



2025 General Municipal Election Candidate Information Package

Nomination Day September 22, 2025

12:00 noon

Papers to be filed at Town Office

Election Day October 20, 2025

10:00 am to 8:00 pm

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INTRODUCTION

This handbook has been developed to assist you in your decision to run for the office of Mayor or Councillor in the Town of Redwater and to help candidates in preparing for the **October 20, 2025 General Municipal Election**. Based on questions most frequently asked by candidates prior to nomination day, this handbook contains information on positions to be elected, candidate eligibility, nomination procedures, the election process and applicable legislation.

This handbook is intended to provide a GENERAL overview of basic information candidates should know about legislation governing general municipal elections and the election process. It is NOT a substitute for the actual legislation. It is the candidate's responsibility to become familiar with the applicable legislation.

2025 GENERAL MUNICIPAL ELECTION

In the Province of Alberta, municipal elections are held every four years. In the Town of Redwater, the following municipal offices are set:

- 1 - Mayor
- 6 - Councillors

The Mayor and Councillors are elected "at-large", meaning each person elected represents the Town as a whole and not a particular ward or section of the Town.

All general municipal elections in Alberta are conducted under the authority of the *Local Authorities Election Act*. **You should be aware of the contents of this Act, as there may be severe penalties (including fines, imprisonment, and disqualification from elected office) if you are found to be in breach of its provisions.**

As this information is not inclusive of all the information contained within the relevant pieces of legislation, any person wishing a complete copy of the *Local Authorities Election Act*, the *Municipal Government Act*, the *School Act*, or any other piece of legislation should contact:

Alberta King's Printer

10611 – 98 Avenue, 5th Floor, Park Plaza, Edmonton, Alberta T5K 2P7

Telephone: 780-427-4952 **Fax:** 780-452-0668 **Website:** <https://www.alberta.ca/alberta-kings-printer>

If you have any questions respecting this material or the election process, please contact:

Allegra Tingley, Returning Officer
Town of Redwater
4924 – 47 Street, Box 397
Redwater, Alberta T0A 2W0

Telephone: 780-942-3519 **Fax:** 780-942-4321 **E-mail:** atingley@redwater.ca

Please note that this is an information package only and it has no legislative sanction. For certainty, relevant statutes, regulations, bylaws, or legal counsel should be consulted. The public also has the option of calling Alberta Municipal Affairs with any questions regarding legislation @ 780-427-2225 or ma.advisory@gov.ab.ca.

PURPOSES, POWERS AND CAPACITY OF MUNICIPALITIES

Within Canada, there are three levels of government:

- Federal** elected representatives are referred to as Members of Parliament (MPs)
- Provincial** elected representatives are referred to as Members of the Legislative Assembly (MLAs)
- Municipal** elected representatives are referred to as Mayor and Councillors

As outlined in the book *Government and Politics in Alberta* by A. Tupper and R. Gibbons, local government is a creation of the provincial government.

“Alberta’s municipalities are legally subordinate to the provincial government as is the case of municipalities in all of the provinces. Under the *Constitution Act*, national and provincial governments have separate spheres of power with local government falling under the purview of the provinces. Thus, constitutionally a province can create, change and abolish municipalities at will.”

The province provides the structure for local governments by statute with the *Municipal Government Act* being the primary set of rules under which municipalities operate.

The purpose, powers, duties and functions of municipalities are stated in Sections 3 through 6 of the *Municipal Government Act*. Generally, the purpose of a municipality is to provide good government, services, facilities or other things that are necessary or desirable, and to develop and maintain safe and viable communities by the power as well as other duties and functions imposed on them by the *Municipal Government Act* and other enactments.

NOMINATIONS

Candidate packages will be available for pick up starting **Wednesday December 18, 2025**. Nomination papers will be accepted from **Thursday January 2, 2025 to Monday September 22, 2025 (Nomination Day) closing at 12 noon** during office hours. It is suggested that you call the Town office at 780-942-3519 to book an appointment.

