

2025 MUNICIPAL ELECTION



Information Guide for Prospective Candidates for the Offices of Mayor and Councillor

This is an information package only and has no legislative sanction. For certainty, the *Local Authorities Election Act* and other relevant statutes should be consulted.



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ADDITIONAL INFORMATION ATTACHED

- [A Candidates Guide: Running for Municipal Office](#)
- [Roles and Responsibilities of Municipal Officials](#)
- [Pecuniary and Conflict of Interest for Councillors](#)
- [What Every Councillor Needs to Know: A Council Member's Handbook](#)
- [Policy No. 025, Remuneration and Benefits for Elected Officials](#)
- [List of Committees, Boards & Commissions that Council members are commonly appointed to](#)
- [Procedure 131, Council Orientation](#)
- [Bylaw 1858/2018, Council Code of Conduct Bylaw](#)
- [Bylaw 1918/2021, Town of Redcliff Procedural Bylaw](#)

FORMS

- [Form 4 - Nomination Paper and Candidates Acceptance](#)
- [Form 5 - Candidate Financial Information](#)
- [Form 29 – Notice of Intent](#)
- [Release of Candidate Information](#)
- [Form 26- Campaign Disclosure Statement and Financial Statement](#)



INTRODUCTION

This is a general information package only and has no legislative sanction. It is intended to answer frequently asked questions about elections and information that candidates for Mayor and Councillor should be aware of. For certainty, the *Local Authorities Election Act* and other relevant statutes and regulations should be consulted, or legal advice should be sought.

The *Local Authorities Election Act*, the *Municipal Government Act*, and other statutes can be viewed, downloaded, or ordered in paper form from Alberta King's Printer: [Alberta King's Printer | Alberta.ca](https://www.alberta.ca/alberta-king-s-printer)

Many resources are available for candidates and newly elected officials and may be accessed from the Alberta Municipal Elections website at [Municipal elections | Alberta.ca](https://www.alberta.ca/municipal-elections). Some of these documents have been attached for your information.

Election Inquiries

If you require additional information or clarification with regards to the election or its process please contact Ruth Schaffer, Returning Officer at 403-548-3618 or Shanon Simon, Deputy Returning Officer at 403-548-9247. Inquiries can also be emailed to election2025@redcliff.ca.

If you have any questions about the municipality or questions about being in the position of Mayor or Councillor you may contact Shanon Simon, Municipal Manager at 403-548-3618 or shanons@redcliff.ca

If you are interested in running in the election you are encouraged to attend Council meetings and review agenda packages/minutes. Speaking with a current member of Council may also be valuable.



IMPORTANT DATES

Nomination Day (last day to submit papers):	September 22, 2025 10:00 a.m. to Noon Council Chambers (#1 – 3rd Street NE)
Advance Vote:	Redcliff Senior Citizens Center Saturday, October 11 11:00 a.m. - 5:00 p.m. Thursday, October 16 1:00 p.m. - 7:00 p.m.
Election Day:	October 20, 2025 10:00 a.m. to 8:00 p.m. Redcliff Senior Citizens Center

For Successful Municipal Candidates

Town of Redcliff Orientation: In accordance with the *Municipal Government Act*, a municipality must offer, and each member of Council **must** attend orientation training. Topics of this orientation include:

- The role of municipalities in Alberta;
- Municipal organization and function;
- Roles and responsibilities of Council and Councillors;
- Roles and responsibilities of the Municipal Manager and staff;
- Key Municipal plans, policies, and projects;
- Budgeting and financial administration;
- Public participation; and
- Any other topics prescribed by regulations.

The council orientation following the 2025 Municipal Election will be presented in multiple sessions. The first session will be presented Thursday October 30th, and Sunday November 2nd with specific times to be determined.

Swearing-in Ceremony and Organizational Meeting: Monday November 3, 2025 @ 6:30pm.

