

**vote!**   **OCT  
20**  
**Your City • Your Say**  
**mayor » councillors » school trustees**

**2025 CANDIDATE HANDBOOK**





**Your City • Your Say**  
 mayor » councillors » school trustees

<b>Contact Information.....</b>	<b>4</b>
<b>General Information and Notable Changes .....</b>	<b>5</b>
Notable Highlights/Changes .....	5
<b>Office of Mayor.....</b>	<b>7</b>
Role of Mayor.....	7
Remuneration and Benefits .....	8
Office and Support .....	8
Time Commitment and Workload.....	8
<b>Office of Councillor .....</b>	<b>9</b>
Role of Councillor.....	9
Deputy Mayor.....	9
Remuneration and Benefits .....	10
Office and Support .....	10
Time Commitment and Workload.....	10
<b>Campaigning and Nominations.....</b>	<b>11</b>
Campaign Period .....	11
Nomination Period.....	11
Notice of Intent and Register of Candidates .....	11
Close of Nominations (Nomination Day).....	11
Candidate Eligibility.....	12
Nominator Eligibility.....	12
Filing of Nomination Papers.....	12
Withdrawal of Nomination .....	13
Viewing of Filed Nomination Papers .....	13
<b>Voting .....</b>	<b>14</b>
Eligibility to Vote .....	14
Types of Voting Opportunities .....	14
Election Results .....	15
<b>Campaign Literature and Signage .....</b>	<b>16</b>
Representation of Ballot.....	16
Campaign Material in Voting Stations .....	16
Literature Quantities.....	16
Campaign Signage.....	16



**Your City • Your Say**  
 mayor » councillors » school trustees

Excerpts from City of St. Albert *Land Use Bylaw 18/2024*..... 17

Excerpts from City of St. Albert *Traffic Bylaw 18/2005* ..... 18

**Official Agent and Scrutineers ..... 20**

    Appointment of Official Agent And Scrutineers ..... 20

    Scrutineers at Voting Stations..... 20

    Identification of Candidates and Campaign Workers..... 21

**Legislation ..... 22**

    Provincial Legislation ..... 22

    Municipal Legislation..... 22

**Election Finances and Contributions Disclosure ..... 23**

    Campaign Expenses and Contributions ..... 23

    Duties and Responsibilities of Candidates and Contributors..... 24

**Supplemental Information for Candidates ..... 29**

    Council Orientation (Tentative Dates) ..... 29

    City Council/Council Committees and External Boards..... 29

    Committee Appointments ..... 30

    Business Planning and Budget Process ..... 32

    Bylaws and Council Policies ..... 33

    Reference Documents ..... 34

    Electronic Candidate Information and Resources ..... 35



**Your City • Your Say**  
mayor » councillors » school trustees

## CONTACT INFORMATION

This handbook is intended as general information only to supplement the [Municipal Government Act](#) ("MGA"), [Education Act](#), recently amended [Local Authorities Election Act](#) ("LAEA"), and applicable City bylaws. Please refer to the specific legislation when references are made to legislation in this handbook.

The content of this handbook is subject to change, please visit the [City of St. Albert website](#) often to check for updates.

City bylaws, City policies and school board policies are amended from time to time. For updated information, please refer to the applicable websites.

Each candidate is responsible for ensuring compliance with the laws governing elections and for obtaining any necessary legal advice.

**For questions related to general election procedures or regarding running for City Council, contact:**

**Election Office**

Phone: 780-418-6663

Email: [election@stalbert.ca](mailto:election@stalbert.ca)

3rd Floor, 5 St. Anne Street, St. Albert, AB T8N 3Z9

Alberta Municipal Affairs has additional [information for candidates on their website](#). If you have any questions about the rules for running for election, contact Alberta Municipal Affairs at:

- Phone: 780-427-2225
- Email: [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca)
- [www.alberta.ca/municipal-elections](http://www.alberta.ca/municipal-elections)

**For questions regarding School Trustees, contact:**

[Greater St. Albert Catholic Schools](#)

[St. Albert Public Schools](#)



**Your City • Your Say**  
mayor » councillors » school trustees

## GENERAL INFORMATION AND NOTABLE CHANGES

Local elections in the Province of Alberta are governed by the [LAEA](#), and various election-related regulations. The City of St. Albert and our local school boards are required to follow this legislation closely, in addition to the regulations set forth in the City of St. Albert's [Municipal Elections Bylaw 27/2024](#) ("Municipal Elections Bylaw").

The following offices will be elected on an "at large" or "district wide" basis:

- City Mayor (1)
- City Councillor (6)
- Catholic School Board Trustee (5)
- Public School Board Trustee (5)

### NOTABLE HIGHLIGHTS/CHANGES

The City of St. Albert will conduct this election based on legislated requirements and the specific needs of our community. St. Albert is not specifically required to follow the election processes used by the City of Edmonton or any other municipality.

There have been several changes to the since the 2021 general election. Below is a list of some of these changes, please consult the [LAEA](#) or the Alberta Municipal Affairs website to review all of the changes:

- An individual who intends to run as a candidate for the general election must file a notice of intent with the City of St. Albert and a candidate cannot begin accepting campaign contributions or incurring campaign expenses until the notice is filed and accepted by the City and their name has been added to the [Register of Candidates](#). The notice of intent may be filed at any time during the campaign period between October 31, 2024, and December 31, 2025.
- The City is required to maintain and post publicly the [Register of Candidates](#) which is available at [stalbert.ca/election](http://stalbert.ca/election).
- The campaign period for general elections is now the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and both intended and nominated candidates must give notice in their local jurisdictions before they may accept contributions or incur campaign expenses (notice of intent).
- The [Expense Limits Regulation](#) has been created, which establishes campaign expense limits for candidates for chief elected official (CEO/Mayor) and councillors during the election cycle.
- Municipalities are required to create and maintain a permanent electors register that is compiled and revised primarily using information received from the Chief Electoral Officer (Elections Alberta).
- Voters who are listed on the permanent electors register and have provided one piece of personal photo identification will receive a ballot to vote. If an eligible voter is not on the permanent electors register, they will be required to complete a prescribed form (the "Voting Register") and provide identification to declare their eligibility and to receive a ballot in the election.

