TOWN OF IRRICANA

2026 Municipal By-Election

Candidate Guide

Welcome and By-Election Overview

Thank you for your interest in serving on Irricana Town Council.

Municipal government plays an important role in shaping the communities where we live, work, and raise our families. From maintaining roads and infrastructure to planning for future growth, delivering essential services, and supporting community initiatives, the decisions made by Town Council have a direct and lasting impact on Irricana.

Serving on Council is an opportunity to contribute to those decisions, represent the interests of your neighbours, and help guide the community's future.

This Candidate Information Guide has been prepared to help prospective candidates understand the responsibilities of municipal office and navigate the nomination and election process. It provides practical information about eligibility, nomination requirements, campaigning, voting procedures, and what to expect if elected.

Whether you are considering municipal office for the first time or have previous experience, we encourage you to explore the information and resources provided.

About the 2026 Municipal By-Election

The Town of Irricana is holding a municipal by-election on *Monday, December 14, 2026,* to fill one vacant position on Town Council.

Irricana Town Council consists of five Councillors elected at-large, meaning each member represents the entire community rather than a particular neighbourhood or district.

The Mayor and Deputy Mayor are selected by Council from among its members at an annual Organizational Meeting each fall. Accordingly, *this by-election is for the position of Councillor*, not Mayor.

The successful candidate will join the four existing members of Council and serve the remainder of the current term, which concludes following the next general municipal election in October 2029.

Important Dates and Information

The following dates and locations outline the key milestones for the 2026 Municipal By-Election. Prospective candidates are encouraged to familiarize themselves with these dates, particularly the nomination deadline, and plan accordingly.

Event	Date & Details
Nomination Day	Monday, November 16, 2026 at 12:00 noon
Nomination Location	Town Office 222 – 2 Street Irricana, Alberta
Advance Vote	Monday, December 7, 2026*
Election Day	Monday, December 14, 2026 (10:00am to 8:00pm)
Voting Location	Irricana Lions Community Hall 300 – 1 Street Irricana, Alberta
Official Election Results	Friday, December 18, 2026 at 12:00pm

** Voting hours to be confirmed by Returning Officer following close of nominations.*

Submitting Nomination Papers

Completed nomination papers must be submitted to the Town of Irricana no later than *12:00 noon on Monday, November 16, 2026.*

The Returning Officer will be available at the Town Office on Nomination Day to receive nomination papers.

Candidates wishing to submit their papers before November 16 are encouraged to arrange an appointment with the Returning Officer by contacting the Town Office.

Town of Irricana
222 – 2 Street
Irricana, Alberta T0M 1B0

Phone: 403-935-4672
Email: irricana@irricana.com

Election Officials

The Town has appointed the following officials to administer the 2026 Municipal By-Election:

Returning Officer: Annette Culp
Appointed by Council Motion 135:26

Substitute Returning Officer: Dawn Mosondz
Appointed by Council Motion 136:26

The Returning Officer is responsible for administering the election in accordance with Alberta's *Local Authorities Election Act* and serves as the primary contact for questions regarding the nomination and voting processes.

About This Guide

This guide is intended to provide prospective candidates with a practical overview of the municipal election process and the responsibilities associated with serving on Town Council.

It includes information about:

- The role and responsibilities of municipal Councillors.
- Candidate eligibility and nomination requirements.
- Campaigning, contributions, and financial disclosure.
- Voting procedures, election results, and recounts.
- Additional resources and opportunities for learning.

The guide is accompanied by prescribed nomination forms, relevant municipal bylaws and policies, and other supporting materials.

Important: This guide is provided for general information and does not replace the requirements of Alberta's *Local Authorities Election Act*, *Municipal Government Act*, or other applicable legislation. Candidates are responsible for understanding and complying with the legal requirements governing municipal elections.

Serving on Irricana Town Council

The Role of a Municipal Councillor

Serving on Town Council is an opportunity to make a meaningful contribution to your community. Councillors help shape the Town's future, represent the interests of residents, and participate in decisions that influence municipal services, infrastructure, development, and community priorities.

Municipal government is often the level of government closest to people's everyday lives. As a Councillor, you may find yourself approached by neighbours with questions, concerns, suggestions, or ideas for improving the community.
Part of the role involves listening, helping residents understand municipal decisions and processes, and ensuring community perspectives are brought forward for consideration.

Importantly, being a Councillor does not mean having all the answers or personally resolving every issue. Councillors work closely with one another and with Town Administration to understand challenges, evaluate options, and make informed decisions.

Working Together as a Council

Irricana Town Council consists of five elected Councillors, including a Mayor and Deputy Mayor selected by Council from among its members at an annual Organizational Meeting.

Each Councillor has an equal voice and one vote in Council decisions. No individual Councillor, including the Mayor, has the authority to independently make decisions on behalf of Council or direct the day-to-day operations of the Town.

Effective municipal governance depends on teamwork, respectful discussion, and a willingness to consider different perspectives. Councillors may not always agree, but they share a responsibility to work constructively, respect the decisions made by Council as a whole, and advance the interests of the community.

The most valuable qualities a Councillor can bring are often a genuine interest in the community, sound judgment, curiosity, and a willingness to listen and collaborate.

Council's Role and Responsibilities

Under Alberta's *Municipal Government Act*, Council is responsible for providing good governance and establishing the overall direction of the municipality.

Some of Council's key responsibilities include:

- **Setting Direction:** Establishing municipal priorities, policies, and long-term plans.
- **Financial Oversight:** Reviewing and approving budgets, taxation, and major expenditures.
- **Community Development:** Making decisions about land use planning, development, infrastructure, and community growth.
- **Municipal Services:** Providing oversight and direction for the delivery of municipal services, facilities, and programs.
- **Community Representation:** Considering the interests of residents and representing the Town in regional and intermunicipal matters.

Council operates at the governance and policy level, while Town Administration, led by the Chief Administrative Officer (CAO), is responsible for implementing Council's decisions and managing day-to-day municipal operations.

Understanding and respecting these distinct roles is an important part of effective local government.

