

2025 MUNICIPAL ELECTION

NOMINATION PACKAGE



**DRUMHELLER
VALLEY**

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TABLE OF CONTENTS

General Information.....	3
Election Office	3
FOIP Statement.....	3
Disclaimer	3
Town of Drumheller.....	4
Terms of Office.....	4
Role of Council.....	4
Important Dates	4
Prior to Running.....	5
Candidate Eligibility.....	5
Nomination Process.....	5
Notice of Intent to be Nominated.....	5
Submit the Nomination Package.....	6
Nomination Checklist	6
Official Agent	6
Deadline to Submit Nomination Package.....	6
Withdraw of Nominations.....	7
Insufficient Nominations.....	7
Campaigning	7
Campaign Advertising	7
Election Signage.....	7
Finances and Contributions.....	8
Offences	8
Bill 20: Changes to the Local Authorities Election Act.....	8
Appendices.....	9
References	9
Forms.....	9
Reference Links.....	9

General Information

This information guide has been developed to answer questions most frequently asked by candidates prior to Nomination Day (September 22, 2025) and contains important information that candidates running for Council should be aware of. Elections are governed primarily by the [Local Authorities Election Act](#) and the Town of Drumheller *Election Bylaw*.

All documents referenced can be found in the Appendices at the end of this Informational Package.

Please note, this package will be updated periodically as required. The revision date can be found in the footer of the document. Information specific to councillor duties will be added in the near future.

Election Office

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

Address	Town Hall 224 Centre Street Drumheller AB T04 0Y4
Returning Officer (RO)	Mitchell Visser (403) 823-1339 legislativeservices@drumheller.ca
Substitute Returning Officer (SRO)	Angela Keibel (403) 823-1347 legislativeservices@drumheller.ca
Website	www.drumheller.ca/your-municipality/municipal-elections

FOIP Statement

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

Disclaimer

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

Town of Drumheller

The Town of Drumheller is an urban municipality with a population of 8,343, according to recent estimates from the Government of Alberta. The elected authorities for the Town consist of six (6) councillors and one (1) mayor who are elected from amongst the general population.

Terms of Office

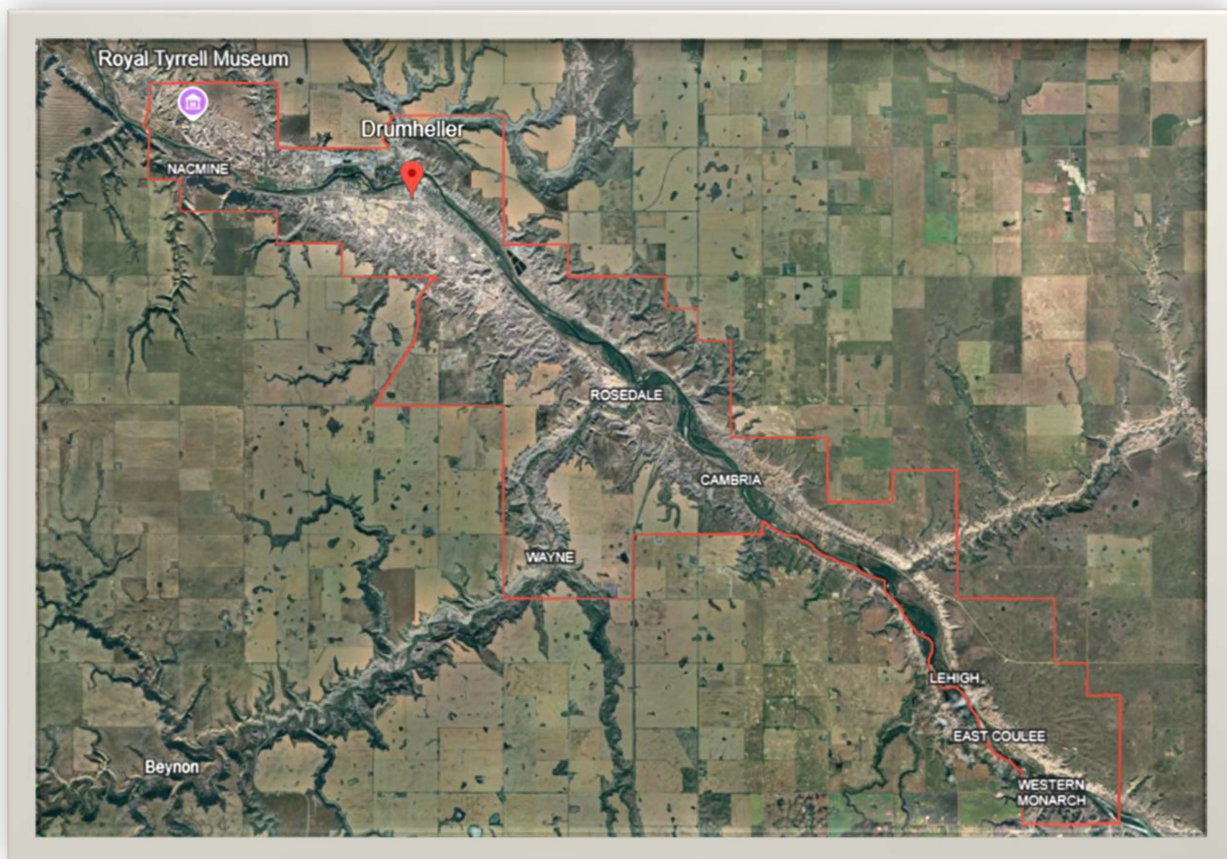
The term of office for Mayor and Council is governed by the [Local Authorities Election Act](#) and is set for four (4) years.

