Agenda Package for Council.

19. MOTIONS

- a) Motions shall be worded in a positive form.
- b) Motions shall be put in writing upon the request of a councillor in attendance at the meeting in which they are considered and must be read back by the Recording Secretary to ensure accuracy and clarity.
- c) When a question is under consideration, no motion shall be received except for the following:
 - i) to commit
 - ii) to amend
 - iii) to table
 - iv) to postpone indefinitely
 - v) to postpone to a certain time
 - vi) to move the previous question
 - vii) to adjourn
- d) The motions set out in clause c) shall have precedence in the order in which they are named. Motions iii), iv), v) and vii) shall be neither amendable nor debatable.
- e) A motion to commit the subject matter to a committee until it is decided shall preclude all amendments of the main question.
- e) A motion to adjourn the Council or to adjourn the debate shall always be in order but, if such motion is defeated, no second motion to the same effect shall be made until some intermediate business or matter has been disposed of.

20. COUNCIL COMMITTEES

- a) Council from time to time as it sees fit may establish, by bylaw as circumstances or legislation require or allow, committees and boards to deal with items of specific or general nature. Terms of reference shall be established for council committees.
- b) Council will identify the membership of the committee or board, the role and authority of the committee, and the reporting requirements of the committee at the time it is established.
- c) The Reeve is *ex officio* a member of all Council committees and boards.
- d) Councillors will attempt to share the load of service on committees and boards.
- e) The Manager or her/his delegate shall provide secretarial support to committees and boards as required.
- f) Committee meetings are open to the general public and shall operate under the same rules of procedure and conduct as those set out for Council meetings.
- g) Committees established to deal with a specific item of business shall automatically be dissolved after their report is submitted to Council unless Council directs that additional work shall be done by the committee. Committees established for dealing with general issues shall be dissolved by order of Council, by bylaw in accordance with the manner in which they were established.

21. COUNCIL/STAFF ROLES

- a) Council is responsible for the development of policies and programs of the municipality. The manager ensures the implementation of those policies and programs. Councillors may seek information or make inquiries of employees of the municipality but not to the extent of individually directing the implementation of the policies and programs of the municipality.

22. CIRCUMSTANCES NOT PROVIDED FOR

- a) Where circumstances arise which have not been provided for in this bylaw, the Act shall provide primary guidance.
- b) In any event provided for or not, the Act shall hold precedence over this bylaw and "Robert's Rules of Order".

23. SEVERABILITY

- a) If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed valid.

24. EFFECTIVE DATE

- a) This Bylaw shall take effect on the date of the third and final reading.
- b) This bylaw rescinds Bylaw 2007 - 04.
- c) This bylaw amends Bylaw 2009 - 02.
- d) This bylaw amends Bylaw 2021 - 05.

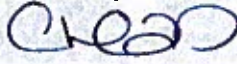
READ a first time this 14th day of May, 2025.

READ a second time 14th day May, 2025.

READ a third time, with unanimous consent, this 14th day of May, 2025.



Marshall D. Auger, Reeve



Chad Tullis, Chief Administrative Officer

APPENDIX 6



THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17

BYLAW 2020-20

BEING A BYLAW OF THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by Council who are not councillors;

AND WHEREAS pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by Council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the Municipal District of Opportunity No. 17;

AND WHEREAS the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Municipal District of Opportunity No. 17, in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title 1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;

(c) "CAO" means the chief administrative officer of the Municipality, or their delegate;

(d) "Complainant" means the individual of record who lodges a complaint of a violation of this Bylaw against any Member or Members;

(d) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

(e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;

(f) "Member" means a member of Council including a councillor and the Reeve, and non-elected members of council committees or other bodies established by Council who are not councillors;

(g) "Municipality" means the corporation of the Municipal District of Opportunity No. 17.

3. Purpose and Application

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality, and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

(a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

(b) perform their functions and duties in a diligent manner with integrity, accountability and transparency;

(c) conduct themselves in a dignified manner and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

(d) arrange their private affairs and conduct themselves privately in a manner that promotes public confidence in government and that will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

5.2. Unless Council directs otherwise, the Reeve is Council's official spokesperson and in his or her absence, the Deputy Reeve shall assume this authority. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. Every official spokesperson, including any Member to whom the Reeve or Deputy Reeve has further delegated the authority, must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4. No Member shall knowingly make a false statement or a statement with the intent to mislead Council or members of the public.

6. Social Media

- 6.1. All official Municipal District of Opportunity Social Media accounts are solely managed by Administration.
- 6.2. No Councillor shall use Social Media to publish anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.
- 6.3. Maintain confidentiality, do not post information discussed in closed session. Do not post anything that would not have been presented in a public forum.
- 6.4. Maintain privacy; do not post private or confidential information about fellow Councillors, Municipal District of Opportunity employees or constituents. Do not discuss situations involving named, pictured or otherwise identifiable individuals without their permission.
- 6.5. Elected Officials have an obligation to ensure their posts are accurate and not misleading, and that they do not reveal confidential information.
- 6.6. Refer customer service questions to the Municipal District of Opportunity's official channels.
- 6.7. When re-posting something written by someone else, first ensure to have the proper permission to do so. Then clearly state the material, letter, response, etc. has been authored by someone else. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permission of the rightholder(s).
- 6.8. Resist the urge to post everything. Refrain from cutting and posting emails from staff or constituents into posts without clear context and permissions.
- 6.9. Council members may post to Social Media, but should refrain from the following:
 - a. Posting and/or sending electronic communications while a council meeting is in session;
 - b. Posting, sending or reading communications regarding quasi-judicial issues through Social Media;
 - c. Posting or sending communications through Social Media that discuss matters that are attorney-client privileged or that are still confidential matters.

7. Respecting the Decision-Making Process

- 7.1. Decision making authority lies with Council, and not with any individual Member, and Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.
- 7.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and the reasons for decisions and actions.

7.3. Members shall accurately communicate the decisions of Council even if they disagree with the decision, in such a manner that Members' communications foster respect in the represented public for the decision-making processes of Council.

8. Adherence to Policies, Procedures and Bylaws

8.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, resolutions, policies and procedures adopted by Council.

8.2. Members shall respect the Municipality as an institution including its bylaws, policies and procedures, and shall encourage the public toward similar respect at all times.

8.3. A Member must not disobey, or encourage, condone or excuse disobedience of any bylaw, policy or procedure of the Municipality.

9. Respectful Interactions

9.1. Members shall act fairly, in a manner that demonstrates respect for individual differences and an intention to work together for the common good and furtherance of the public interest.

9.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy and respect and without abuse, bullying or intimidation.

