

10.20.25
VOTE
OCT 20
ELECTION 2025



CANDIDATE AND NOMINATION GUIDE

BLACKFALDS
ALBERTA



VOTE
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General Information

Town of Blackfalds 2025 General Election

This booklet is published as a service to prospective candidates and is not inclusive of all information related to each office, election procedure, and legislation. Each candidate is responsible and must comply with all applicable acts, regulations, and bylaws.

Town of Blackfalds Council

- **Mayor (1)**
- **Councillor (6)**

The positions of Mayor and Councillor are elected at-large, meaning that each person elected represents the Town as a whole and not a particular ward or section of the Town. Voting is done at one central point for all positions on Council in the Town of Blackfalds.

Role of Council

Council is the governing body of a municipality and, along with the Chief Administrative Officer, is the custodian of its powers and duties under the *Municipal Government Act* and other legislation, bylaws, and policies. The Town of Blackfalds' Council is composed of (1) Mayor and six (6) Councillors.

Council's role is to set the overall direction of the municipality through the policies and programs it develops, and to make decisions in the best interest of the residents and businesses of the Town of Blackfalds. The policies and programs established by Council serves as the guidelines for Administration to follow while conducting the day-to-day operations of the municipality.

The *Municipal Government Act* sets out the following six (6) purposes for municipalities in Alberta:

- 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 part of the municipality;
- To develop and maintain safe and viable communities;
- To work collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services.

• • • • •
The Town of Blackfalds assumes no responsibility for any candidate's failure to comply with any requirement of election procedures or legislation.
• • • • •

Election Day!

OCTOBER 20, 2025

Local jurisdiction is the Town of Blackfalds

Voting hours are from 10:00am until 8:00pm

(These times are strictly adhered to)

Location of the Voting Station for the Blackfalds Municipal Election is:

Blackfalds Community Centre 4810 Womacks Road, Blackfalds, AB

Nomination Day

September 22, 2025, 10:00am – 12:00pm noon (4 weeks before Election Day)

Council Chambers | Civic Cultural Centre | 5018 Waghorn Street

Nomination Period

January 1, 2025 – September 22, 2025 at 12:00pm noon

Advance Polls

Dates to be determined at a future date.

Alberta Municipal Affairs

Municipal Services Branch

17th Floor, Commerce Place

10155-102 Street

Edmonton, Alberta T5J 4L4

Online: www.municipalaffairs.alberta.ca

Telephone: 780-427-2732

Toll Free: 310-0000 (in Alberta only)

Fax: 780-422-1419

Municipal Affairs has released a four-part series for prospective municipal candidates. The series addresses municipalities, local government, the role of a councillor, and running for elected office.

<https://www.youtube.com/@YourAlbertaLearn/videos>

[Part 1 - What do I need to know about municipalities and local governance?](#)

[Part 2 - What are the different roles in a municipality?](#)

[Part 3 - What can I expect and what is expected of me as a member of council?](#)

[Part 4 - How do I run for elected office?](#)

Alberta King's Printer

Copies of the *Local Authorities Election Act (LAEA)*, RSA, 2000, c.L-21 and the *Municipal Government Act (MGA)*, RSA, 2000, c. M-26 can be obtained from the Alberta King's Printer.

Main Floor, Park Plaza | 10611-98 Ave

Edmonton, AB | T5K 2P7

Online: www.alberta.ca/alberta-kings-printer

Telephone: 780-427-2711

Toll Free: 310-0000 (in Alberta only)

Candidate Information Session

Lacombe County, in collaboration with other municipalities within the County, will be hosting a regional candidate information session. Dates for these sessions will be determined at a later date.

Please see the *Appendices* at the end of this package for forms, bylaws, policies and links to additional information.



Candidate Information

Qualifications of a Candidate | Sections 21 & 47(1) of the LAEA

A person may be nominated as a candidate in the Town of Blackfalds' municipal election if, on Nomination Day (September 22, 2025), they are:

- A person who is eligible to vote in that election (being at least 18 years of age and a Canadian Citizen);
- A resident of the Town of Blackfalds for the six (6) consecutive months (March 22, 2025) before Nomination Day (September 22, 2025);
- Not otherwise ineligible or disqualified under the *LAEA*.