Role of Council

The role of Council is to work cooperatively to set the strategic priorities and objectives of the Town. This formal direction is given in an open session of Council in the form of either a bylaw or a resolution.

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 part of your election campaign that involves municipal expenditures, or the activities of employees, can only be carried out if a majority of Council votes in favour of the matter at a meeting.

The *Municipal Government Act*, which provides authority to Council, describes the duties of councillors in Section 153 of the Act.



Important Dates

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

Prior to Running

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

- [What Every Councillor Needs to Know – A Council Member's Handbook](#)
- [Alberta Municipalities \(AM\) - Running for Municipal Office](#)
- [Government of Alberta – Municipal Elections](#)

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

- Review Town bylaws and policies;
- Read past Council agendas and minutes; and
- Observe municipal Council meetings.

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

Candidate Eligibility

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

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

Nomination Process

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

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

Notice of Intent to be Nominated

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

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

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

Submit the Nomination Package

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

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

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

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

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

Nomination Checklist

We recommend that you review the Nomination Checklist found in the Appendices section below to ensure all your documents are completed and included in the Nomination Package.

Official Agent

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

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

Deadline to Submit Nomination Package

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

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

Withdraw of Nominations

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

- at any time during the Nomination Period (January 1, 2025 - September 22, 2025, at Noon); or
- within 24 hours after the closing of the Nomination period, if more than the required number of candidates for any particular office are nominated.

Insufficient Nominations

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

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

Campaigning

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

Candidates have used various strategies, such as:

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

Campaign Advertising

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

In accordance with Section 152 of the Local Authorities Election Act, candidates are not permitted to advertise inside or outside a voting station on election day

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

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

Election Signage

Election signage may only be erected after noon on the day when an election is officially called. The election will be officially called by the municipality following the close of

Nomination Day (September 22, 2025). Election signage can be erected without a development permit provided they comply with the provisions of the *Election Signage Bylaw* and Part 4 of the *Land Use Bylaw*. For more information and rules governing the content, dimensions and erection of election signage please see the following:

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

Finances and Contributions

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

Candidates are required to know:

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

All candidates must submit [Form 26 – Campaign Disclosure Statement and Financial Statement](#) to the municipality on or before March 1, 2026, even if they had no contributions or expenses. The campaign disclosure statement must be filed whether or not the candidate was elected.

Failure to comply with the filing of disclosure statements will result in a late filing fee and other fines and consequences. Form 26 is also located in the Forms section of this Nomination Package.