The first regular Council Meetings Begin: Monday November 3, 2025 @ 7:00pm. (*Note: Council meetings are held on the second and fourth Mondays of each month except July, August, and December. July and August meetings are on the third Monday, and in December it is the second Monday.*)



BEFORE YOU FILE

Are You Qualified?

To become a candidate, you must be at least 18 years old on nomination day, a Canadian Citizen and you must have been a resident of the municipality for the six consecutive months preceding nomination day.

Are You Eligible to be Nominated?

You may be nominated as a candidate under the *Local Authorities Election Act* if, on Nomination Day:

- You are at least 18 years old.
- Are a Canadian citizen.
- Have been a resident of the local jurisdiction for the 6 consecutive months immediately preceding nomination day.
- Are not otherwise ineligible or disqualified.

You are not eligible to be nominated as a candidate in any election under the *Local Authorities Election Act* if, on Nomination Day, you:

- Are the auditor of the Town of Redcliff.
- Are an employee of the Town of Redcliff, unless you are on a leave of absence.
- Are indebted to the Town of Redcliff for taxes in default exceeding \$50 excluding
- Any indebtedness for current taxes, and
- Any indebtedness for arrears of taxes for which you have entered into a consolidation agreement with the Town, unless the person is in default on the payment of any money due under the agreement.
- Are indebted to the Town of Redcliff in excess of \$500 for any debt and are in default for more than 90 days.
- Have within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act* (Canada).

Reason for Disqualification (Sec 174 Municipal Government Act)

- (1) A councillor is disqualified from council if
- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;
- (b.1) the councillor
- (i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the time period referred to in section 147.7 of the *Local Authorities Election Act*, and
- (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;
- (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;



- (d) the councillor is absent from all regular council meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed, unless subsection (2) applies;
 - (e) the councillor is convicted
 - (i) of an offence punishable by imprisonment for 5 or more years, or
 - (ii) of an offence under section 123, 124 or 125 of the *Criminal Code* (Canada);
 - (f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;
 - (g) the councillor contravenes section 172;
 - (h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;
 - (i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;
 - (j) the councillor becomes an employee of the municipality;
 - (k) the councillor is liable to the municipality under section 249.
- (2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if
- (a) the absence is authorized by a resolution of council passed at any time
 - (i) before the end of the last regular meeting of the council in the 60-day period, or
 - (ii) if there is no other regular meeting of the council during the 60-day period, before the end of the next regular meeting of the council, or
 - (b) the absence is in accordance with a bylaw under section 144.1.
- (3) For the purpose of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.
- (4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.

Do You Have the Time?

You will be elected for a four (4) year term of office. During that time, you will be required to attend:

- Regular and Special meetings of Council
- Council committee meetings
- Meetings of other boards and agencies to which you are appointed as council representative
- Conferences, conventions, seminars, and workshops for training and discussion
- Social and other events promoting your municipality

You will also need to spend time reading material and talking with residents, business owners, the Chief Administrative Officer (CAO), and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions.



Do You Understand the Position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. Your power as a member of the Council depends on your ability to persuade other members of Council to adopt your view. All decisions must be made at meetings held in public, at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees. Any promise you make as part of your election campaign that involves municipality expenditures, or the activities of the employees can only be carried out if you can convince most of the of Council that it is a good idea.

Your role regarding town employees is very limited; the Chief Administrative Officer (CAO) is the only employee of Council.

The Canadian Constitution delegates responsibility for municipal institutions to the Province. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to Municipal Councils. The legislation you will use most often is the *Municipal Government Act* (MGA).

Are you Familiar with Local Legislation?

Local legislation is in the form of bylaws that remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will need to become familiar with what exists, how it has been created – by bylaw, resolution or policy – and why it exists, before you will be able to start discussing your changes.

You may refer to the Town of Redcliff's website www.redcliff.ca or contact Shanon Simon, Municipal Manager for information on or for access to local bylaws and policies.

Do You Know How the Municipality is Administered?

