



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

Contents

Introduction	5
2025 General Municipal Election Overview	5
Understanding the Role of Municipal Government.....	7
Municipal Council Roles and Responsibilities.....	7
Structure of Council	7
General Duties of Councillors	8
Additional Duties of the Mayor	8
Role of the Deputy Mayor	8
Time Commitments & Meetings	8
Candidate Eligibility and Qualifications	9
Nominations.....	10
Nomination Packages	10
How to Submit a Nomination.....	10
Nomination Deposit.....	11
Where to File Your Nomination	11
Withdrawing Your Nomination	12
Eligibility of Electors Signing Nomination Forms.....	12
Who Can Sign Your Nomination Form?.....	12
Official Agent.....	13
Appointment of an Official Agent	13
Eligibility Requirements:	13
Duties of an Official Agent	13
Required Documentation.....	13
Campaign Workers.....	14
Access to Multi-Unit Residences	14
Required Identification	14
Restrictions	14
Scrutineers.....	14

Eligibility and Appointment.....	14
Prohibited Individuals	15
Required Forms	15
Responsibilities	15
Voting Station Attendance	15
Voting Hours	15
Shifts for Official Agents and Scrutineers	15
Designated Areas for Observation.....	15
Objections	16
Campaign Advertising Guidelines.....	16
Prohibited Use of Ballot Images in Advertising	16
Advertising on Election Day	16
Placement of Campaign Signage	16
Campaign Contributions and Disclosure	17
Overview.....	17
Accepting Contributions	17
Contribution Limits and Source Restrictions.....	18
Permitted Contributions:	18
Prohibited Contributions:	18
Campaign Bank Account.....	18
Campaign Financial Disclosure.....	18
Deadline to File:	18
Who Must File:	18
Advance Polls	19
Location	19
Who Can Vote at an Advance Poll?	19
Election Day	19
Date and Time	19
Voting Station Location	19

Voter Eligibility.....	20
Ballot Count Attendance	20
Election Results.....	21
Unofficial Election Results	21
Official Election Results	21
Recounts.....	21
Recounts Before Official Results	21
Returning Officer Recount.....	21
Candidate or Agent Recount Request.....	21
Candidate Notification of Recount.....	22
Recount Procedures	22
Judicial Recount	22

Appendices:

2025 Town Meetings Calendar

Council Procedural Bylaw 002.2022

Council Remuneration Policy C004-2025

Form 4 - Nomination Paper and Candidate's Acceptance

Form 5 - Candidate Financial Information

Form 29 - Notice of Intent

Deposits With Nomination Papers - Bylaw 12.2010

Political Posters Bylaw 007.2023

Guidelines for the Installation of Election Signs

Returning Officer Contact Info

Introduction

Thinking about running for Mayor or Councillor in the Town of Irricana? This handbook is here to guide you through that decision and help you prepare for the upcoming 2025 General Municipal Election, taking place on **October 20, 2025**.

Designed with frequently asked questions in mind, this guide offers a general overview of the information most candidates want to know before nomination day. Inside, you'll find details about:

- Available elected positions
- Who is eligible to run
- How to submit your nomination
- What to expect from the election process
- Key legislation you need to be aware of

While this handbook is a helpful starting point, **it is not a substitute for the actual legislation**. It remains your responsibility as a candidate to review and understand all applicable laws. A list of resources is included to help you access the relevant statutes.

2025 General Municipal Election Overview

Municipal elections in Alberta are held every four years. In Irricana, voters will elect:

- **5 Councillors**

These positions are elected **at-large**, meaning each elected official represents the entire town, not just a specific neighborhood or district.

All general municipal elections in Alberta are governed by the **Local Authorities Election Act**. It's important to familiarize yourself with this legislation, as violations can result in serious penalties—including fines, disqualification from office, or imprisonment.

To access complete versions of the relevant legislation, such as the *Local Authorities Election Act*, *Municipal Government Act*, or *Education Act*, you may contact:

Alberta King's Printer

10611 – 98 Avenue, 5th Floor, Park Plaza

Edmonton, Alberta T5K 2P7

Phone: 780-427-4952 | Fax: 780-452-0668

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

For questions specific to this guide or Irricana's election process, please contact:

Annette Culp, Returning Officer

Town of Irricana

222 - 2 Street, Box 100

Irricana, Alberta T0M 0L0

Phone: 403 935-4672 | Toll Free: (877) 813-1494

Email: irricana@irricana.ca

Please note: This handbook is for **informational purposes only** and does not have legislative authority. For clarity on legal obligations, consult the appropriate statutes or seek legal advice. You can also reach out to Alberta Municipal Affairs.

Municipal Affairs

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

Phone: (780) 427-3335 | Toll Free: 310-000

Email: ma.advisory@gov.ab.ca

All forms may be found at <https://www.alberta.ca/municipal-election-forms>.

Understanding the Role of Municipal Government

Three Levels of Government in Canada

Canada operates under a federal system with three distinct levels of government:

- **Federal** – Represented by Members of Parliament (MPs)
- **Provincial** – Represented by Members of the Legislative Assembly (MLAs)
- **Municipal** – Represented by locally elected **Mayors** and **Councillors**

Municipal governments are not independent constitutional bodies but are **creations of provincial legislation**. As noted in *Government and Politics in Alberta* by Tupper and Gibbons:

“Alberta’s municipalities are legally subordinate to the provincial government... constitutionally, a province can create, change and abolish municipalities at will.”

Municipalities in Alberta operate primarily under the **Municipal Government Act (MGA)**, which outlines their purposes, powers, and governance framework.

Purpose and Powers of Municipalities

According to **Sections 3 to 6** of the *Municipal Government Act*, the core purposes of a municipality include:

- Providing **good government**,
- Delivering services, facilities, and infrastructure that are **necessary or desirable**,
- Promoting and maintaining **safe and viable communities**,
- Carrying out duties and functions as **assigned by the MGA or other legislation**.

Municipalities are empowered to pass bylaws, manage finances, set local policies, and carry out community development—all within the legal structure set by the province.