Time Commitments and Participation

Serving on Irricana Town Council is considered a part-time commitment, with a relatively predictable meeting schedule and opportunities for additional involvement based on individual interests and availability.

Regular Council Meetings

Regular Council meetings are generally held on the first and third Monday of each month, beginning at 7:00pm. Meetings typically last approximately 1½ to 2 hours, although the duration may vary depending on the agenda and matters under consideration.

For most Councillors, these two evening meetings represent the primary recurring time commitment. Councillors are expected to review meeting materials in advance, participate in discussions, and contribute to Council's decisions.

Committee of the Whole

In addition to regular Council meetings, Councillors are expected to participate in quarterly Committee of the Whole meetings. Meetings are held once per quarter, beginning at 7:00pm, and typically last approximately 1½ to 2 hours.

These meetings provide an important opportunity to explore municipal priorities, policies, projects, and emerging issues in greater detail, often in a less formal and more discussion-oriented setting.

Committees and Other Opportunities

Beyond regular Council and Committee of the Whole meetings, Councillors are encouraged to participate in additional committees, boards, and community activities.

These opportunities may include:

- **Municipal Planning Commission (MPC):** Considering development and planning matters within the Commission's authority.
- **Regional and Community Boards:** Representing Irricana on organizations such as the *Rocky View Foundation, Community Futures Wild Rose, Aqua 7 Regional Water Commission, and Irricana & Rural Library Board*.
- **Community Events and Activities:** Attending local celebrations, community gatherings, and other events in a representative capacity.

Committee and board appointments are determined by Council, with opportunities distributed among members based on interests, availability, and organizational needs.

A Flexible Level of Involvement

The time commitment can vary considerably from one Councillor to another.

Regular Council meetings and quarterly Committee of the Whole meetings form the core meeting commitments. Beyond these, Councillors can take on additional responsibilities through committee appointments, regional partnerships, professional development, and community activities.

The Town recognizes that Councillors balance their municipal responsibilities with employment, family, and personal commitments. While elected office carries important obligations, there is flexibility in how Councillors contribute beyond their regular duties.

Ultimately, serving on Council is less about the number of hours committed and more about being prepared, engaged, dependable, and willing to work with others in service of the community.

Council Remuneration and Expenses

Members of Irricana Town Council receive remuneration in recognition of the time and responsibilities associated with elected office.

Under the Town's Council Remuneration Policy C004-2025, Councillors receive an annual honorarium of $7,300, paid monthly. The policy also provides for additional compensation for certain eligible meetings and activities, along with reimbursement of authorized expenses incurred while carrying out municipal responsibilities.

The policy establishes the conditions, rates, and approval processes applicable to Council remuneration and expenses. A complete copy is included in the supporting reference documents accompanying this guide.

Professional Development and Learning

Councillors have opportunities to further develop their knowledge and understanding of municipal government throughout their term.

One of the principal resources available is the Elected Officials Education Program (EOEP), offered jointly by Alberta Municipalities and Rural Municipalities of Alberta (RMA).

The program includes *Munis 101: The Essentials of Municipal Governance*, as well as additional educational opportunities addressing topics such as municipal finance, assessment and taxation, land use planning and development, strategic planning, regional collaboration, and community engagement.

Additional opportunities may include workshops, webinars, and attendance at municipal conferences or conventions where relevant to Council's responsibilities and priorities.

Newly elected Councillors are required to complete orientation in accordance with applicable provincial requirements. Beyond this initial orientation, participation in professional development is generally optional and subject to individual interest, relevance, available resources, and Town approval processes.

The emphasis is on strengthening each Councillor's knowledge and ability to contribute effectively to municipal decision-making.

Further information about EOEP is available at **https://eoep.ca/**

Candidate Eligibility and Qualifications

Who Can Run for Town Council?

To become a candidate in the Town of Irricana's 2026 Municipal By-Election, an individual must meet the eligibility requirements established under Alberta's *Local Authorities Election Act* (LAEA).

Under Section 21 of the Act, a person is eligible to be nominated as a candidate if, on Nomination Day (November 16, 2026), they:

- Are at least 18 years of age;
- Are a Canadian citizen;
- Have resided within the Town of Irricana for at least six consecutive months immediately preceding Nomination Day (since May 16, 2026); and
- Are not otherwise ineligible or disqualified under the Act.

Candidates must also be eligible to vote in the election, meaning they must reside within the Town of Irricana on a continual basis in order to serve, if elected.

You do not need previous political experience, specialized education, or professional qualifications to run for Council. A genuine interest in your community and a willingness to learn and contribute are valuable starting points.

Who Is Not Eligible to Run?

Sections 22 and 23 of the LAEA identify circumstances that may prevent a person from being nominated.

An individual may be ineligible if they:

- Are an employee of the Town of Irricana, unless they have taken an eligible leave of absence in accordance with the Act;
- Are the auditor of the Town;
- Owe the municipality more than $50 in qualifying property tax defaults, excluding current taxes and certain amounts subject to a compliant consolidation agreement;
- Owe the Town $500 or more for a debt that has been in default for more than 90 days;
- Have been convicted within the previous 10 years of an offence under specified provincial or federal election legislation; or
- Are otherwise disqualified under the LAEA, including certain circumstances involving previous campaign financial disclosure obligations.

Important: This is a general summary, not an exhaustive list of eligibility and disqualification provisions. Candidates should review Sections 21–23 of the *Local Authorities Election Act* carefully, particularly if they have questions about employment, outstanding municipal debts, previous election participation, or other circumstances that may affect their eligibility.

Confirming Your Eligibility

Each candidate is responsible for ensuring they meet the legal requirements to seek office. As part of the nomination process, candidates must complete and swear or affirm a *Candidate's Acceptance,* confirming their eligibility and willingness to serve if elected.

The Returning Officer is responsible for receiving and reviewing nomination documents for the prescribed filing requirements but does not independently certify that a candidate meets every legal qualification.

Submitting a nomination containing false information can result in serious legal consequences. If you are uncertain about your eligibility, you are encouraged to review the applicable legislation and seek independent legal advice before submitting your nomination.