9.3. No Member shall use discriminatory language or expressions to or about any other individual or group based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

9.4. Members shall respect the division between council and employees who work for the Municipality who are charged with making recommendations that reflect their professional expertise and a corporate perspective, and more particularly, Members will not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO.
- (b) use or attempt to use their position and influence for the purpose of affecting, commanding, coercing, intimidating, or threatening any employee of the Municipality with the intent of interfering in the employee's duties; and
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

10. Confidential Information

10.1. In the course of their duties, Members may become privy to confidential information received outside of an "in-camera" meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) disclose matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public;

- (c) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- (d) disclose or release any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so;
- (e) use confidential information for personal benefit or for the benefit of any other individual or organization.

10.2. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

11. Conflicts of Interest and Improper Influence

11.1 In addition to the Members' statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act, and their corresponding duty to vote unless required or permitted to abstain under the Act or another enactment,:

- (a) Members must keep themselves free from undue external influence and not act or appear to act in order to gain business or personal financial or other benefits for themselves, family, friends or associates.
- (b) Members shall approach decision-making with an open mind that is capable of persuasion.
- (c) Members must, when necessary, seek independent legal advice at the Member's sole expense in any situation that may result in a pecuniary or other conflict of interest.
- (d) No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

- (e) No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- (f) No Member shall, unless authorized by Council, attempt to bind the Municipality with direction to employees or to agents, contractors, consultants or other prospective service provider or vendors.
- (g) Members shall not contact or otherwise attempt to influence members of any adjudicative body considering a matter before it relating to the Municipality.
- (h) Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member except they may use:

- (a) municipal property, equipment, service, supplies and staff resources that are available to the general public for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, supplied by the Municipality to a Member, provided that the use does not otherwise breach this bylaw.

13. Orientation and Other Training Attendance

13.1. Every Member must attend orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14. Expenses, Gifts and Election Campaigns

14.1. Members as stewards of public resources shall avoid waste, abuse and extravagance in the use of municipal resources.

14.2. Members shall be transparent and accountable with all expenditures and strictly comply with municipal bylaws, policies and procedures regarding claims for remuneration and expenses; and in the absence of an adequate guideline or when in doubt, only claim expenditures honestly and in good faith.

14.3. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

14.4. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$100.00.

14.5. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

14.6. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

15. Complaint Process and Enforcement

15.1. Any Member who has identified or witnessed conduct by another Member that the Member believes, reasonably and in good faith, violates this Bylaw must lodge a complaint about the behaviour through either an informal or formal complaint process.

15.2. Complainants are encouraged to pursue the informal complaint process as the first means of remedying conduct that they believe violates this Bylaw; however, nothing in this provision requires the Complainant to first pursue the informal process prior to initiating a formal complaint.

15.3. The informal complaint process can include one or both of the following:

(a) the Complainant advising the Member that the conduct may violate this Bylaw and encouraging the Member to stop, or

(b) The Complainant requesting the Reeve, or in his or her absence the Deputy Reeve, to assist in a recorded discussion with the Member regarding the conduct, in order that the behaviour stops.

15.4. The formal complaint process shall consist of the following in order:

(a) The formal complaint process can only be initiated by a complaint in writing addressed to the Investigator, dated and signed by an identifiable individual which sets out the grounds for an allegation that a Member or Members has violated this Bylaw; and grounds must include a detailed description of the facts as they are known to the Complainant that give rise to the allegation.

(b) When a formal complaint is lodged, the Investigator shall provide a copy of the complaint to those Members named in the complaint and to the Reeve, or in his or her absence, the Deputy Reeve.

(c) Upon receipt of a complaint under this Bylaw, the Investigator shall review the facts as set out in the complaint to determine whether to proceed to investigate the complaint or not.

(d) If on review the Investigator is of the opinion that a complaint is frivolous or vexatious, or made in bad faith, or that the grounds for conducting or continuing an investigation are insufficient, the Investigator may choose to gather more information or alternatively, not investigate, terminate an in-progress investigation, or otherwise dispose of the complaint in a summary manner.

(e) The Investigator shall in all cases notify the Complainant, the Member(s), and Council, if Council is not the Investigator, of the decision whether to investigate or dismiss the complaint.

- (f) If on review the Investigator is of the opinion that a complaint is a valid concern made in good faith, and that the grounds for commencing an investigation are sufficient, the Investigator shall take such steps as he or she may consider appropriate to determine the validity of the allegation, which may include seeking legal advice; and all proceedings of the Investigator regarding the investigation shall be confidential.

15.5. If the Investigator is not Council, the Investigator shall, upon conclusion of an investigation, provide the results of the investigation in writing to Council, the Complainant, and the Member who is the subject of the complaint.

15.6. A Member who is the subject of a complaint and any Member who, in the course of investigation is or may be in violation of this Bylaw, shall be afforded procedural fairness including an opportunity to respond to the allegations before the investigation is concluded and before Council deliberates the matter and makes any decision or imposes any sanction.

15.7. A Member who is the subject of an investigation is entitled to utilize, at the Member's own expense, legal counsel to advise or otherwise act for the Member.

16. Compliance and Enforcement

16.1. No Member may disregard either the letter or the intent of this Bylaw.

16.2. Members are required to co-operate in every way possible with the application and enforcement of this Bylaw, including forthright and full participation in investigations of alleged violations.

16.3. No Member shall:

- (a) act or threaten to act in reprisal against a Complainant or any other person providing information to Council, and Investigator, or any other person regarding compliance with this Bylaw;
- (b) obstruct Council or the Investigator carrying out the objectives or requirements of this Bylaw.

16.4. Sanctions that Council may impose on a Member in the event that an investigation confirms that the Member has violated this Bylaw include:

- (a) a letter of reprimand addressed to the Member;
- (b) a requirement that Member to issue a written apology;
- (c) publication of the reprimand or requirement for an apology at the Member's expense;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the Member's chief elected official's presiding duties under section 154 of the Act;
- (g) revocation of appointment or suspension of the Member from some or all Council committees and bodies to which Council has the right to appoint members;

(h) reduction or suspension of the Member's remuneration as defined in section 275.1 of the Act corresponding to the reduction in duties outlined in subsections (d) through (g) above, excluding allowances for attendance at council meetings;

(i) any other sanction Council deems reasonable and appropriate in the circumstances provided only that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor, that the sanction is not contrary to the Act.

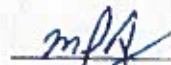
17. Review

17.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this 9th day of December, 2020

READ a Second time this 9th day of December, 2020

READ a Third time and passed this 9th day of December, 2020



Marshall D. Auger
Reeve



Chad Tullis
Chief Administrative Officer

APPENDIX 7

M.D. of OPPORTUNITY No. 17
COUNCIL POLICY

TITLE: **COUNCIL REMUNERATION POLICY**

EFFECTIVE DATE: December 11, 2024

POLICY NUMBER: **C13**

PURPOSE OF POLICY

A Policy of the Municipal District of Opportunity No 17 to define Reeve and Council's remuneration and expense reimbursements.

NOW THEREFORE, the Council of the Municipal District of Opportunity No. 17, duly assembled, enacts as follows:

1. NAME OF POLICY

This policy shall be known as the Council Remuneration Policy.