- Voter vouching is now only permitted for the validation of the address of the person's residence. The individual vouching for another elector must be listed on the permanent electors register. Previously, voter vouching extended to verifying a person's identity, address, and age, if applicable. There was no requirement for the person vouching for the elector to be on a permanent electors register.
- The scrutineer's process has been streamlined with rules clarified and scrutineers can now perform their duties at more than one voting station.
- The use of special ballots is expanded while also being strengthened.
- Automated voting equipment, such as electronic tabulators, are prohibited and counting of ballots will be done manually.
- There is a new requirement for recounts if requested by a candidate with the second highest number of votes or the official agent for that candidate when the margin is within 0.5% of the total number of valid ballots marked at the election for that office.
- Rules with respect to third party advertising state that no individual, corporation, trade union or employee organization shall make advertising contributions to any third party during an election advertising period that exceed, in the aggregate \$5,000.
- Two City bylaws provide rules regarding placement of election signage: the [Land Use Bylaw \(Bylaw 18/2024\)](#) ("Land Use Bylaw") and the [Traffic Bylaw 18/2005](#) ("Traffic Bylaw").
- If you wish to apply to be a Catholic School Board Trustee or a Public School Board Trustee you must submit appropriate nomination forms in accordance with the direction provided by the corresponding school board.
  - [Greater St. Albert Catholic Schools](#)
  - [St. Albert Public Schools](#)

The City will continue St. Albert's leading practice of offering advance, institutional and special "mail-in" ballot voting opportunities which have been expanded. The Election Office will also continue to offer advanced voting opportunities for **2025** with dates, times, and locations to be determined.



**Your City • Your Say**  
mayor » councillors » school trustees

## OFFICE OF MAYOR

The Mayor is the Chief Elected Official (CEO) of the municipality and has specific duties that include the duties of a Councillor in addition to those of a CEO as defined in the [MGA](#).

<b>Number of Positions</b>	1
<b>Term of Office</b>	4 Years

### ROLE OF MAYOR

In addition to the duties as a Councillor (see page 10), the Mayor (CEO) also has the following duties prescribed by the [MGA](#) and [C-CG-05 Mayor and Councillor Roles Policy](#):

- preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside;
- perform any other duty imposed on a chief elected official by this or any other enactment or bylaw;
- may be a member of a board or commission;
- assure the integrity of Council's process and represent Council to outside parties;
- ensure that Council acts consistently with its own rules, policies, and those legitimately imposed upon it from outside the corporation;
- review upcoming Council and Committee of the Whole meeting agendas;
- represent the City at all public functions and ceremonies which Council or the Mayor determine appropriate;
- communicate decisions of Council to the media and the public;
- liaise with elected officials from other municipalities and other orders of government regarding City concerns;
- seek input from the public for the development of City bylaws, policies and other decisions;
- make decisions that are consistent with Council policies or direction, except where Council specifically delegated portions of this authority to others;
- make any reasonable interpretation of the provisions in the Procedure Bylaw, if necessary;
- sign all bylaws and minutes of Council meetings;
- work closely with the Chief Administrative Officer to monitor and respond to the organization's outcomes and act as Council's primary liaison;
- sign cheques and other negotiable instruments, and some agreements; and
- represent the City at meetings, public functions, ceremonies and other events which may occur during evening hours and on weekends.



The Mayor is a member of all Council committees and all bodies to which Council has the right to appoint members under the [MGA](#), unless the Council provides otherwise.

## REMUNERATION AND BENEFITS

The remuneration for the Mayor and Councillors is provided for under City Council Policy [C-CC-03 City Council Remuneration and Expense Reimbursement Policy](#).

A summary of the current Mayor salary and benefit plans available are provided below:

### Salary

- \$153,852 per annum

### Benefits

- Workers Compensation
- Group Life Insurance
- Accidental Death and Dismemberment
- Dependent Life Insurance
- Dental Care
- Extended Health Care
- Vision Care
- Employment and Family Assistance Program
- 16-week parental leave ([Parental Leave for Councillors Bylaw 32/2022](#))

## OFFICE AND SUPPORT

The Mayor has a dedicated office within St. Albert Place. The Mayor's Office is staffed by an Executive Assistant. The Mayor is also offered a laptop computer and smart phone.

## TIME COMMITMENT AND WORKLOAD

The position of Mayor is a full-time commitment. The schedule is often varied and unorthodox, with the expectation of time commitments in the evenings and on weekends. The Mayor's time is spent working closely with Council, senior City administration, and community representatives to help develop plans, policies and strategies important to the City's business.

As a member of Council, the Mayor is expected to attend regular Council and Committee of the Whole meetings. In addition, the Mayor sits on a variety of Boards and Committees (both internal and external).

The Mayor may also be required to represent the City and the broader 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 the City in discussions with elected officials in other municipalities, the provincial government, the federal government, and members of the media. Often this involves initiating and building important relationships with decision makers outside the community.





**Your City • Your Say**  
mayor » councillors » school trustees

## OFFICE OF COUNCILLOR

A Councillor is a member of the duly-elected Council of the municipality and has specific duties as defined under the [MGA](#).

<b>Number of Positions</b>	6
<b>Term of Office</b>	4 Years

### ROLE OF COUNCILLOR

Councillors have the following duties, prescribed by the [MGA](#):

- 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;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- 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;
- to keep in confidence, matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- to adhere to the code of conduct established by the Council; and
- to perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

### DEPUTY MAYOR

In addition to their duties as a member of Council, each Councillor serves as Deputy Mayor for a period of two months each year, on a rotational basis, in accordance with the schedule adopted by Council at its annual Organizational Meeting.

The Deputy Mayor:

- In the absence of the Mayor, performs such functions as:
  - chairing Council meetings,
  - reviewing Council and Committee of the Whole meeting agendas, and
  - attending various public relations functions such as ceremonies, banquets and speaking engagements.

In addition, each Councillor may be called upon to perform various duties of the Mayor or the Deputy Mayor in the absence of these individuals.

## REMUNERATION AND BENEFITS

The remuneration of Councillors is set out in [City Policy C-CC-03 City Council Remuneration and Expense Reimbursement](#).

### Salary

- \$86,000 per annum

### Benefits

- Workers Compensation
- Group Life Insurance
- Accidental Death and Dismemberment
- Dependent Life Insurance
- Dental Care
- Extended Health Care
- Vision Care
- Employment and Family Assistance Program
- 16-week parental leave ([Parental Leave for Councillors Bylaw 32/2022](#))

## OFFICE AND SUPPORT

Each Councillor will be provided with a laptop computer, smart phone and a stipend for a home office.

Councillors are also provided a shared office space within St. Albert Place and shared administrative support.

## TIME COMMITMENT AND WORKLOAD

Beginning after the general election in 2025, the position of Councillor is a full-time commitment that will start with the mandatory council orientation. As a member of Council, Councillors are expected to attend regular Council and Committee of the Whole meetings; in addition, Councillors sit on a variety of boards and committees, plus other meetings as needed.

A Councillor may also spend considerable time preparing for meetings, liaising with senior City Administration, conducting research, undertaking training, meeting with the public, attending public events, and attending a variety of meetings. Frequent evening hours and weekend work may be required, and the schedule is varied and unorthodox.