A Note About Residency

The six-month residency requirement applies specifically to individuals seeking election to Council. A candidate must have continuously resided within Irricana for the six months immediately preceding November 16, 2026.

Simply owning property, operating a business, or having a mailing address in Irricana does not necessarily establish residency for election purposes.

The LAEA contains specific rules for determining a person's place of residence, including circumstances involving more than one residence or temporary absences. Candidates with questions about their residency qualifications should refer to Sections 21 and 48 of the Act.

Becoming a Candidate

Becoming a candidate for Irricana Town Council involves completing the required nomination documents, obtaining signatures from eligible electors, and submitting your paperwork to the Returning Officer before the nomination deadline.

The process is relatively straightforward, but candidates are responsible for ensuring that their documents are complete, accurate, and submitted in accordance with Alberta's *Local Authorities Election Act* (LAEA).

Notice of Intent to Run

Individuals who intend to run for municipal office must submit a *Notice of Intent* before accepting campaign contributions or incurring campaign expenses. Submitting a Notice of Intent identifies an individual as a prospective candidate for campaign financing purposes. It does not constitute a formal nomination or guarantee that the individual will appear on the ballot.

The Notice of Intent includes basic candidate information, contact details, the location where campaign records will be maintained, and information about financial institutions and signing authorities associated with the campaign.

A blank Notice of Intent and a completed sample are included in the supporting documents accompanying this guide.

Important: Candidates must submit their Notice of Intent before accepting campaign contributions or incurring campaign expenses. They do not need to have filed their nomination papers first.

Preparing Your Nomination Papers

To be formally nominated as a candidate, you must complete and submit the following documents:

Form 4 – Nomination Paper and Candidate's Acceptance

This form identifies the candidate and includes the required signatures of eligible electors supporting the nomination.

It also contains the Candidate's Acceptance, which must be sworn or affirmed before an individual authorized to administer oaths, such as the Returning Officer or a Commissioner for Oaths. By signing the acceptance, the candidate confirms their eligibility to seek office, willingness to serve if elected, and understanding of their obligations under the LAEA.

Form 5 – Candidate Financial Information

This form provides the contact and financial information required under Section 27 of the LAEA, including where campaign records are maintained and information about campaign financial institutions and signing authorities, where applicable.

Candidates must notify the Town in writing within 48 hours of any changes to the information required under Section 27(1.1).

Both Form 4 and Form 5 are included in the supporting documents accompanying this guide.

Nomination Signatures

Each candidate must obtain the signatures of *at least five eligible electors* who reside within the Town of Irricana. Individuals signing a nomination paper must be eligible to vote in the election and reside in Irricana on the date they sign the form.

To qualify as an elector, an individual must:

- Be at least 18 years of age;
- Be a Canadian citizen; and
- Reside within the Town of Irricana.

Candidates are encouraged to obtain more than the minimum five signatures in case a signatory's eligibility is subsequently questioned. It is the candidate's responsibility to ensure that the individuals signing their nomination papers meet the applicable eligibility requirements.

Nomination Deposit

The Town of Irricana requires a *$100 nomination deposit*, established under Bylaw 12:2010. The deposit must accompany the nomination papers when they are submitted.

Under the LAEA, the deposit is returned if the candidate:

- Is declared elected;
- Receives at least half the number of votes received by the successful candidate; or
- Withdraws their nomination in accordance with the Act.

Candidates should contact the Town Office to confirm accepted payment arrangements before filing.

Submitting Your Nomination

Completed nomination papers must be submitted to the Returning Officer no later than *12:00 noon on Monday, November 16, 2026 at:*

Town of Irricana
222 – 2 Street
Irricana, Alberta T0M 1B0

The Returning Officer will be available at the Town Office on Nomination Day to receive nomination papers. Candidates wishing to file their nomination papers before November 16 are strongly encouraged to contact the Town Office to arrange an appointment.

Nomination papers may be submitted by the candidate or another person acting on their behalf, provided all documents have been properly completed and the required deposit accompanies the submission.

Nominations cannot be accepted after the legislated deadline. Candidates are strongly encouraged to submit their documents in advance rather than waiting until the final minutes before nominations close.

Withdrawing a Nomination

A candidate may withdraw their nomination by submitting written notice to the Returning Officer. Under Section 32 of the LAEA, a nomination may be withdrawn at any time during the nomination period or within 24 hours after nominations close.

For the 2026 Municipal By-Election, the normal deadline for withdrawing a nomination is *12:00 noon on Tuesday, November 17, 2026*.

What Happens After Nominations Close?

Following the close of nominations and the applicable withdrawal period, the Returning Officer determines whether an election is required.

If only one eligible candidate remains nominated for the vacant Councillor position, that individual will be declared elected by acclamation, and voting will not be necessary.

If two or more candidates remain nominated, an election will proceed on *Monday, December 14, 2026.* The Returning Officer will make the required candidate information and election notices available in accordance with the LAEA

Nomination Submission Checklist

Before submitting your nomination papers, ensure that you have:

- Ú Confirmed that you meet the candidate eligibility requirements.
- Ú Completed Form 4 – Nomination Paper and Candidate's Acceptance.
- Ú Obtained signatures from at least five eligible Irricana electors.
- Ú Had your Candidate's Acceptance properly sworn or affirmed.
- Ú Completed Form 5 – Candidate Financial Information.
- Ú Arranged payment of the required $100 nomination deposit.
- Ú Arranged an appointment if submitting your nomination before November 16.
- Ú Ensured your completed nomination package will be received before 12:00 noon on Nomination Day.

Remember: A *Notice of Intent* must also be submitted before accepting campaign contributions or incurring campaign expenses. It is a separate requirement from the formal nomination process.

Campaigning and Financial Responsibilities

Running for municipal office provides an opportunity to connect with residents, share ideas, and discuss the issues and priorities that matter to the community. Campaign activities can range from conversations with neighbours and door-to-door visits to printed materials, election signs, social media, and community events.

Candidates are free to determine how they wish to organize and conduct their campaigns, provided they comply with applicable legislation and municipal regulations.

