



2025 Municipal General Election

Monday, October 20, 2025

Candidate Information Package

For the Office(s) of:

- **Mayor (x1)**
- **Councillor (x6)**

The material that follows is provided for information only. This summary is not intended to replace the candidate's responsibility to read and understand the legislation, or to seek appropriate advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all official statutes and regulations.

PREFACE

This handbook contains general information and is intended to supplement the *Municipal Government Act* (MGA), the *Local Authorities Election Act* (LAEA), as well as applicable Town of Olds bylaws. For further information, please refer to specific legislation.

As a potential candidate, it is your responsibility to be familiar with the legislation. Each candidate is responsible for ensuring his or her compliance with the laws governing elections and for obtaining any necessary legal advice.

For questions regarding the **Offices of Mayor or Councillor**, or questions regarding general election procedures, please contact:

Town of Olds
Marcie McKinnon, Returning Officer
4512 – 46 Street
Olds AB T4H 1R5
Phone: (403) 507-4801
Email: legislative@olds.ca

Any person wanting a complete copy of the *Municipal Government Act* (MGA), *Local Authorities Election Act* (LAEA), the *School Act* or any other piece of legislation should contact:

Alberta King's Printer

10611 – 98 Avenue; Suite 700 Park Plaza
Edmonton AB T5K 2P7
780-427-4952 / Toll Free (dial) 310-0000 before the phone number (in Alberta only)
kings-printer@gov.ab.ca
<https://www.alberta.ca/alberta-kings-printer-contact>

Alberta Municipal Affairs – Municipal elections Overview

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

Municipal Advisory Services / AB Municipal Affairs

10155 – 102 Street; 17th Floor Commerce Place
Edmonton AB T5J 4L4
780-427-2225 / Toll Free (dial) 310-0000 before the phone number (in Alberta)
ma.advisory@gov.ab.ca
<https://www.alberta.ca/advisory-services-for-municipalities>

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CANDIDATES

Qualification of Candidates

s. 21, LAEA

A person may be nominated as a candidate if, on nomination day, the person

- a) is eligible to vote in that election (see s.47, LAEA);
- b) has been a resident of the local jurisdiction for the six consecutive months immediately preceding nomination day; and
- c) is not otherwise ineligible or disqualified.

Ineligibility

s. 22 & 23, LAEA

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

- (1) the person is an auditor of the Town of Olds;
- (2) the person is an employee of the Town of Olds, unless the person takes a leave of absence;
- (3) the person is indebted to the Town for taxes in default exceeding \$50, not including current taxes or previous taxes addressed in a consolidation agreement;
- (4) the person is indebted to the Town for any debt exceeding \$500 for more than 90 days;
- (5) the person has, within the 10 previous years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*; and

Candidates may only be nominated for one office of the same elected authority.

Employees of a Municipality

s. 22 LAEA

An employee of a municipality who wishes to be nominated as a candidate must notify his or her employer that he or she is taking a leave of absence without pay. This can be done as early as July 1, 2025, but must be done before the employee's last working day prior to nomination day. Under the LAEA, the employer must grant the leave of absence without pay.

If the employee who takes a leave of absence under this section is not elected, he or she may return to work on the fifth day after the election day, or if the fifth day is not a working day, on the first working day after the fifth day.

If the employee who takes a leave of absence is declared elected, the employee is deemed to have resigned that position as an employee the day he or she takes the official oath of office as an elected official.

Term of Office

s. 9 & 10, LAEA

Municipal elected officials serve a 4-year term commencing at the beginning of the organizational meeting.

CAMPAIGNING

Signage

Candidates must comply with provincial and municipal requirements with respect to election signage.

While a development permit is not required for an election sign, they must still meet all zoning setback requirements. Permission must be received from landowners prior to placing election signs on private property.

The Alberta Transportation recommended practices and guidelines for the installation of election signs may be found [here](#). Please note that on provincial highways, all election signs must be removed within three days following the election.

Campaign Personnel

Official Agent s. 68.1, LAEA

Candidates may, when filing nomination papers, appoint an official agent.