Ineligibility for Nomination as a Candidate | Sections 22 & 23 of the LAEA

A person is not eligible to be nominated as a candidate in any election under the *LAEA* if on Nomination Day:

- The person is the auditor of the Town of Blackfalds;
- The person is an employee of the Town of Blackfalds unless they have taken a leave of absence;
- The person is indebted to the Town of Blackfalds for taxes in default of more than \$50, excluding current taxes;
- The person is indebted to the Town of Blackfalds for any debt exceeding \$500 and in default for more than 90 days;
- The person has, within the previous 10 years, been convicted of an offence under the *LAEA*, the *Election Act*, the *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act (Canada)*.

All instances of ineligibility can be found in Sections 22 and 23 of the *LAEA*. It is the candidate's responsibility to ensure they are eligible for nomination.

Employees of a Municipality | Section 22 of the LAEA

Town employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given on or after January 1, 2025. Under the *LAEA*, the employer must grant the leave of absence without pay.

If the employee is not elected, they may return to work on the fifth day after Election Day (October 25, 2025) as per Section 22(8) of the *LAEA*.

If the employee is declared elected, they are deemed to have resigned their position as an employee of the Town on the day they take the official Oath of Office as an elected official as per Section 22(9) of the *LAEA*.

Nomination Process

Nomination papers are the official documents that candidates are required to file with The Town of Blackfalds in order to run for office in a municipal election. Nominations for Mayor and Councillor will be accepted by the Returning Officer from Monday, January 6, 2025, until 12pm noon on Monday, September 22, 2025. Prospective candidates filing their nominations must schedule an appointment with the Returning Officer.

Danielle Nealon, Returning Officer
elections@blackfalds.ca
403.885.6248
Civic Cultural Centre (Town Hall),
5018 Waghorn Street | Blackfalds, AB

Notice of Intent

Section 147.22 of the *LAEA* requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate to give written notice to the local jurisdiction before accepting a campaign contribution or incurring a campaign expense. A Notice of Intent may be submitted either by mail or email. It is essential that prospective candidates understand the full extent of their legislated obligations. The information below is provided as a guide for prospective candidates.

Form of Nomination

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance, and Form 5, Candidate Information. In accordance with Section 27(2) of the *LAEA*, nominations must be signed by a minimum of five (5) Eligible Electors.

Written Acceptance

Form 4 contains a candidate's written acceptance. In order to complete this candidate acceptance, you must be familiar with the following Sections of the *LAEA*:

- Section 21 - Qualifications of Candidates;
- Section 22 - Ineligibility;
- Section 23 - Ineligibility for Nomination;
- Section 27 - Form of Nomination;
- Section 47 - Eligibility to Vote;
- Section 68.1 - Option for Official Agent;
- Section 151 - Offences.

Nomination Info

Nomination Opens:

January 6, 2025

Nomination Closes:

September 22 @ Noon

Nomination Location

Civic Cultural Centre
5018 Waghorn Street
Blackfalds, AB

Nomination Checklist

- Form 29, Notice of Intent
- Form 4, Nomination Paper and Candidate's Acceptance Completed
- Minimum of 5 signatures from Eligible Electors in Blackfalds
- Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths
- Form 5, Candidate Information completed

The written acceptance requires the prospective candidate to complete an affidavit that swears or affirms:

- That you are eligible to be elected under Sections 21 and 47 of the *LAEA*;
- That you are not otherwise disqualified under Sections 22 or 23 of the *LAEA*;
- That you will accept the office if elected;
- That you have read Sections 12, 21, 22, 23, 27, 28, 47, 68.1 and 151, and Part 5.1 of the *LAEA* and understand its contents;
- That you will provide the name and contact information of your official agent (if applicable);
- That you will read and abide by the *Council Code of Conduct* if elected;
- That the electors who have signed the nomination paper are eligible to vote in accordance with the *LAEA*.

This acceptance also requires you to state the name of your official agent if you have chosen to appoint one and provide your name as it should appear on the ballot. This name may include nicknames; however, titles are not permitted (Dr., Mrs., Mr., etc.).

Candidate Information

Form 5 requires you to provide the following information:

- Your full name and contact information;
- Address of where your candidate records are maintained;
- Name(s) and address(es) of financial institutions where your 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, you must notify the Returning Officer in writing within 48 hours of such changes by submitting a completed information form.

In accordance with Section 147.3 of the *LAEA*, you are required to open a campaign account at a financial institution. Your campaign account is to be in your name or your election campaign's name for the purpose of the election campaign at the time when you provide written notice under the *LAEA* or as soon as possible after the total amount of contributions you receive first exceeds \$1,000.