Municipal Council Roles and Responsibilities

Structure of Council

In municipalities like the **Town of Irricana**, residents elect **five (5) Councillors** for a **four-year term**. Each year, during the **Organizational Meeting in October**, Council members select from among themselves:

- A **Mayor** (Chief Elected Official),
- A **Deputy Mayor** to act in the Mayor’s absence.

General Duties of Councillors

Under the *Municipal Government Act*, Councillors must:

- Represent and promote the **welfare and interests** of the community,
- Develop and evaluate **municipal policies and programs**,
- Attend **Council meetings, committee meetings**, and other official functions,
- Obtain necessary information from the **Chief Administrative Officer (CAO)**,
- Keep **confidential matters private** until discussed publicly,
- Fulfill any additional duties outlined in **legislation or bylaw**.

Additional Duties of the Mayor

As the Chief Elected Official, the Mayor:

- **Presides over Council meetings**,
- Represents the municipality at official events,
- Performs duties as defined by the **MGA, bylaws, or other enactments**,
- Serves as an ex-officio member of **all Council committees and appointed bodies**.

Role of the Deputy Mayor

The Deputy Mayor assumes the duties of the Mayor when the Mayor is unavailable. This role is also assigned during the annual Organizational Meeting.

Time Commitments & Meetings

Being a municipal Councillor is a **part-time role**, but responsibilities vary throughout the year:

- **Council Meetings:** Held on the first and third Monday of each month at 7:00 p.m. (for the Town of Irricana), typically lasting a few hours.
- **Committee of the Whole:** Scheduled as needed to explore issues in detail, typically the second Monday in March, June, September, and December at 7:00 p.m.
- **Special Council Meetings:** Called for urgent or time-sensitive decisions.
- **Community Engagement:** Councillors may attend public events, fundraisers, and social functions, especially the Mayor.
- **Preparation:** Council members are expected to review agenda packages and reports prior to meetings and maintain communication with the CAO.

⚠ Important: Please see Bylaw C004-2025 for Council Remuneration Policy and Bylaw 008:2022 for the Council Procedural Bylaw.

Candidate Eligibility and Qualifications

Thinking of running for Council? Here's what you need to know about eligibility and qualifications to become a candidate in the upcoming **Municipal Election on October 20, 2025**.

Eligibility Requirements

As outlined in **Sections 21 to 23** of the *Local Authorities Election Act*, a person is eligible to be nominated as a candidate if, on **Nomination Day (September 22, 2025)**, they:

- Are at least **18 years old**,
- Are a **Canadian citizen**,
- Have resided in the municipality (e.g., Town of Irricana or your local jurisdiction) for the **six consecutive months** immediately prior to Nomination Day,
- Submit the **required \$100 deposit** (accepted in cash, debit/credit card, certified cheque, or money order),
- Are **not otherwise ineligible or disqualified** under the Act.

Each candidate must complete **Form 4 – Nomination Paper and Candidate's Acceptance**, swearing or affirming an affidavit before a Commissioner for Oaths or the Returning Officer. This confirms that the candidate:

- Is eligible to be elected,
- Is not disqualified from holding office,
- Will accept the office if elected, and
- Has read and understands the relevant sections of the *Local Authorities Election Act*.

It is the **candidate's responsibility** to ensure all nomination documents are correctly completed and comply with legislation. The Returning Officer does not verify the accuracy of submitted information. If a nomination is **not signed by at least five eligible electors**, it will not be accepted.

Ineligibility Criteria

You are **not eligible** to run for office if, on Nomination Day:

- You are an **employee** of the municipality (unless granted a formal leave of absence),
- You are the **auditor** of the municipality,
- Your **property taxes** are more than **\$50 in arrears**,
- You owe the municipality more than **\$500 for over 90 days**,
- You have been **convicted** of an offence under the *Local Authorities Election Act*, *Election Act*, or *Canada Elections Act* within the past **10 years**.

⚠ Important:

- Signing a nomination acceptance form with false information is a punishable offence under **Section 151** of the *Local Authorities Election Act*, with fines up to **\$1,000**.
- Making a false affidavit is an offence under the **Criminal Code of Canada**, which carries a maximum penalty of **14 years imprisonment**.

For a full list of eligibility and disqualification conditions, candidates are strongly encouraged to review the *Local Authorities Election Act* and seek legal advice if uncertain.

Nominations

Nomination Packages

Candidate nomination packages will be available for pickup starting **Monday June 30, 2025**.

Completed **Nomination Papers** will be accepted from **Tuesday July 1, 2025, until 12:00 noon on Monday, September 22, 2025 (Nomination Day)** during regular office hours. To help ensure a smooth process, we recommend calling the Town Office at 403-935-4672 to book an appointment in advance.

How to Submit a Nomination

Under **Section 27 of the Local Authorities Election Act**, a valid nomination must:

- Be completed using the prescribed forms
 - [Nomination Paper and Candidate's Acceptance \(Form 4\)](#)
 - [Candidate Financial Information \(Form 5\)](#)
 - [Notice of Intent \(Form 29\)](#)
- Be signed by **at least five (5) eligible electors** who live in Irricana and are eligible to vote on the date of signing.

Eligibility to nominate or run requires that a person:

- Is at least 18 years of age.
- Is a Canadian citizen.
- Has lived in Alberta for at least six consecutive months before Election Day
- Is a resident of Irricana on Election Day

To ensure your nomination is valid, it's recommended that you collect **more than five** elector signatures.

Your nomination must include a **Candidate's Acceptance**, signed and sworn or affirmed, stating that:

- You are eligible to run for office.
- You will accept the office if elected.
- You are providing the name, address, and phone number of your official agent (if applicable)

⚠ Important: Submitting false information on your Candidate's Acceptance is an offence under Section 151 of the Act and may result in a fine of up to **\$1,000**.

All election forms are also available online: [Alberta Municipal Election Forms](#)

Nomination Deposit

As per **Town of Irricana Bylaw 12.2010**, a **\$100 nomination deposit** is required. This must be paid at the time of filing by **cash, certified cheque, or money order**.