2. DEFINITIONS

- a) **Municipality** means the Municipal District of Opportunity No. 17.
- b) **Council** means the Reeve and Council Members of the Municipal District of Opportunity No. 17.
- c) **Council Member** means elected official of the Municipal District of Opportunity No. 17.
- d) **Act** means the Municipal Government Act being Chapter M-26, R.S.A. 2000.
- e) **CAO** means the Chief Administration Officer of the Municipality.
- f) **Hospitality event** means the hosting of Internal Event(s) or External Event(s) in promotional and/or other functions involving meals, refreshments, events or social gatherings to promote the interests of the Municipal District of Opportunity No. 17. Appendix C includes a list of the events that would be considered Hospitality events.
- g) **Incidentals** means costs including, but not limited to, parking and transportation costs (if not claimed with receipt)

3. MUNICIPAL OFFICE

- a) In accordance with Section 204 of the Act, the municipal office shall be the administration office located at Plan 022-3332 Civic Address #2077, Mistassiniy Road North.
- b) Council may from time to time, and by resolution, establish area offices in other communities within the municipality.

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4. CHIEF AND DEPUTY CHIEF ELECTED OFFICIAL

- a) The Chief Elected Official shall have the title of "Reeve" and the Deputy Chief Elected Official shall have the title of "Deputy Reeve".
- b) Annually, at the organizational meeting of Council, Council shall appoint the Reeve and Deputy Reeve from amongst its members.

5. COUNCIL ANNUAL BUDGET

- a) Council Members are annually allocated an operating and expense budget allowance for the purposes of:
 - i) Council or Committee Meetings and Conference/Events Attendance
 - ii) Monthly Preparation Time
 - iii) Telephone Expense
 - iv) Mileage Rate Expense
 - v) Subsistence Expense
 - vi) Lodging Expense
- b) Council Members are expected to operate within their allocated budget allowances and continually monitor their budgets. Council Members are not permitted to exceed their annual budget allocation unless approval is granted by a Council Motion.

6. REMUNERATION AND EXPENSE REIMBURSEMENT

- a) The annual salary and benefits are intended to remunerate elected officials for the performance of regular and usual duties associated with the responsibilities of such elected offices, including attendance at:
 - i) Regular and Special meetings of Council, including Public Hearings, Committee of the Whole;
 - ii) All annual strategic planning workshops and budget presentations;
 - iii) Conventions, conferences, seminars or workshops which elected officials attend;
 - iv) Meetings of importance where it is considered the attendance of elected officials is important or essential. Such situations shall normally be reported to Council as soon as practical through Council Representative Reports at the Regular meeting of Council; and
 - v) Remuneration during emergency situations as per section 10 below.
 - vi) Annual Cost of Living Allowance as approved.
- b) Annual remuneration and expense claims will be paid on the 15th and 30th of each month (except February, on the last day).
- c) The remuneration and expense reimbursement prescribed are intended to compensate elected officials for all of their duties. Wherever possible and reasonably practical, elected officials shall rearrange their schedule in advance to accommodate the work of Council and reduce or eliminate the need for additional expenses. When this is not possible, elected officials may claim reimbursement for expenses as per Appendix A.
- d) To receive reimbursements, all expense reports must have receipts attached. If no receipt is available, a detailed written statement must accompany the expense report. All expense reports are to be reviewed and approved by the Reeve/Deputy Reeve, and by Administration to ensure conformity with applicable policies.

7. GROUP BENEFIT PLANS

Council shall be eligible, at their option, to participate in the following items under the Municipality's Group Benefit Plans:

Benefits	Premiums
a) Group Life Insurance of \$100,000	100% employer paid
b) Dependents Life Insurance	100% employer paid
i) Spouse \$20,000	
ii) Dependent Child \$10,000	
c) Accidental Death and Dismemberment	100% employer paid
d) Extended Health Care	100% employer paid

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- e) Dental Insurance 100% employer paid

8. TRAINING AND DEVELOPMENT

- a) Council benefits from training and development opportunities to enable them to perform their governance role as per the Municipal Government Act and keep informed on current and emerging local government issues.
- b) The annual budget shall be inclusive of all related expenses and used for the following:
 - i) Annual Rural Municipalities of Alberta (RMA) conference;
 - ii) Annual training & development opportunities provided to Council as a whole, generally within the Municipality, including all opportunities offered for general orientation, training, retraining and strategic initiatives;
 - iii) Annual courses, workshops, seminar, webinars etc.;
 - iv) Attendance at annual conferences or seminars that are directly related to the Council Member's role as the Council appointed representative on Council's Boards, Committees and Commissions;
 - v) Purchase of information and learning materials directly related to Council business such as books, journal subscriptions, etc. Council Members are encouraged to share these materials with other Council Members to eliminate duplication; and
 - vi) Other requests for training and development that are directly related to the role of a Council Member but not listed above, shall be made in writing to Council for approval, prior to occurring any expenses.
- c) Council Members are required to provide a brief report of significant learnings during Council Representative Reports in the Regular Council Meeting after they have taken part in a developmental activity. This will enable other members of Council to share some of the benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
- d) The Municipality shall not pay for guest expenses associated with any Council activity, except in the case of a partner/spouse being invited or expected to attend conference banquet/gala, social, or fundraising event, and the Council member is attending the event in an official capacity. In this case, the partner/spouses's ticket may be expensed.
- g) To assist with carrying out their duties, Council shall be provided with a laptop, iPad or tablet, once per elected term.

9. REIMBURSABLE EXPENSES

- a) The rates and terms prescribed are intended to avoid economic loss to Council when reasonable and related expenses are incurred that are directly related to Municipality business.
- b) Travel and accommodation shall be comfortable and of good quality, neither extravagant nor substandard.
- c) A Council Member, when travelling on official municipality business may claim the following expenses with a receipt:
 - i) air fare
 - ii) bus fare
 - iii) taxi fares
 - iv) parking charges
 - v) automobile rental
 - vi) public transportation
- d) Reimbursement is available, on presentation of an expense form, that provides the actual logged total number of kilometers travelled for travel for Municipality business, the destination and the reason for travel. Alternatively the allowed kilometer or the allowed Reference list (Appendix B) could be used if no logbook is kept. Council Member will be reimbursed per kilometer for travel as per Appendix A. Where more than

one Council Member shares private motor vehicle transportation, only the person whose personal vehicle is being used shall claim the expense.