Nomination Form

Every nomination of a candidate, according to Section 27 of the *Local Authorities Election Act*, shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination. To ensure validity of nominations, a candidate may submit more than the required 5 electors' signatures. An elector is someone who:

- is at least 18 years old,
- is a Canadian citizen,
- has resided in Alberta for the 6 consecutive months immediately preceding election day and is a resident of Redwater on election day

The nomination shall be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating:

- that the person is eligible to be elected to the office,
- the name, address and telephone number of the person's official agent (if one has been appointed)
- that the person will accept the office if elected, and
- that the person will read and comply with the code of conduct if elected

In accordance with Section 151 of the *Local Authorities Election Act* it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

As per Bylaw 862, a candidate in the Town of Redwater is required to pay a nomination **deposit of \$100.00** to file a nomination paper. This deposit must be paid by cash, debit, credit, certified cheque or money order.

A Nomination Paper and Candidate's Acceptance (Form 4) has been attached as Appendix "A" and Candidate Information (Form 5) has been attached as Appendix "A1". Copies of all election forms can be found online at <https://www.alberta.ca/municipal-election-forms.aspx>.

Release of Information

Throughout the election campaign, the Returning Officer receives numerous requests for candidates' contact information. These come from the news media, organizers of election forums and the general public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates.

The contact information provided by candidates on the Nomination Paper and Candidate's Acceptance Form will be released to the news media upon request and provided in response to any inquiries.

Filing of Nomination

Nominations for the offices of Mayor (1) and Councillor (6) will be received by the Returning Officer or Deputy Returning Officer from **Thursday January 2, 2025 to Monday September 22, 2025 closing at 12 noon in the Town Administration Building** located at 4924 – 47 Street, Redwater.

The person who is nominated as a **candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act***.

Any person may file a nomination with the Returning Officer or Deputy Returning Officer.

The Returning Officer cannot accept nominations before Friday, January 1, 2025 or after 12 noon Monday September 22, 2025 (nomination day). **Facsimiles will not be accepted**. Be sure nomination papers are complete and filed on time.

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours in the presence of the Returning Officer. Business hours are from 8:30 a.m. until 4:30 p.m. Monday through Thursday, and 8:30 a.m. until 4:00 p.m. on Friday. The Town office is closed for lunch every day from 12:00 – 12:30 p.m.

Withdrawal of Nomination

At any point between Wednesday January 1, 2025 to 12 noon on Monday September 22, 2025, a candidate may withdraw their nomination, and up to **24 hours** after the close of the nomination period if more than the required number of candidates have been nominated for the office the candidate is seeking. *The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates for that office.*

If a candidate wishes to withdraw, a written notice must be provided to the Returning Officer no later than **12:00 noon, Monday September 22, 2025**.

Election by Acclamation

If, at the close of nominations, the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the persons nominated to be elected to the offices for which they were nominated.

QUALIFICATION OF A CANDIDATE

Qualification of a Candidate

Section 21 of the *Local Authorities Election Act* outlines qualification of a candidate. Generally, a person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old,
- is a Canadian citizen,
- has resided in Redwater for the 6 consecutive months immediately preceding nomination day (September 22, 2025) and,
- is not otherwise ineligible or disqualified.

The nomination form requires the candidate to make an affidavit saying that the candidate is eligible to be elected, not disqualified from office, that the candidate will accept the office if elected and that relevant sections of the *Local Authorities Election Act* have been read and understood. The candidate must swear or affirm the affidavit before a Commissioner for Oaths.

The person who is nominated as a **candidate is responsible for ensuring that the nomination filed meets the requirements of the *Local Authorities Election Act***. The Returning Officer is not responsible for reviewing the validity of information contained in nomination papers. If a nomination is challenged, the courts will assess eligibility. If a nomination is not signed by at least 5 electors, the returning officer shall not accept it for filing.

In accordance with Section 151 of the *Local Authorities Election Act* it is an offence for a candidate to sign a candidate's acceptance form that contains a false statement. The offence is subject to a fine of not more than \$1,000.

Under the *Criminal Code of Canada*, it is an offence to make a false affidavit and it is punishable by up to 14 years imprisonment.

Ineligibility for Nomination as a Candidate

Sections 22 and 23 of the *Local Authorities Election Act* details instances a person is not eligible to be nominated as a candidate in a general municipal election.

A person is not eligible to be nominated as a candidate if on nomination day:

- the person is the auditor for the Town of Redwater;
- the person is an employee of the Town of Redwater, unless on a granted leave of absence;
- the person's property taxes are more than \$50.00 in arrears;
- the person is indebted to the Town of Redwater for any debt exceeding \$500 for more than 90 days;
- the person has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada).