Where to File Your Nomination

Nomination papers must be filed **in person** with the Returning Officer or Deputy Returning Officer at:

Town of Irricana Administration Building

222 -2 Street, Irricana, Alberta

Office hours:

- Monday to Thursday: 8:30 a.m. – 4:30 p.m.
- *(Closed daily from 12:00 – 12:30 p.m. for lunch)*
- Friday: 8:30 a.m. – 1:30 p.m.

! Nominations will not be accepted via fax or email and cannot be filed after **12:00 noon on September 22, 2025**.

After the close of nominations, any member of the public may request to view nomination papers during regular office hours, in the presence of the Returning Officer.

Withdrawing Your Nomination

Candidates may withdraw their nomination at any time from up to **12:00 noon on Monday, September 22, 2025**, by submitting a written notice to the Returning Officer. A candidate may also withdraw up to 24 hours after nominations close **if there are more candidates than available positions**.

Withdrawals will **not** be accepted if it would result in fewer candidates than required for that office.

Eligibility of Electors Signing Nomination Forms

Reference: *Section 27 of the Local Authorities Election Act*

As a candidate, you are responsible for ensuring that the electors who sign your nomination form meet the legal eligibility requirements.

Who Can Sign Your Nomination Form?

Each individual who signs your nomination form must meet **all** of the following criteria **on the date of signing**:

- **Eligible to vote** under the *Local Authorities Election Act*, and
- **A resident of the Town of Irricana.**

Only electors who live within the municipality in which you are running may sign your nomination form. The Returning Officer **will not accept nomination forms** that are not properly signed by at least **five (5) eligible electors**.

If you have any doubts about an elector's eligibility, it is your responsibility to verify their qualifications before submitting your forms.

Official Agent

Appointment of an Official Agent

A candidate may appoint **one official agent** when filing nomination papers, as outlined in **Section 68.1 of the Local Authorities Election Act**.

Eligibility

An official agent must be:

- An eligible elector,
- Not convicted of an offence under the *Local Authorities Election Act*, *Election Act*, or *Canada Elections Act* within the last **10 years**, and
- Not a candidate in the same election.

Requirements:

Note: A candidate **cannot act as the official agent** for another candidate.

Duties of an Official Agent

The duties of an official agent are determined by the candidate and may include:

- Assisting with campaign strategy and administration,
- Representing the candidate at voting stations (as permitted),
- Acting on behalf of the candidate during the ballot count.

Required Documentation

Before performing any duties, the official agent must complete the prescribed form: **Statement of Scrutineer or Official Agent (Form 16)**

The official agent must also present identification using **Form 11**, which must be signed by the Returning Officer or Deputy Returning Officer. This form is provided by the candidate.

Copies of Forms 11 and 16 can be requested from the Returning Officer.

Campaign Workers

Access to Multi-Unit Residences

Under **Section 52 of the Local Authorities Election Act**, campaign workers, candidates, and official agents are permitted to access multi-unit residences (such as apartment buildings or condos) during the campaign period to distribute materials or speak with residents.

To ensure access is granted, campaign workers must carry proper identification.

Required Identification

Each campaign worker must carry a completed and signed:

Campaign Worker Proof of Identification (Form 12)

This form must be:

- Completed by the **candidate**, and
 - Signed and dated before the worker begins campaign duties.
-

Restrictions

Campaign workers must not be obstructed from accessing individual residences; however, they are still expected to respect privacy, property, and posted notices (e.g., "No Soliciting").

Scrutineers

Eligibility and Appointment

Under **Section 69 of the Local Authorities Election Act**, a scrutineer is a person who has been appointed by a candidate to observe the election process. The scrutineer must meet the following criteria:

- **Age Requirement:** The scrutineer must be at least 18 years old.
- **Appointment:** The scrutineer must have a written notice from the candidate, which is signed by the candidate. This notice must be presented to the presiding deputy at the voting station before they are allowed to act as a scrutineer.

Prohibited Individuals

A person convicted of an offence under the Local Authorities Election Act, the Election Act, or the Canada Elections Act (within the past 10 years) is not eligible to act as a scrutineer.

Required Forms

Before being recognized as a scrutineer, the individual must complete and sign a **Statement of Scrutineer or Official Agent (Form 16)**.

Responsibilities

Scrutineers have the right to observe the election procedure at the voting station, including the ballot count. However, they are not permitted to:

- Observe the marking of a ballot by an elector.
 - Be present at a voting station at the same time as the candidate or official agent.
-

Voting Station Attendance

Voting Hours

As outlined in **Section 69(3)** of the Local Authorities Election Act, neither a candidate, official agent, nor scrutineer can be present at the voting station when the candidate is voting. Additionally, **Section 69(3.1)** specifies that an official agent and a scrutineer cannot be present at the same time in the voting station during voting hours.

Shifts for Official Agents and Scrutineers

The same official agent or scrutineer does not need to remain at the same voting station for the entire voting period. They may rotate between stations throughout the day as necessary.

Designated Areas for Observation

The **Returning Officer** or **Presiding Deputy Returning Officer** will designate specific locations within the voting station for candidates, official agents, or scrutineers to observe the election procedures. However, they are not permitted to observe the actual marking of a ballot by an elector.

Objections

A candidate, official agent, or scrutineer may object to an elector being allowed to vote, as stated in **Section 54(1)**. The objection must be recorded by the deputy, noting the reason and the name of the person making the objection. However, the elector is still permitted to cast their vote, and the objection will be reviewed during a judicial recount if necessary.

Campaign Advertising Guidelines

Prohibited Use of Ballot Images in Advertising

Under **Section 148(5)** of the *Local Authorities Election Act*, candidates **must not use any reproduction or representation of the official ballot** in their campaign advertising. This includes any image or design that mimics the appearance of the Election Day ballot.

Important Note: Simply displaying your name with an “X” beside it does **not** count as a ballot facsimile and is **not prohibited**.

Violations of Section 148 may result in:

- A fine of up to \$10,000,
 - Imprisonment for up to six months, or
 - Both.
-

Advertising on Election Day

Section 152 of the *Local Authorities Election Act* strictly prohibits **all campaign advertising at or near voting stations** on Election Day. This includes signage, posters, or promotional materials **inside or outside** the building where voting is taking place.