- a) the duties of the official agent are those assigned by the candidate.
- b) no candidate may act as an official agent for any other candidate.
- c) a person who, within the previous 10 years, has been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, or the *Canada Elections Act* is not eligible to be appointed as an official agent.

Should it become 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.

If an official agent will be observing voting at the voting station on election day, they will be required to present a written notice signed by the candidate and complete a Statement of Scrutineer or Official Agent.

Campaign Worker s. 52, LAEA

The Campaign Worker Proof of Identification (Form 11) can be completed by the candidate and provided to campaign staff as identification.

Candidate's Scrutineer s. 69, LAEA

Candidates may appoint a scrutineer to observe the processes at the voting station. The appointment of a scrutineer is as follows:

- a) the candidate completes the Appointment of Scrutineer (Form 11) and provides the completed form to the scrutineer;
- b) upon arriving at the voting station, the scrutineer (must be at least 18 years of age) will present a signed Appointment of Scrutineer form to the presiding deputy; and
- c) the presiding deputy will provide the scrutineer with a statement, which must be completed prior to the scrutineer commencing his/her duties.

NOTE: Only one of a candidate, official agent or scrutineer may be present at the voting station at any one time.

The election official will designate a location in the voting station where a candidate, official agent or scrutineer may observe the election process.

Access for Campaigners

s. 52, LAEA

Candidates and campaign personnel that require access to residences in a building containing two or more residences or to each residence in a mobile home park require identification. Form 11, Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access must be completed and signed by the Returning Officer to meet these identification requirements.

CAMPAIGN MATTERS

Candidates are responsible for ensuring that their campaign complies with the *Local Authorities Election Act*. Elections Finances and Contributions Disclosure requirements are specifically outlined in Part 5.1 of the LAEA. It is strongly recommended that Candidates review the Act to ensure they understand fully the requirements that apply to Election Finances, Disclosure, and Reporting. Failure to comply with this legislation could result in significant penalties for both candidates and contributors. This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. It is not a replacement for consulting the actual legislation or obtaining independent legal advice.

In accordance with section 27 of the LAEA, when filing Nomination Papers, candidates will also be required to submit Candidate Information (Form 5), which confirms locations where candidate records are maintained, as well as the names and addresses of financial institutions where campaign contributions will be deposited, along with the name of signing authorities for the depository accounts.

Should there be any changes to the information provided by a candidate, the candidate is responsible for notifying the Town of Olds within 48 hours of the change and the Town will adjust the register accordingly.

Campaign Contributions

s. 147.1(1)(c), LAEA

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

Campaign Contribution Matters

s. 147.2, LAEA

- Contributions may only be accepted from individuals who are residents in Alberta.
- Contributions **cannot be provided** by "Prohibited Organizations" which, according to section 147.1(1)(f), means a corporation and an unincorporated organization including a trade union and an employee organization.
- Individuals other than the candidate can contribute up to \$5,000 (s.147.2(3), LAEA).
- A candidate may contribute an amount of up to \$10,000 that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidates' own campaign expenses. (s.147.2(4), LAEA).
- Individuals normally residing outside of Alberta **are not** permitted to contribute to any candidate's campaign.

Warning: Anonymous and unauthorized contributions (s. 147.23, LAEA)

- Contributions accepted in contravention of these rules must be returned to the contributor. If the contributor cannot be established, the contribution must be submitted to the Town of Olds or to a registered charity.
- Candidates and prohibited organizations may be liable to fines ranging from \$1,000 to \$10,000 for failure to comply with reporting requirements or failing to adhere fully to LAEA rules that pertain to campaign contributions. (s.147.82(1) through to 147.85, LAEA).