**Your City • Your Say**  
mayor » councillors » school trustees

## CAMPAIGNING AND NOMINATIONS

### CAMPAIGN PERIOD

The campaign period for the 2025 St. Albert Municipal Election runs from October 31, 2024, to December 31, 2025. On January 1, 2026, a new four-year campaign period begins for the 2029 municipal general election and will run until December 31, 2029.

### NOMINATION PERIOD

The nomination period for the 2025 St. Albert Municipal Election runs from January 1, 2025, to the close of the nomination period which is at 12 p.m. on September 22, 2025 (Nomination Day). Nomination papers should be accompanied by the required [notice of intent](#) information (please review on the [City's election webpage](#)).

### NOTICE OF INTENT AND REGISTER OF CANDIDATES

Candidates who intend to run in the 2025 St. Albert Municipal Election can only accept contributions and incur expenses once their notice of intent is complete and they have been added to the [Register of Candidates](#).

Section 147.22 of the [LAEA](#) requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate to give written notice to the local jurisdiction before accepting a campaign contribution or incurring a campaign expense. A notice of intent may be submitted either by email to [election@stalbert.ca](mailto:election@stalbert.ca) or mail to St. Albert Place, 3rd Floor, 5 St. Anne Street, St. Albert, AB T8N 3Z9. The City of St. Albert does not accept responsibility for documents lost in the mail.

Individuals are encouraged to review the eligibility criteria in the [LAEA](#) prior to submitting a notice of intent. Being added to the [Register of Candidates](#) is not a substitute for completing the nomination process.

A prospective candidate intending to run must notify Legislative Services via email to [election@stalbert.ca](mailto:election@stalbert.ca) with the following information (there is no form to fill out):

1. Name, address, and contact information for candidate, including postal code.
2. Records address (the address of the place where records of the individual are maintained and of the place to which communications may be addressed), including postal code.
3. Name and address for campaign's financial institution, including postal code, used for campaign contributions.
4. Name(s) of signing authorities for campaign account(s).

Once confirmed by the City of St. Albert Election Team, the name of the candidate will be included on the Register of Candidates and posted publicly in accordance with the [LAEA](#).

### CLOSE OF NOMINATIONS (NOMINATION DAY)

**12 p.m. on Monday, September 22, 2025**

## CANDIDATE ELIGIBILITY

A person is eligible to be nominated as a candidate for Councillor or for Mayor if they are:

- 18 years old on nomination day (September 22, 2025);
- a Canadian citizen;
- eligible to vote;
- a resident of the City of St. Albert for the six consecutive months immediately preceding nomination day (as of **March 22, 2025**); and
- is not otherwise ineligible or disqualified under the [LAEA](#) (sections 22, 23 and 23.1) or the [MGA](#) (section 174).

## NOMINATOR ELIGIBILITY

For a candidate's nomination to be valid, the candidate's nomination form must be signed by at least five persons who are electors eligible to vote in the election and residents of the City of St. Albert on the date of signing the nomination form. Candidates are encouraged to seek more than five signatures in case a nominator becomes disqualified.

A nominator must be:

- at least 18 years of age;
- a Canadian citizen; and
- a resident of Alberta and the person's place of residence is located in the City of St. Albert on the date of signing of the nomination paper.

## FILING OF NOMINATION PAPERS

### By Appointment

A candidate can schedule an appointment with a member of the City of St. Albert election staff by email to [election@stalbert.ca](mailto:election@stalbert.ca).

### Drop Off, Mail or Courier

A candidate's nomination papers can be mailed or dropped off between **January 2, 2025**, and **12 p.m. on Monday, September 22, 2025** at St. Albert Place, 3rd Floor, 5 St. Anne Street, St. Albert, AB T8N 3Z9. Please note that nominations **cannot** be accepted after **12 p.m. on September 22, 2025**. Use mail or courier at your own risk.

The nomination form must be signed by the candidate and witnessed by a Commissioner for Oaths in Alberta. Fax transmissions and emails of scanned documents will not be accepted.

A person who files a nomination should also submit their notice of intent at the same time; however, if the notice of intent is not filed, the candidate cannot accept contributions or incur expenses.

Visit the [City's website](#) for the most up to date information on filing of nomination papers.



Nomination forms will be available on the [Municipal Affairs website](#) and through the [City's website](#).

The Returning Officer cannot accept nomination forms signed by less than the minimum number of nominators (in the case of St. Albert, less than five).

Candidates are reminded to review the relevant legislation as it pertains to their situation. The Election Office can provide information to candidates; however, for certain situations candidates may need to obtain independent legal advice.

### School Boards

For nominations as a candidate for a Catholic or Public School Board Trustee, please visit the respective school board linked below:

- [Greater St. Albert Catholic Schools](#)
- [St. Albert Public Schools](#)

## WITHDRAWAL OF NOMINATION

As per section 32 of the [LAEA](#), the last day to formally withdraw a nomination is **12 p.m. on Tuesday, September 23, 2025**. After this date, your name will appear on the ballot. From there, you are responsible for informing voters of your withdrawal.

To withdraw your nomination, you must submit a written statement to the Returning Officer. Withdrawals will not be accepted if you have been declared elected by acclamation. Withdrawal notices are final. If you withdraw, then change your mind, you must submit a new nomination.

A written withdrawal statement can be submitted in one of the following ways:

**Email:** [election@stalbert.ca](mailto:election@stalbert.ca)

### Mail or In Person

City of St. Albert, St. Albert Place  
Attention: Election Office  
3<sup>rd</sup> Floor, 5 St. Anne Street  
St. Albert, AB T8N 3Z9

## VIEWING OF FILED NOMINATION PAPERS

Any person may request to examine the nomination papers. Copies of nomination papers will be available for viewing via Legislative Services at St. Albert Place, 3rd Floor, 5 St. Anne Street, St. Albert, AB T8N 3Z9.



## VOTING

### ELIGIBILITY TO VOTE

A person is eligible to vote in an election held pursuant to the [LAEA](#) if the person:

- is at least 18 years of age on or before Election Day (**October 20, 2025**);
- is a Canadian citizen;
- resides in Alberta and the person's place of residence is located in the City of St. Albert on Election Day;
- has not already voted.

Every person who attends at a voting station for the purpose of voting must be permitted to vote if the person is named on the permanent electors register, **and** the person 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

Every person who attends at a voting station for the purpose of voting must be permitted to vote if the person makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form which must contain the address of the person's residence, **and** the person validates the person's identity and address of the person's residence in accordance with the [LAEA](#).

Forms of acceptable proof of elector identification for voter vouching can be found in the [LAEA](#).

### TYPES OF VOTING OPPORTUNITIES

#### Advance Voting Stations

The City of St. Albert will provide for Advance Voting opportunities. Currently, the Advance Vote is scheduled to occur from October 14-18, 2025.

#### Institutional Voting Stations

The votes of the electors residing in seniors' accommodation facilities will be taken during the Advance Vote period.