Any such materials will be **removed by the Presiding or Deputy Returning Officer**.

Violations of this section may result in a **fine of up to \$500**.

Placement of Campaign Signage

In accordance with the **Town of Irricana Land Use Bylaw 007:2023**:

- Campaign signs **do not require a development permit** if displayed for **no more than 45 days prior to an election**.
- Signs must comply with the regulations outlined in **Part 6.2(6.2.1) (d)** of the Bylaw.
- Non-compliant signs may be removed by the Town without notice.

For detailed guidelines or questions about signage placement, please contact the **Development Officer** at **(403) 935-4672**.

Signs placed on Alberta Highway 9 must be in accordance with *Guidelines for the Installation of Elections Signs*.



Campaign Contributions and Disclosure

Overview

All candidates must comply with **Part 5.1 of the Local Authorities Election Act**, which governs campaign financing and disclosure. This legislation is binding on all candidates in Alberta municipal elections.

Candidates are strongly encouraged to read the full legislation, which is available through the Alberta King's Printer: <https://www.alberta.ca/alberta-kings-printer>

This summary is provided for general information only and does not replace the candidate's responsibility to understand the legislation. Candidates should seek legal or accounting advice if necessary.

Accepting Contributions

General Elections:

Candidates may begin accepting contributions on **January 1** of the election year.

By-Elections:

Contributions may be accepted beginning the day after the bylaw or resolution calling the by-election is passed.

Important: You must file your nomination papers before accepting contributions.

Contribution Limits and Source Restrictions

Permitted Contributions:

- Individuals, Alberta-based corporations, trade unions, and employee organizations may each contribute up to **\$5,000 per year** to a candidate.
- Candidates may also self-fund their campaigns. Contributions of up to **\$10,000** from a candidate's own funds are **not considered campaign contributions** if they are campaign expenses reimbursed by the end of the campaign period.

Prohibited Contributions:

- Contributions are not permitted from the following:
 - Individuals who do not ordinarily reside in Alberta.
 - Organizations prohibited under the Act.
 - Trade unions or employee organizations located outside Alberta.

Campaign Bank Account

If a candidate receives more than **\$1,000** in contributions (including self-funding), a separate campaign bank account must be opened:

- The account must be in the name of the candidate or the campaign.
- All campaign funds and payments must be handled through this account.

Campaign Financial Disclosure

Deadline to File:

All candidates must file a **Campaign Disclosure Statement and Financial Statement (Form 26)** with the municipality:

- By **March 1** following a general election, or
- Within **120 days** following a by-election

Who Must File:

All candidates are required to file this disclosure—including those who self-funded their campaign.

Form 26 must be completed.

Advance Polls

Location

Advance voting is tentatively scheduled to take place at:

Irricana Lions Community Hall, 300 1 Street, Irricana on Tuesday, October 14, 2025.

Note: The specific date and time for the advance poll will be announced and communicated to all candidates and the public once confirmed.

Who Can Vote at an Advance Poll?

Any person who meets the eligibility criteria to vote in the Town of Irricana's municipal election may vote at the advance poll.

Important:

If an elector votes during the advance poll, they **cannot vote again** on Election Day.

Election Day

Date and Time

Election Day: Monday, October 20, 2025

Voting Hours: 10:00 a.m. to 8:00 p.m.

Once the voting station is declared closed at 8:00 p.m., anyone already inside the station and waiting to vote will be allowed to cast their ballot. No one will be permitted to enter the voting station after 8:00 p.m.

Voting Station Location

Voting will take place at: Irricana Lions Community Hall, 300 1 Street, Irricana

Voter Eligibility

To vote in the municipal election, a person must:

- Be at least 18 years old,
- Be a Canadian citizen, and
- Have resided in Alberta for the six consecutive months immediately before Election Day (i.e., since April 20, 2025), and
- Reside in the Town of Irricana on Election Day.

Each elector must vote at the voting station assigned to their area. Before receiving a ballot, electors must complete a declaration form stating they meet the eligibility criteria.

Proof of eligibility is required, as outlined in Section 53 of the *Local Authorities Election Act*.

Ballot Count Attendance

Candidates, official agents, and scrutineers may observe the counting of ballots but must be present in the voting station **before 8:00 p.m.**, when voting closes. After that time, no one is permitted to enter the voting station.

- **Section 85(2)** permits only one person per candidate to observe the ballot count at any given voting station.
- Candidates, official agents, or scrutineers can object to a ballot being counted as valid or invalid, and their objections will be recorded. The deputy will make a decision on the validity of the ballot.

Election Results

Unofficial Election Results

After voting concludes at 8:00 p.m. on Election Day, unofficial results will be made available for both candidates and the public through the following sources:

- Posted in the entrance of the Town Office.
- Available on the Town of Irricana website: [Town of Irricana.ca](https://www.rricana.ca)

Please note that the timing of when unofficial results will be available can vary. We appreciate your patience as election staff work to provide accurate results as quickly as possible.

Official Election Results

The official results will be posted by the **Returning Officer** at **12:00 p.m. (noon)** on **Friday, October 24, 2025**, at the Town Office and on the Town's website.

Recounts

Recounts Before Official Results

Any recounts requested immediately following Election Day must be completed before the official election results are posted. Recounts must therefore be finished by **noon on Friday, October 24, 2025**.

Returning Officer Recount

On the Tuesday following Election Day, the **Returning Officer** will review the ballot account from every voting station, in conjunction with the unofficial results. If there are enough "valid ballots objected to" or "rejected ballots" (other than those with no vote cast) to potentially affect the election result, or if the Returning Officer believes there was an administrative or technical error, a recount may be ordered.

Candidate or Agent Recount Request

A candidate, official agent, or scrutineer may request a recount from the **Returning Officer**. This request must be made within **44 hours of the close of voting stations**, no later than **4:00 p.m. on Wednesday, October 22, 2025**. The request must demonstrate reasonable grounds for believing the vote count at any voting station is inaccurate.

If you believe a recount is necessary, it is important to contact the Returning Officer promptly.

Candidate Notification of Recount

Candidates who may be affected by a recount will receive **12 hours' notice** before the recount takes place.