Note: You may accept contributions only after you have given written notice to the Returning Office in the prescribed form.



Minimum Number of Electors

It is recommended that prospective candidates obtain signatures from more than five (5) electors to ensure that the candidate's nomination will not be adversely affected if a signatory is not eligible.

An elector is defined as a person who is at least 18 years old, is a Canadian citizen and whose place of residence is located within the municipality (Blackfalds) on election day.

Candidate Withdrawal

You can withdraw your candidacy at any time during the nomination period.

A notice of withdrawal must be submitted in person, in writing, to the Returning Officer at 5018 Waghorn Street, Blackfalds, AB or via email to elections@blackfalds.ca. Withdrawal notices received via facsimile or phone will **NOT** be accepted.

If at any time within 24 hours after the close of the nomination period, if more than the required candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated before Tuesday, September 23, 2025, at 12 noon. If, at any time after the close of the nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals, and your name will appear on the ballot.

For complete information, see Sections 32 and 34 of the *LAEA*.

Filed Nomination Papers

A candidate's filed nomination papers, including all attachments, may be viewed by a person at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired. The review of submitted nomination papers is done in the presence of the Returning Officer or Substitute Returning Officer, and some information will be redacted if it is in the opinion of the Returning Officer or Substitute Returning Officer that would compromise the personal safety of the candidate. No copies or pictures shall be taken during the review.

Election by Acclamation | Section 34 of the LAEA

At the close of Nomination Day, if the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person nominated to be elected to the office for which they were nominated.

Campaigning

Campaign Period | Section 147 1.b of the LAEA

The campaign period for the 2025 municipal general election began on October 31, 2024, and ends on December 31, 2025.

List of Registered Candidates | Section 147.221(2) of the LAEA

A list of registered candidates (First and Last Name) who have given notice in the prescribed form will be published on the Town of Blackfalds election page on the Town's website on March 1, 2025, June 1, 2025, and then weekly on Fridays starting September 3, 2025, until the close of nominations.

Within 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 pursuant to Section 28(10) of the *LAEA*.

Offences | Section 148 of the LAEA

There are significant penalties under the *LAEA* for contravening the legislation. The following are considered offences under Section 148 of the *LAEA*.

Town of Blackfalds logos may not be used by candidates on campaign materials, websites, or for any other purposes. Photographs and visuals, including website images owned by the Town of Blackfalds, are also not to be used on campaign materials. Candidates are encouraged to use original photographs and images to which they own the rights.

No person (candidate, agent, etc.) shall print or distribute or have anyone else print or distribute in any campaign literature a form of a ballot that shows or indicates the ballot to be marked for any candidate(s). For example, no person shall use campaign material with an image of a ballot with multiple candidate names, showing an oval filled in for one of the candidates. The use of only one candidate's name and an "X" beside it does not constitute a form of a ballot.

Signage

Advertising of campaign literature must be confined to private property and always with the consent of the owner. Election Signs may be placed on Town owned property provided they are placed only in the following pre-determined locations, as shown on Schedule "A" of the *Election Bylaw*.

Town of Blackfalds *Election Sign Bylaw* states that no campaign sign shall be erected more than 45 days prior to the general municipal election and shall be removed within 72 hours following the election.

No signs should be placed within a sight triangle or be considered a traffic hazard, distraction, or obstruction to vehicle traffic. Campaign signs should also not be placed on utility poles.

Please note that the candidates' names listed on the ballot will have an oval beside each name. Voters will be required to fill in the oval next to their choice of candidate(s). When advertising, you may want to indicate your name beside an oval that has been completely filled in as opposed to being marked with an "X".

The *LAEA* prohibits campaigning inside, outside, or near a voting station on election day. It is also an offence to display or distribute campaign material inside or outside of a voting station.

Campaign Personnel | Section 68.1(1) & 69 of the LAEA

Campaign Workers

The Campaign Worker Proof of Identification form can be completed by the candidate and provided to each worker to use as proof of identification in accordance with Section 159(2)(c) of the *LAEA*. This form is for use by the candidate and campaign worker and is not provided to the Returning Officer or the Election Office.

Official Agent

Section 68.1(1) of the *LAEA* provides each candidate the ability to appoint an official agent if they wish to, and it is included in the nomination papers in the prescribed form.

During the campaign period, if a candidate needs to appoint a new official agent, they must immediately notify the Returning Officer in writing and provide the contact information for the new official agent.

The duties of an official agent are those assigned to the official agent by the candidate.