#### Special Ballots

The City of St. Albert will offer special ballots to residents whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on Election Day. Previously, special ballots could only be provided for those with a physical disability, for absence from the local jurisdiction, or for those who were involved in the election (returning officer, scrutineer etc.).

Applications for special ballots may be made in writing, by telephone, in person, by secure website or by e-mail to the Returning Officer. Special ballot forms will be issued to eligible applicants upon confirmation and must be completed with adherence to a detailed legislated process.

For more information on special ballots, refer to sections 77.1 – 77.3 of the [LAEA](#).



## ELECTION RESULTS

Election results will be released once the manual ballot count at each voting station has been completed and reported to the election office. Unofficial results will be posted live on the [City's website](#) as soon as results become available.

The Returning Officer will release official election results by **12 p.m. on Friday, October 24, 2025.**



## CAMPAIGN LITERATURE AND SIGNAGE

How a candidate runs a campaign – through word of mouth, signage, media interviews, or other – depends on the candidate’s wishes; however, the following regulations must be observed.

### REPRESENTATION OF BALLOT

It is illegal to print or distribute in any campaign advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper, a representation of the form of ballot printed by the Returning Officer, which indicates it is to be marked for any candidate(s).

### CAMPAIGN MATERIAL IN VOTING STATIONS

Campaign material is not permitted within or on the outside of the building in which the voting stations are located during the Advance Vote and on Election Day. Campaign buttons or other visible campaign material should be removed prior to entering the voting stations.

### LITERATURE QUANTITIES

To assist candidates with campaign planning, please note that there are approximately 29,421 dwelling units in the city. Maps may be purchased in person from Planning & Development on the 2nd Floor of St. Albert Place, 5 St. Anne Street. The cost is \$20.00/map.

### CAMPAIGN SIGNAGE

The placement of campaign signage during the election is governed by the City’s [Land Use Bylaw](#) and [Traffic Bylaw](#). Election signs are considered permitted use in all districts and no development permits are required, provided the sign complies with all sign regulations.

Highways upon which municipal or school election signs may be placed are as follows:

- Boudreau Road
- Campbell Road
- Gervais Road
- Giroux Road
- Hebert Road
- Levasseur Road
- McKenney Avenue
- St. Albert Trail
- Sir Winston Churchill Avenue
- Sturgeon Road

The size of election signs along St. Albert Trail is restricted to a minimum dimension of 1.22 m x 1.22 m along the highway or on property adjacent to St. Albert Trail.

Election signs **may not**:

- be posted before noon on Nomination Day, **September 22, 2025**, and 48 hours after the close of voting stations on Election Day, **October 20, 2025**;
- be located within 20 m from another election sign for the same candidate or for the same side of a referendum question;
- interfere with, be confused with, detract from, or be placed on a traffic control device, municipal sign or other municipal device, such as a light pole;



- be placed within 5 m of a fire hydrant or other emergency use equipment, within 30.5 m of any intersection, on a road or median, on or within a vehicle/trailer (unless it is classified as a Motor Vehicle Sign), or be placed on any public building;
- interfere with sight lines near roadways, or with the movement of pedestrians and/or vehicles;
- constitute a hazard to the public;
- exceed 3.00 m<sup>2</sup> in sign area, or 3.00 m in sign height, in residential areas and must be self-supported or wall-mounted; or
- be located within any City-owned or occupied facility, or on or within any property upon which that facility is situated.

Penalties for contravening sign regulations may include seizure and a \$150 penalty for each offence/sign. Candidates are also reminded to call 'Alberta One Call' 1-800-242-3447 or visit [AlbertaOneCall.com](http://AlbertaOneCall.com) – before placing any election signs.

The above is a summary of the provisions in the [Land Use Bylaw](#) and [Traffic Bylaw](#) for campaign signage requirements. The complete [Land Use Bylaw](#) and [Traffic Bylaw](#) is available on the [City's website](#).

Further information about the placement of campaign signage on City streets is also available by calling St. Albert Municipal Enforcement at 780-418-6643.

## EXCERPTS FROM CITY OF ST. ALBERT LAND USE BYLAW 18/2024

### City of St. Albert Land Use Bylaw

#### **Definition**

“Election Sign” means a *sign* connected with the holding of a federal, provincial, or municipal government, or school board election.

#### **Election Signs**

As per section 6.21 of [Land Use Bylaw](#), election signs are permitted in all districts and no development permits are required.

#### (3) Sign dimensions:

##### (a) In a Residential District:

- (i) Maximum area is 3.00 m<sup>2</sup>
- (ii) Maximum height is 3.00 m

##### (b) On any *site* adjacent to St. Albert Trail:

- (i) Minimum 1.22 m x 1.22 m

#### (4) Setbacks:



**Your City • Your Say**  
mayor » councillors » school trustees

(a) Minimum 30.50 m from a roadway intersection

(5) An *election sign* shall be posted:

- (a) with respect to municipal and school-board elections, only between 12 p.m. on nomination day and 48 hours after the closing of polling stations; and
- (b) with respect to provincial and federal elections, only between 12 p.m. on the day when an election writ is handed down and 48 hours after the closing of polling stations.

(6) In a *Residential District*, an *election sign* must be *self-supported* or *wall-mounted*.

(7) An *election sign* may not be posted on or within any *City-owned* or occupied facility, or on or within any *site* upon which a *City-owned* facility is situated.

## EXCERPTS FROM CITY OF ST. ALBERT TRAFFIC BYLAW 18/2005

### Consolidated Version of City of St. Albert Traffic Bylaw

#### **General**

52. Notwithstanding any other provision of this Part, no Person shall place or cause to be placed

- (a) a Sign such that it may interfere with, be confused with, detract from or be placed on a Traffic Control Device, Municipal Sign or other municipal device;
- (b) a Sign such that it is within 5m of a fire hydrant or other emergency use equipment;
- (c) a Sign such that it interferes with the safe or orderly movement of Pedestrians or Vehicles, or sight lines set out under any Bylaw or otherwise by the City;
- (d) on a Roadway or on a median within the Roadway, a Sign;
- (e) on a Highway, a Walkway Decal;
- (f) on a Highway, a Sign that is self-illuminated or employs the use of electricity;
- (g) on or within a Vehicle or Trailer located on a Highway, a Sign (with the exception of a Motor Vehicle Sign);
- (h) on a Highway, a Sign whose height exceeds the maximum building height allowed in any adjacent City district (as indicated by the Land Use Bylaw); and
- (i) on a Highway, a Sign unless that Sign is located no less than 30.5m from any Intersection. (BL 4/2021)

#### **Election Sign**

53. (4) (a) An Election Sign may be placed on a Boulevard if the Election Sign

- i. is posted
  - A) with respect to municipal and school elections, only between 12:00 noon on nomination day and 48 hours after the closing of polling stations; and
  - B) with respect to provincial and federal elections, only between 12:00 noon on the day when an election writ is handed down and 48 hours after the closing of polling stations;

- ii. is not located within any City-owned or occupied facility, or on or within any property upon which that facility is situated; and
- iii. is located 20m or more from an Election Sign for the same candidate or the same side of a referendum question.