Candidate Duties Pertaining to Finances

s. 147.3, LAEA

Candidates shall ensure that:

- a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate,
- if a campaign account has been opened in accordance with clause (a), all contributions of money are deposited into the campaign account,
- money in the campaign account shall only be used for the payment of campaign expenses,
- contributions of real property, personal property and services are valued,
- receipts are issued for every contribution and obtained for every expense,
- records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which disclosure statements were required to be filed under section 147.4, and
- proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

Campaign Disclosure Statements

s. 147.4, LAEA

Candidates who collect campaign contributions must file a Campaign Disclosure and Financial Statement with the Town of Olds on or before **March 1 of each year**, a candidate who received contributions in the previous year shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include, in respect of the previous year:

- the total amount of contributions received during the year that did not exceed \$50 in the aggregate from any single contributor,
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate,
- the total amount of all contributions received as referred to in section 147.2(4),
- the total amount from fund-raising functions received in the year,
- the total amount of other revenue received in the year,
- the total amount of campaign expenses incurred in the year,
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate in the year,
- the total amount paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund,

- where the previous year is the year in which the election was held, the total amount of any campaign surplus for the campaign period, including any surplus from previous campaigns, and
- where the previous year is the year in which the election was held, the amount of any deficit for the campaign period.

The Campaign Disclosure Statement and Financial Statement (Form 26). All disclosure statements filed will be made available on the Town website in redacted format.

An additional statement must be filed if the candidate learns of an error or omission in the original statement.

Campaign Surplus

s. 147.5, LAEA

If a candidate's disclosure statement shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction shall donate surplus amounts in excess of \$1,000 to a registered charity. Amounts less than \$1,000 may be retained by the Candidate or donated to a charity. After donating amounts in excess of \$1,000 to a registered charity, the candidate must, within 30 days of making the donation, file an amended disclosure statement showing that the surplus has been dealt with.

NOMINATION PROCESS

Nomination Papers

The Nomination Paper and Candidate's Acceptance (Form 4). This form is also available at the Town of Olds Municipal Office or online.

Completing Nomination Papers

s. 47, LAEA

At least 5 eligible voters are required to sign your Nomination Paper and Candidate's Acceptance form to make it valid. Voters must be:

- eligible to vote in that election;
- a resident of the local jurisdiction for the 6 consecutive months immediately preceding nomination day, and
- not otherwise ineligible or disqualified.

It is recommended that candidates obtain more than the required number of signatures to ensure they have enough eligible voters. **Nominators must be electors who are eligible to vote in that election and reside in the local jurisdiction on the date of signing the nomination.**

The Candidate's Acceptance requires you to swear or affirm that:

- you are eligible to be elected under sections 21 and 47 of the *Local Authorities Election Act*;
- you are not disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- you have read and understand sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the *Local Authorities Election Act*; and
- if elected, you will accept the office for which you are a candidate.

The Nomination Paper and Candidates Acceptance form must be completed in full. The Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

The candidate is responsible for understanding and complying with the nomination requirements. The Returning Officer cannot rule on the validity of the information on the form. However, the Returning Officer must refuse forms that do not contain the required number of nominating signatures or have not been completed in the prescribed form.

Filing Nomination Papers

s. 28, LAEA

Nomination papers can be submitted to the Returning Officer at the Town of Olds Office during regular business hours throughout the nomination period, which commences January 1, 2025, through to 12:00 PM (noon) on nomination day which is September 22, 2025. Since completed nomination forms must be submitted to and accepted by the Returning Officer or Substitute Returning Officer, candidates are encouraged to make an advance appointment to ensure the RO or SRO will be available to receive their nomination papers at a prearranged time.

Nomination papers must be submitted at the Town of Olds Office by 12:00 PM on Nomination Day.

Please note that:

- If the Nomination Paper and Candidate's Acceptance Form will be filed by someone other than the candidate themselves, the candidate must ensure that they have signed the Oath before a Commissioner for Oaths.
- Nomination papers must be filed in-person with the Returning Officer. Faxed or emailed copies of nomination papers **WILL NOT** be accepted.

Examination of Nomination Papers

s. 28 (6), LAEA

After 12:00 noon on nomination day, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or a designate.

Insufficient Nominations

s. 31, LAEA

If the required number of nominations for a particular office is not received at the close of nomination day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations has been received or a period of six days, including nomination day but excluding Saturday and Sunday, has elapsed.