A person who has been convicted of an offence under the *LAEA*, the *Election Act*, *Election Finances and Contributions Disclosure Act*, or the *Canadian Elections Act (Canada)* within the last 10 years is not eligible to be appointed as an official agent.

Candidate's Scrutineer

If a candidate would like to appoint an election day scrutineer to observe the election processes at the voting stations, the following process must be followed:

- Scrutineers must be given a signed written notice from the candidate;
- Upon arriving at the voting station, the scrutineer will present a signed written notice to the election official;
- The Presiding Deputy will provide the scrutineer with a statement, which must be completed prior to the scrutineer commencing their duties.

Note: Either one (1) scrutineer, one (1) official agent, or the candidate themselves can be present at any time in a voting station during voting hours. It is recommended that the "Statement of Scrutineer or Official Agent" be completed prior to advance votes so that the Returning Officer can communicate the proceedings to the scrutineer on the advance vote day(s) and election day.

The Returning Officer or Presiding Deputy Returning Officer will designate a location in the voting station where an official agent or scrutineer may observe the election process.

Photos, video recordings or other electronic devices are not permitted to be taken in the counting center.

Election Finances And Contributions Disclosure

The legislation is binding on all candidates running in the election. Failure to comply with this legislation could result in significant penalties payable by both candidates and contributors. It is imperative that all candidates familiarize themselves with this legislation. Candidates are responsible for ensuring that their campaign complies with all provincial legislation.

This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. The information is not a replacement for consulting the actual legislation or obtaining independent legal advice.

Note: The *LAEA* was amended significantly in 2024, and the new provisions came into force and effect on October 31, 2024. Please refer to the changes to the *LAEA* 2024 – Campaign Financing fact sheet for more information, it is also attached to this package.

Responsibility of Contributors | Section 147.1 of the LAEA

Prospective contributors are responsible for ensuring that they are not prohibited from contributing under the *LAEA*. Every candidate and every person acting on behalf of the candidate shall make every reasonable effort to advise prospective contributors of the provisions of the *LAEA*.

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

Contributions can only be accepted within the campaign period time frame for the election in which you intend to run. The campaign period for the 2025 municipal general election began on October 31, 2024, and ends on December 31, 2025.

Limitations on Contributions, Acceptance of Contributions, Anonymous and Unauthorized Contributions | Section 147.2(1), 147.22(1), 147.23, 147.24(1), of the LAEA

Section 147.2(1) of the *LAEA* outlines the limitations on contributions. A synopsis of this Section is provided below for convenience, but it is not a verbatim version of the Section, and candidates and contributors are encouraged to read the Section in its entirety.

- No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice;
- Only individuals who ordinarily reside in Alberta can make a contribution to a candidate;
- Prohibited organizations and individuals ordinarily resident outside of Alberta cannot make a contribution to a candidate;
- No individual can contribute more than \$5,000 to any candidate for an election;
- No candidate or person acting on behalf of the candidate can accept a contribution that exceeds the \$5,000 limit by any individual or organization to one candidate;
- A candidate can contribute up to \$10,000 of their own funds that can't be reimbursed to the candidate from their own campaign fund;
- No candidate or person acting on behalf of the candidate can accept a contribution from a prohibited organization or an individual who is not a resident of Alberta or anonymous contributions or individuals contributing funds not belonging to that individual.

“Prohibited organization” means a municipality, a corporation controlled by a municipality, a non-profit organization which has received a grant or real property from a municipality, a provincial corporation, a Metis settlement, a board of trustees under the *Education Act*, a public post-secondary institution or a corporation that does not carry on business in Alberta.

“Employee organization” means an organization, other than a trade union, that bargains collectively for employees.

“Trade union” means an organization of employees that has a written constitution, rules or bylaws and has as one of its objects the regulation of relations between employers and employees.

WARNING

- Contributions accepted in contravention of the *LAEA* must be re-paid to the contributor. If the contributor cannot be located, the value of the contribution must be immediately paid to the Town of Blackfalds or to a registered charity. A letter explaining why the contribution is being sent to the Town must accompany the contribution.
- Candidates and non-corporate contributors who break these rules are guilty of an offence punishable by a fine of up to \$5,000. If a corporate, trade union or employee organization breaks these rules, it is guilty of an offence and liable for a fine of up to \$10,000.

Duties of Candidates | Section 147.3(1) and 147.3(2) of the LAEA

All candidates are responsible for opening a campaign account in the candidate’s name or their election campaign at a financial institution. This account must be opened at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1,000.