(b) Notwithstanding subsection (a), no Person may place an Election Sign on any Highway other than one referenced in Schedule 9.

(c) For any Election Sign that is placed on the St. Albert Trail highway, the sign shall have a minimum dimension of 1.22 m x 1.22 m.

### **Schedule 9 – Highways Upon Which Election Signs Are Permitted**

Highways upon which Election Signs may be placed are as follows:

- Boudreau Road
- Campbell Road
- Gervais Road
- Giroux Road
- Hebert Road
- Levasseur Road
- McKenney Avenue
- St. Albert Trail
- Sir Winston Churchill Avenue
- Sturgeon Road



**Your City • Your Say**  
mayor » councillors » school trustees

## OFFICIAL AGENT AND SCRUTINEERS

### APPOINTMENT OF OFFICIAL AGENT AND SCRUTINEERS

A candidate may appoint an elector to be the candidate's "Official Agent" by noting this on their nomination form (candidates are advised to ensure that the official agent is eligible). No candidate shall act as an Official Agent for any other candidate.

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 the [LAEA](#), 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.

The duties of an official agent are those assigned to the official agent by the candidate – there are no required duties by legislation.

A candidate may also appoint scrutineers to observe the conduct of the vote at each voting station. Scrutineers must be at least 18 years old and provide a signed "Statement of Scrutineer" form to the Presiding Deputy Returning Officer at a voting station. A candidate may appoint as many scrutineers as they wish; however, only one representative of the candidate (the candidate, their Official Agent or a scrutineer) may be present in a voting station at any time.

A person who has, within the previous 10 years, been convicted of an offence under the [LAEA](#), the [Election Act](#), the [Election Finances and Contributions Disclosure Act](#) or the [Canada Elections Act \(Canada\)](#) is not eligible to be appointed as a Scrutineer.

Refer to the sections in the [LAEA](#) regarding Official Agents and Scrutineers, and refer to the [Municipal Elections Bylaw](#) regarding duties of Scrutineers.

### SCRUTINEERS AT VOTING STATIONS

Voting stations will be open from **8:00 a.m. to 8:00 p.m.** on Election Day. The presiding deputy may designate the place or places where an official agent or scrutineer may clearly observe the determination of voter eligibility process. If an agent or scrutineer wishes to make an objection about a voter, the agent or scrutineer must do so at the time the voter makes their statement.

Candidates, official agents and scrutineers are not allowed to speak to voters or interfere with the voting process - they are simply there to observe and must stay where the Presiding Deputy Returning Officer directs them. No campaign materials may be worn or displayed while inside the voting station (buttons, etc.).

A scrutineer may perform the duties of a scrutineer at more than one voting station, however, the presiding deputy shall not permit more than one scrutineer for the same candidate present at a voting station or at a counting of the votes.

The scrutineer must produce the appointment as a scrutineer at each voting station and the presiding deputy and make and subscribe before the presiding deputy a statement in the prescribed form.



## IDENTIFICATION OF CANDIDATES AND CAMPAIGN WORKERS

To access a multi-residence building, candidates and official agents are required to produce identification and complete a prescribed form (refer to the [Municipal Affairs webpage](#) for the list of prescribed forms).



**Your City • Your Say**  
mayor » councillors » school trustees

## LEGISLATION

This Candidate Handbook has been compiled for candidates' assistance and contains answers to frequently asked questions regarding general election procedures and important election legislation. The handbook is intended to provide candidates with a general overview of basic information and is not a substitute for the actual legislation. It is all candidates' responsibility to be familiar with the legislation and related regulations and candidates are encouraged to obtain a copy of the legislation that applies to candidates' electoral contests.

### PROVINCIAL LEGISLATION

Digital copies of provincial legislation are available at the links below:

- The *Local Authorities Election Act (LAEA)* <https://kings-printer.alberta.ca/documents/Acts/L21.pdf>
- The *Municipal Government Act (MGA)* <https://kings-printer.alberta.ca/documents/acts/m26.pdf>

Physical copies of Provincial Legislation are available from:

Alberta King's Printer  
7th Floor, Park Plaza  
10611 – 98 Avenue Edmonton, Alberta T5K 2P7

Phone: (780) 427-4952

Website: [www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer)

Email: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)

### MUNICIPAL LEGISLATION

Digital copies of relevant municipal legislation are available throughout this document or can be found at the links below:

- *Municipal Elections Bylaw* – delegates authority and establishes rules for the conduct of Elections in accordance with the *LAEA*
- *Land Use Bylaw* - Sign Regulations
- *Traffic Bylaw* – Highways upon which Municipal or School Election signs are permitted

All of the above information may also be accessed on the [City's Website](#).



**Your City • Your Say**  
mayor » councillors » school trustees

## ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE

Below are excerpts of sections of the [LAEA](#) which will apply in the **2025** Municipal Election. The [LAEA](#) was significantly amended in 2024 and the new provisions came into force on October 31, 2024.

Please refer to the Campaigning and Nominations section above for information regarding the campaign period, the acceptance of contributions, and the incurring of campaign expenses.

Refer to [Changes to the Local Authorities Election Act \(LAEA\) 2024 Fact Sheet](#) for more information.

### CAMPAIGN EXPENSES AND CONTRIBUTIONS

In the case of a general election, **on or before March 1 of each year**, a candidate who received contributions in the previous year shall file a [Campaign Disclosure Statement and Financial Statement form](#) (s.147.4 of the [LAEA](#))

All candidates are required to file a campaign disclosure statement on or before March 1, 2025 (if contributions were received in 2024) and March 1, 2026 (if contributions were received in 2025) and are subject to requirements outlined in the [LAEA](#).

A campaign expense means any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period, and includes an expense incurred for, or a non-monetary contribution in relation to:

- the production of advertising or promotional material;
- the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset;
- the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity;
- securing a meeting place;
- the conduct of election surveys or other surveys or research during a campaign period; or
- the production of a review engagement required by the [LAEA](#).

A campaign period means, in the case of a general election, the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and in the case of a by-election, the period beginning on the day after the resolution or bylaw is passed to set the election day for the by-election and ending 60 days after the by-election.

A contribution means any money, personal property, real 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.

## DUTIES AND RESPONSIBILITIES OF CANDIDATES AND CONTRIBUTORS

Candidates means:

- individuals who have been nominated to run for election in a local jurisdiction as a councillor or school board trustee; and
- individuals who intend to be nominated to run for election in a local jurisdiction as a councillor or as a school board trustee that have given written notice of their intent to run.