- e) A Council Member who is required by his/her insurance company to be insured for business use of his/her motor vehicle for travel on Municipality business shall be reimbursed for the full amount of applicable business premium up to a maximum as per Appendix A and pro-rated if coverage applies to a lesser period of time, upon submission of proof of payment.
- f) If Council is required to travel on Municipality business and overnight accommodation away from his/her regular home is necessary, he/she may claim:
 - i) The actual cost of accommodation on production of receipts;
 - ii) Council may wish to secure alternate accommodation at no cost to the official Municipality. He/she may then claim for a gift with receipt for the amount as shown on Appendix A.
- g) Meals and Gratuities
 - i) Council may claim the actual and reasonable cost of a meal including taxes and a normal gratuity of not more than 15% upon the submission of receipts with taxes and gratuities indicated on the receipt. If a receipt is lost or unavailable, the maximum expense Council may claim is the flat and all-inclusive rate set in Appendix A.
 - ii) Receipts identifying the establishment, the meal(s), refreshment(s), taxes and gratuities are required. Alcoholic beverages are not reimbursable except for Hospitality events at the discretion of the Reeve or CAO.
 - iii) Where meal costs are included on a hotel bill, they must be identified as meal costs and a detailed receipt included.
 - iv) Where conference, seminar or meeting includes meals, the Municipality will not reimburse substitute meals, except in cases of dietary restrictions or special circumstances that are not allowed for by the meal provider at these events where Council may claim by receipt or flat rate set in Appendix A as noted in i) & ii).
 - v) Expense claims for meals apply to Council travelling to and from meetings, conferences or seminars.
- h) Hosting
 - i) Council may claim reimbursements for the reasonable cost of hosting business associates such as other elected officials, locally or in travel status upon the submission of an expense report, complete with receipts and full details, including the names, which company the person(s) represent and the reason.
 - ii) Claims for expenses for hosting shall be supported with a brief written explanation signed by Council and supported by receipts.
- i) Telephone and Internet Connectivity
 - i) A monthly allowance will be paid as indicated in Appendix A.
 - ii) Where a Council Member incurs telephone and internet connectivity expenses exceeding the allowance set in Appendix A, such as telephone and long distance telephone charges, the Council Member may claim those expenses at actual costs, provided that the claim is backed by vendor or service provider's statement of charges or invoice.
- j) Other Costs

If Council incurs other expenses for which reimbursement is not specifically mentioned herein, he/she may recommend to Council that they be reimbursed for the expenses incurred and the members shall decide by majority vote whether any of the expenses will be reimbursed.
- k) Expense Reports
 - i) Council shall, within 30 days of incurred costs, complete an Expense Claim form to be provided to Administration, who shall review such form for conformity to this policy. If non-conformance, Administration will revert back to the Council Member, to correct. Where there are extenuating circumstances, Council shall have the authority to approve extraordinary expenses that are directly related to Council business by majority vote.
 - ii) Expense reports shall normally be completed every quarter and in any case must be completed by December 31 of the current year for all outstanding current year expenses.

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- iii) Administrationshall prepare a report for each Council Member's expenses on a quarterly basis, including training and development activities. Quarterly Expense Reports will be signed by each Council Member and shall be made available for public viewing on the Municipality's website.
- iv) Ineligible Expenses:
 - a. Alcoholic beverages, except in case of Hospitality event at the discretion of the Reeve or CAO.
 - b. Activities for political party events hosted by a party, constituency association or candidate, except for the actual cost of the event only (e.g. meal, green fees only).
 - c. Any portion of a receipt that is paid for by a third party.
- l) A Council Member shall not claim expenses from a board or committee or any other body, for such claims, if the Municipality is already providing for payment and reimbursement for such representation.
- m) A Council members expense claim shall not be processed without the approval signature of the Reeve and CAO. In the Reeve's absence the deputy Reeve is authorized to sign; and in the event both the Reeve and deputy Reeve are absent, any one of the Councillors with designated signing authority is authorized to sign the expense claims. In the CAO's absence a designated person as stand in for the CAO.
- n) Council expense claims shall not be amended without written confirmation of the Councillor and, if already approved, the Reeve or deputy Reeve.
- o) The Reeve's expense claim shall not be processed without the approval signature of the deputy Reeve. In the deputy Reeve's absence, any one of the Councillors with designated signing authority is authorized to sign the expense claims.
- p) A Council Member's expense claim shall be reimbursed on the following normally scheduled payroll run of the claim being submitted to the Municipality administration, and is subject to the following provisions:
 - i) each expense claim accompanied with the supporting documents such as receipts shall be personally prepared and signed by the claimant for accuracy and completeness;
 - ii) reimbursement of an expense claim shall be based on the claimants option of pre-authorized option of direct depositing or cheque issuance; and
- q) No receipt of supporting document is required if an expense claim is based on pre-approved rates for meals and mileage.
- r) Home office supplies – Council are authorized to expense the purchase of home office supplies (printer, ink, paper).

10. MUNICIPAL COUNCIL MEMBER'S FUNERAL

- a) The Municipality recognizes some responsibility towards funeral expenses for current Council.
- b) The following funeral costs shall be considered for reimbursement or payment directly to an organization or agency providing services with the total of payments and/or reimbursements not exceeding the maximum amount set as per Appendix A.
 - i) payment for the use of the municipal hall for wake;
 - ii) payment of family wreath for casket;
 - iii) payment of casket;
 - iv) payment of funeral services if applicable;
 - v) a donation of food costs; and
 - vi) any other associated funeral costs as per the funeral director.

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ADMINISTRATION:

1. This policy replaces all prior versions of the *C.13 Council Remuneration Policy*.

PRESENTED: May 26, 2021

PASSED: May 26, 2021

AMENDED: April 13, 2022

AMENDED: May 1, 2022 Added: Incidentals (day trip, less than 24 hours)

AMENDED: October 25, 2022

AMENDED: May 10, 2023 Change Telephone/Internet from \$200 to \$300

AMENDED: July 12, 2023 Change mileage rate from .68 to .80 cents per km

AMENDED: October 23, 2023 Change Reeve Salary from \$88,200 to \$91,200, change Deputy Reeve Salary from \$84,600 to \$84,900, change Council Members from \$81,900 to \$84,900; and change Council members funeral cost from \$5,000 to \$10,000.

AMENDED: October 22, 2024 Increased Reeve, Deputy Reeve and Council Members Salary by 5% and approved COLA increase. Changed expense claim rates to C.R.A. prescribed rates. Changed expense claim payments to be done twice per month with payroll effective November 1, 2024

AMENDED: December 11, 2024 Removed 6a)ii) All council appointed Boards, Committees, and Commissions as appointed; Appendix A Changed description for Eligible council boards and committees from Half day and full day honorariums to As Noted in COUNCIL BOARDS & COMMITTEES – ORGANIZATION COMMITTEE STRUCTURE and changed the amount from \$50 to \$100 per meeting.