Candidates must:

- Open a campaign in the name of the candidate or the candidate’s election campaign;
- All contributions are deposited in the campaign account once opened;
- Use money in the campaign account only for the payment of campaign expenses;
- Value contributions of real property, personal property, and services;
- Issue receipts for every contribution;
- Obtain receipts for every expense;
- Keep records of contributions and expenses for 3 years following the date disclosure statements are required to be filed;
- Give proper direction to the candidate’s official agent and any other person authorized to incur campaign expenses and solicit or accept contributions on behalf of the candidate.

Note: a candidate shall not knowingly make a false or misleading statement in any disclosure statement, financial statement, or other information in accordance with Section 147.3(2) of the *LAEA*.

Fundraising Functions | Section 147.31(1) of the LAEA

A “fund-raising function” includes any social function held for the purpose of raising funds for the candidate’s election campaign.

Candidates must:

- Record the gross income from all fundraising functions;
- Clearly determine and record the portion of ticket sales or other payments considered a contribution versus the portion covering event expenses.

Campaign Disclosure Statements | Section 147.4(1) of the LAEA

All candidates must file a “Campaign Disclosure Statement and Financial Statement” in the prescribed Form 26 with the Returning Officer on or before March 1, 2026. The statement must include:

- All contributions received, including donor details for contributions above the threshold;
- All expenses incurred during the campaign period;
- Any surplus or deficit at the end of the campaign period.

Late filing fees and penalties will be applied for non-compliance, and disclosure extensions may be granted in exceptional circumstances.

Late Filing | Section 147.7(1) of the LAEA

A candidate who fails to file a Campaign Disclosure Statement and Financial Statement by March 1, 2026, must pay a late filing fee of \$500 to the Town of Blackfalds. If the late filing fee is not paid within 30 days after the date the fee was payable, the Town shall send a notice to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee, the Town may file a copy of the notice with the clerk of the Court of King’s Bench, and on being filed, the notice has the same force and effect that may be enforced as if it were a judgement of the Court.

Effect of Non-compliance in Relation to Disclosure Statements | Section 147.8(1) of the LAEA

If a candidate fails to file a Campaign Disclosure Statement and Financial Statement, the secretary (CAO) shall transmit a report to that effect to Council on the day of the first Council meeting following the due date, which shall, on its receipt, make the report public. The process is outlined in Section 147(8)] of the *LAEA*.

Campaign Surplus| Section 147.5(1) of the LAEA

If a candidate’s disclosure statement shows a surplus, the candidate must within 60 days of filing the disclosure statement:

- Donate any surplus of more than \$1,000 to a registered charity or arrange to hold it in a municipal surplus account for future campaigns;
- Retain or donate to a registered charity any surplus under \$1,000.

After the 60-day period referred to above, the candidate has 30 days to file an amended Campaign Disclosure Statement and Financial Statement showing that the surplus has been dealt with. This applies to all candidates, elected or otherwise.

Campaign Deficit | Section 147.52(1) of the LAEA

If a candidate's Campaign Disclosure Statement and Financial Statement shows a deficit, the candidate must eliminate the deficit within 60 days of filing the disclosure statement. To eliminate the deficit, a candidate may:

- Accept contributions not exceeding \$5,000 per individual;
- Contribute up to \$10,000 of the candidate's own funds.

After the 60-day period referred to above, the candidate has 30 days to file an amended Campaign Disclosure Statement and Financial Statement showing that the deficit has been dealt with. This applies to all candidates, elected or otherwise.

Offences Relating to Contributions

Please refer to Part 6: Offences in the *LAEA* for more information.



Duties And Responsibilities Of Elected Officials

General Duties of Councillors | Section 153 of the *Municipal Government Act (MGA)*

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 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 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 under Section 146.1(1);
- to perform any other duty or function imposed on Councillors by this or any other enactment by the Council.

General Duties of a Mayor (Chief Elected Official) | Section 154 of the *Municipal Government Act (MGA)*

The Mayor is the Chief Elected Official of the Municipality and has duties that encompass those of both Councillor and Chief Elected Official.