Offences

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

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

Bill 20: Changes to the Local Authorities Election Act

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

Appendices

References

- Candidate Nomination Checklist
- 2025 Municipal Election Important Dates
- What Every Councillor Needs to Know – A Council Member’s Handbook
- Guidelines for the Installation of Election Signage
- Election Signage Bylaw #13.21
- Election Bylaw #12.21

Forms

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

Reference Links

- Town Elections Website (www.drumheller.ca/your-municipality/municipal-elections)
- Alberta Kings Printer (www.alberta.ca/alberta-kings-printer)
- Municipal Elections Website (www.alberta.ca/municipal-elections-overview)
- Alberta Municipalities (AM) – Running for Municipal Office (www.abmunis.ca/advocacy-resources/running-municipal-office)

2025 MUNICIPAL ELECTION

**NOMINATION
PACKAGE:
REFERENCES**



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CANDIDATE NOMINATION CHECKLIST

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

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

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2025 MUNICIPAL ELECTION IMPORTANT DATES

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

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

ⁱⁱ Election Advertising Period means the period where an individual may advertise for or against a candidate. Election Signs cannot be placed until September 23, 2025, as per the *Election Signage Bylaw*.

ⁱⁱⁱ Nominations are accepted until 12:00 noon on Nomination Day (September 22, 2025).

^{iv} For more information, please see the *Election Signage Bylaw*.

^v For more information, please see the *Election Signage Bylaw*.

^{vi} This is the first meeting after an election where the council appoints members to committees and boards, establishes meeting dates, and takes the oath of office.

^{vii} The Campaign Period begins on January 1, 2025, and ends on December 31, 2025, and affects how a candidate may receive and spend campaign contributions.

^{viii} Statements disclosing how a candidate received and spent campaign contributions must be submitted to the Returning Officer by this date. For more information, please see Section 147.4 of the *Local Authorities Election Act*.



What every councillor needs to know

A council member's handbook

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

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

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

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

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



Contents

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

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



Introduction

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

History of Local Government in Alberta

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

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

Municipal Government Act

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

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

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

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

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

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

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

Council Roles and Responsibilities

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

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

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

Councillor Duties

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

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

Code of Conduct

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

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

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

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

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

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

Councillor Liability

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

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

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

The Chief Elected Official

(*MGA* Sections 150, 154 and 155)

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

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

Orientation and Training Opportunities

(MGA Section 201.1)

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

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

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

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

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

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

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

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

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

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

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

Policy-Making and Program Monitoring

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

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

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

The Entire Municipality

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

Time Management

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

Team Approach

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

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

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

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

Oath of Office

(MGA Section 156)

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

Organizational Meeting

(MGA Sections 159 and 192)

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

Procedural Bylaw

(MGA Section 145)

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

Regular and Special Meetings

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

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

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

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

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

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

Meetings Closed to the Public

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

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

Voting

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

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

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

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

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

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

Pecuniary and Conflict of Interest

(MGA Sections 170, 172 and 172.1)

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

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

Council Committees

(MGA Sections 145 and 203)

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

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

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

Municipal Organization and Administration

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

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

Chief Administrative Officer

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

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

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

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

Designated Officers

(MGA Sections 209 and 210)

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

Policies

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

Organizational Chart

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

Staff Development

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

Finance

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

Operating and Capital Budgets

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

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

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

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

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

Long Range Financial Plans

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

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

Procedure for Expenditure Authorization

(*MGA* Sections 248 and 249)

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

Borrowing

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

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

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

Auditor

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

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

Property Assessment, Taxation, and Other Revenues

Assessment

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

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

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

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

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

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

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

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

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

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

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

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

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

Property Taxation

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

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

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

The tax rate calculation is expressed in the following formula:

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

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

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

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

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

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

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

Education Tax and Equalized Assessment

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

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

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

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

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

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

Other Taxes and Revenues

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

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

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

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

Municipal Grants Listing

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

This website includes:

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

Municipal Grant Funding Reports

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

Planning and Development

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

Alberta Land Stewardship Act Regional Plan

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

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

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

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

Intermunicipal Development Plan

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

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

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

Municipal Development Plan

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

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

Intermunicipal Collaboration Framework

Part 17.2 (*MGA* Sections 708.26 – 708.52)

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

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

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

Area Structure and Redevelopment Plans

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

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

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

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

Land-use Bylaws

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

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

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

Subdivision

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

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

Subdivision or Development Agreements

(MGA Sections 638.2, 650 and 655)

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

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

Subdivision and Development Appeal Board

(MGA Sections 627, 678, and 686)

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

Economic Development

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

Conclusion

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

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

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

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

Fax: 780-452-0668

Email: kings-printer@gov.ab.ca

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

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Sign Removal

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

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

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

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

For more information contact the nearest Alberta Transportation district office.