Election by Acclamation

s. 34, LAEA

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

Withdrawal of Nomination

s. 32, LAEA

If more than the required number of candidates for any office are nominated, a candidate may, within 24 hours of the close of nominations (before 12 noon on September 23, 2025), withdraw their name as a candidate by submitting a notice of withdrawal in writing to the Returning Officer at the Town of Olds Office.

Contact Information

After nomination day, the Town often receives requests for candidate contact information from the media and organizers of election forums. In addition, the Deputy Minister of Municipal Affairs requires contact information for all candidates. To authorize the Town to release this contact information, candidates are asked to complete the Candidate Information Release Form and submit it to the Returning Officer with their nomination paper.

VOTING & ELECTION DAY

Identification

s. 53, LAEA

All voters are required to produce identification to verify the voter's name and current address.

The person is named on the electors register, and produces one piece of identification issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person; **or**

Produces two pieces of identification; one issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person, and the second piece of identification from the list of approved identification **and** completes a Form 13 - Elector Registry.

Eligibility to Vote

s. 47, LAEA

A person is eligible to vote in the Town of Olds if the person is:

- at least 18 years old;
- a Canadian citizen; and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

Electors can only vote for a candidate running in the division in which the elector resides.

Rules of Residence

s. 48, LAEA

In accordance with the *Local Authorities Election Act*, the place of residence is governed by the following rules:

- a person may be a resident of only one place at a time;
- if a person has more than one residence in Alberta, that person shall designate one place of residence for the purposes of voting as follows, in order of priority:
 - the address shown on the person's driver's license or motor vehicle

- operator's license, or an identification card issued by or on behalf of the Government of Alberta;
 - the address to which the person's income tax correspondence is mailed;
 - the address to which the person's mail is addressed and delivered.
- the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, they intend to return;
- a person does not lose the person's residence by leaving the person's home for a temporary purpose;
- A student who attends an educational institution, temporarily rents accommodations, and has family members who are residents of Alberta, and who the student ordinarily resides with when not attending the educational institution, is deemed to reside with those family members;
- If a person leaves the area with the intent of making their residence elsewhere, the person loses their residence in the area.

Advance Vote

s. 73, 74 & 75, LAEA

Details regarding advance vote location, times and dates will be published in the local media and on the Town's web site closer to the date of the election. All eligible voters may vote in the advance vote.

Voting on Election Day

Eligible electors may cast their vote at the established voting station, unless voting at an advance vote. Election Day is **Monday, October 20, 2025, and the voting station for Olds is at the Royal Canadian Legion, located at 5241 46th Street in Olds, Alberta.**

Voting Station on Election Day

s. 37, LAEA

The Voting station will be open between the hours of **10:00 a.m. and 8:00 p.m. on Monday, October 20, 2025.**

Unofficial and Official Results

s. 97, LAEA

On election day, after all voting stations have reported, the unofficial results will be posted on the Town's website and social media accounts and forwarded to the media.

Election results become official at noon on **Friday, October 24, 2025.** Official results will be posted at the Town of Olds Office and on the Town's website and social media accounts.

Recounts

s. 98, LAEA

A candidate, official agent or a scrutineer may request that the Returning Officer conduct a recount within 44 hours of the close of voting stations on Election Day. The individual requesting the recount shall present the Returning Officer with reasonable grounds for doing so. The Returning Officer will determine if it is suitable to conduct a recount.

Outside of being requested to conduct a recount, the Returning Officer may determine that a recount is warranted due to an administrative or technical error.

Should the Returning Officer conduct a recount, candidates who may be affected will receive 12 hours' notice of the recount.