1. A Chief elected official, in addition to performing the duties of a Councillor, must
 - a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or person is to preside, and;
 - b) perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.
2. Repealed 2022 c16 s9(40).
3. Despite Subsection (2), the Chief Elected Official may be a member of a board, **commissions, subdivision authority or development authority established under Part 17 only if the Chief Elected Official is appointed in the Chief Elected Official's personal name.**

Deputy Mayor

In accordance with the Town of Blackfalds Council Procedural Bylaw, each Councillor is appointed as the Deputy Mayor on an 8 ½ month rotational basis. In the Mayor's absence, the Deputy Mayor would preside over Council meetings and attend any speaking engagements or functions as required, as well as preside over the Standing Committee of Council Meetings.

Elected Officials Time Commitment

Serving on Council is the equivalent of a part-time position, but the hours of work may not be standard hours since some obligations may require attendance during the evening or weekend.

The responsibilities of Council members are many and varied. In addition to attendance at Regular Council Meetings and Standing Committee of Council Meetings, Council members are assigned to various Boards and Committees (will vary, but typically 4-6 committees each).

Chief Elected Official Time Commitment

The position of Mayor is a substantial commitment and often requires a significant time commitment during busy periods in the year. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Town's business and to help resolve issues which arise in the community. In addition to performing these duties, the Mayor is the key public representative of the Town and is called on to represent the Town organization and the community at meetings, public functions, ceremonies and other events, which often occur during evening hours and on weekends. The Mayor is the chief spokesperson for the Town relating to media releases and discussions with elected officials in other municipalities or the provincial and federal governments. Often, this involves initiating and building important relationships with decision-makers outside the community.

Regular Council Meetings

Currently, Regular Council Meetings are held every 2nd and 4th Tuesday of the month commencing at 7:00pm or in accordance with the Council Procedural Bylaw and schedule adopted annually by Council. An electronic agenda is sent out to Council via email with a link to the electronic agenda. The Town of Blackfalds provides, at no cost to Council, an electronic device for each Council member for this purpose.

Special Council Meetings

Special Council Meetings are called when necessary, pursuant to the provisions of the *Municipal Government Act*.

Standing Committee of Council Meetings

Standing Committee of Council Meetings allow Council to receive information from Administration and discuss matters in more detail – an example may be a presentation on a transportation master study, reviewing newly proposed bylaws or policies, etc.

Currently, meetings are held on the third Monday of each month, considering statutory holidays and commencing at 7:00pm

Boards, Committees, Commissions & Other Authority Meetings

Meetings are held regularly each month or as required; dates of meetings vary.

Councillors are appointed to Boards, Committees, Commissions and Authorities at the annual Organizational Meeting of Council.

Council Orientation and Training

There is a requirement for new Council members to commit and attend mandatory orientation training. This is to be held on or before the Organizational Meeting of Council where Councillors will take the Oath of Office, the orientation training will cover the following topics:

- Role of Alberta municipalities;
- Municipal organization & function;
- Roles and responsibilities of Council and Councillors;
- Code of Conduct;
- CAO & Staff Roles and Responsibilities.

This mandatory Council Orientation is scheduled for all day on October 28, 2025.

In addition, several meetings will be held in the first three (3) months of office to provide ample opportunity for training covering the following topics:

- Key Municipal Plans;
- Budgeting and Financial Administration;
- Public Participation;
- Council Procedural Bylaw and Land Use Bylaw;
- Any Other Topic Prescribed by Regulations.

Time commitment will decrease once the initial mandatory orientation training period has been completed.

Further commitments may include Strategic Planning Sessions, in addition to a large time commitment in the fall of the year during budget deliberations.

The a draft Council Orientation and Schedule for 2025-2026 is attached to this package for information.

Budget Deliberations

In the fall of every year, during budget deliberations, Administration and department heads provide detailed and thorough budgets with advice and recommendations based on assessed needs and projected growth. The Operational Budget reviews Legislative, Administration, Policing, Protective Services, Family & Community Social Services, Planning & Development, land and buildings, Economic Development & Tourism, Community Services, seniors and Library and other municipal services. In addition, capital budgets are reviewed, and plans are made for upgrades, equipment, services contracts and many other necessary purchases which enable the Town to operate for the benefit of the citizens.

ABMunis and FCM Conventions

Additional commitments could include training sessions or conference attendance through organizations such as the Alberta Municipalities (ABMunis) and the Federation of Canadian Municipalities (FCM).

Council Remuneration

Council remuneration is established by the Council Remuneration and Expense Policy. The Town will outsource a Council Compensation review in the summer of 2025. The review will address all compensation for honorariums, benefits, per diem rates, and travel & subsistence amounts. The outcome of the review will help establish a new base pay for 2025 - 2029 Council term, the Council Remuneration and Expense Policy will be updated and approved by Council prior to the beginning of the new Council term 2025 – 2029.