The *Local Authorities Election Act* (LAEA), particularly Part 5.1, establishes requirements for campaign contributions, expenses, financial records, and disclosure. These obligations apply regardless of the size or complexity of a campaign.

Campaign Contributions

Candidates may accept financial contributions to support their campaigns once they have submitted the required Notice of Intent (Form 29) and are within the applicable campaign period.

Under the LAEA, permitted contributors include:

- Individuals who ordinarily reside in Alberta;
- Eligible corporations carrying on business in Alberta; and
- Alberta trade unions and employee organizations.

Contributions from prohibited organizations, individuals ordinarily resident outside Alberta, and ineligible unions or employee organizations are not permitted.

Contribution Limits

Generally, eligible individuals, corporations, trade unions, and employee organizations may each contribute a maximum of *$5,000 in aggregate to all Councillor candidates within a particular municipality* during the applicable by-election campaign period.

Candidates may also contribute their own funds toward their campaign expenses, subject to the provisions of the Act, including a $10,000 self-funding provision.

Contributions are not limited to money. Goods, property, or services provided without fair market compensation may also constitute campaign contributions. Unpaid volunteer services provided by individuals are generally excluded. Candidates are responsible for ensuring that contributions are accepted only from eligible sources and remain within the applicable limits.

Campaign Bank Accounts and Financial Records

Candidates are responsible for maintaining accurate financial records throughout their campaigns. Under the LAEA, a separate campaign bank account must be established when the candidate files a Notice of Intent or as soon as possible after total contributions first exceed $1,000.

Where a campaign account has been opened, monetary contributions must be deposited into that account, and funds may only be used for campaign expenses. Candidates must also:

- Issue receipts for campaign contributions and obtain receipts for campaign expenses;
- Maintain records of all contributions received and expenses incurred;
- Record and appropriately value non-monetary contributions;
- Ensure that individuals acting on their behalf understand the applicable financial requirements; and
- Retain campaign financial records for *three years following Election Day*.

Campaign Expenses

Campaign expenses may include costs associated with advertising, printed materials, signage, campaign events, and other activities undertaken to promote a candidate's election.

The LAEA establishes campaign spending limits, with the applicable amounts determined under provincial regulations. Candidates are responsible for ensuring that their total campaign expenses remain within the applicable limits, including expenses incurred on their behalf by other individuals.

Candidates should familiarize themselves with these requirements before committing to significant campaign expenditures.

Campaign Advertising and Signage

Candidates may promote their campaigns through a variety of methods, including print advertising, social media, signs, and direct communication with residents.

Campaign advertising must comply with provincial legislation and applicable Town of Irricana bylaws.

Election Signs Within Irricana

Political and election signs are regulated under the Town's Land Use Bylaw 007:2023. Among other requirements, election signs:

- Must comply with applicable size, placement, and setback restrictions;
- Must not be placed on public property;
- May be displayed without a development permit for the permitted election period, generally up to 45 days before the election; and
- Must be removed within 48 hours following the election.

Candidates are encouraged to review the applicable Land Use Bylaw excerpt included with this package before installing signs.

Signs Along Provincial Highways

Election signs placed along Highway 9 or other provincial highways must also comply with Alberta Transportation and Economic Corridors guidelines.

These guidelines address sign dimensions, placement, visibility, traffic safety, and removal requirements. A copy of the provincial election sign guidelines is included in the supporting reference documents.

Advertising at Voting Stations

Campaign advertising and activities intended to influence voters are prohibited within voting stations and the applicable property boundaries during Advance Voting and on Election Day.

Candidates and their campaign representatives must also avoid displaying materials that reproduce or imitate an official election ballot, as prohibited by the LAEA.

Campaign Workers and Official Agents

Candidates may enlist the assistance of volunteers, campaign workers, and an official agent to support their campaign activities.

Campaign Workers

Campaign workers may assist with activities such as distributing materials, canvassing residents, organizing events, and coordinating communications.

Under Section 52 of the LAEA, candidates, official agents, and campaign workers with the prescribed identification are entitled to access individual residences in multi-unit residential buildings and mobile home parks for campaign purposes.

Candidates are responsible for ensuring that campaign workers are appropriately identified and conduct themselves respectfully.

Official Agent

A candidate *may* appoint an official agent to assist with campaign administration and represent the candidate in certain election proceedings. The official agent must be an eligible elector and meet the qualifications established under the LAEA.

An official agent's responsibilities are determined by the candidate and may include assisting with campaign activities, attending voting stations, or observing the counting of ballots.

Scrutineers

Candidates may appoint scrutineers to observe voting procedures and the counting of ballots. A scrutineer must be at least 18 years of age, meet the eligibility requirements established under the LAEA, and present the required written appointment and prescribed statement before acting in that capacity.

Scrutineers are permitted to observe election procedures from designated locations but may not interfere with voting, compromise ballot secrecy, or obstruct election

officials. Restrictions also apply to the simultaneous attendance of candidates, official agents, and scrutineers at voting stations.

Additional information and the required identification and appointment forms are available through the Returning Officer.

Campaign Financial Disclosure

Candidates who receive campaign contributions during the by-election campaign period are required to submit a *Campaign Disclosure Statement and Financial Statement (Form 26)* to the Town of Irricana.

The disclosure must be submitted within 120 days following Election Day. For the December 14, 2026 Municipal By-Election, the filing deadline is *Tuesday, April 13, 2027.*

The disclosure includes information about campaign contributions, candidate self-funding, other revenue, expenses, and any resulting surplus or deficit.

Among the reporting requirements:

- Contributions totalling more than $50 from an individual contributor require disclosure of the contributor's name, address, and total contribution;
- An itemized campaign expense report must accompany the disclosure;
- Candidates who meet the $50,000 threshold for contributions received or expenses incurred must also provide a review engagement; and
- Campaign surpluses and deficits must be addressed in accordance with the Act.

These financial obligations can continue to apply to individuals who withdraw, are not elected, or file a Notice of Intent but do not ultimately submit nomination papers. Candidates should retain their financial records and consult the LAEA to determine their specific filing obligations, including where a campaign is entirely self-funded.

