

CANDIDATE GUIDE TO RUNNING FOR MUNICIPAL OFFICE

GENERAL ELECTION

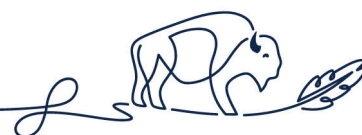
OCTOBER 20, 2025



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Table of Contents

| | |
|---|----|
| Legislation | 4 |
| Local Authorities Election Act | 4 |
| Municipal Government Act | 4 |
| 2025 General Election | 5 |
| Candidate Information Sessions | 5 |
| Contact Information | 6 |
| Key Election Dates | 7 |
| Post Election Schedule For Potential Candidates | 9 |
| Elected Officials | 10 |
| Council Composition | 10 |
| Ward System | 10 |
| Duties Of Elected Officials (Member Of Council) | 11 |
| Duties Of Chief Elected Official (Mayor) | 11 |
| Deputy And Acting Mayor Duties And Responsibilities | 11 |
| Time Commitment For Elected Officials | 12 |
| Time Commitment - Mayor | 12 |
| Time Commitment - Councillor | 12 |
| Meetings | 14 |
| Municipal Boards And Committee's | 15 |
| Municipal Associations | 22 |
| Federation Of Canadian Municipalities (FCM) | 22 |
| Alberta Municipalities | 22 |



| | |
|---|----|
| Rural Municipalities Of Alberta (RMA) | 22 |
| Elected Officials Honorarium | 23 |
| Qualifications Of Candidates | 25 |
| Nomination Process | 26 |
| Filing Of Nomination Papers..... | 27 |
| Withdrawal Of Nomination..... | 27 |
| Official Agent And Scrutineers..... | 28 |
| Campaign Contribution And Expense Disclosure..... | 29 |
| Campaign Disclosures And Surplus..... | 33 |
| Additional Resources | 34 |
| Third-Party Advertising | 35 |
| Eligibility | 35 |
| Campaigning And Advertising | 36 |
| Election Signs | 36 |
| Voter Information | 39 |
| Additional Resources For Candidates..... | 41 |
| Candidate Checklist..... | 42 |
| Forms | 43 |



LEGISLATION

Local Authorities Election Act

The Local Authorities Election Act is the main legislation that guides the conduct of a municipal election or by-election. Copies can be obtained through the Alberta King's Printer, www.alberta.ca/alberta-kings-printer, 780-427-4952 (toll-free by first dialing 310-0000).

All definitions, procedures and processes outlined in this guide are from the Local Authorities Election Act. Should you require further clarification on any definitions, procedures or processes you are encouraged to review and consult the legislation, ask the Returning Officer, or seek an independent legal opinion. All forms required by legislation can be found in the *Local Authorities Election Act* Forms Regulation, on the Government of Alberta website, or by contacting the Municipality.

Municipal Government Act

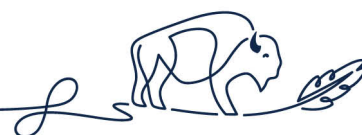
The Municipal Government Act is the primary legislation that governs municipalities. Copies can be obtained through the Alberta King's Printer at www.alberta.ca/alberta-kings-printer or 780-427-4952 (toll-free by first dialing 310-0000).

Section references noted throughout the document refer to:

- *Local Authorities Election Act*, RSA 2000, c L-21 (LAEA)
- *Municipal Government Act*, RSA 2000, c M-26 (MGA)

Other Legislative Resources

- *Freedom of Information and Protection of Privacy Act*
- *Election Bylaw 24/028*
- *Council Code of Conduct Bylaw 18/009*
- *Procedure Bylaw 18/020*
- *Land Use Bylaw 99/059*
- *Council Policies*



2025 GENERAL ELECTION

Introduction

Thank you for your interest in serving the residents of the Regional Municipality of Wood Buffalo!

The Nomination Period for the October 20, 2025, general election is from January 1, 2025 to 12 noon on September 22, 2025. All candidates running for municipal Council and school boards are subject to the same Campaign Disclosure and Finance requirements, and third-party advertising is also regulated under the Local Authorities Election Act.

This guide is intended to assist potential candidates for the October 20, 2025 election, it has no legislative sanction and is not inclusive of all the information related to the office of Mayor and Councillor, election procedures and election legislation. It is not a substitute for legal advice.

It is recommended that you obtain a copy of the Local Authorities Election Act and other relevant legislation.

It is the candidate's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

General election information is available at www.rmwb.ca/elections or on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections.aspx>.

Information on the websites about running for municipal office may change. It is your responsibility to stay up to date with any new information. If you do not have regular access to the internet, please provide your contact information and you will be notified when updates occur.

Candidate Information Sessions

Candidate information sessions on the municipal election or campaigning process will be offered prior to Nomination Day which is on September 22, 2025.

Dates and registration for in-person and virtual sessions will be made available at www.rmwb.ca/elections.

Candidate Orientation Training Sessions may be offered through Municipal Affairs, further information relative to municipal elections can be obtained at <https://www.alberta.ca/municipal-elections.aspx>.