APPENDIX A**RATES OF REMUNERATION AND EXPENSE REIMBURSEMENT FOR COUNCIL**

Effective November 1, 2024

DESCRIPTION	AMOUNT
Annual Salary	Reeve \$95,760 Deputy Reeve \$ 89,145 Council Members \$89,145
Rate per kilometer travelled	Per applicable CRA prescribed rate
Subsistence Allowance	Per applicable CRA prescribed rate
Accommodation (with receipts)	At cost.
Non-commercial (private/without receipts)	Per applicable CRA prescribed rate
Incidentals	Per CRA prescribed rate, unless reimbursed receipt
Eligible council boards and committees, As noted in COUNCIL BOARDS & COMMITTEES - ORGANIZATION COMMITTEE STRUCTURE	\$100 per meeting
Telephone and Internet	\$200 per month
Home Office Supplies	Expenses allowable based on receipts being provided up to reasonable amounts and can include the following: <ul style="list-style-type: none"> • Printing paper & stationary • Pens & pencils • Ink & toner In a standard term of council, councillors may claim expenses one-time, for: <ul style="list-style-type: none"> • Printer • Cell-phone booster
Council Member's Funeral cost	\$ 2,500

APPENDIX B**ALLOWED KILOMETERS FOR EXPENSE REIMBURSEMENT FOR COUNCIL FOR UNDOCUMENTED/LOGBOOKED TRAVEL**

Effective May 26, 2021

From	To	One way
Wabasca	Edmonton	322 km
Trout Lake	Edmonton	512 km
Peerless Lake	Edmonton	487 km
Calling Lake	Edmonton	206 km
Red Earth	Edmonton	422 km
Sandy Lake	Edmonton	281 km
Chip Lake	Edmonton	454 km
Chip Lake	Wabasca	140 km
Wabasca	Sandy Lake	35 km
Wabasca	Trout Lake	324 km
Peerless Lake	Trout Lake	25 km
Calling Lake	Trout Lake	425 km
Red Earth	Trout Lake	89 km
Sandy Lake	Trout Lake	351 km
Chip Lake	Trout Lake	461 km
Wabasca	Peerless Lake	299 km
Trout Lake	Peerless Lake	25 km
Calling Lake	Peerless Lake	400 km
Red Earth	Peerless Lake	64 km
Sandy Lake	Peerless Lake	326 km
Chip Lake	Peerless Lake	436 km
Wabasca	Calling Lake	117 km
Trout Lake	Calling Lake	425 km
Peerless Lake	Calling Lake	400 km
Red Earth	Calling Lake	335 km
Sandy Lake	Calling Lake	75 km
Chip Lake	Calling Lake	248 km
Wabasca	Red Earth	234 km
Trout Lake	Red Earth	89 km
Peerless Lake	Red Earth	64 km
Calling Lake	Red Earth	335 km
Sandy Lake	Red Earth	261 km
Chip Lake	Red Earth	371 km
Wabasca	Slave Lake	136 km
Trout Lake	Slave Lake	259 km
Peerless Lake	Slave Lake	234 km
Calling Lake	Slave Lake	191 km
Red Earth	Slave Lake	169 km

Sandy Lake	Slave Lake	163 km
Chip Lake	Slave Lake	273 km
Wabasca	Athabasca	176 km
Trout Lake	Athabasca	388 km
Peerless Lake	Athabasca	364 km
Calling Lake	Athabasca	59 km
Sandy Lake	Athabasca	134 km
Chip Lake	Athabasca	307 km
Red Earth	Athabasca	298 km
Wabasca	White Court	328 km
Trout Lake	White Court	452 km
Peerless Lake	White Court	427 km
Calling Lake	White Court	284 km
Red Earth	White Court	362 km
Sandy Lake	White Court	355 km
Chip Lake	White Court	466 km
Wabasca	Jasper	585 km
Trout Lake	Jasper	709 km
Peerless Lake	Jasper	684 km
Calling Lake	Jasper	551 km
Red Earth	Jasper	619 km
Sandy Lake	Jasper	612 km
Chip Lake	Jasper	723 km
Wabasca	Banff	741 km
Trout Lake	Banff	921 km
Peerless Lake	Banff	896 km
Calling Lake	Banff	705 km
Red Earth	Banff	831 km
Sandy Lake	Banff	699 km
Chip Lake	Banff	872 km
Wabasca	White Horse	1923 km
Trout Lake	White Horse	1827 km
Peerless Lake	White Horse	1802 km
Calling Lake	White Horse	1980 km
Red Earth	White Horse	1737 km
Sandy Lake	White Horse	1950 km
Chip Lake	White Horse	2061 km
Wabasca	Peace River	378 km
Trout Lake	Peace River	254 km
Peerless Lake	Peace River	229 km
Calling Lake	Peace River	436 km
Red Earth	Peace River	164 km
Sandy Lake	Peace River	405 km

APPENDIX C

LIST OF EVENTS CONSIDERED TO BE HOSPITALITY EVENTS FOR THE PURPOSES OF THIS POLICY

- Rural Municipalities of Alberta conference social events
- Meetings or special events at which M.D. Administration or Council are entertaining third-party guests in an official capacity (other municipalities, government officials)
- Social events pertaining to conferences or workshops where Administration or Council are entertaining in an official capacity

APPENDIX 8

M.D. of Opportunity No 17
COUNCIL POLICY

TITLE: **ANNUAL CONVENTIONS/CONFERENCES ATTENDANCE**

EFFECTIVE DATE: **OCTOBER 22, 2024**

POLICY NUMBER: **C.11**

Purpose of Policy:

The intention of this Policy is to set out clear guidelines for Administration and Council with respect to the responsibility of advanced booking for Annual Conventions/Conferences.

Policy Statements:

1. Administration will automatically register All Council Members who are interested in attending the Conference and/or Conventions:
 - Alberta CARE
 - Alberta Forest Products Association (AFPA) Annual General Meeting & Conference
 - Alberta Municipalities
 - Alberta Recreation & Parks Association (ARPA) Conference
 - Emerging Trends
 - Family & Community Support Services Association of Alberta (FCSSAA) Conference
 - Federation of Canadian Municipalities Conference (FCM)
 - Growing the North Conference – 1 per year
 - Rural Municipalities of Alberta (RMA) – 2 Conventions and 1 Zone meeting
2. Administration is responsible for booking and reserving accommodations for Councillors when they attend conferences and/or conventions.
3. Council is responsible to notify administration by a telephone call, memorandum or email of their intention to cancel their attendance for the conference and/or convention at least two working days (48 hours) of the date of the event.
4. Administration is also responsible to notify Councillors by a telephone call, memorandum or email of their attendance, including the date of the conference and/or convention, location, address and telephone number, at least two working days (48 hours) of the date of the event.