A copy of Form 26 – Campaign Disclosure Statement and Financial Statement is included in the supporting documents accompanying this guide.

Candidate Responsibility

Candidates are ultimately responsible for ensuring their campaign activities and financial practices comply with the applicable legislation.

The Town's Returning Officer can provide general information about election procedures and prescribed forms but cannot provide legal, accounting, or campaign strategy advice. Candidates are encouraged to review Part 5.1 of the *Local Authorities Election Act* and seek independent professional advice where appropriate.

Additional guidance is available through Alberta Municipal Affairs at https://www.alberta.ca/municipal-elections-overview

Voting, Election Results, and After the Election

Once the nomination period has closed and an election has been confirmed, candidates can continue engaging with residents and sharing their priorities in advance of Election Day.

The Town of Irricana is responsible for administering the voting process in accordance with Alberta's *Local Authorities Election Act* (LAEA), including providing voting opportunities, ensuring ballot secrecy, and reporting election results.

Advance Voting

An Advance Vote has been scheduled for *Monday, December 7, 2026*, providing residents with an opportunity to cast their ballots before Election Day.

Advance Voting Location

Irricana Lions Community Hall
300 – 1 Street
Irricana, Alberta

Advance Voting hours will be confirmed by the Returning Officer and communicated to candidates and the public. Any elector who meets the eligibility requirements may vote during the Advance Vote. Electors who vote in advance cannot vote again on Election Day.

Election Day

The 2026 Municipal By-Election will take place on *Monday, December 14, 2026 from 10:00am to 8:00pm*.

Voting Location

Irricana Lions Community Hall
300 – 1 Street
Irricana, Alberta

Who Can Vote?

Under Section 47 of the LAEA, an individual is eligible to vote in the Town of Irricana's Municipal By-Election if, on Election Day, they:

- Are at least 18 years of age;
- Are a Canadian citizen; and
- Reside within the Town of Irricana.

Electors must meet the identification and eligibility verification requirements established under Section 53 of the LAEA. The Town will provide additional information to residents about acceptable identification and voting procedures in advance of the election.

Candidates and Scrutineers at Voting Stations

Candidates, official agents, and duly appointed scrutineers may attend voting stations to observe the election process, subject to the requirements and restrictions of the LAEA.

The Returning Officer or Presiding Deputy Returning Officer will designate appropriate locations for observing election procedures. *Candidates and their representatives must not interfere with election officials, compromise ballot secrecy, or engage in campaign activities within prohibited areas*.

Restrictions also apply to the simultaneous attendance of candidates, official agents, and scrutineers. Candidates should coordinate any planned observation arrangements with the Returning Officer in advance.

Counting the Ballots

Ballots are counted following the close of voting on Election Day.

Candidates, official agents, and scrutineers may observe the counting process in accordance with the LAEA. Only one representative per candidate may be present for the counting of a particular ballot box.

During the count, authorized observers may raise objections concerning the acceptance or rejection of ballots. Election officials are responsible for determining the validity of ballots and recording objections in accordance with the legislation.

Candidates wishing to observe the ballot count should contact the Returning Officer beforehand to confirm attendance arrangements.

Election Results

Unofficial Results

Following the close of voting on December 14, the Returning Officer may release unofficial election results once ballot counts become available.

Unofficial results provide an early indication of the election outcome but are not the formal declaration of the successful candidate. The Town intends to make election results available through its website and other appropriate communication channels.

Official Results

Under Section 97 of the LAEA, the Returning Officer must formally declare the election results at 12:00 noon on the fourth day following Election Day.

For the 2026 Municipal By-Election, official results will be declared on *Friday, December 18, 2026, at 12:00 noon.* The official results will be made available at the Town Office and through the Town's public communication channels.

The candidate receiving the highest number of valid votes will be declared elected, subject to any applicable recount or legal proceedings.

Recounts

The LAEA establishes procedures through which election results may be reviewed or recounted under certain circumstances.

Recount by the Returning Officer

Under Section 98, the Returning Officer may conduct a recount if there are reasonable grounds to believe an error occurred during the counting process, including circumstances involving disputed ballots, rejected ballots, or possible administrative or technical errors.

A candidate, official agent, or scrutineer may apply for a recount on reasonable grounds within *44 hours after voting stations close*. For this election, that deadline is *Wednesday, December 16, 2026, at 4:00pm*.

Recount Following a Close Result

Section 98.1 also provides for a recount where the margin between the leading and second-place candidates is within 0.5% of the total valid ballots cast. In these circumstances, the second-place candidate or their official agent may request a recount within 72 hours after the official results are declared.

Judicial Recount

The LAEA also permits an elector to apply to the Court of King's Bench for a judicial recount within 19 days after voting stations close, subject to the applicable filing requirements.

Candidates considering a recount are encouraged to contact the Returning Officer promptly and review the relevant provisions of the LAEA.

After the Election

Assuming Office

The successful candidate will join the four existing members of Irricana Town Council and serve the remainder of the current Council term. Before beginning their duties as a Councillor, the successful candidate must take the prescribed Oath of Office in accordance with Alberta's *Municipal Government Act*.

Following the election, Town Administration will coordinate orientation and introductory activities to help the new Councillor become familiar with municipal governance, Council procedures, current priorities, and available resources.

Orientation and Training

Newly elected Councillors are required to complete orientation in accordance with applicable provincial requirements. This orientation addresses the responsibilities of elected officials, municipal governance, legislative obligations, and the relationship between Council and Administration.

Additional professional development opportunities, including the Elected Officials Education Program (EOEP), are also available as described in Section 2 of this guide.

Campaign Financial Responsibilities

A candidate's financial responsibilities may continue after the election, regardless of whether they are elected. Candidates should ensure that all outstanding campaign expenses, contributions, financial records, and disclosure requirements are addressed in accordance with the LAEA.

As outlined in Section 5, the campaign financial disclosure deadline for the 2026 Municipal By-Election is *April 13, 2027*, where a disclosure is required.