As the foregoing information does not detail all instances of ineligibility, candidates are encouraged to consult the *Local Authorities Election Act*. **It is the candidate's responsibility to ensure he/she is not in violation of conditions of eligibility.**

CAMPAIGN ADVERTISING

Advertising

In accordance with Section 148(5) of the *Local Authorities Election Act*, candidates are not permitted to use a facsimile or representation of the ballot produced for Election Day in their advertising. The use of only the candidate's name and an "X" beside it does not constitute a form of the ballot.

Violations under Section 148 of the *Local Authorities Election Act* could result in a fine of not more than \$10,000.00 or to imprisonment for not more than 6 months or to both fine and imprisonment.

Candidate advertising on Election Day is **not** permitted inside or on the outside of a voting station. The Presiding Returning Officer or Deputy Returning Officer at the voting station will remove advertising, which contravenes Section 152 of the *Local Authorities Election Act*.

Violations under Section 152 of the *Local Authorities Election Act* could result in a fine of not more than \$500.

Placement of Election Signage

In accordance with the Town of Redwater Land Use Bylaw PD-01-2023, campaign signs for general municipal or school board elections **do not** require a development permit when displayed for no more than 30 days. Election signs are subject to the further requirements of Part 5.2(1)(a) attached as Appendix "B".

The Town of Redwater may remove sign(s) not complying with the above requirements.

For further information regarding the placement of election signage, please contact the Land Use and Economic Development Officer at 780-942-3519.

CAMPAIGN CONTRIBUTIONS

The *Local Authorities Election Act* contains rules for dealing with campaign financing and disclosure in Part 5.1. It can be accessed by visiting <https://www.alberta.ca/alberta-kings-printer>

The legislation is binding on all candidates running for municipal election in Alberta. It is very important that candidates become familiar with the legislation as they are responsible for ensuring that their campaign complies with the provincial laws.

The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all provincial laws.

Contributions

In accordance with Part 5.1 of the *Local Authorities Election Act*, no contributions may be accepted until the nomination period commences (January 1 of an election year for a general election and the day after the resolution/bylaw is passed for a by-election) and a candidate files nomination papers

Candidates may choose to entirely self-fund their campaign; any money up to and including \$10,000 paid by a candidate out of the candidate's own funds for the purposes of the candidate's election campaign is not a campaign contribution if it is a campaign expense reimbursed by the end of the campaign period.

No prohibited organizations, individual ordinarily residing outside Alberta, trade union outside of Alberta, or employee organization outside of Alberta shall make a contribution to a candidate. Contributions by any person, corporation, Alberta trade union or Alberta employee organization to a candidate shall not exceed \$5,000 in any year.

A candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions from any person(s) exceeds \$1,000 in the aggregate, including any money paid by the candidate out of their own funds. Money in that account must then only be used for the payment of campaign expenses.

Campaign Disclosures

Section 147.4 of the *Local Authorities Election Act* outlines the requirements for candidates to file a campaign disclosure statement with the municipality on or before March 1 immediately following a general election or within 120 days after a by-election. All candidates are required to file a disclosure statement using form 26, Campaign Disclosure Statement and Financial Statement (attached as Appendix "N"), regardless of whether they were self-funded or not.

ADVANCE POLLS

Advance Polls

Advance polls are tentatively scheduled to be held at **Pembina Place** located at 4944 – 53 Street, with the date TBA.

Qualifications to Vote at an Advance Poll

Anyone who is an eligible elector of the Town of Redwater is eligible to vote at an advance voting station. Anyone voting in the Advance Poll cannot vote again on Election Day.

ELECTION DAY

Election Day

Election Day is **Monday October 20, 2025**.

Voting

The Voting station will open at 10:00 a.m. and remain open continuously until 8:00 p.m.

When the voting station is declared closed at 8:00 p.m., any elector in the voting station who wishes to vote shall be permitted to do so, but no other person shall be allowed to enter the voting station.

Voting Station Location

The voting station will be located at: the **Pembina Place Cultural Centre**, 4944 – 53 Street

Institutional Voting Station

An institutional voting station will be may established but only for persons confined to or resident of these facilities:

Redwater Health Care Centre located at 4812 – 58 Street

Diamond Spring Lodge located at 4619 – 52 Ave

Elector Eligibility

A person is eligible to vote in the general municipal election if the person:

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

An elector is eligible to vote only at the voting station established. Every person who attends at a voting station for the purpose of voting shall make a statement, in the prescribed form that the person is eligible to vote as an elector before being given a ballot. *Proof of elector eligibility to vote is required as outlined in section 53 of the Local Authorities Election Act.*

OFFICIAL AGENT

A candidate may, when filing nomination papers, appoint an elector to be their official agent as per Section 68.1 of the *Local Authorities Election Act*.