### **Responsibility of Contributors (section 147.13(1) [LAEA](#))**

A prospective contributor is responsible for ensuring, before making a contribution under the [LAEA](#), that the contributor is not prohibited from making a contribution and is not making a contribution that is in excess of the limit prescribed in the [LAEA](#).

Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions of the [LAEA](#) relating to contributions.

**Candidates** must ensure that (section 147.3 [LAEA](#)):

- 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 the candidate gives written notice of intent (pursuant to s.147.22 of the [LAEA](#)) or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate (s.147.3(1)(a) of the [LAEA](#));
- if a campaign account has been opened, 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 day of the election to which they relate; 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.

A candidate shall not knowingly make a false or misleading statement in any disclosure statement or financial statement or other information required to be filed.



**Contribution Limits**

	<b>Municipal Candidates</b>	<b>School Board Candidates</b>
Candidate (self-finance)	\$10,000 per campaign period	\$10,000 per campaign period
Individuals	\$5,000 per year to all candidates in a particular municipality	\$5,000 per year to all candidates of a particular public school division and \$5,000 per year to all candidates of a particular separate school division
Corporation, trade union or employee organization	\$5,000 per campaign period to all candidates in a particular municipality	\$5,000 in the aggregate during the campaign period to all candidates of a particular public school division and \$5,000 in the aggregate during the campaign period to all candidates of a particular separate school division

**A prohibited organization** means a municipality, a corporation that is controlled by a municipality and meets the test set out in section 1(2) of the MGA, any non-profit organization that has received since the last general election any of the following from the municipality in which the election will be held:

- a grant;
- real property;
- personal property;

a provincial corporation as defined in the *Financial Administration Act*, including a management body within the meaning of the *Alberta Housing Act*, a Metis settlement, a board of trustees under the *Education Act*, a public post-secondary institution as defined in the *Post-secondary Learning Act*, a corporation that does not carry on business in Alberta, a registered party as defined in the *Election Finances and Contributions Disclosures Act* or the *Canada Elections Act*, or an organization designated by the Lieutenant Governor in Council as a prohibited organization.

**Limitations on Contributions (section 147.2(1) LAEA)**

- **No prohibited organization**, individual ordinarily resident outside Alberta, or trade union or employee organization other than an Alberta trade union or Alberta employee organization shall make a contribution to a candidate.
- Contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period,
  - \$5000 in the aggregate to all candidates for election as a councillor in a particular municipality,
  - \$5000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
  - \$5000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

- Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period
  - \$5000 in the aggregate to all candidates for election as a councillor in a particular municipality,
  - \$5000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
  - \$5000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.
- A candidate may contribute an amount of up to \$10,000 during the campaign period that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidate's own campaign expenses.
- Any amount paid by a candidate for campaign expenses from the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period is a contribution to the candidate's own campaign for the purposes of the Act.
- No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, an individual ordinarily resident outside Alberta or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization.
- No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the contribution amounts referred to above.

**Notice Required Regarding Contributions and Expenses (section 147.22 [LAEA](#))**

- 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 with this section.
- 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.
- A written notice under subsection (2) must include, in respect of the individual's candidacy,
  - the full name, address and contact information of the individual,
  - the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed,
  - 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, and
  - the names of the signing authorities for each depository referred to above.
  - No candidate and no person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

### **Anonymous and Unauthorized Contributions (section 147.23 [LAEA](#))**

Any anonymous contributions and any contribution or portion of a contribution made in contravention of the [LAEA](#) that is accepted by a candidate or a person acting on behalf of a candidate must not be used or expended, and the candidate or the person acting on behalf of the candidate must:

- return the contribution to the contributor if the contributor's identity can be established; or
- if the contributor's identity cannot be established, pay an amount equivalent to the contribution to a registered charity or to the local jurisdiction for which the candidate is running for the election.

### **Contributions Not Belonging to Contributor (section 147.24 [LAEA](#))**

- No individual, corporation, trade union or employee organization shall contribute to a candidate:
  - funds not belonging to that individual, corporation, trade union or employee organization, or
  - funds given or furnished to the individual, corporation, trade union or employee organization by another individual, corporation, trade union or employee organization or a prohibited organization for the purpose of making a contribution of those funds to a candidate.
- No individual, corporation, trade union, employee organization or prohibited organization shall give or furnish funds to another individual, corporation, trade union or employee organization for the purpose of having that other individual, corporation, trade union or employee organization make a contribution of those funds to a candidate.
- No candidate and no person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the contribution is contrary to the above.

### **Value of Contributions Other than Money (section 147.1 [LAEA](#))**

The value of advertising contributions, other than money, provided to a candidate is the fair market value of the contribution at the time it was provided.

If any personal property, real property or service or the use of personal property or real property is provided to a candidate for a price that is less than the fair market value at the time it is provided, the amount by which the value exceeds the price is a contribution for the purposes of the [LAEA](#).

### **Receipts (section 147.32 [LAEA](#))**

Every candidate or a person acting on behalf of the candidate **must issue a receipt** for every contribution accepted, in a form acceptable to the local jurisdiction.

### **Fundraising Functions (section 147.31(1) [LAEA](#))**

A fundraising function includes any social function held for the purpose of raising funds for the candidate's election campaign. The gross income from any fundraising function must be recorded.

If a fundraising function is held through the sale of tickets, the following rules around contributions must be followed:

- If the individual charge is \$50 or less, it is not considered to be a contribution unless the individual who pays the charge specifically requests that it be considered as part of their contribution. If the individual

requests this, half of the amount is allowed for expenses and half is considered a contribution. The candidate may still choose to issue a receipt and keep a record of the transaction even if the amount is not considered a contribution.

- If the individual charge is more than \$50, but less than \$100, \$25 is allowed for expenses and the balance is to be considered a contribution, and;
- If the individual contribution is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution.

Candidates or a person acting on their behalf must issue a receipt for every contribution they receive that is more than \$50. For any contributions over \$50, the name and address and the amount of the contribution must be recorded as that information is to be included in the campaign disclosure statements.

#### **Loans (section 147.33(1) [LAEA](#))**

A candidate may borrow money only from a financial institution and shall record all loans and their terms and report to the relevant local jurisdiction.

Only an individual who is a resident in Alberta, a corporation other than a prohibited organization, an Alberta trade union or an Alberta employee organization may make a payment on or behalf of the borrower (the candidate) in respect of a loan.

Any payment in respect of a loan made by an individual, corporation, trade union, or employee organization becomes, for the purposes of the [LAEA](#), a contribution that is accepted by the candidate if the candidate does not reimburse the payment before the candidate is next required to file a disclosure statement.