Recount Procedures

The recount process will follow the same procedures as Election Day. Once completed, the **Returning Officer** will update the ballot account for the relevant voting stations, if necessary.

Judicial Recount

Any elector may apply to the **Court** for a judicial recount within **19 days** after the close of voting stations on Election Day. The procedure for a judicial recount is outlined in **Sections 103 to 115** of the Local Authorities Election Act. It is recommended to seek legal advice if pursuing a judicial recount, as the Town of Irricana will not provide guidance on these sections of the Act.

All forms may be found at <https://www.alberta.ca/municipal-election-forms>

Prospective election candidates are encouraged to visit our Town website to access a variety of important resources, including the Irricana Strategic Plan, Municipal Development Plan, and other comprehensive Candidate Information materials. We also recommend visiting the Alberta Municipalities event page for interactive webinars designed for individuals interested in serving in municipal government. <https://www.abmunis.ca/advocacy-resources/running-municipal-office>



2025 Town Meetings

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend:



Town Council Meeting



Committee of the Whole Meeting

Town Meetings are subject to change at any time.

**BYLAW 008:2022
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

Being a bylaw of the Town of Irricana, in the Province of Alberta to regulate the proceedings and conduct of Council meetings.

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and may regulate the conduct of Councillors;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council;

AND WHEREAS should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence. Failing that it shall be decided by a majority of Council.

TITLE:

This bylaw may be cited as the “**Council Procedural Bylaw**”.

PART I – DEFINITIONS

1) In this bylaw, unless the context otherwise requires:

- a. “Administration” shall mean an employee or employees of the Town of Irricana.
- b. “Agenda” means the list and order of business items for any meeting of Council.
- c. “Agenda Package” shall mean the Agenda accompanied with all reports and communication to be presented during the meeting.
- d. “CAO” shall mean the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
- e. “Chair” shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
- f. “Council” shall mean the Municipal Council of the Town of Irricana.
- g. “Councillor” shall mean the same as Member of Council.
- h. “Council Chambers” shall mean the location in which a Public Meeting is being held.

- i. "Delegation" shall mean an individual or an organization addressing the Council about a specific item on the agenda of a meeting that falls within the body's jurisdiction, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled.
- j. "Emergent Item" means a situation demanding prompt action that poses an immediate risk to health, life, property, environment, or town finances/operations.
- k. "Friendly Amendment" is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion, often only as clarification of intent.
- l. "Member of Council" shall mean a person elected to office in the Town of Irricana.
- m. "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- n. "On the floor" is when a motion is under debate.
- o. "Pecuniary Interest" is something that causes or may cause either a negative or positive financial impact for an individual.
- p. "Public Gallery" shall mean members of the public who attend a Public Meeting as an observer.
- q. "Public Meetings" shall mean Regular Meetings of Council, Special Meetings of Council, or Committee Meetings.
- r. "Quorum" is the majority of all Council Members, three (3) of the five (5) Council Members.
- s. "Regular Meetings" shall mean meetings called pursuant to Section 193 of the Municipal Government Act, RSA 2000, Chapter M-26.
- t. "Special Meetings" shall mean meetings called pursuant to Section 194 of the Municipal Government Act, RSA 2000, Chapter M-26.
- u. "Town" means the Town of Irricana.

PART II – MEETINGS OF COUNCIL

- 2) The Regular Meetings of Council shall be held in the Council Chambers or the Irricana Community Hall, in the Town of Irricana on the first and third Monday of each month at 7:00 pm. Should a Meeting Day fall on a Statutory Holiday, the meeting will occur on the next regular business day.
- 3) Notwithstanding the above, Council may elect to adopt an alternate schedule, by way of resolution, at its discretion.
- 4) The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to Section 192 of the MGA.
- 5) Notice to the public of Regular Meetings of Council, Special Meetings of Council, and Committee Meetings shall be deemed to be given by posting notice of all meeting dates and times on the Town's website.
- 6) Pursuant to section 208 of the MGA the CAO shall ensure:
 - a. All minutes of council meetings are recorded in the English language, without note or comment;
 - b. The names of the Councillors present at council meetings are recorded;
 - c. The minutes of each council meeting are given to council for adoption at a subsequent council meeting.
- 7) If a Quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the CAO shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.
- 8) If Quorum is lost for more than fifteen (15) minutes during the course of a meeting, the meeting shall be dissolved and noted in the minutes by the CAO. Issues under discussion at the time of the loss of quorum shall be raised at the next meeting.
- 9) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside as Chair at meetings of Council. In the event that the Mayor is not in attendance the meeting shall be chaired by the Deputy Mayor shall preside.
- 10) Should neither the Mayor nor Deputy Mayor be in attendance within fifteen (15) minutes after the time of a scheduled meeting and a quorum is present, the CAO shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance. The selected Chairperson shall preside until the arrival of either the Mayor or Deputy Mayor.
- 11) Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities.

- 12) The Mayor shall be an ex officio member of all Town Committees

PART III – CONDUCT OF MEETINGS

- 13) Each member of Council shall address the Chair, shall not speak until recognized by the Chair, address their remarks to the Chair, and confine themselves to the question. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
 - 14) A Delegation, scheduled to address Council on a topic, shall address the Chair. Upon recognition by the Chair the scheduled delegate shall be limited to a ten (10) minute presentation. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
 - 15) The Chair, at their sole discretion, may authorize a person in the Public Gallery to address Council on the topic being discussed at the time in the meeting and the Chair shall specify the time limit for the comment. This interruption in the meeting, if permitted, is to allow a possible new perspective for Council to consider. Debate with the Public Galley is not permitted.
 - 16) Any Member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be “on the floor” and open for formal discussion and debate.
 - 17) Debate on a motion shall be limited to no more than ten (10) minutes. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
 - 18) Prior to a vote being called by the Chair on a motion that is on the floor, a Friendly Amendment, if agreed upon by the originator of the motion, can be heard.
 - 19) A vote on a motion can only result in the Chair declaring the motion being:
 - a. Carried
 - b. Defeated
 - c. Tabled
 - 20) All Motions shall be voted upon by all Members of Council in attendance unless abstention by a Member of Council is duly noted in the minutes or for reasons of Pecuniary Interest.
 - 21) A Member of Council wishing a recorded vote on a motion shall make such request of the Chair prior to the calling of the vote.
 - 22) If there is an equal number of votes for and against, the motion is defeated.
-