A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as an official agent.

No candidate shall act as an official agent for any other candidate. The duties of an official agent are those assigned to the official agent by the candidate.

Every official agent before performing the duties of that office must complete the prescribed form, Statement of Scrutineer or Official Agent, attached as Appendix "C".

The official agent must present proof of identification (Form 11), attached as Appendix "D", provided by the candidate and signed by the Returning Officer or Deputy Returning Officer at each voting station attended.

The Returning Officer will provide the required number of Forms, if requested by the candidate.

CAMPAIGN WORKER

Section 52 of the *Local Authorities Election Act* states a candidate, official agent or campaign worker who has produced identification that meets the requirements of the regulations, indicating that the person is a candidate, official agent or campaign worker shall not be obstructed or interfered with, the free access of the candidate, official agent or campaign worker accessing each residence in a building containing two or more residences.

The required Campaign Worker Proof of Identification (Form 12) has been attached as Appendix "E". This form, once completed, must be signed by the candidate.

SCRUTINEERS

According to Section 69 of the *Local Authorities Election Act*, Scrutineers are to be at least 18 years old and must present to the presiding deputy a written notice, in a form acceptable to the returning officer,

- signed by the candidate, and
- stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station.

A person who has, within the previous 10 years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be appointed as a scrutineer.

Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station, a Statement of Scrutineer or Official Agent (Form 16) attached as Appendix "C".

VOTING STATION ATTENDANCE

Voting Hours

As stated in Section 69(3) of the *Local Authorities Election Act*, an official agent or a scrutineer can not be present while the candidate is present in a voting station during voting hours.

Section 69(3.1) states an official agent and a scrutineer can not be present at the same time in a voting station during voting hours. —

The same official agent or scrutineer does not have to remain at the same voting station during the whole of voting hours. Official agents and scrutineers may change voting stations throughout the day.

The Returning Officer or Presiding Deputy Returning Officer may designate the place or places at a voting station where a candidate, official agent or scrutineer of a candidate may observe the election procedure. The candidate, official agent or scrutineer are not permitted to observe the marking of a ballot by an elector.

A candidate, official agent or scrutineer may make objections to an elector being permitted to vote as per Section 54(1). A deputy shall note in the voting register the reason for the objection and the name of the candidate, official agent or scrutineer making the objection, however the elector is permitted to cast a vote. A judge in a judicial recount may evaluate objections.

In accordance with Section 81, candidates, official agents, and scrutineers are permitted to attend institutional voting stations. However, they may attend only if the vote is conducted at a fixed location in a public area of the institution and may not attend voting conducted in the room of a resident of the institution. At voting stations, a candidate, official agent, or scrutineer can not be present at the institution at the same time. A candidate may not have both an official agent and a scrutineer attend an institutional vote at the same time.

Ballot Count Attendance

Candidates, agents, or scrutineers observing the counting of ballots must be present in the voting station before 8:00 p.m., the close of voting. No one is permitted to enter the voting station after 8:00 p.m.

Candidates, official agents, and scrutineers are permitted to observe the process of counting the ballots; however, Section 85(2) stipulates that **only one person representing a candidate is permitted to be present at each voting station.**

Candidates, official agents, and scrutineers are permitted to make objections to a ballot being counted as valid or a ballot being rejected. The objection is recorded, and the deputy makes the decision on the validity of the ballot. Objections are considered when determining a recount either by a Returning Officer or a judicial recount.

ELECTION RESULTS

Unofficial Election Results

Following the close of voting stations at 8:00 p.m., unofficial election results will be available for the convenience of candidates and the public through the following sources:

- (a) Posted in the entrance of the Town Office
- (b) Town of Redwater website located at:

www.redwater.ca

As it is difficult to determine when the unofficial election results will be available, your patience is requested while the election staff work towards providing the most timely and accurate results possible.

Official Election Results

At **noon on Friday, October 24, 2025** the Returning Officer will post the official election results at the Town Office and on the Town's website.