APPROVED: August 13, 2008
AMENDED: October 23, 2023
AMENDED: October 22, 2024 – Add Alberta Municipalities and Alberta CARE

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APPENDIX 9



BYLAW 2017 - 01

THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 In the Province of Alberta

Being a Bylaw of the Municipal District to provide for the Division of the Municipality into Wards, Establish the Boundaries and identifies the Number of Councillors to serve on Municipal Council

WHEREAS, Section 143(4) of the *Municipal Government Act*, RSA 2000, c-M-26, as amended (the *Municipal Government Act*) authorizes Council, by bylaw, to specify the number of Councillors to serve on the Council of a municipal district; and

WHEREAS, Sections 144 and 149 of the *Municipal Government Act*, RSA 2000, c-M-26, as amended (the *Municipal Government Act*) require that a bylaw passed under section 143 or 148 must be passed at least 180 days before the general election at which it is to take effect; and

WHEREAS, Section 148(2) of the *Municipal Government Act*, RSA 2000, c-M-26, as amended (the *Municipal Government Act*) authorizes Council, by bylaw, to establish wards and boundaries for its' municipality, including the number of wards and names and/or numbers for each ward in the municipal district; and

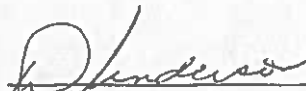
WHEREAS, Section 148(5) of the *Municipal Government Act*, RSA 2000, c-M-26, as amended (the *Municipal Government Act*) authorizes Council, by bylaw, to require each Councillor to be nominated by ward and that each Councillor shall serve as the Councillor for the ward in which they were nominated; and

WHEREAS, it is deemed desirable to establish wards, boundaries and the number of Councillors to serve for each Ward;

NOW THEREFORE, under the authority of the *Act*, the Council of the Municipal District of Opportunity No. 17, hereby duly assembled, authorizes that:

1. This Bylaw shall be cited as the "Municipal Wards and Boundaries" Bylaw.
2. The municipality shall be divided into seven (7) wards; the number and description of each ward shall be as per attached Schedule "A" which forms a part of this bylaw. The wards exclude any and all incorporated municipalities, Indian Reserves or Metis Settlements situated therein.
3. Council shall be comprised as follows:
 - a) The Council shall consist of eleven (11) Councillors;
 - b) The number of Councillors to be elected for each ward shall be as per the attached Schedule "A" which forms a part of this bylaw.
 - c) All Councillors are Councillors for the ward in which they were nominated;
 - d) All Councillors must be elected and nominated in accordance with the *Local Authorities Election Act*.
4. Bylaw 2004 – 02 shall be rescinded in its entirety.
5. Bylaw 2017 – 01 shall take effect for the General Municipal Election in 2017.

Read a first time this 11th day of January 2017.


REEVE



CHIEF ADMINISTRATIVE OFFICER

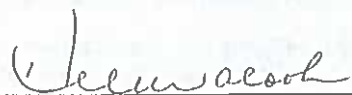
Advertised in The Wabasca Fever, Athabasca Advocate & Slave Lake Lakeside Leader Newspapers on the week of January 16, 2017.

Advertised in The Wabasca Fever, Athabasca Advocate & Slave Lake Lakeside Leader Newspapers on the week of January 23, 2017.

Read a second time this 12 day of April 2017.

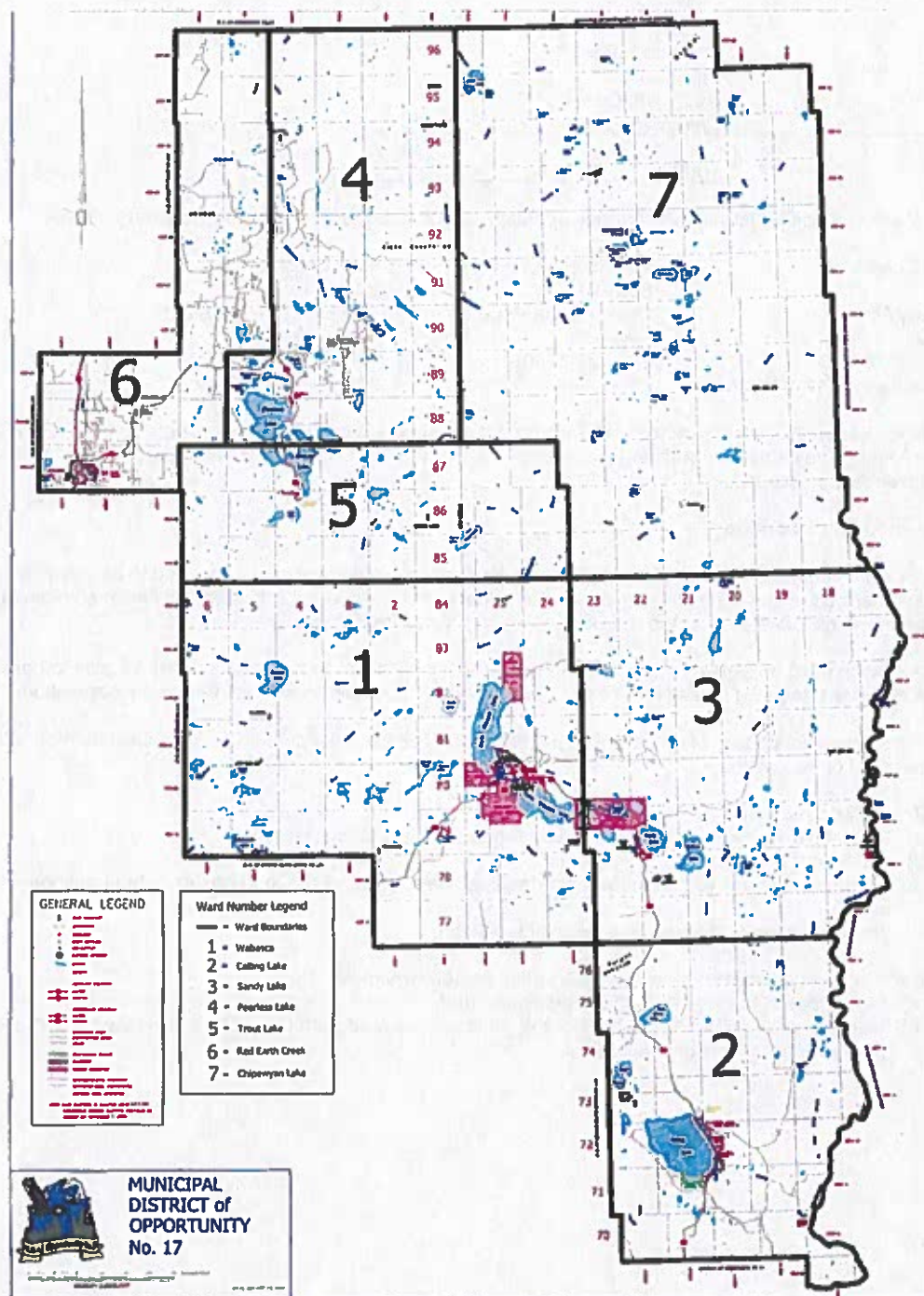
Read a third time this 12 day of April 2017.