- 23) After a motion has been voted on, at any time during the remainder of the meeting in progress or during the next regular meeting, any Member of Council who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
- 24) Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
- 25) Council must not reconsider a motion if any action has been taken based on the original motion.
- 26) A motion to reconsider that is carried, automatically suspends the reconsidered motion.
- 27) If a motion to reconsider is carried, the original motion becomes the next order of business in the meeting in progress, unless a majority of Council agrees to table the original motion to the next Regular Meeting of Council.
- 28) A motion to reconsider that is tabled results in the motion to reconsider being added to the next Regular Meeting of Council.
- 29) A motion to reconsider that is defeated is not debatable for at least 7 months or 213 days, whichever is higher of the defeat.
- 30) Any Councillor may submit a motion to reconsider any motion that was defeated, at least 7 months or 213 days, whichever is higher from the motion to reconsider.
- 31) A motion to rescind a motion must be made in the same way as the original motion.
- 32) Should any issue pertaining to procedure or process arise that is not covered under this bylaw, the MGA or any other enactment will take precedence.
- 33) Any Councillor may present a motion for a ten (10) minute recess provided it is not called when another person has the floor.
- 34) Regular Meetings shall adjourn by 10:00 PM unless Council passes a motion to extend the meeting.
- 35) Pursuant to Section 197 of the MGA, the public may attend and observe Public Meetings.

- 36) The use of audio / video recording devices by the public or the media during a meeting is prohibited unless authorization is provided by the Chair and Chief Administrative Officer.
- 37) Pursuant to Section 198 of the MGA, the Chair may expel a person from the meeting for improper conduct. Improper conduct includes:
- a. Interrupting or causing distraction during a speech or action by a Member of Council, Administration, or any person or Delegation addressing Council;
 - b. Addressing the Members of Council or Administration without permission of the Chair;
 - c. Engaging in demonstration or protest within Council Chambers;
 - d. Wearing or displaying of materials that are inappropriate for a community setting or are deemed by the Chair to be offensive;
 - e. Any activity or behaviour that, in the opinion of the Chair, is inappropriate or distracts from the completion of business.
- 38) A person expelled by the Chair for improper conduct shall be provided with five (5) minutes to vacate the building in which the meeting is being held.
- 39) Any person, having been expelled by the Chair for improper conduct, who refuses to vacate the premises is guilty of an offence and is liable to a fine of no less than \$250.00 and no more than \$1,000.00, on an escalating scale:
- | | |
|------------------------|-----------|
| First Offence: | \$250.00 |
| Second Offence: | \$500.00 |
| Subsequent Offence(s): | \$1000.00 |
- 40) The escalating scale shall reset one (1) year after all fines have been paid.

PART IV – AGENDA AND ORDER OF BUSINESS

- 41) Prior to each Regular Meeting of Council, the CAO shall prepare an “Agenda”.
- 42) All proposed Agenda items for a Regular Meeting of Council must be submitted in writing to the CAO no later than 12:00 pm local time the Monday prior to the Regular Meeting of Council.
- 43) Any Councillor may make a request to have an item added to the Agenda through the Mayor. The proposed agenda item must be of a nature which requires action by Council. If the item is a question for Administration, the Mayor may request that Administration prepare a report for Council.

- 44) If Administration determines that a Council inquiry will cost more than \$500 or cannot be accommodated within the operational budget, Administration will present a budget request at the next Regular Meeting of Council.
- 45) Agenda items proposed by Councillors may not be deferred more than once without the consent of the requestor.
- 46) Administration shall prepare and submit a draft Agenda to the Mayor no later than 4:30 pm local time the Wednesday prior to the Regular Meeting of Council.
- 47) The Mayor and CAO shall review and approve the agenda no later than 4:30 pm local time the Thursday prior to the Regular Meeting of Council. Once approved, no item may be added to the Agenda until the Regular Council Meeting begins.
- 48) An Emergent Item may be added to the Agenda if:
 - a. the request to be heard is accompanied by a brief explanation, from Administration or a Member of Council, which demonstrates urgency; and
 - b. a majority of Council agree that the item be heard.
- 49) Administration shall provide each Member of Council with one (1) printed and one (1) electronic copy of the Agenda Package no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 50) Administration shall post the Agenda Package to the Town's website no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 51) Agenda preparation for Special Meetings of Council will follow the same procedures as listed above, however, timeframes may be adjusted at the mutual agreement of the Mayor and the CAO.
- 52) The order of business on the Agenda shall be as follows:
 - A. ATTENDANCE
 - B. CALL TO ORDER
 - C. AGENDA
 - D. PRESENTATIONS
 - E. MINUTES
 - F. CORRESPONDENCE FROM PREVIOUS MEETING
 - G. COMMITTEE REPORTS
 - H. OLD BUSINESS
 - I. NEW BUSINESS
 - J. COMMUNICATION / INFORMATION
 - K. COUNCILLOR UPDATE

- L. CLOSED SESSION
- M. ADJORN

- 53) The Chair may alter the order of business to accommodate requests from Delegations or Administration, or as determined by a resolution of Council.
- 54) A representative of a Delegation may request, in writing, to be included on an Agenda. The request must be submitted in writing and shall:
 - a. include a brief summary of the topic to be presented;
 - b. include all supporting information (letters, presentations, etc) that will be presented to Council;
 - c. be received by Administration no later than noon on the Monday the week before the next Regular Meeting of Council is being held.
- 55) Delegation presentations shall be limited to ten (10) minutes, excluding the time required to answer questions from Council. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
- 56) During the Councillor Update, each Member of Council shall be given five (5) minutes to introduce information to Council. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
- 57) The Chief Administrative Officer shall provide a summary report to Council at the second Regular Meeting of Council each month.
- 58) Administration shall post the minutes of the meeting to the Town's website within two (2) weeks of their approval.
- 59) The Mayor may designate a Councillor or other person to act as Sergeant-at-Arms during Public Meetings. The Sergeant-at-Arms is to enforce time limits, maintain order, and return the floor to the Chair.