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

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

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

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

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

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

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

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

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

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

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

Guidelines for the Installation of Election Signs



Election Signs Guidelines

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

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

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

Location Guidelines

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

The following shall be considered when placing election signs.

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



Safety Precautions

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

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

Election signs shall be installed during daylight hours only.

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

**TOWN OF DRUMHELLER
BYLAW NUMBER 13.21**

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

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

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

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

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

1.0 SHORT TITLE

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

2.0 DEFINITIONS

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

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

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

3.0 GENERAL PROHIBITIONS AND REQUIREMENTS

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

3.5 Election Signs erected on private property must:

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

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

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

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

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

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

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

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

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

4.0 ENFORCEMENT

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

5.0 OFFENCES AND PENALTIES

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

6.0 VICARIOUS LIABILITY

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

7.0 SEVERABILITY

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

8.0 TRANSITIONAL

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

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

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

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



MAYOR



CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A" SCHEDULE OF FINES

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

Specified Penalty Per Offence

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

**TOWN OF DRUMHELLER
BYLAW 12.21**

Repeal Bylaw 34.98

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA, TO PROVIDE ELECTIONS WITHIN THE JURISDICTION OF THE TOWN OF DRUMHELLER;

WHEREAS, under the authority of and subject to the provisions of the *Local Authorities Election Act, RSA 2000, c.1-21*, and amendments thereto, Council may establish, by bylaw, election procedures;

AND WHEREAS subsection 180(3) of the Municipal Government Act, R.S.A. 2000, c. M-26, provides that where council is authorized under any enactment to do something by resolution, it may also be done by bylaw;

THEREFORE, the Council of the Town of Drumheller, in the province of Alberta enacts as follows:

1. SHORT TITLE

1.1 This bylaw may be called the "Election Bylaw".

2. PURPOSE

2.1 The purpose of this bylaw is to establish rules for conducting Town of Drumheller elections held in accordance with the requirements of the *Local Authorities Election Act*.

2.1 If there is any conflict between a provision of this Bylaw and a provision of the *Local Authorities Election Act*, the latter prevails.

3. DEFINITIONS

3.1 Unless otherwise specified, words used in this bylaw have the same meaning as defined in the *Municipal Government Act RSA 2000 c M-26* or the *Local Authorities Election Act*.

3.2 In this bylaw, the following terms mean:

- a) "Council" means the Council of the Town of Drumheller, elected pursuant to the Municipal Government Act;
- b) "local jurisdiction" means, and includes, The Town of Drumheller, and any other jurisdiction the Town of Drumheller has in agreement with to conduct elections on their behalf;
- c) "Town" is the corporation of the Town of Drumheller;
- d) "Returning Officer" is the Chief Administrative Officer or otherwise delegated by resolution of Council;

- e) "voting subdivision" means that area of a local jurisdiction or ward designated as a voting subdivision by the elected authority or the returning officer;

4. APPOINTMENT OF RETURNING OFFICER AND SUBSTITUTE RETURNING OFFICER(S)

- 4.1 An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs or, for a by-election or vote on a question or bylaw, in the resolution or bylaw that fixes the day for the by-election or vote on a question or bylaw.
- 4.2 If the elected authority does not appoint a returning officer, the Chief Administrative Officer is deemed to have been appointed as the returning officer.
- 4.3 The *Local Authorities Election Act*, requires a substitute returning officer be appointed by the municipal council at the time a returning officer is appointed for the purpose of general elections, by-elections or votes on a question or bylaw
- 4.4 If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions and powers of a returning officer for the purposes of conducting elections under this Act.

5. PLACE OF NOMINATION

- 5.1 The Returning Officer must designate one or more locations within the Town to serve as the local jurisdiction office for the purpose of receiving nominations

6. NOMINATION DAY

- 6.1 Nomination Day is four (4) weeks before Election Day.
- 6.2 A person may file a nomination to become a candidate:
 - (a) for a general Election, within the period beginning on January 1 in a year in which a general Election is to be held and ending at 12 noon on Nomination Day;
 - (b) and for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set Election Day for the by-election and ending at 12 noon on Nomination Day.
- 6.3 Within forty-eight (48) hours of the close of nominations on Nomination Day, the Returning Officer shall post or cause to be posted at the Local Jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

7. WITHDRAWAL OF NOMINATIONS

- 7.1 A person nominated as a candidate may withdraw their nomination any time during the nomination period in accordance with section 32 of the *Local Authorities Election Act*, subject to the following:

- (a) the person withdrawing their nomination must provide their withdrawal in writing to the Returning Officer;
- (b) the withdrawal must include the person's name and the office for which they were nominated, and the withdrawal must be signed and dated by the person; and;
- (c) the person's withdrawal is effective on the date written notice is received by the Returning Officer in accordance with this bylaw.