#### **Campaign Surplus & Campaign Deficits (sections 147.5(1) and 147.5(2) [LAEA](#))**

Surplus funds must be eliminated within 60 days after filing a disclosure statement with the CAO of the City of St. Albert.

- Any amount \$1,000 and over must be donated to a registered charity.
- Any amount under \$1,000 can be retained by the candidate or donated to a registered charity.

You must file a disclosure statement amendment showing the disposition of funds.

Campaign deficits must be eliminated within 60 days after filing a disclosure statement with the CAO of the City of St. Albert. You may:

- Accept contributions within the 60-day period. Contributions must not exceed \$5,000 from any single individual, corporation, group or union.
- Use your own funds to a maximum of \$10,000.

You must file an amended disclosure statement showing that the deficit has been eliminated.

## SUPPLEMENTAL INFORMATION FOR CANDIDATES

In this section we provide municipal candidates with information that should assist them in the transition period following the [2025 Municipal Election](#). Following the election, newly elected members of Council will:

- be required to attend a mandatory orientation;
- attend the Inaugural Meeting of Council where Council members are sworn-in to office, set the Council meeting schedule, and are appointed to various boards and committees;
- complete the budget process; and
- participate in the process of setting strategic priorities for their term in the office .

### COUNCIL ORIENTATION (TENTATIVE DATES)

The orientation for the newly elected Council is **mandatory**. The objectives of the Council orientation program are to orient newly elected Councillors to their new roles, provide up-to-date orientation to returning Councillors, and assist the new Council in establishing a foundation for their term including information and insights to help inform decision-making and priority-setting for their term.

The orientation focuses on the following key areas:

- Municipal Governance
- Legal and Legislative Requirements
- Corporate Planning and Finance
- Department Overviews
- Key Plans and Initiatives
- Regional and Indigenous Relations
- Communication and Public Affairs

Council orientation will be provided through a series of sessions. In addition, Council will be provided with other relevant materials and resources to enhance their learning and prepare them for their term.

Tentative dates for Council orientation are October 24 to November 5 and November 21 and 28, 2025.

### CITY COUNCIL/COUNCIL COMMITTEES AND EXTERNAL BOARDS

City Council is comprised of the Mayor and six Councillors. Currently, regular Council meetings are held an average of twice per month commencing at **1:00 p.m. on Tuesdays**. Additionally, once per month, usually the second Tuesday, a Standing Committee of the Whole meeting is held commencing at **9:30 a.m.**

Council & Committee meetings schedules can be found on the [City website](#).

This schedule will be confirmed or revised by the new Council at the Inaugural Meeting on **November 3, 2025**, for meetings over the following twelve months, and annually at the Organizational Meeting in October each year thereafter. In particular, all Councillors will be full-time in the next Council term, and the Council meeting schedule may be amended as a result. In addition to the scheduled Council meetings, special meetings are called from time to time to consider important business.

Council also appoints members to serve on internal (City) and external boards and committees, which generally meet at least once a month. The appointments are recommended to Council by a “Nominating Committee”, which consists of all Members of Council.



## COMMITTEE APPOINTMENTS

There are two types of committee appointments:

- Committees established by Council (e.g. Standing Committees, Advisory Committees, Ad Hoc Committees, Task Forces); and
- External boards which request or require representation by a member of Council.

The Mayor is an ex-officio member of all committees of Council, with the exception of the Assessment Review Board and Subdivision and Development Appeal Board, unless otherwise stated in the bylaw forming the committee. As an ex-officio member, the Mayor has the right to attend meetings of any of those committees and participate with full voting rights but is not obligated to do so.

Additional information about the City’s legislative processes is available at [stalbert.ca](http://stalbert.ca).

### All Council Members Participate in the Following:

COMMITTEE	SCHEDULE	ROLE
Council Meetings	Twice per month (Tuesday)	All members of Council attend regular meetings of Council where Council provides direction on any matter over which Council has authority. In addition, where the Mayor or a majority of Councillors believes a meeting is required in addition to the scheduled meetings, the Mayor may call a Special Council meeting.
Standing Committee of the Whole	Once per month (Tuesday)	All members of Council serve on the Standing Committee of the Whole and consider items that are of a governance or primarily governance nature or are legally required to be dealt with by Council, arising from the City’s activities and brings recommendations to Council in respect of items considered by the Committee.
Agenda Planning	Monday	The Mayor, Council, Chief Administrative Officer, Managing Directors and City Solicitor establish the proposed agenda for upcoming meetings of Council. The Agenda Planning process is led by the Mayor, and attendance for the remaining members of Council is optional.
Committee of the Whole	As required	The Mayor may call a Committee of the Whole meeting at any time or Council may resolve into Committee of the Whole meeting during a Council meeting.  All members of Council serve on this less formal committee which provides an opportunity to receive input from citizens on specific issues, receive public briefings on a specific issue and make recommendations to Council. Annually, during November and December, Committee of the Whole considers the City’s proposed budget and makes budget recommendations to Council for formal ratification.  See <a href="#">Procedure Bylaw 24/2022</a> (“ <i>Procedure Bylaw</i> ”) for more information.
Nominating Committee	Ad hoc	All members of Council serve on this Committee and make recommendations to Council for the appointment of Council members to Council committees, other City committees, and bodies on which the City is entitled to have representation.



**Your City • Your Say**  
 mayor » councillors » school trustees

<b>INTERNAL COMMITTEES AND ADVISORY BOARDS</b>
Arts Development Advisory Committee
Community Services Advisory Committee
Emergency Advisory Committee
Environmental Advisory Committee
Internal Audit Steering Committee
Policing Committee
Quasi-Judicial Standing Committee
Seniors' Advisory Committee
Youth Advisory Committee

<b>EXTERNAL BOARDS AND COMMITTEES</b>
Arrow Utilities Board of Directors
Edmonton Global
Edmonton Metropolitan Region Board
Edmonton Metropolitan Regional Board: Growth Plan Five (5) Year Update
Edmonton Metropolitan Region Board: Audit and Finance Committee
Edmonton Metropolitan Region Servicing Plan Standing Committee
Edmonton Salutes Committee
Edmonton Region Waste Advisory Committee
Homeland Housing
Inter-City Forum on Social Policy
St. Albert - Sturgeon County Intermunicipal Affairs Committee
Sturgeon River Watershed Alliance/North Saskatchewan Watershed Alliance

## BUSINESS PLANNING AND BUDGET PROCESS

The planning process begins with Council's annual Strategic Planning session, usually in January or early February. At the session, the newly elected Council determines the direction and priorities for their term based on the long-term plans for the community and input received from residents and in alignment with the Community Vision and Pillars of Sustainability Policy. The Strategic Plan outlines what Council would like to advance/achieve during their term and why, and what outcomes are expected. Administration then prepares a Corporate Business Plan to implement Council's direction and priorities. The Corporate Business Plan outlines how Council priorities will be advanced through key initiatives and decisions. Both plans focus on change over time to ensure that long-term plans for the community are advanced during each Council term for continuity and sustainability.