Elected Officials: Duties and Responsibilities

General Responsibilities of Elected Officials

Section 3 of the Municipal Government Act states:

The purposes of a municipality are

- (a) *to provide good government,*
 - (a.1) *to foster the well-being of the environment,*
 - (a.2) *to foster the economic development of the municipality,*
- (b) *to provide services, facilities or other things that are, in the opinion of council, necessary or desirable for all or part of the municipality,*
- (c) *to develop and maintain safe and viable communities, and*
- (d) *to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services.*

General Duties of Councillors

s.153, MGA

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 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;*

- (f) *to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

Duties of the Chief Elected Official – MAYOR

Section 154

- (1) *A chief elected official, in addition to performing the duties of a councillor, must:*
- preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and*
 - perform any other duty imposed on a chief elected official by this or any other enactment or bylaw*
- (2) *Repealed 2022*
- (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.*

In addition to duties as a member of council, the Mayor:

- Reviews council agendas;
- Represents the Town of Olds at all public functions and ceremonies which council or the Mayor determine appropriate;
- Communicates council policy to the media and the public;
- Liaises with elected officials from other municipalities and other levels of government regarding Municipal concerns;
- Seeks input from the public into Town of Olds policies and initiates corporate policy changes;
- Signs all bylaws, policies, and minutes of council meetings;
- Signs all cheques and other negotiable instruments and agreements; and
- Is required to attend meetings, public functions, ceremonies and other events which occur during evening hours and on weekends.

Council's Principal Role in Municipal Organization

s.201, MGA

A Council is responsible for:

- developing and evaluating the policies and programs of the municipality;
- carrying out the powers, duties and functions expressly given to it under this or any other enactment

A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

For more information on serving as an elected official, please review Alberta Municipal Affairs e-publications [What Every Councillor Needs to Know](#), and [Roles and Responsibilities of Municipal Officials](#).

Time Commitments

The *Local Authorities Election Act* specifies that members elected in the 2025 general election will serve a four-year term.

The time commitment required of an elected official is considerable and depends on their position and board/committee. The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council.

In addition to attending Council and board/committee meetings, conferences, and events, being elected requires members to read and review agenda packages, respond to citizen inquiries, and liaise with Town administration. Councillors may also represent the municipality by attending community events like fundraisers, grand openings, and parades, etc.

MAYOR

The position of the Mayor is a large commitment. The Mayor's time is spent working closely with Council, the CAO, community representatives, and other stakeholders to develop plans, policies and strategies important to Town of Olds' business and to help resolve issues which arise in the community.

To meet the expectations of the position, the Mayor may be required to maintain a regular presence in the office during business hours. In addition to performing these duties, the Mayor is the key public representative of Town of Olds and is called on to represent Town of Olds and community at meetings, public functions, ceremonies and other events. Frequent evening hours and weekend work may be required. The Mayor is also the chief spokesperson for Town of Olds in discussions with elected officials in other municipalities or the provincial or federal governments. Often this involves initiating and building important relationships with decision makers outside of the community.

COUNCILLORS

The position of Councillor is a part-time commitment. Typically, Councillors can expect to commit 20-30 hours per month in performing their duties (this varies according to time of year, emerging issues, meetings, etc.). A Councillor spends time attending meetings, preparing for meetings, undertaking training, meeting with the public, and attending public events. It is often said that Councillors may have a part-time job but that they are "on call" full time which frequently impacts their personal and family time and their ability to work without interruption.

MEETING SCHEDULE

Regular Meetings:

- At present, regular council meetings are scheduled for the second and fourth Mondays of each month at 1 p.m. On average, these meetings last 2-3 hours.

Committee of the Whole:

- Council holds 6-8 'committee' meetings a year and they are presently held on the first Monday of each month at 1 p.m. On average these meetings last 2-3 hours.

Organizational Meetings:

- Each year, at the Council Organizational Meeting (held the fourth Monday in October) the regular council meeting schedule and the Committee of the Whole meeting schedule is approved, by resolution, for the next twelve-month period. The 2025 Organizational Meeting will occur on Monday, October 27th, 2025.

Special Meetings:

- Council generally calls approximately 2 special meetings per year, in November, for budget consideration. These meetings last between 3 – 4 hours.
- Council also calls approximately 3 special meetings per year to discuss service levels and related strategy.

Post-Election Orientation

As of 2024, it is mandatory for all newly (new and returning) elected municipal officials to take orientation prior to assuming office. The Town of Olds will offer the following orientation sessions for Town councillors.