RECOUNTS

Recounts Before Official Results

Recounts called immediately after Election Day must be completed before the posting of the official results of the election. Therefore, recounts called immediately after Election Day must be completed before **noon on Friday, October 24, 2025**.

Returning Officer Recount

On Tuesday, following Election Day, the Returning Officer examines the ballot account from every voting station in conjunction with the unofficial results. If there are sufficient “valid ballots objected to” or “rejected ballots other than those on which no vote has been cast” to affect the result of the election or the Returning Officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes, then the Returning Officer may make a recount.

Candidate or Agent Recount Request

A candidate, official agent or scrutineer may make application to the Returning Officer within 44 hours (**by 4:00 p.m. Wednesday, October 22, 2025**) of the close of voting stations and no later. The application must show grounds that the Returning Officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate.

If the candidate, official agent or scrutineer feels that a recount should be made under these circumstances, it is requested that contact be made with the Returning Officer as soon as possible.

Candidate Notification of Recount

Candidates who may be affected by a recount will receive 12 hours’ notice of the recount.

Recount Procedures

The procedure for a recount is the same as for Election Day. After completion of the recount, if necessary, the Returning Officer adjusts the ballot account for the voting station.

Judicial Recount

At any time within 19 days after the close of the voting stations on Election Day, any elector may apply to the Court by notice of motion for a recount. Sections 103 to 115 of the *Local Authorities Election Act* outline the recount procedure. It is suggested that legal advice be consulted on these sections if a judicial recount request is considered, as the Town of Redwater will not provide guidance on these sections of the Act.

OFFICE OF MAYOR

Term of Office

The term of office for the Mayor is **4 years**.

Duties of Mayor (Chief Elected Official)

The Mayor is the chief elected official of the Town of Redwater and has duties that encompass those of both Councillor and chief elected official.

Section 153 of the *Municipal Government Act* outlines general duties of Councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Redwater;
- develop and evaluate policies and programs of the Town of Redwater;
- participate in Council meetings, Council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Town of Redwater from the Chief Administrative Officer;
- keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a public meeting;
- to adhere to the code of conduct;
- perform any other duty or function imposed on Councillors by the *Municipal Government Act*, or any other enactment or by Council.

In addition to performing the duties of a Councillor, Section 154 of the *Municipal Government Act* outlines duties the chief elected official must:

- preside at Council meetings when in attendance unless a bylaw provides that another councillor or person is to preside;
- perform other duties imposed by the *Municipal Government Act*, any other enactment or bylaw.

Remuneration

Remuneration and expense reimbursement are outlined in Policy 122 and is scheduled for review in the first quarter of 2025 (attached as Appendix "F").

OFFICE OF DEPUTY MAYOR

Term of Office

The term of office for a Deputy Mayor is set at the Inaugural Meeting. In Redwater it is currently set on a rotational basis with the term of **8 months**.

Duties of a Deputy Mayor

Section 152 of the *Municipal Government Act* outlines general duties of the Deputy Chief Elected Official. Generally, in the event the Mayor, through illness, absence or other cause, is unable to perform the duties of the Mayor's office, each member of Council (other than the Mayor) is appointed as the Deputy Mayor for a period of eight months in the four-year term. In the absence of the Mayor, the Deputy Mayor chairs Council meetings, attends ceremonies, banquets, speaking engagements and the like. If the Deputy Mayor is not available, the Acting Mayor or another member of Council may be called upon to carry out these public relation duties.

Remuneration

Remuneration and expense reimbursement are outlined in Policy 122 and is scheduled for review in the first quarter of 2025 (attached as Appendix "F").

OFFICE OF COUNCILLOR

Term of Office:

The term of office for a Councillor is **4 years**.

Number of Councillors

6 positions are available for the office of Councillor.

Duties of a Councillor:

Section 153 of the *Municipal Government Act* outlines general duties of Councillors, which are as follows:

- consider and promote the welfare and interests of the Town of Redwater;
- develop and evaluate policies and programs of the Town of Redwater;
- participate in Council meetings, Council committee meetings and meetings of other bodies as appointed by Council;
- obtain information about the operation or administration of the Town of Redwater from the Chief Administrative Office;
- keep matters discussed in private at a Council or Council committee meeting confidential until discussed at a public meeting;
- to adhere to the code of conduct;
- perform other duties and functions imposed by the *Municipal Government Act*, or any other enactment or by Council.