8. VOTING SUBDIVISIONS AND STATIONS

8.1 The Returning Officer is hereby authorized to:

- (a) divide the local jurisdiction into voting subdivisions and may from time to time alter the boundaries as required;
- (b) designate more than one voting station for each voting subdivision as required;
- (c) designate the location of each voting station, which may be outside the voting subdivision; and
- (d) determine the locations, dates and times of operation for both the advance and institutional voting stations.

9. ADVANCE VOTING

9.1 The Returning Officer shall conduct an advance vote on an Election in accordance with the *Local Authorities Election Act*.

10. INSTITUTIONAL VOTING STATION

10.1 The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election.

11. JOINT ELECTION

11.1 The Returning Officer is authorized to enter into agreements, on behalf of the Town, to conduct elections on behalf of other jurisdictions in the Town whose boundaries may or may not be contiguous with the Town, but do have areas in common.

12. COUNTING CENTRE

12.1 The Returning Officer may designate a single location as a Counting Centre for the purpose of this Section and shall notify all affected candidates, official agents and scrutineers of the location of the Counting Centre.

12.2 The Returning Officer shall ensure the Counting Centre is secure from unauthorized access by persons who are not entitled to be present during the processing and tabulation of results.

13. TRANSITIONAL

13.1 Bylaw 34.98, and all amendments is hereby repealed, Bylaw 12.21 comes into full force after third reading.

READ A FIRST TIME THIS 21st DAY OF JUNE, 2021

READ A SECOND TIME THIS 28th DAY OF JUNE, 2021

READ A THIRD TIME AND PASSED THIS 28th DAY OF JUNE, 2021


MAYOR


CHIEF ADMINISTRATIVE OFFICER

2025 MUNICIPAL ELECTION

**NOMINATION
PACKAGE:
FORMS**



**DRUMHELLER
VALLEY**

DINOSAUR CAPITAL OF THE WORLD

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Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

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

_____ name of local jurisdiction and ward, if applicable

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

Candidate Information

Title Candidate Last Name Candidate First Name

Gender Telephone Number Email Address

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

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

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

SWORN (AFFIRMED) before me at the _____

of _____, in the Province of Alberta, this _____

day of _____, 20 ____

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

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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

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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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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

nominate _____ of
 Candidate's Surname and Given Names

_____ Complete Address and Postal Code

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

of _____
 Name of Local Jurisdiction

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

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

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

CANDIDATE'S ACCEPTANCE

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

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

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

I will accept the office if elected,

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

I am appointing _____

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

as my official agent (if applicable),

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

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

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

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

Candidate's Surname

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

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20_____.



Signature of Candidate

Signature of Returning Officer or
Commissioner for Oaths

Commissioner for Oaths Stamp

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

Candidate Financial Information

*Local Authorities Election Act
(Section 27)*

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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

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

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

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

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RELEASE OF CANDIDATE INFORMATION FORM

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

FOR PUBLIC RELEASE

Full Name: _____

Contact Phone Number: _____

Contact Email: _____

Candidate Photo provided?

(Initial) I agree to the release the above information and to the release of my nomination paperwork to the public via the Town of Drumheller website after being redacted in accordance with FOIP.

(Initial) I agree to the release of my financial campaign statement to the public via the Town of Drumheller website, after being redacted in accordance with FOIP

(Initial) I agree to release my provided photo to the public via the Town of Drumheller website

NOT FOR PUBLIC RELEASE

(will only be released to Municipal Affairs as required)

Full Legal Name: _____

Street Address _____

Mailing Address (if different) _____

Signature of Candidate

Date

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Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____, Alberta
Postal Code: _____

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

- 1. Total amount of contributions of \$50.00 or less _____
- 2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) _____

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

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

OTHER SOURCES:

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

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

- 11. Total paid campaign expenses _____
- 12. Total unpaid campaign expenses _____
- 13. Total campaign expenses (add lines 11 and 12) _____ **\$0.00**

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

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

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