Additional Resources and Supporting Documents

Prospective candidates are encouraged to explore the additional resources available through the Government of Alberta, Alberta Municipalities, and other municipal organizations.

These resources provide helpful information about running for office, understanding municipal government, and preparing for the responsibilities of serving on Council.

Alberta Municipal Affairs

Alberta Municipal Affairs oversees the provincial legislative framework governing municipalities and municipal elections.

Its website provides a variety of resources for prospective candidates, including:

- **A Candidate's Guide:** An overview of eligibility, nominations, campaigning, and election financing requirements.
- **Municipal Election Forms:** Access to prescribed nomination, financial disclosure, and other election-related forms.
- **What Every Councillor Needs to Know:** A practical introduction to municipal governance, legislative responsibilities, and the role of elected officials.
- **Candidate Information Videos:** Educational materials explaining municipal elections and the responsibilities of elected office.

These resources are particularly helpful for candidates seeking more detailed information about their legal obligations or the municipal election process.

Website: https://www.alberta.ca/municipal-elections-overview

Alberta Municipalities (ABmunis)

Alberta Municipalities represents urban municipalities throughout Alberta and provides advocacy, education, and support to municipal leaders.

Working collaboratively with Rural Municipalities of Alberta (RMA), ABmunis has developed resources specifically for individuals considering municipal office.

Its *Running for Municipal Office* resource includes practical guides, frequently asked questions, videos, and recorded discussions with experienced municipal elected officials.

Topics include:

- Understanding the responsibilities and expectations of a Councillor;
- Preparing to run for municipal office;
- Balancing Council responsibilities with employment and family commitments;
- Working effectively with other Council members and Administration; and
- Understanding the rewards and challenges of municipal service.

These resources provide useful perspectives from people with firsthand experience serving on municipal councils, including smaller communities.

Website: https://www.abmunis.ca/advocacy-priorities/spotlight/running-municipal-office

Elected Officials Education Program (EOEP)

The Elected Officials Education Program is jointly operated by Alberta Municipalities and Rural Municipalities of Alberta.

EOEP provides educational programming designed to help municipal elected officials develop the knowledge and skills necessary for effective governance.

Its foundational course, *Munis 101: The Essentials of Municipal Governance*, introduces key concepts including Council responsibilities, municipal legislation, finances, planning and development, and working relationships within municipal government.

Additional courses explore topics such as budgeting, strategic planning, land use, community engagement, service delivery, and regional collaboration.

EOEP is particularly relevant to individuals who are newly elected or interested in developing a deeper understanding of municipal governance.

Website: https://eoep.ca/

Supporting Documents Included in This Package

The following documents accompany this Candidate Information Guide and are provided to assist candidates in preparing their nominations, understanding their responsibilities, and accessing the applicable municipal requirements.

Candidate Forms

Document	Purpose
Notice of Intent	Required before accepting campaign contributions or incurring campaign expenses.
Notice of Intent (Sample)	An illustrative example to assist with completing the Notice of Intent.
Nomination Paper & Candidate's Acceptance	Required to formally seek nomination, including elector signatures and the candidate's sworn or affirmed acceptance.
Candidate Financial Information	Provides the candidate's required contact, records, and campaign financial information.
Campaign Disclosure Statement & Financial Statement	Used to report campaign contributions, expenses, and other financial information where disclosure is required.

Municipal Policies and Reference Documents

Document	Purpose
Returning Officer Contact Information	Contact details and arrangements for submitting nomination papers or obtaining election information.
Bylaw 12:2010 – Deposits with Nomination Papers	Establishes Irricana's $100 nomination deposit and applicable refund provisions.
Bylaw 008:2022 – Council Procedural Bylaw	Establishes the procedures governing Council meetings and the conduct of Council business
Policy C004:2025 – Council Remuneration	Outlines Council honoraria, eligible per diems, expense reimbursement, and related provisions
General Guidelines for Election Signs	Provincial requirements for election signage along Alberta highways
Land Use Bylaw 007:2023 – Political Posters Excerpt	Municipal regulations governing the placement and removal of political and election signs.

Candidates are encouraged to review the documents relevant to their circumstances and retain copies for reference throughout the election process.

Questions or Additional Information

For questions about the Town of Irricana's nomination procedures, election arrangements, or the documents included in this package, please contact:

Town of Irricana

Attention: Annette Culp, Returning Officer
222 – 2 Street
Irricana, Alberta T0M 1B0

Phone: 403-935-4672
Email: irricana@irricana.com

The Returning Officer can provide information about election procedures and prescribed forms. Questions requiring legal interpretation or professional advice should be directed to an appropriately qualified advisor.

Closing Thoughts

This Candidate Information Guide and its supporting documents are intended to assist prospective candidates in understanding and preparing for the 2026 Municipal By-Election.

While every effort has been made to provide accurate and useful information, the guide does not replace Alberta's *Local Authorities Election Act*, *Municipal Government Act*, associated regulations, or other applicable legislation.

Candidates remain responsible for understanding and complying with the legislative requirements governing their candidacy and campaign activities.

The Town of Irricana thanks all individuals who consider putting their names forward to serve their community.

Reference Document – 2026 Municipal By-Election

Notice of Intent *(and Completed Example)*

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

Election Date: _____
date

I, _____ , of

_____
complete address and postal code

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

_____
name of local jurisdiction and ward, if applicable

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

Candidate Information

Title	Candidate Last Name	Candidate First Name

Gender	Telephone Number	Email Address

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

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

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

SWORN (AFFIRMED) before me at the _____

of _____ , in the Province of Alberta, this _____

day of _____ , 20 ___

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

Commissioner for Oaths Stamp

_____
Signature of Candidate

RETURNING OFFICER'S ACCEPTANCE
Returning office signals acceptance by signing this form

_____
Signature of Returning Officer

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

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

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: Town of Irricana , PROVINCE OF ALBERTA

Election Date: December 14, 2026
date

I, Sherlock Holmes , of

221b Baker Street, Irricana, Alberta T0M 1B0
complete address and postal code

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

Town of Irricana
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
Mr.	Holmes	Sherlock