As a member of Council, it will be your duty to establish policy for your municipality. It is the job of administration to implement the policy through approved procedures. You will need the support, advice, and assistance of the CAO if you are to be an effective member of Council. Their training, experience, and understanding of how and why things have developed as they have will be an important resource for you.

Excerpts from *Municipal Government Act*:

General Duties of Councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;



- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere the code of conduct established by the council under section 146.1)1)
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

General Duties of chief elected official

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

Additional resources are available as noted on Page 2.



NOMINATION PROCESS

Filing your Nomination

Candidates wishing to file nomination forms are asked to book an appointment with the Returning Officer by calling 403-548-3618 or emailing election2025@redcliff.ca.

Your nomination must be filed using the required forms (Form 29 – Notice of Intent, Form 4 – Nomination Paper and Candidate’s Acceptance, and Form 5 – Candidate Financial Information). The Nomination Papers and Candidate’s Acceptance Form must be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.

Notice of Intent

Local Authorities Election Act, Section 147.22 requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate, must give written notice to the local jurisdiction in which the individual intends to be or has been nominated. No individual and no person acting for the individual candidate shall accept a contribution or incur a campaign expense unless the individual has given written notice.

Completing Notice of Intent

There are several methods to complete your notice of intent. You may choose any of the methods below:

1. Complete the Letter of Intent Form provided
2. Writing a letter of intent
3. Emailing a letter of intent to election2025@redcliff.ca

A written notice of intent must include, in respect of the individual’s candidacy:

- (a) Office for which you are seeking election, full name, address, and contact information of the individual
- (b) The address of the place or places where records of the individual are maintained and of the place to which communications may be addressed
- (c) The names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual
- (d) The names of the signing authorities for each depository referred to in clause c.

A person is eligible to vote in an election held pursuant to the *Local Authorities Election Act* if he/she

- 1) is at least 18 years of age on nomination day;
- 2) is a Canadian Citizen; and
- 3) has resided in Alberta for the six (6) consecutive months immediately preceding election day and is a resident in the area.

For each elector, the form must include the person’s name, address (street address or legal land description of residence of the elector), and signature.



2025 MUNICIPAL ELECTION CANDIDATE INFORMATION PACKAGE

To ensure validity of the nomination paper, a candidate may submit more than the required five electors' signatures.

Note 1: The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office, and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner of Oaths or the Returning Officer.

Area means the area within the boundaries of a local jurisdiction.

Note 2: No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance section 147.22(1).

Nomination Period

The Nomination Period is January 1, 2025, to 12:00 p.m. noon on September 22, 2025. Nomination papers can be filed with the Returning Officer by contacting the Returning Officer at 403-548-3618 and scheduling an appointment.

Nomination Day

Nomination Day is September 22, 2025. It is the last day for filing nomination papers for Mayor and Councillor offices. On Nomination Day, nomination paper will be accepted from 10:00 a.m. and 12:00 p.m. noon on Monday, September 22, 2025, at the Town Hall Council Chambers, #1 - 3rd St. N.E. The Returning Officer cannot accept nominations after noon on nomination day.

If you will be collecting campaign contributions or incurring campaign expenses before filing nomination forms, you MUST file your Notice of Intent Form before you accept campaign contributions or incur expenses.

Nomination papers may be handed in by any person.

Nomination papers will not be accepted if sent by mail, fax or by e-mail.

Any elector may examine nomination papers during regular business hours and in the presence of the Returning Officer or the Presiding Deputy.

A cash deposit accompanying the nomination paper is not required.

Candidates may withdraw within 24 hours after the close of nomination period (12 noon on Tuesday September 23, 2025), even if this creates an insufficient number of nominations for that office (per LAEA s. 32).

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available the next day (and for up to six days) from 10:00 a.m. until noon to receive further nominations.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies, nominations will be closed, and the Returning Officer will declare the candidates elected by acclamation. That means the candidates are elected without the necessity of holding an election.