General Orientation:

- This session will occur on **Thursday, October 23, 2025, from 1 p.m. to 4 p.m.** with Mayor and Council, led by Town administration.
- Other dates will be selected by Council following this initial orientation.

Regional Orientation:

- A regional Council orientation will be held on **Monday, October 27th, 2025, at 9 AM** at the Olds Pomeroy Hotel. The session will be facilitated by an experienced municipal consultant, Ian McCormick, and will provide information on the duties of an elected official, including Council roles and responsibilities, policies, meeting procedures, resolutions, bylaws, planning documents, budget process, and the committees. There will be attendance from the communities of Carstairs, Cremona, Didsbury, Mountain View County, Olds and Sundre.

Strategic Planning

- These occur once annually and are led by a 3rd party facilitator. The 2025 session will be scheduled for late January or early February 2025.

Conferences & Training

Alberta Municipalities (AB Munis)

- The mayor and all councillors normally attend this convention. The convention location moves between Edmonton, Calgary, and Red Deer. The 2025 convention will take place November 12th - 14th in Calgary.
- AB Munis also hosts Spring Municipal Leadership Caucus meetings in March, which lasts 2 – 3 days. These are held in Edmonton. The Summer Municipal Leadership Caucus is held in local municipalities and is announced when location has been determined.

Rural Municipalities of Alberta

- The Rural Municipalities of Alberta (RMA) holds a convention during the Spring and Fall in Edmonton. The mayor and councillor typically attend one of those annually. The 2025 Fall Convention will be held November 17th – 20th.

Federation of Canadian Municipalities

- The Federation of Canadian Municipalities (FCM) holds a convention in the Spring and moves between the provinces from year to year. To offer equal opportunity, the Mayor is approved to attend FCM's annual conference every two years when hosted outside Alberta. Up to two members of Council (excluding the Mayor) are approved to attend FCM conference annually. Attendance is on a two-year rotating basis. All Elected Officials will be permitted to attend FCM when the FCM Conference is held in Alberta. The 2025 FCM Conference will be held in May in Ottawa and the 2026 FCM Conference in Edmonton in June.

Boards, Committees and Commissions

In addition to regular duties, members of Council are appointed to serve on several internal and external boards and committees.

There are three types of committees:

- Committees legislated under the Municipal Government Act.
- Committees of Council under the Municipal Government Act.
- Other committees and/or boards that request or require representation by a councillor.

These boards and committees can be internal (created by Council for a specific reason), or external (where the Town has been invited by an outside organization to participate). Members of Council represent the interests of the municipality while serving on these boards and committees, and report back to the rest of Council.

Only those elected officials, or alternates appointed to serve on a committee and/or board, are required to attend meetings of those boards or committees; only those appointed have the right to vote at those meetings.

Council participates on approximately 17 internal and external boards and committees. Frequency of meetings, time commitment and the number of Council appointees depend on the governing documents.

The following is a list of the boards, commissions and committees to which councillors are presently appointed:

- Central Alberta Economic Partnership (CAEP) (1 member & Business Representative)
- Central Alberta Mayors & Reeves Group (Mayor required)
- Community Futures Central Alberta (1 member)
- Economic Development Action Committee (2 members)
- Emergency Management / Disaster Services (all of Council)
- Inter-Municipal Co-operation Committee (ICC) (Mayor required & 2 members)
- Mid-Sized Towns Mayors Caucus (Mayor required)
- Mountain View Regional Waste Management Commission (MVRWMC) (1 member & alternate)
- Mountain View Regional Water Services Commission (MVRWSC) (1 member & alternate)
- Mountain View Seniors' Housing (MVSH) (1 member)
- Olds & District Chamber of Commerce (1 member)
- Olds Health Professional Attraction & Retention Committee (1 member)
- Olds Municipal Library Board (OML) (1 member)
- Olds Regional Exhibition – Vision 250 Committee (Mayor & alternate)
- Parkland Regional Library (PRL) (1 member)
- Red Deer River Municipal Users Group (RDRMUG) (1 member & alternate)
- South Red Deer Regional Wastewater Commission (SRDRWC) (1 member & alternate)

Remuneration and Benefits for Elected Officials

Please refer to the Town of Olds Policy 106C Elected Officials Responsibilities, Training & Professional Development

Elected Officials Transportation

Travel reimbursement is set at the Government of Alberta rates and is paid for use of a personal vehicle while on Town business. Other travel arrangements related to Council business are made and funded as required.