Remuneration

Remuneration and expense reimbursement are outlined in Policy 122 and is scheduled for review in the first quarter of 2025. as Appendix “F”).

BENEFITS FOR ELECTED OFFICIALS

Benefits for elected officials will be under review in the first quarter of 2025. The current benefits for elected officials for the Town of Redwater are optional and offered as follows:

- Extended Health and Vision Care - 100% of the premium is paid by the Town (optional)
- Dental coverage - 50% of the premium is paid by the Town (optional)
- Group Life Insurance - 100% of the premium is paid by the Town (optional)
- Group Accident Insurance – 100% of the premium is paid by the Town
- Employee Assistance Program – 100% of the premium is paid by the Town

GENERAL INFORMATION FOR ELECTED OFFICE

Time Commitment

The *Municipal Government Act* provides an outline of duties for members of Council; however, the Act does not indicate the number of hours per week members should spend in performing their duties. In fact, the number of hours per week will vary from municipality to municipality and from time to time throughout the year. The amount of time spent varies from one member of Council to another depending on the number of boards, committees, and commissions he or she represents and the scope or breadth of work for each one. There are certain minimum duties that need to be performed should a candidate be elected to Council. These include:

Council Orientation

External Orientation: In accordance with the Municipal Government Act all elected officials will require orientation training, within 90 days of taking the oath of office, on the following topics:

- The role of municipalities in Alberta
- Municipal organizations and functions
- Key municipal plans, policies, and projects
- Roles and responsibilities of council
- Code of Conduct
- Roles and responsibilities of the CAO and staff
- Budget and financial administration
- Public participation

Internal Orientation: In order for the new Council to become fully acquainted with the scope of the Town of Redwater, orientations will be scheduled beginning the end of October. The orientation is a comprehensive session that will touch on the major topics relevant to Redwater Council. The orientation is a must to attend as it will assist those elected in the decision-making process. Please note, the timing will change if all of Council is acclaimed (the number of persons nominated is the same as the number required to be elected). If Council is acclaimed, Council Orientation will take the end of September.

Attendance at Council Meetings

Regular meetings of Council are held every first and third Tuesday of the month commencing at 6:30 p.m. and ending usually between 8:30 p.m. and 9:30 p.m. In preparation for the meeting, an agenda package is prepared for Council members and is available no later than the Friday prior to the meeting to allow time for reading and reviewing the issues. Reading and reviewing the agenda package beforehand allows members of Council to prepare for discussions of the issues at the meeting.

Committee of the Whole meetings are held on the fourth Tuesday of the month commencing at 6:00 p.m. and ending between 8:00 and 9:00 p.m.

The Organizational Meeting of the newly elected Council is scheduled for **October 28, 2025 commencing at 6:30 p.m.**

Attendance at Council Budget Meetings

Each year, in addition to the regular Council meetings, Council meets to review annual financial policies

and resources for the upcoming fiscal year and Town department budgets. Generally, 4 special meetings are required to review the budget. An annual operating budget must be adopted by Council no later than December 31st of the preceding year in which it relates or an interim budget must be adopted which reverts to the last years budget.

Attendance at Committee Meetings

Annually, at the organizational meeting, Council makes appointments of members of Council to a number of boards, committees and commissions. These boards, committees and commissions may be Council committees (that is, established by Town Council) or external committees (entities which are established externally but to which Council has the authority to make appointments to).

Council members are each expected to sit on several committees. The time commitment will vary depending on the committee.

Council committees include the following:

- Municipal Planning Commission
- Subdivision and Development Appeal Board
- Community Services Board
- Emergency Management Committee
- Facility Joint Use Committee (Redwater Schools/Town of Redwater)
- Corporate Services Policy Committee
- Infrastructure Policy Committee
- Community Services Policy Committee

External committees include the following:

- Capital Region Assessment Services Commission
- Capital Region Northeast Water Services Commission
- Federation of Alberta Gas Co-ops
- Redwater Library Board
- Northern Lights Library System
- Roseridge Regional Landfill Commission
- Sturgeon Regional Emergency Management Advisory Committee
- Homeland Housing Board
- Redwater – Sturgeon Intermunicipal Committee
- Sturgeon Regional Partnership Committee

Alberta Municipalities (AM)

AM (formerly Alberta Urban Municipalities Association or AUMA) was founded in 1905 and has a two-pronged mandate, as an advocate for urban Alberta municipalities and as a service provider for its members. The Town of Redwater is a member of AM.