If more than sufficient nominations are received by noon on any of the day's nominations will be closed and the election will be held as originally planned.

Note:

If a nomination is not signed by at least five (5) (the minimum number) of electors required to sign the nomination, the Returning Officer shall not accept it for filing.

It is not the Returning Officer's responsibility to rule on the validity of the information contained in the nomination paper.

Additional Resources for Municipal Candidates

Through a cooperative effort between ABmunis and the Rural Municipalities of Alberta (RMA), an online resource has been created that provides prospective candidates with tangible insights from elected councillors covering topics such as:

- What it means to be an elected official
- How to navigate the process of running for office
- Where to find essential resources and information to help guide candidates through their campaigns

To read more regarding these topics, visit [Running for Municipal Office | Alberta Municipalities](#)

ABmunis and Rural Municipalities of Alberta Online Webinars for Potential Municipal Candidates

Alberta Municipalities and the Rural Municipalities of Alberta are hosting a series of webinars to help potential candidates prepare for this years municipal election.

Webinars designed for small to midsize municipalities (villages and cities with populations under 20,000) are scheduled for April 29, May 5, June 3, July 16, August 14, September 9 & 16.

For more information regarding ABmunis and RMA webinar content and scheduling, please visit [Events | Alberta Municipalities](#)



ELECTION INFORMATION

Advance Vote

Location, date and time to be determined.

Note: All electors are eligible to vote at an Advance Vote.

Election Day

Election Day is October 20, 2025. The voting station location is still to be determined. Doors will open promptly at 10:00 a.m. and close at 8:00 p.m. Unofficial results may be made available during and following the counting. The official results are announced at noon on the fourth day after the election – Friday October 24, 2025.

Permanent Electors Register

With the proclamation of Bill 20, *Municipal Affairs Statutes Amendment Act, 2024*, a municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote compiled and revised primarily using information received from Elections Alberta.

Pursuant to the *Local Authorities Election Act* Section 49:

49(1) Subject to this section, a municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote that is compiled and revised primarily using information received from the Chief Electoral Officer.

(2) A municipality must enter into an agreement with the Chief Electoral Officer under the *Election Act*

- (a) to receive from the Chief Electoral Officer information that will assist the municipality in compiling or revising the permanent electors register, and
- (b) to provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors under the *Election Act*.

(3) A municipality may use any other information obtained by or available to the municipality to supplement the information received under subsection (1) in compiling and revising a permanent electors register.

(3.1) A municipality must enter in the permanent electors register any information referred to in subsection (5) that is collected under this Act during an election.

(3.2) A person may be added to the permanent electors register when the municipality has the information with respect to that person that is referred to in subsection (5)(a), (b) and (e).

(3.3) Notwithstanding this section, a summer village may, but is not required to, prepare a permanent electors register and enter into an agreement with the Chief Electoral Officer for the purposes of this section.



2025 MUNICIPAL ELECTION CANDIDATE INFORMATION PACKAGE

(4) The permanent electors register may be compiled or revised manually or by means of any computer-based system and may be kept in printed form or may be stored in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.

(5) The permanent electors register may contain only the following information about persons ordinarily resident in the municipality who are electors or may be eligible to be electors:

- (a) the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
- (b) the surname, given name and middle initial of the person,
- (c) the residential telephone number of the person,
- (d) the gender of the person,
- (e) the day, month and year of birth of the person, and
- (f) repealed 2018 c23 s20,
- (g) whether the person is a public school resident or a separate school resident.

(6) The information referred to in subsection (5)(d) and (e) obtained under this Act may be used only to verify the identification of an elector when compiling or revising the permanent electors register.

(7) Persons are entitled to have access to information in the permanent electors register about themselves or about another person on whose behalf they are authorized to act, to determine whether the information is correct.

(8) No candidate, official agent or scrutineer shall take a photograph or make a copy of the permanent electors register.