Elected Officials Office Support

Mayor and Council is staffed by one Executive Assistant, who reports to the CAO.

Issuance of IT Equipment & Facility Tours

A \$1500 IT allowance per electoral term will be provided for the purchase of a new laptop computer or tablets. These devices become the primary means of accessing Town information, including agendas for Council meetings and materials for other Boards and Committee meetings.

This IT allowance may also be used to purchase printers and ink for your home office if a councillor prefers hard copies of documents.

Facility tours will be arranged by Administration of all Town facilities during the orientation period.

Elected Officials Education Program

The MGA requires elected officials to attend mandatory training for all new and returning elected officials within 90 days after Council members have taken the oath of office. Arrangements will be made for Council Members to participate in an extensive training program that will fill this legislated requirement.

The Elected Officials Education Program has developed a course called MUNIS 101: *The Essentials of Municipal Governance*, which assists municipalities in achieving this requirement.

EOEP offers this course at various locations throughout the province. To find out more information click on the following link. <https://eoep.ca>.

Sample Council Calendar

To give you an idea of what the first few months will look like as a member of Council, we have provided you with a **sample** schedule up to the end of January 2026:

Date of Meeting/Event	TIME	PURPOSE
October 23, 2025	1:00 PM to 4:00 PM	General Orientation & Human Resources Orientation
October 27, 2025	9:00 AM to 4:00 PM	Regional Orientation
October 27, 2025	6:00 PM <i>in Council Chambers</i>	Swearing In Ceremony & the Annual Organizational Meeting
November 10, 2025	1:00 PM	Regular Meeting of Council
November 12-14, 2025	Edmonton	AB Municipalities Convention
November 17-20, 2025	Edmonton	RMA Convention
November 24, 2025	1:00 PM	Regular Meeting of Council
December 1, 2025	1:00 PM	Committee of the Whole Meeting
TBD - 2025	TBD	In-House Orientation Council Roles & Responsibilities
TBD - 2025	TBD	In-House Orientation OCAO, Finance & Community Services
TBD - 2025	TBD	In-House Orientation Infrastructure Services & Protective Services
December 1, 2025	1:00 PM	Committee of the Whole Meeting
December 15, 2025	1:00 PM	Regular Meeting of Council
December XX, 2025	TBD <i>(All Members of Council)</i>	Inter-municipal Cooperation Committee Joint Meeting
TBD - 2025	TBD	BUDGET – Council Deliberations
January 12, 2026	1:00 PM	Regular Meeting of Council
January 24, 2026	6:00 PM	Regular Meeting of Council
February, XX, 2026	TBD	BROWNLEE LAW-Session
<p style="text-align: center;"> **Various committee meetings will also take place each month** **Council Strategic Planning Session (1 to 2 days) will be planned for January or February, with the locations, dates, and times to be determined. ** </p>		

REFERENCES

Legislation – Acts

- *Local Authorities Election Act (LAEA)*
- *Municipal Government Act (MGA)*
- *Election Finances and Contributions Disclosure Act*
- *Alberta Election Act*
- *Kings Printer*

Other Information / References

You may find more information on municipalities and elected officials' general duties on the following websites:

- Alberta Municipal Affairs (AMA) – www.municipalaffairs.alberta.ca
- Rural Municipalities of Alberta (RMA) – www.rmalberta.com
- Alberta Urban Municipalities Association (AUMA) – www.auma.ca
- Federation of Canadian Municipalities (FCM) - <https://fcm.ca/en>

Please see www.olds.ca for more information.

Town of Olds Election Bylaw 2024-40

Town of Olds Election Sign Bylaw 2023-10