REEVE


CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

Ward #	Hamlet/Community	Number of Councillors to be Elected
# 1	Wabasca	4
# 2	Calling Lake	2
# 3	Sandy Lake	1
# 4	Peerless Lake	1
# 5	Trout Lake	1
# 6	Red Earth Creek	1
# 7	Chipewyan Lake	1
Total:		11



**MUNICIPAL DISTRICT OF OPPORTUNITY
N O T I C E – BYLAW 2017 - 01**

Municipal Ward Boundaries, Number of Wards and Names and/or Numbers for each Ward

As per Section 606(2) of the *Municipal Government Act*, notice is hereby given to the residents of the Municipal District of Opportunity that Bylaw 2017 – 01 was given FIRST READING on January 11th, 2017.

Bylaw 2017 – 01 is a bylaw of the Municipal District of Opportunity authorizing a Council to specify the number of Councillors to serve on the Council of the Municipal District of Opportunity, to establish Ward Boundaries for its Municipality, including the number of Wards and Names and/or Numbers for each Ward as follows:

<u>Ward #</u>	<u>Hamlet/Community</u>	<u>Number of Councillors to be Elected</u>
# 1	Wabasca	4
# 2	Calling Lake	2
# 3	Sandy Lake	1
# 4	Peerless Lake	1
# 5	Trout Lake	1
# 6	Red Earth Creek	1
# 7	Chipewyan Lake	1
Total:		11

A copy of the proposed Bylaw 2017 – 01 may be obtained and inspected at any of the following offices:

M.D. of Opportunity	M.D. of Opportunity	M.D. of Opportunity
Box 60	Box 22	Box 50
Wabasca, Alberta	Calling Lake, Alberta	Red Earth Creek, Alberta
T0G 2K0	T0G 0K0	T0G 1X0
780-891-3778	780-331-3860	780-649-3427
2077 Mistassiniy Road North	2824 Central Drive	249 Red Earth Drive

Pursuant to Section 231(1) of the *Municipal Government Act* when a Bylaw has been advertised, the ELECTORS of a municipality may submit a petition for a vote of the electors to determine whether the proposed bylaw or resolution should be passed.

Procedure to File a Petition:


1. A petition under this section for a vote of the electors on a proposed bylaw required to be advertised by another Part of this Act or another enactment is not sufficient unless it is filed with the chief administrative officer within 60 days after the last date on which the proposed bylaw is advertised.
2. A petition must be signed by the required number of petitioners. In the case of a municipality, other than a summer village, by electors of the municipality equal in number to at least 10% of the population.
3. A petition must consist of one or more pages, each of which must contain an identical statement of the purpose of the petition.
4. The petition must include, for each petitioner,
 - a) the printed surname and printed given names or initials of the petitioner,
 - b) the petitioner's signature
 - c) the street address of the petitioner or the legal description of the land on which the petitioner lives, and
 - d) the date on which the petitioner signs the petition.
5. Each signature must be witnessed by an adult person who must:
 - a) sign opposite the signature of the petitioner, and
 - b) take an affidavit that to the best of the person's knowledge the signature witnessed are those of persons entitled to sign the petition.

6. The petition must have attached to it a signed statement of a person stating that:
- a) the person is the representative of the petitioners, and
 - b) the municipality may direct any inquiries about the petition to the representative.

This Notice is dated January 16, 2017.

Advertised – The Wabasca Fever, Athabasca Advocate & Slave Lake Lakeside Leader Newspapers on the week of January 16, 2017.

Advertised – The Wabasca Fever, Athabasca Advocate & Slave Lake Lakeside Leader Newspapers on the week of January 23, 2017.



Chief Administrative Officer,
M.D. of Opportunity No. 17

APPENDIX 10

General Municipal Elections

Changes from 2021 municipal election

A voter register is just one of the changes coming into play in this year's municipal elections in Alberta.

Another change is the banning of tabulators to process ballots, which will now be hand-counted.

You'll need to join a permanent electors register if you want to cast your ballot in this year's municipal election.

The Alberta government made changes last fall to how municipal elections are run.

One of the requirements includes a list of eligible voters. In the province's capital, Edmonton Elections now has its own electoral register online.

The final date to *update* your information and to *register* is **August 15, 2025**. That gives Elections Alberta a chance to update their information before they send it over to us to use for the October 20, 2025 municipal election.

Residents can register online via [voterlink.ab.ca](https://www.voterlink.ab.ca).

voterlink

<https://www.voterlink.ab.ca/>

Register to Vote

Bill 54: *Election Statutes Amendment Act* impacts all provincial electoral legislation. This page is being updated to reflect the new legislation, and as such the information below may be outdated.

You can register to vote at any time. There are several benefits to registering ahead of an election. Registered voters will receive important updates from Elections Alberta after a provincial or by-election is called, including personalized mailed voter information cards that tell you where, when, and how to vote in upcoming provincial elections. Registering in advance also makes the voting process faster and easier, because you won't have to register at the voting place.

- If your registration is up-to-date, you're ready to vote!
- If your registration is out-of-date, or (for example, if you have recently moved or changed your name since you previously registered), you will need to re-register.
- If you have not registered before, you can register now.

Future voters (who are 16 or 17 years of age) may register in advance and will be added to the permanent Register of Electors automatically when they turn 18.

Registered electors must be:

- Canadian Citizens
- 18 years of age or older
- Ordinarily Resident in Alberta

CANADIAN CITIZEN

ORDINARY RESIDENT
OF ALBERTA

Future voters must be:

- Canadian Citizens
- 16 or 17 years of age
- Ordinarily Resident in Alberta

REGISTERED
ELECTOR

FUTURE
VOTER

18+

16-17

Future voters are automatically added to the permanent register upon turning 18.

Alberta's Register of Electors

The following information is collected during the registration process:

- Name – First, Middle and Last
 - Address – Residential Address and Mailing Address(*if applicable*)
 - Citizenship
 - Birth Date
 - Gender (*OPTIONAL*)
 - Telephone number (*OPTIONAL*)
-

Use and Protection of Information

Data from the register of electors is used to produce the list of electors for each electoral division. The list of electors contains only a portion of the information stored in the Register:

- Name – first, middle and last
- Address – residential address and mailing address (*if applicable*)
- Telephone number (*if provided*)

The list of electors is used provincially by election officers at voting locations to maintain the record of who has voted and to add new elector registrations. Access to list information is also available to:


- Registered political parties
- Candidates
- Members of the Legislative Assembly, and
- Electors who wish to see their information


Elections Alberta commits to protecting the privacy of registered electors. Any information we maintain is for electoral purposes only.


The law further limits how we distribute or use your information. Any information we share is subject to physical and electronic safeguards. We trace persons who attempt to misuse such information. Any misuse of information may result in fines up to \$100,000, imprisonment for up to one year, or both.


Eligible Albertans can register to vote in provincial elections [here](#).

Your privacy is important to us. Your information will be used for electoral purposes only! It will be shared with your municipality for their electoral purposes as required by Alberta provincial legislation.

 **voterlink** allows voters to register to vote for the first time, update existing voter registration information, or check if they are registered to vote.