POSTING OF ELECTION CAMPAIGN SIGNS/LITERATURE

Town of Redcliff - Land Use Bylaw 1957/2023

A development permit is not required for “A sign identifying a political campaign provided that the sign is removed within seven (7) days following the election to which it relates”. However, such developments shall otherwise comply with the regulations of this Bylaw and any other applicable policy or legislation. [Land Use Bylaw Section 4(4.50)(a)]

General Sign Regulations: Land Use Bylaw Section 4(4.48)(b)

No sign shall be constructed, placed, relocated, or altered in a manner that, in the opinion of the Development Authority:

- i) Conflicts with the general character of the surrounding streetscape and the architecture of nearby buildings,
- ii) Causes confusion with or obstructs the vision of any information sign, or traffic control sign,
- iii) Interferes with traffic,
- iv) Is vulgar or would be offensive to the public, and/or,
- v) Unduly blocks natural light or view from a building.
- c) No sign shall employ any supplementary flashing lights or intermittent lighting either as part of the sign or its supporting structure.

No one shall erect or permit to be erected or remain on Town property, any temporary sign other than in accordance with this Bylaw.

No signs or any part of a sign, or equipment to install or maintain a sign, shall be within 3.0 m of overhead power and service lines.

A sign shall be maintained in good repair and be structurally sound to the satisfaction of the Development Authority.

A sign shall not be attached to a municipal building, tree, standard, utility pole, or other publicly owned structure or building or any other public space without prior written authorization from the development authority. Any sign placed or constructed in these locations without prior written authorization from the Development Authority. Any sign placed or constructed in these locations without authorization may be removed by the Town without notice.

No person shall place a motor vehicle or a trailer on property, public road, or public space for the purpose of advertising or displaying a sign.

Signs shall not be placed so as to reduce the number of parking stalls or loading spaces or to obstruct the use of the parking or loading areas.

Note: Please contact the Development Officer for further clarification or inquiries



POSTING OF ELECTION CAMPAIGN SIGNS/LITERATURE

Advertising (S.152)

The *Local Authorities Election Act* prohibits the display or distribution of advertising material on or in voting stations on Election Day.

Section 152 of the *Local Authorities Election Act* states subject to subsection (2), a person who, at an Advance Vote or on Election Day,

- (a) displays within a building used for a voting station or within the boundaries of the land on which a building used for a voting station is located, or
- (b) distributes within a building used for a voting station or within the boundaries of the land on which the building used for a voting station is located,

an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.



CANDIDATE'S AGENTS / SCRUTINEERS

Official Agent (S. 68.1)

Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.

If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

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

No candidate shall act as an official agent for any other candidate.

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

Candidate's Scrutineer (S. 69)

If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the Returning Officer,

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

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.

Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.

The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.

A candidate may not have both an official agent and a scrutineer present at the same time in a voting station during voting hours.

A candidate or official agent personally may

- (a) undertake the duties that the candidate's scrutineer may undertake, and
- (b) attend any place that the candidate's scrutineer is authorized by this Act to attend.



The presiding deputy may designate the place or places at a voting station where a candidate, an official agent, or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent, or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.

Municipal Election Finances and Contributions Disclosure *Important*

The *Local Authorities Election Act* requires financial disclosure of campaign contributions and campaign expenses. The legislation is binding on all candidates running in the election. Failure to comply could result in significant penalties payable by both candidates and contributors. Candidates are strongly encouraged to read and understand Part 5.1 of the [Local Authorities Election Act](#). Candidates are responsible for ensuring that their campaign complies with all provincial legislation.

[A Candidate's Guide: Running for Municipal Office in Alberta](#) is also a useful guide for outlining information relating to campaign contributions and campaign expenses.

Note: Form 26 provided in this information guide, is the Campaign Disclosure Statement and Financial Statement form. On or before September 30 of a year in which a general election is to be held, a candidate who has received contributions in the period beginning on January 1 and ending on July 31 of that year must file a disclosure statement in respect of that period. LAEA Section 147.4(2).

Additional Resources for Municipal Candidates

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