Gender	Telephone Number	Email Address
Male	403-935-1234	publicservice@community.com

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

221b Baker Street, Irricana, Alberta T0M 1B0

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

ATB Financial 109 - 100 Ranch Market, Strathmore, Alberta T1P 0A8

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

John Watson

SWORN (AFFIRMED) before me at the _____

of _____, in the Province of Alberta, this _____

day of _____, 20 ____

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

Commissioner for Oaths Stamp

_____
Signature of Candidate

RETURNING OFFICER'S ACCEPTANCE
Returning office signals acceptance by signing this form

_____
Signature of Returning Officer

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

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

Reference Document – 2026 Municipal By-Election

Nomination Paper and Candidate's Acceptance

FORM 4

Nomination Paper and Candidate's Acceptance

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

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

_____ _____
Business Title/Organization Business Phone Number

_____ _____ _____ _____
Address City or Town Province Postal Code

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

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

nominate _____ of
Candidate's Surname and Given Names

_____
Complete Address and Postal Code

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

of _____ .
Name of Local Jurisdiction

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

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

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

CANDIDATE'S ACCEPTANCE

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

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

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

I will accept the office if elected,

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

I am appointing _____

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

as my official agent (if applicable),

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

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

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

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

_____ _____

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

SWORN (AFFIRMED) before me

at the _____ of _____ ,

in the Province of Alberta,

this _____ day of _____ , 20 _____ .

_____

Signature of Candidate

_____

Signature of Returning Officer or Commissioner for Oaths

Commissioner for Oaths Stamp

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

_____

Signature of Returning Officer

Reference Document – 2026 Municipal By-Election

Candidate Financial Information

FORM 5

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.

Reference Document – 2026 Municipal By-Election

Campaign Disclosure Statement & Financial Statement

FORM 26

Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act
(Sections 147.3, 147.4)

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

LOCAL JURISDICTION: _____ , PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____ , Alberta

Postal Code: _____

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

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

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

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

OTHER SOURCES:

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

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

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

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

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

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd	Signature of Candidate

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT

Reference Document – 2026 Municipal By-Election

Returning Officer Contact Information

2026 Municipal By-Election

Returning Officer Contact Information

The following election officials have been appointed by the Town of Irricana to administer the 2026 Municipal By-Election:

Returning Officer: Annette Culp
Appointed by Council Motion 135:26

Substitute Returning Officer: Dawn Mosondz
Appointed by Council Motion 136:26

The Returning Officer may be contacted through the Town Office during regular business hours. *Candidates are strongly encouraged to arrange an appointment in advance*, particularly when submitting nomination papers.

Town of Irricana
222 – 2 Street
Irricana, Alberta T0M 1B0

Phone: 403-935-4672
Email: irricana@irricana.com

Reference Document – 2026 Municipal By-Election

Bylaw 12:2010 – Deposits with Nomination Papers

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

Reference Document – 2026 Municipal By-Election

Bylaw 008:2022 – Council Procedural Bylaw

BYLAW 2022:008

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.

Section 1 - Title

1.1. This bylaw may be cited as the "**Council Procedural Bylaw**".

Section 2 – Definitions

2.1. In this bylaw, unless the context otherwise requires:

2.1.1. "**Administration**" shall mean an employee or employees of the Town of Irricana.

2.1.2. "**Agenda**" means the list and order of business items for any meeting of Council.

2.1.3. "**Agenda Package**" shall mean the Agenda accompanied with all reports and communication to be presented during the meeting.

2.1.4. "**CAO**" shall mean the Chief Administrative Officer of the Town of Irricana or duly appointed designate.

2.1.5. "**Chair**" shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.

2.1.6. "**Council**" shall mean the Municipal Council of the Town of Irricana.

2.1.7. “**Councillor**” shall mean the same as Member of Council.

2.1.8. “**Council Chambers**” shall mean the location in which a Public Meeting is being held.

2.1.9. “**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.

2.1.10. “**Emergent Item**" means a situation demanding prompt action that poses an immediate risk to health, life, property, environment, or town finances/operations.

2.1.11. “**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.

2.1.12. “**Member of Council**” shall mean a person elected to office in the Town of Irricana.

2.1.13. “**MGA**” means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.

2.1.14. “**On the floor**” is when a motion is under debate.

2.1.15. “**Pecuniary Interest**” is something that causes or may cause either a negative or positive financial impact for an individual.

2.1.16. “**Public Gallery**” shall mean members of the public who attend a Public Meeting as an observer.

2.1.17. “**Public Meetings**” shall mean Regular Meetings of Council, Special Meetings of Council, or Committee Meetings.

2.1.18. "**Quorum**" is the majority of all Council Members, three (3) of the five (5) Council Members.

2.1.19. “**Regular Meetings**” shall mean meetings called pursuant to Section 193 of the Municipal Government Act, RSA 2000, Chapter M-26.

2.1.20. "**Special Meetings**" shall mean meetings called pursuant to Section 194 of the Municipal Government Act, RSA 2000, Chapter M-26.

2.1.21. "**Town**" means the Town of Irricana.

Section 3 – Meetings of Council

3.1. 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.

3.2. Notwithstanding the above, Council may elect to adopt an alternate schedule, by way of resolution, at its discretion.

3.3. The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to Section 192 of the MGA.

3.4. 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.

3.5. Pursuant to section 208 of the MGA the CAO shall ensure:

3.5.1. All minutes of council meetings are recorded in the English language, without note or comment;

3.5.2. The names of the Councillors present at council meetings are recorded;

3.5.3. The minutes of each council meeting are given to council for adoption at a subsequent council meeting.

3.6. 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.

3.7. 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.

3.8. 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.

3.9. 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.

3.10. Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities.

3.11. The Mayor shall be an ex official member of all Town Committees

Section 4 – Conduct of Meetings

4.1. 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.

4.2. 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.

4.3. 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.

4.4. 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.

4.5. 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.

4.6. 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.

4.7. A vote on a motion can only result in the Chair declaring the motion being:

a. Carried
b. Defeated
c. Tabled

4.8. 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.