- Mayor - \$62,796.00 honorarium per annum;
- Councillor - \$29,872.00 honorarium per annum.

The above amounts reflect the base pay for 2025. Each year during budget discussions Council will have the opportunity to increase compensation for a Cost-of-living (COLA), the same rate that will be applied (if any) to employees.

Council Benefits

Life Insurance, dependent Life, AD&D – Coverage – Premium is 20 % paid by Council Member and 80% paid by the Town.

Extended Health and Dental - Optional coverage – Premium Cost for Council Members is 20% and 80% paid by the Town.

Per Diem Payments - \$255 per full day or \$135.00 per half-day. Per diems are provided to members of Council for attendance at Council recognized conferences, conventions, workshops, meetings or other recognized and budget approved activities.

Out of Town travel expenses are reimbursed through the Travel & Subsistence Policy; Kilometer rates are reimbursed equivalent to the reasonable kilometer rate posted by the Canada Revenue Agency (CRA). Meal allowances when required are reimbursed at 65% of the CRA per diem meal allowances.

Members of Council are indemnified against legal liability from actions against such members, provided that the matter relates to the performance of a Council Member’s duties.

List of Appendices

Appendix 1	Municipal Affairs – LAEA Fact Sheets
Appendix 2	Form 29 - Notice of Intent
Appendix 3	Form 4 - Nomination Paper and Candidate’s Acceptance
Appendix 4	Form 5 - Candidate Financial Information
Appendix 5	Form 26 - Campaign Disclosure Statement and Financial Statement
Appendix 6	Council Orientation and Schedule for 2025-2026

How Else Can I Prepare?

The best way to find out what the job is all about is to spend some time reading Council Agendas and Minutes, Bylaws and Policies and talking to current members of Council as well as:

- Familiarize yourself with local bylaws and municipal legislation;
- Sit in the gallery at council meetings;
- Talk to municipal staff to find out what other information is available.



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

Campaign Financing

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

What changed?

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

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

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

Who is impacted by the change?

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

What does this change mean for me?

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

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

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

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

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

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

Who is prohibited from making contributions?

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

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

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



What is the campaign period for the 2025 General Election?

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

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

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

What are the limits on contributions?

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

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

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

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

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

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

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

What are the campaign expense limits for municipal candidates?

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at: <https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

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

In the year before a general election:

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

In the year of a general election:

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

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

When will these changes take effect?

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

Who can I contact for more information?

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

Where can I find additional resources?

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

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

Notice of Intent | *Local Authorities Election Act (Section 147.22)*

Local Jurisdiction: _____, Province of Alberta

Election Date: _____
date

I, _____, of _____ intend to
complete address and postal code
be nominated, or have been nominated, to run for election as the candidate in the
_____.
name of local jurisdiction and ward, if applicable.

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

Candidate Information

TITLE	CANDIDATE LAST NAME	CANDIDATE FIRST NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>

GENDER	TELEPHONE NUMBER	EMAIL ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

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

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

Commissioner for Oaths Stamp

Signature of Candidate

RETURNING OFFICER'S ACCEPTANCE

*Returning office signals acceptance by signing
this form*

Signature of Returning Officer

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

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

Nomination Paper and Candidate's Acceptance

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

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under *section 27 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact

Title of the Responsible Official

Business Phone Number

Local Jurisdiction: _____, Province of Alberta

We, the undersigned electors of _____, nominate
name of local jurisdiction and ward (if applicable)

_____, of _____ as a
candidate surname given names complete address and postal code

candidate at the election about to be held for the office of _____
office nominated for

of _____.
name of local jurisdiction

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;
- THAT I am not otherwise disqualified under section 22 or 23 of the Local Authorities Election Act;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 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;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT 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 are a resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname

Given Names *(may include nicknames, but not titles ie Mr. Ms. Dr.)*

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
(Also include printed or stamped name and expiry date)

Signature of Candidate

RETURNING OFFICER'S ACCEPTANCE

*Returning office signals acceptance by signing
this form*

Commissioner for Oaths Stamp

Signature of Returning Officer

Candidate Financial Information

Local Authorities Election Act (Section 147.22)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under *section 27 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act.* The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact

Title of the Responsible Official

Business Phone Number

CANDIDATE FULL NAME

CANDIDATE'S ADDRESS & 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.