The mission of AM states that they will provide leadership in advocating local government interests to the provincial government and other organizations.

In order to achieve this mandate, the Association is dedicated to enhancing leadership in municipal

governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government and the general public, and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. AM represents a unified voice to the provincial government on behalf of urban municipalities.

Every fall an AM convention is held that attracts approximately 1,200 delegates from urban Councils and administration. The convention held during election years is strongly geared towards newly elected Council members. For this reason, all successful candidates are strongly encouraged to set aside time to attend this convention.

The 2025 AM Convention is tentatively scheduled to be held **Wednesday, November 12 through to Friday, November 14** in Calgary. Please mark these dates in your calendar. The costs associated with attending this convention is provided within the Town's budget.

Federation of Canadian Municipalities (FCM)

FCM has been the national voice of municipal governments since 1901 and represents the interests of municipalities on policy and program matters that fall within federal jurisdiction.

FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. Along with its policy interests, FCM remains a professional association serving elected municipal officials.

The Town of Redwater is a member of FCM and as such, members of Council have the opportunity to attend the annual conference at Council's discretion. Through the annual conference FCM policy on key issues is established. The first FCM Conference following the 2025 general municipal election is scheduled near the end of May with the location to be determined.

There are a number of other conferences that Council has the opportunity to attend throughout the year, dependent on budget allocations.

Corporate Business Planning

It is recommended that each year Council meet to review the Strategic Plan.

A copy of the Town's Strategic Plan is available at the Town Office. The Strategic Plan is attached as Appendix "G".

A copy of the detailed 2025 Budget is available at the Town Office.

Candidates Information Session

Alberta Municipal Affairs hosts training sessions for prospective candidates. These sessions and the format will be announced soon. Further details will be posted on the Municipal Affairs website once training has been confirmed.

<https://www.alberta.ca/municipal-elections.aspx>

Information from Alberta Municipal Affairs

Also included in this package is a number of booklets published by Alberta Municipal Affairs. Much of the information has already been provided however it is advisable that these be reviewed as well.

- Candidate's Guide, Running for Municipal Office in Alberta (Appendix "H")
- Municipal Councillors' Guidelines for Pecuniary Interest (Appendix "I")
- What Every Councillor Needs to Know (Appendix "J")
(while you are not yet elected, this booklet provides excellent information on municipal operations that a candidate should be apprised of in advance of running for office).

For more information visit the following website:

<https://www.alberta.ca/municipal-affairs.aspx>

Town of Redwater Code of Ethics/Conduct

The Town of Redwater has a Code of Ethics/Conduct and Council-CAO Covenant to outline the roles and responsibilities of Council and Administration, and to clarify the expectations of each as well as a Council Code of Conduct Bylaw. (Appendix "K & L")

Town of Redwater Procedural Bylaw

Every municipality adopts a procedural bylaw. This bylaw governs how Council meeting proceedings are undertaken. It is used to ensure orderly management and quality of interaction during Council meetings. It also details the terms of reference for three fundamental Council Standing Policy Committees. (Appendix "M")

IMPORTANT DATES TO REMEMBER

Nomination Period

January 1, 2025, to noon on September 22, 2025
Town Office, 4924 47th Street, Redwater AB

Advance Polls

To be determined

Election Day

Monday October 20, 2025
10 a.m. to 8 p.m.
Pembina Place Cultural Center 4944 53rd Street, Redwater AB

Swearing In Ceremony

Monday October 27, 2025, time TBD
Pembina Place Cultural Center 4944 53rd Street, Redwater AB

Committee of the Whole / Organizational Meeting

Tuesday October 28, 2025, 6 p.m.
Council Chambers, Town Office, 4924 47th Street, Redwater AB

Regular Council Meeting

Tuesday November 4, 2025, 6:30 p.m.
Council Chambers, Town Office, 4924 47th Street, Redwater AB

Councillor Orientation

Thursday October 30, 2025 – Day 1: *Legal*
Thursday November 6, 2025 – Day 2: *Making Council Effective*
Thursday December 4, 2025 – Day 3: *How We Operate*
Orientation times TBD
Council Chambers, Town Office, 4924 47th Street, Redwater AB

Date to file Campaign Disclosure

March 1, 2026