 You will need an Alberta Driver's License or an Alberta Identification Card for each individual you wish to register or update.

 Your registration or update should take less than five minutes to complete.

 If you would like additional information, [contact us](#).

AM I REGISTERED TO VOTE?

REGISTER TO VOTE

UPDATE REGISTRATION

Voter identification requirements

Section 53 of the *Local Authorities Election Act* outlines identification requirements for local elections. A resident can vote if their name is on the Permanent Electors Register and they produce one piece of identification issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person.

Or, residents not on the Permanent Electors Register can vote if they fill out the prescribed Form 13 (or Form 13SV for Summer Villages) and produce one piece of identification issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person, or present one piece of identification authorized by the Chief Electoral Officer that establishes the person's name and current address.

Section 53(3.1) also states that a post office box number listed on government issued photo ID is acceptable for validation of a person's residence.

Contact

If you have any questions, please contact Lynda Gray at 780-891-3778 or lynda.gray@mdopportunity.ab.ca

APPENDIX 11

Voter Identification Requirements

Voter Identification and Eligibility for Municipal Elections

Proof of identity and current residence is required to be able to vote in municipal elections.

Any of the following documents that has the voter's name and address on it will be accepted as valid proof:

- Identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and their name and current address.
- Bank or credit card statement or personal cheque.
- Government cheque or cheque stub.
- Income or property tax assessment notice.
- Insurance policy or coverage card.
- Letter from a public curator, public guardian or public trustee.
- Pension plan statement of benefits, contributions or participation.
- Residential lease or mortgage statement.
- Statement of government benefits (for example, employment insurance, old-age security, social assistance, disability support or child tax benefit).
- Utility bill (for example, telephone, public utilities commission, television, hydro, gas or water).
- Vehicle ownership, registration or insurance certificate.

A letter or form (attestation) confirming that the person lives at the stated address will also be accepted as valid proof. The letter can be signed prior to the vote by any of the following:

- authorized representative of a commercial property management company;
- authorized representative of a correctional institution;
- authorized representative of a First Nations band or reserve;
- authorized representative of a post-secondary institution;
- authorized representative of a facility that provides services to the homeless; or
- authorized representative of a supportive living facility or treatment centre.

If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction. The address does not have to be in the voting division or ward.

An elected authority could, by bylaw, require additional verification or a combination of verification to establish the person's specific current address.

Contact

Alberta Municipal Affairs
Municipal Services Division
Phone: 780-427-2225 Fax: 780-420-1016
Email: ma.advisory@gov.ab.ca

FORMS

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: Municipal District of Opportunity No. 17, PROVINCE OF ALBERTA

Election Date: October 20, 2025
date

I, _____, of _____

complete address and postal code

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

name of local jurisdiction and ward, if applicable

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

Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

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

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

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

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

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

Returning Officer / Municipal District of Opportunity No. 17

780-891-3778

Business Title/Organization

Box 60

Wabasca

Business Phone Number

AB

T0G 2K0

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: Municipal District of Opportunity No. 17, PROVINCE OF ALBERTA

We, the undersigned electors of

Name of Local Jurisdiction and Ward (if applicable)

nominate

Candidate's Surname and Given Names

of

Complete Address and Postal Code

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

Councillor

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

Candidate Financial Information

*Local Authorities Election Act
(Section 27)*

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. 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 concerning the collection of this personal information, please contact

Lynda Gray

Title of the Responsible Official

780-891-3778

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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

2077 Mistassiniy Road NorthMD of Opportunity No. 17, Wabasca AB

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

MD of Opportunity No. 17, Wabasca AB

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

Returning Officer, Lynda Gray

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.

**CANDIDATE OR OFFICIAL AGENT PROOF OF
IDENTIFICATION FOR ACCESS***Local Authorities Election Act*
(Section 52)LOCAL JURISDICTION: Municipal District of Opportunity No. 17, PROVINCE OF ALBERTAELECTION DATE: October 20, 2025

VOTING SUBDIVISION OR WARD (If applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification
for _____

Name

of _____
Complete Address and Postal Codeserving in the capacity of Councillor
OfficeThis appointment is in effect for the 20 25 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is a candidate, an official agent or a campaign worker, shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

Signature of Returning Officer or Deputy Returning Officer_____
Signature of Candidate or Official Agent named above

Statement of Scrutineer or Official Agent

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

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

Returning Officer / Municipal District of Opportunity No. 17 780-891-3778
 Business Title/Organization Business Phone Number
 Box 60 Wabasca AB T0G 2K0
 Address City or Town Province Postal Code

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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

I, _____,
 Name of Scrutineer or Official Agent

of _____
 Complete Address and Postal Code

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

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

OR

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

(Check [✓] One) ☒ promoting the passing of Bylaw No. _____

☐ opposing the passing of Bylaw No. _____

OR

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

(Check [✓] One) ☒ voting in the positive on the question set out.

☐ voting in the negative on the question set out.

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

 Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT

2025 Election

Disclosure and Waiver of Candidate Contact Information

Disclosure - Candidate Personal Information

The personal information on this Form is being collected to support the administrative requirements of the local authorities election process. The Returning Officer (RO) is authorized to collect this information under s.27 (1.1) of the *Local Authorities Election Act*, RSA 2000 c. L-21.

Candidate Information

First Name: _____	Phone: _____
Last Name: _____	Mobile: _____
Mailing Address: _____	Fax: _____
City: _____	Email: _____
Province: _____ Postal Code: _____	

The personal information will be managed in compliance with the privacy provisions of the *Personal Information Protection Act*, SA 2003 c. P-6.5, s.4(7) allows for the consent to waive or release the protections granted in the legislation.

Waiver - Candidate Personal Information

I, _____ (print name), as a potential Candidate for the position of Councillor consent to such collection, storage and use of the above information for the purposes of the 2025 Municipal General Election. I hereby consent to the disclosure of my name, email or phone number or all, as noted above, to be released upon formal request to the Returning Officer by attending in-person at the main municipal administration building located at 2077 Mistassiniy Road N, Wabasca, Alberta, T0G 2K0.

By signing below, I acknowledge that I waive any right of privacy of my name, email or phone number, or all.

Candidate Signature

Date

Witness Signature

Date

Completed Disclosure and Waiver forms can be submitted by email or in-person to the Returning Officer or at any MD administration building:

Lynda Gray

Email: lynda.gray@mdopportunity.ab.ca

Phone: 780-891-3778

Toll Free: 1-888-891-3778

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

Returning Officer / Municipal District of Opportunity No. 17

780-891-3778

Business Title/Organization		Business Phone Number	
Box 60	Wabasca	AB	T0G 2K0
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: Municipal District of Opportunity No. 17, PROVINCE OF ALBERTA

Calendar year of disclosure: 2025

Full Name of Candidate: _____

Candidate's Mailing Address: _____

Postal Code: _____, Alberta

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