This direction is then integrated into department business plans, delivery of services, and budgets. The decisions that Council makes have an impact beyond their term in office. As a result, the existing Council Strategic Plan is reviewed and used to help inform the newly elected Council's priorities to ensure continuity and stability of the community and the organization

Next is confirmation of Council's direction related to services and service levels that inform development of a proposed budget.

Council's involvement in the municipal and utility budget process starts in March and ends with Council's approval of the proposed budget in December. As Council is considered a "continuing body", the newly elected Council will begin their term with the review and approval of the budget in November, presented by administration as a continuation of the work prioritized during the previous Council term.

For more information on the City's Strategic Framework, which helps ensure alignment with strategic and business plans regarding service delivery, continuous improvement, budget, and reporting please review [Council Policy C-CG-06 - City of St. Albert Strategic Framework](#).

### Operating Budget

The City provides a variety of community services and strategic and corporate management services that enable and support delivery of services to the community. These programs and services are planned and delivered based on community needs and expectations, Council's direction and Council's approval of services and service levels. Council's direction is obtained through a number of policies, bylaws, and resolutions passed at Council meetings.

### Capital Budget

The municipal and utility capital budget process identifies the capital projects and budget requirements to maintain the City's existing infrastructure and the capital projects required to keep pace with community growth.

### Key Committee/Council Approval Timelines

- March - April
  - 10-Year Capital Growth Plan Updates
  - Approval of the Service and Service Levels Inventory
- May - June
  - Operating Budget Adjustments
  - Council approves the following year's Municipal and Utility Repair, Maintain, and Replace (RMR) capital budget and 10-year capital plan



- September - November
  - Review of Master Rates Bylaw and Utility Rates Bylaw
  - Council receives a proposed budget
  - Resident Stakeholder Engagement Input
  - Budget Deliberations in Committee of the Whole
- December
  - Council approves Municipal and Utility operating (base and growth) budget
  - Council approves Municipal and Utility Capital Growth Budget

Additional information on the Business Planning and Budget Process can be found on the [City's website](#).

## BYLAWS AND COUNCIL POLICIES

### Bylaws

“Bylaw” means a law, regulation or rule (with force of law) of a local government such as that of a town or city.

In Alberta, municipalities are provided the right and power to make bylaws through the [MGA](#). Some bylaws are required by the MGA and some bylaws are up to the discretion of each municipal Council in Alberta. Each bylaw requires three readings by Council and, subject to the MGA, may require advertising, public hearing, and/or approval from other levels of government.

City bylaws can be reviewed on the [City's website](#).

### Council Policies

The term “policy” can refer to several different types of documents at the municipal level. Some documents provide policy direction, such as [the Council Strategic Plan](#) and [Budget and Taxation Guiding Principles](#), including the [Services and Service Levels Inventory](#).

Council Policies are a specific type of document that sets vision, provides strategic or high-level direction to administration, establishes standards, and communicates accountability to the community.

Council policies can be reviewed on the [City's website](#).

Bylaws and Council Policies are approved by Council and maintained by the Legislative Services Department.



**Your City • Your Say**  
mayor » councillors » school trustees

## REFERENCE DOCUMENTS

The following list of documents provide planning, budget and financial information, long-term direction on various matters, and provide specific information about governance matters that candidates are encouraged to review.

Following the 2025 Municipal Election successful candidates will be provided with orientation materials, which will cover key documents in more detail.

### Core Documents

[Community Vision and Pillars of Sustainability \(C-CG-11\)](#)

[City of St. Albert Council Strategic Plan](#)

[Municipal Development Plan](#)

[Area Redevelopment and Area Structure Plans](#)

[Land Use Bylaw](#)

[2025 Financial Plan & Budget](#)

[Corporate Quarterly Reports - reports on the Strategic Plan and Financials](#)

[2023 Corporate Annual Report](#)

### Existing Long-Term Plans:

Administration is currently in the process of transitioning from Master Plans to Long-Range Strategies such as Mobility Choices and the Green Environment Strategy. These Long-term strategies are outcome-based and provide 10-year direction for administration. More information on the current plans can be found on the City's website under [Long Term Plans](#) and [Master Plans](#). As new Long-Range Strategies are developed, this page will be updated and information shared with Council.

- Mobility Choices Strategy
- Green Environment Strategy
- Community Social Roadmap
- Cultural Master Plan
- Recreation Master Plan
- Cherot East Parks
- North Ridge Phase II Parks
- Carrot Creek Regional Drainage
- Jensen Lakes Parks
- Erin Ridge North Parks
- Riverside Parks



**Your City • Your Say**  
mayor » councillors » school trustees

- Ville Giroux Parks
- Red Willow Parks
- Transportation Master Plan (Mobility Choices Long-Range Strategy)
- Servus Place – A Plan for the Future
- Riel Park
- Big Lake Stormwater
- Stormwater Management Master Plan

#### **Council Governance**

- [Municipal Government Act](#)
- [Procedure Bylaw](#)
- [City Council Policies – Council Governance](#)
- [Council Meetings – Agendas, Minutes & Videos](#)

## **ELECTRONIC CANDIDATE INFORMATION AND RESOURCES**

#### **Use of Technology**

Council members will be provided with information, agendas and minutes in an electronic format. This use of technology has proven to be an environmentally conscious alternative and increases efficiencies for both Council and administration.

Below is a list of websites candidates may use to obtain information electronically.

#### **Information About the 2025 Election**

- [City of St. Albert website](#) (Information for Candidates and Voters)
- [Municipal Elections Bylaw](#)
- [City Council Policy C-CC-14](#) – Votes of Electors [Alberta Municipal Affairs](#)
- [Alberta King's Printer](#) (*Municipal Government Act, Local Authorities Election Act, Freedom of Information and Protection of Privacy Act* and relevant regulations)

#### **Information Regarding Municipal Associations**

- [Alberta Urban Municipalities Association](#)
- [Federation of Canadian Municipalities](#)

#### **Information Regarding Municipal Regional Boards**

- [Edmonton Metropolitan Region Board](#)
- [Arrow Utilities](#)



**Your City • Your Say**  
mayor » councillors » school trustees

**Information Regarding Our Municipal Neighbours**

- [City of Edmonton](#)
- [Sturgeon County](#)

**Information Regarding Schools**

- [St. Albert Public Schools](#)
- [Greater St. Albert Catholic Schools](#)

**Information Regarding School Board Associations**

- [Alberta School Boards Association](#)
- [Public School Boards' Association of Alberta](#)
- [Alberta Catholic School Trustees' Association](#)