PART VI – SEVERABILITY

- 60) Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

PART VI – REPEAL

- 61) This Bylaw hereby repeals Bylaw 003:2022 in its entirety.

PART VII – EFFECTIVE DATE

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ for a First time this 5th day of December, 2022.

READ for a Second time this 5th day of December, 2022.

TO BE Given Unanimous Consent for a Third and Final Reading this 5th day of December.

READ for a Third and Final time this 5th day of December 2022.

“Original Signed”

Jim Bryson
Mayor

“Original Signed”

Doug Hafichuk
Chief Administrative Officer

Council Remuneration Policy

Approval Date: February 18, 2025

Review by Date: February 25, 2029

1. Policy Purpose:

The Town of Irricana recognizes the significant time and commitment required of elected officials in fulfilling their duties. The purpose of this policy is to establish a fair, transparent, and fiscally responsible framework for Council remuneration that aligns with municipal best practices and comparable peer municipalities.

This policy ensures that:

- Elected officials are fairly compensated for their time and contributions.
- Remuneration remains competitive while fiscally responsible.
- The remuneration structure promotes public service motivation, ensuring that individuals seek election to serve their community rather than for financial gain.

2. Definitions:

- a. Chief Administrative Officer: The executive responsible for the overall administration and operations of a municipality, in accordance with the Municipal Government Act, or their delegate;
- b. Council: The elected officials of the Town of Irricana, including the Mayor, Deputy Mayor, and Councillors
- c. Honorarium: An annual allocation provided to Council members as compensation for their duties. The honorarium is paid incrementally on the same schedule as employee payroll;
- d. Per Diem: Compensation for Council members participating in official municipal business which is not covered by the Honorarium;
- e. Mileage Reimbursement: Compensation for the use of a personal vehicle to conduct municipal business. Compensation rates are inclusive of all associated costs;

- f. Training Allowance: An annual budget allocation set for each elected official to undertake professional development. All funds must be approved in the annual budget prior to use.
- g. Professional Development: Activities that result in new or enhanced skills or understanding of value to the community. Peer networking alone does not qualify but may augment other objectives.

3. Policy Statement

The Town of Irricana is committed to maintaining a Council remuneration structure that is competitive within the 45th to 55th percentile of peer municipalities. Remuneration shall:

- Reflect the responsibilities and time commitment required of elected officials;
- Be aligned with municipal best practices and peer-reviewed data;
- Be updated as necessary to ensure continued fairness and alignment with comparable communities.

4. Policy Details

4.1 Honorariums

In consideration of the time spent performing their municipal duties on behalf of the community, Councillors shall receive an annual stipend as described in Table 001, below:

Position	Peer Comparison*	Annual Stipend	Annual Stipend (Expressed Monthly)
Councillor	\$7,206 - \$7,313	\$7,300	\$608.33
Deputy Mayor	\$7,493 - \$7,508	\$7,500	\$625.00
Mayor	\$10,469 - \$10,783	\$10,800	\$900.00

Table 001

*Based on February 2025 Peer Review Data

The honorarium provides compensation for the preparation for and participation in Council-related activities, including:

- Constituent interactions and representation;
- Regular and Special Meetings of Council;
- Meetings for Council-created Committees;
- Performing ceremonial duties;
- Attending local community events;
- Activities specifically outlined in the Municipal Government Act.

4.2 Compensation for Other Activities

4.2.1 External Committees, Appointments, Activities

Councillors may be appointed to represent the community on external committees or agencies, or undertake special activities on behalf of the community. These duties are outside the scope of the honorarium and are eligible for Per Diem compensation if compensation is not otherwise provided by a third party.

4.2.2 Ad-Hoc Meeting Attendance on Behalf of the Municipality

Councillors may be required to participate in meetings with external parties on behalf of the community. These duties are outside the scope of the honorarium and are eligible for Per Diem compensation if compensation is not otherwise provided by a third party.

Unless otherwise determined by a resolution of Council, the Mayor shall appoint Councillors to attend external meetings, having considered the meeting's subject matter and scheduling demands.

Generally, no more than two Councillors should attend external meetings. Meetings for which Per Diem compensation is claimed should result in a summary report (verbal or written) to Council at a subsequent meeting.

4.2.3 Professional Development

Councillors undertaking Professional Development (e.g., Workshops, Conferences, Seminars) may claim Per Diem compensation for travel time and time spent participating in Professional Development activities. Preparatory activities (e.g., Registration, reviewing materials ahead of time) are not eligible for compensation.

Professional Development for which Per Diem compensation is claimed should result in a summary report (verbal or written) to Council at a subsequent meeting.

4.3 Per Diem Rates

Per Diems shall be claimed at specified in Table 002, below:

Category	Peer Comparison*	Per Diem Rate
Half-Day (≤4 hrs)	\$138.68 - \$143.88	\$140
Full-Day (4-8 hrs)	\$215.00 - \$227.00	\$220

Table 002

*Based on February 2025 Peer Review Data

Per Diems are cumulative for the day for which they are claimed. Attending multiple eligible events on the same day results in a single Full-Day Per Diem claim, not multiple Half-Day Per Diems.

4.4 Mileage, Travel, and Expense Reimbursement

Councillors may seek reimbursement for personal expenses incurred while undertaking community business. Reasonable expenses for travel and incidental expenses may be claimed, with a receipt, and shall be reimbursed at cost.

The use of a personal vehicle shall be reimbursed for any trips claimed which extend beyond the municipal boundaries. Reimbursement shall be made at the prevailing Canada Revenue Agency (CRA) rate, updated annually.

4.5 Meal Reimbursement

Council members may claim reimbursement for meal expenses incurred while attending to municipal business. Councilors are encouraged to make nutritious, cost-conscious meal choices.