4.9. 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.

4.10. If there is an equal number of votes for and against, the motion is defeated.

4.11. 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.

4.12. Debate on a motion to reconsider must be confined to reasons for or against reconsideration.

4.13. Council must not reconsider a motion if any action has been taken based on the original motion.

4.14. A motion to reconsider that is carried, automatically suspends the reconsidered motion.

4.15. 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.

4.16. A motion to reconsider that is tabled results in the motion to reconsider being added to the next Regular Meeting of Council.

4.17. A motion to reconsider that is defeated is not debatable for at least 7 months or 213 days, whichever is higher of the defeat.

4.18. 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.

4.19. A motion to rescind a motion must be made in the same way as the original motion.

4.20. 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.

4.21. Any Councillor may present a motion for a ten (10) minute recess provided it is not called when another person has the floor.

4.22. Regular Meetings shall adjourn by 10:00 PM unless Council passes a motion to extend the meeting.

4.23. Pursuant to Section 197 of the MGA, the public may attend and observe Public Meetings.

4.24. 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.

4.25. Pursuant to Section 198 of the MGA, the Chair may expel a person from the meeting for improper conduct. Improper conduct includes:

4.25.1. Interrupting or causing distraction during a speech or action by a Member of Council, Administration, or any person or Delegation addressing Council;

4.25.2. Addressing the Members of Council or Administration without permission of the Chair;

4.25.3. Engaging in demonstration or protest within Council Chambers;

4.25.4. Wearing or displaying of materials that are inappropriate for a community setting or are deemed by the Chair to be offensive;

4.25.5. Any activity or behaviour that, in the opinion of the Chair, is inappropriate or distracts from the completion of business.

4.26. 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.

4.27. 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

4.28. The escalating scale shall reset one (1) year after all fines have been paid.

Section 5 – Agenda and Order of Business

5.1. Prior to each Regular Meeting of Council, the CAO shall prepare an “Agenda”.

5.2. 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.

5.3. 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.

5.4. 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.

5.5. Agenda items proposed by Councillors may not be deferred more than once without the consent of the requestor.

5.6. 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.

5.7. 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.

5.8. An Emergent Item may be added to the Agenda if:

5.8.1. the request to be heard is accompanied by a brief explanation, from Administration or a Member of Council, which demonstrates urgency; and

5.8.2. a majority of Council agree that the item be heard.

5.9. 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.

5.10. 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.

5.11. 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.

5.12. 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

5.13. The Chair may alter the order of business to accommodate requests from Delegations or Administration, or as determined by a resolution of Council.

5.14. A representative of a Delegation may request, in writing, to be included on an Agenda. The request must be submitted in writing and shall:

5.14.1. include a brief summary of the topic to be presented;

5.14.2. include all supporting information (letters, presentations, etc.) that will be presented to Council;

5.14.3. be received by Administration no later than noon on the Monday the week before the next Regular Meeting of Council is being held.

5.15. 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.

5.16. 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.

5.17. The Chief Administrative Officer shall provide a summary report to Council at the second Regular Meeting of Council each month.

5.18. Administration shall post the minutes of the meeting to the Town's website within two (2) weeks of their approval.

5.19. 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.

Section 6 - Severability

6.1. 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.

Section 7 - Repeal

7.1. This Bylaw hereby repeals Bylaw 2022:003 in its entirety.

Section 8 – 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

Reference Document – 2026 Municipal By-Election

Policy C004:2025 – Council Remuneration Policy

TOWN OF IRRICANA

Council Policy C004-2025

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:

Reference Document – 2026 Municipal By-Election

General Guidelines for Election Signs

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
transdevelopmentpeaceriver@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).

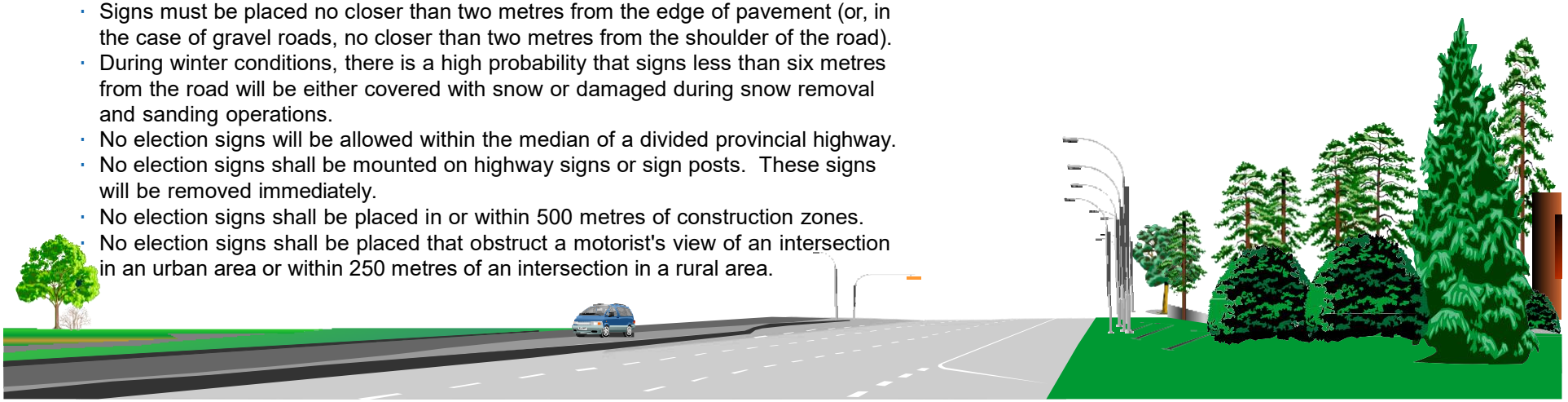
If a sign is in contravention of these guidelines, a peace officer or a person authorized by the road authority may, without notice or compensation, remove the sign, and may enter onto privately owned land to do so.

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.

Reference Document – 2026 Municipal By-Election

Land Use Bylaw 007:2023 – Political Posters Excerpt

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;