Campaign Disclosure Statement & Financial Statement

Local Authorities Election Act (Section 147.3, 147.4)

The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact

Title of the Responsible Official

Business Phone Number

Local Jurisdiction: _____, Province of Alberta

Full Name of Candidate _____

Candidate's Mailing Address: _____, Alberta

Postal Code: _____

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

Pre-Campaign Period Report

1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year)
2. Pre-Campaign Period Expenses

Campaign Period Revenue

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)

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)
10. Total Campaign Period Revenue (add lines 4 and 9)

Campaign Disclosure Statement & Financial Statement

Local Authorities Election Act (Section 147.3, 147.4)

Campaign Period Expenditures

1. Total Campaign Period Expenses PAID UNPAID TOTAL

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

Campaign Period Surplus (Deficit) (deduct line 11 from line 10)

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

ATTESTATION OF CANDIDATE

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the Local Authorities Election Act.

DATE YYYY-MM-DD

Signature of Candidate

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

IT IS AN OFFENCE TO FILE A FALSE STATEMENT

Council Orientation and Schedule for 2025-2026

Note: Regular Council Meeting (RCM) | Standing Committee of Council (SCC)

Date	Time	Item	
Oct 28, 2025	8:00AM - 4:00PM	Regional Council Orientation	RCM & SCC Meetings
Oct 30, 2025	4:00PM	Council Procedural Bylaw and Code of Conduct Bylaw Orientation	Organizational Meeting of Council to Follow at 7:00PM
Nov 10, 2025	5:30PM	Special Meeting - Review of Capital Budget and Operating Budget Assumptions	
Nov 10, 2025	7:00 - 9:00PM	Departmental Overviews	
Nov 12-14, 2025		ABMunis Convention - Calgary AB	
Nov 17, 2025	6:00PM	Council Committees Bylaw	SCC
Nov 25, 2025	6:00PM	Freedom of Information and Protection of Privacy Orientation	RCM to follow at 7:00PM
Dec 9, 2025	6:00PM	Municipal Service Level Inventory	RCM to follow at 7:00PM
Dec 15, 2025	6:00PM	Statutory Plans Orientation	SCC to follow at 7:00PM
Dec 23, 2025	7:00PM	RCM	
Jan 13, 2026	6:00PM	Land Use Bylaw and Subdivision Orientation	RCM to follow at 7:00PM
Jan 16, 2026	9:00AM - 4:00PM	Strategic Planning Session	
Jan 17, 2026	9:00AM - 4:00PM	Strategic Planning Session	
Jan 19, 2026	6:00PM	Public Hearing Orientation	SCC to follow at 7:00PM
Feb 6, 2026	5:30PM	Operating Budget Review	
Feb 7, 2026	8:30AM	Operating Budget Review	
Feb 10, 2026	6:00PM	Economic Development and Tourism Strategy Orientation	RCM to follow at 7:00PM
Feb 24, 2026	6:00PM	Community Standards Bylaw	RCM
Mar 9, 2026	6:00PM	Civic Facilities Development Strategy and Master Plan	RCM to follow at 7:00PM
Mar 16, 2026	6:00PM	Intermunicipal Collaboration Framework Agreements	SCC to follow at 7:00 PM
Mar 24, 2026	7:00PM	RCM	
Apr 14, 2026	7:00PM	RCM	
Apr 20, 2026	7:00PM	SCC	
Apr 27, 2026	7:00PM	RCM	
May 12, 2026	7:00PM	RCM	
May 24, 2026	7:00PM	RCM	
Jun 4-7, 2026		Federation of Canadian Municipalities - Edmonton Alberta	
Jun 9, 2026	7:00PM	RCM	
Jun 15, 2026	7:00PM	SCC	
Jun 23, 2026	7:00PM	RCM	
Jul 14, 2026	7:00PM	RCM	
Jul 20, 2026	7:00PM	SCC	
Jul 28, 2026	7:00PM	RCM	
Aug 11, 2026	7:00PM	RCM	
Aug 17, 2026	7:00PM	SCC	
Aug 25, 2026	7:00PM	RCM	
Sep 8, 2026	7:00PM	RCM	
Sep 14, 2026	7:00PM	SCC	
Sep 22, 2026	7:00PM	RCM	

- Council and Standing Committee Dates and times may be subject to change based on Council approval at the 2025 Organizational Meeting of Council
- This is a draft schedule which may be subject to changes, additions or deletions