Reimbursement for meal expenses is subject to the following conditions:

- Meal expenses may be claimed for any activity lasting four (4) hours or more, provided that a suitable meal is not already provided.
- The Town of Irricana does not reimburse alcohol-related expenses under any circumstances.
- Meal expenses should reflect the circumstances (e.g., Solo dining vs. Group dining) and follow the guidelines in Table 003, below, where practical:

Breakfast	Lunch	Dinner
\$20.00	\$25.00	\$40.00

Table 003

- The daily maximum reimbursement shall not exceed \$85.00.
- Original receipts must be submitted. Reimbursement will not be provided for meal expenses without a receipt.

Reimbursement for meal expenses deemed excessive or unreasonable may be denied or adjusted.

4.6 Training Allowance for Professional Development

The annual budget presented to Council for approval shall identify a Training Allowance of \$1,000 per Councillor to support Professional Development. Additional funds may also be identified to support specific municipal objectives. *Council is under no obligation to approve a Training Allowance.*

Training and Professional Development funds may be used for any costs related to Professional Development, including fees for conferences, workshops, or courses related to municipal governance, however funds may not be used for activities that are predominantly focused on peer networking.

The Training Allowance is not intended to cover ancillary costs such as travel, meal expenses, or Per Diems. Those costs shall be addressed in accordance with their applicable policy provisions.

5. Transitional

Policy 2.02 Remuneration Policy remains effect through October 20, 2025.

6. Enactment

Resolution 025:25 was passed by Council on February 18, 2025 to enact Policy C004-2025, being the Council Policy on Council Remuneration



Jim Bryson
Mayor

REFERENCES:

Nomination Paper and Candidate's Acceptance

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

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

Business Title/Organization

Business Phone Number

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: , PROVINCE OF ALBERTA

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

nominate
Candidate's Surname and Given Names

Complete Address and Postal Code

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

of
Name of Local Jurisdiction

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

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

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

CANDIDATE'S ACCEPTANCE

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

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

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

I will accept the office if elected,

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

I am appointing _____

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

as my official agent (if applicable),

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

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

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

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

Candidate's Surname

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

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



Signature of Candidate

Signature of Returning Officer or
Commissioner for Oaths

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

Candidate Financial Information

Local Authorities Election Act
(Section 27)

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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

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

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

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

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

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

complete address and postal code

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

name of local jurisdiction and ward, if applicable

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

Candidate Information

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

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

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

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

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

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

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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

BYLAW 12:2010

**of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF IRRICANA IN THE PROVINCE OF
ALBERTA TO REQUIRE DEPOSITS WITH NOMINATION PAPERS**

WHEREAS, THE *Local Authorities Election Act* Revised Statutes of Alberta 2000 Chapter L-21 authorizes the Council to charge a deposit of not more than \$100.00 for populations of under 10,000.

WHEREAS, the Council of the TOWN of IRRICANA duly assembled, deems it necessary and desirable to require deposits with nominations,

NOW THEREFORE, the Council of the Town of Irricana hereby enacts as follows:

1. The deposit shall be \$100.00.
2. The deposit shall be in the form of cash, certified cheque or money order.
3. The deposit shall be returned to the candidate
 - a) If the candidate is declared elected,
 - b) If the candidate obtains a number of votes at least equal to one half (½) of the total number of votes cast for the candidate elected to the office with the least number of votes, or
 - c) If the candidate withdraws as a candidate in accordance with section 32 of the *Local Authorities Election Act* Revised Statutes of Alberta 2000.
4. If a candidate dies before the closing of voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.
5. If a candidate does not obtain the number of votes described in 3 (b) of this bylaw, the deposit shall be paid into the general revenue of the Town of Irricana.

Read a first time this 19th day of July, A.D. 2010.

Read a second time this 19th day of July, A.D. 2010.

Unanimous consent given for this reading given this 19th day of July, A.D. 2010.

Read a third time and passed this 19th day of July, A.D. 2010.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

The following is an excerpt from *Town Of Irricana Bylaw 007:2023*, specifically Section 6.2. This does not include the full text of the bylaw.

BYLAW 007:2023

A bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of adopting a new land use bylaw.

6.2 Signs - Not Requiring a Development Permit

6.2.1 Signs not requiring a Development Permit provided all such signs are suitably maintained to the satisfaction of the Development Authority and otherwise comply with this Bylaw, no sign permit is required for the following types of signs:

- (d) Political Posters placed 45 days prior to an election day or plebiscite provided all such signs are removed within 48 hours after the completion of the relevant election or plebiscite, and comply with the following requirements;
 - (i) Signs shall not be allowed on public property;
 - (ii) Signs cannot emit sounds, use video features or be illuminated;
 - (iii) Signs shall be maintained in a condition that is neat and shall not be unsightly or dangerous;
 - (iv) Signs shall not interfere with or be confused with traffic control devices;
 - (v) Signs shall not interfere with the safe and orderly movement of pedestrians or vehicles, or restrict the sight lines for pedestrians or drivers;
 - (vi) Signs shall be a minimum of 3 Metres from any access, sidewalk, or pathway, and at least 5 Metres from any intersection;
 - (vii) Signs shall not exceed 1.1 Square Metres in area, 1.2 Metres in height, and shall be self-supporting;

Sign Removal

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

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

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

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

For more information contact the nearest Alberta Transportation district office.

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

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

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

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

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

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

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

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

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

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

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

Guidelines for the Installation of Election Signs



Government
of Alberta ■

Election Signs Guidelines

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

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

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

Location Guidelines

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

The following shall be considered when placing election signs.

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



Safety Precautions

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

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

Election signs shall be installed during daylight hours only.

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

Returning Officer Contact Information

Electoral District: Town Of Irricana

Returning Officer:

Name: Annette Culp

Office Location: 222 2 Street, Irricana, AB

Phone: (403) 935-4672

Email: irricana@irricana.com

Office Hours:

Monday to Thursday: 8:30 a.m. – 4:30 p.m. (closed between 12:30 pm – 1:30 pm)

Friday: 8:30 am – 1:30 pm

Accessibility:

The office is wheelchair accessible. If you require additional accommodation, please contact the Returning Officer in advance.

Important Dates:

- Advance Voting: TBA
- Election Day: October 20, 2025

Additional Information:

For more details about voting, registration, and ID requirements, visit <https://www.alberta.ca/municipal-elections-overview>