Contact Information

Questions or information relating to the Office of Mayor or Councillor, contact:

Returning Officer
Elections Office
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
Tel: (780) 743-7000
elections@rmwb.ca
www.rmwb.ca/elections

Questions or information relating to the Office of Public-School Trustee, contact:

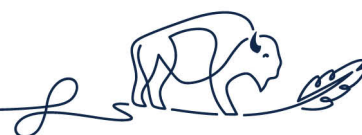
Fort McMurray Public School District No. 2833
231 Hardin Street
Fort McMurray, AB T9H 2G2
Tel: (780) 799-7900
www.fmpsdschools.ca

Questions or information relating to the Office of Roman Catholic Separate School Trustee, contact:

Fort McMurray Roman Catholic Separate School Division
9809 Main Street
Fort McMurray, AB T9H 1T7
Tel: (780) 799-5700
www.fmcschools.ca

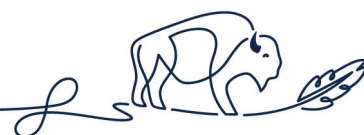
Copies of Provincial Legislation, including the *Local Authorities Election Act*, the *Municipal Government Act*, and the *Education Act*, contact:

Alberta King's Printer
5th Floor Park Plaza Building
10611 - 98 Avenue
Edmonton, AB T5K 2P7
Telephone: (780) 427-4952 Fax: (780) 452-0668
qp@gov.ab.ca
www.alberta.ca/alberta-kings-printer

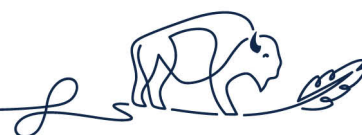


Key Election Dates

| Date | Event |
|--------------------------------------|--|
| January 1, 2025 – September 22, 2025 | Nomination Period |
| May 1, 2025 | Election Advertising period begins |
| August 1, 2025 | Applications Open for Special Ballots (mail in) |
| August 15, 2025 | Deadline to register to vote on voterlink.ab.ca |
| September 8, 2025 | Notice of Nomination Day (1st week) |
| September 15, 2025 | Notice of Nomination Day (2nd week) |
| September 21, 2025 | Deadline for a municipal employee who wishes to run as a candidate to notify employer |
| September 22, 2025 | Nomination Day & Close of nominations (noon) |
| September 22, 2025 | Election signs may be installed starting at 12:00 noon |
| September 23, 2025 | Deadline for Withdrawal of Nomination |
| September 30, 2025 | Deadline to file Pre-Election Campaign Disclosure Statements for the period January 1 to July 31, 2025 |
| | Deadline to file 2025 Third Party Advertising Contribution Statement & Advertising Return (period between January 1 - July 31, 2025) |
| October 3 - 17, 2025 | Advance Voting |
| October 20, 2025 | Election Day |
| | Election advertising period ends |
| | Completed Special Ballot Packages must be received by the Returning Officer/Election Office (7:00 pm) |
| October 22, 2025 | Deadline for applications for a recount based on concerns at a voting station (4:00 pm) |



| Date | Event |
|-------------------|--|
| October 23, 2025 | Removal of Election Signs, including all supporting structures, must be completed by 8:00 p.m. |
| October 24, 2025 | Official Election Results |
| October 26, 2025 | Deadline for applications for a threshold recount (noon) |
| November 10, 2025 | Deadline for Elector to apply for judicial recount |
| December 31, 2025 | Campaign period ends |
| January 1, 2026 | Campaign period for 2029 St. Albert Election begins |
| March 1, 2026 | Deadline to file 2025 Candidate Campaign Disclosure Statement |
| | Deadline to file 2025 Third Party Advertising Contribution Statement & Advertising Return |
| April 1, 2026 | Deadline for Candidate late filing fees |
| May 30, 2026 | Deadline for Amended Candidate Campaign Disclosure Statements |



Post Election Schedule for Potential Candidates

Monday, October 20, 2025: Election Day

Election results are conditionally announced on Monday October 20, 2025.

Friday, October 24, 2025: Official Election Results

Election results are officially confirmed at noon on Friday October 24, 2025.

Key dates for Post Election Priorities

| Calendar: | Date: | Time & Location: | Session: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|----------|----|----|----|----|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|---------------------|---|--|
| <div><div>October '25</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div> | S | M | T | W | T | F | S | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | Tuesday, October 28 | 8:30 a.m. – 4:30 p.m. Jubilee Centre | - MANDATORY - Rehearsal Swearing In Ceremony |
| | S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday, October 29 | 8:30 a.m. – 12:00 p.m. Jubilee Centre | Onboarding Open House | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3:00 p.m. – 9:00 p.m. Shell Place | Swearing In Ceremony Organizational Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thursday, October 30 | 8:30 a.m. – 4:30 p.m. Jubilee Centre | Governance Training – Day 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday, October 31 | 8:30 a.m. – 12:00 p.m. Jubilee Centre | Governance Training – Day 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------------------------|---|----|----|----|----|---|---|---|---|---|---|---|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|--|--------------------|--------------------------------------|---|---------------------|-----------------------|---|--|-------------------------------|--------------------------------------|---|--------------------------------|--|
| <div>November '25</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | S | M | T | W | T | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | <table><tr><td>Monday, November 3</td><td>8:30 a.m. — 4:30 p.m. Fire Hall 5</td><td>- MANDATORY - Local Authorities Elected Officials Emergency Management Training</td></tr><tr><td>Tuesday, November 4</td><td>8:30 a.m. — 4:00 p.m.</td><td>Hold for Additional Training and Orientation Required</td></tr><tr><td>Wednesday, November 12 to Friday, November 14</td><td>Agenda Pending Calgary, AB</td><td>Alberta Municipalities Conference</td></tr><tr><td>Monday, November 17 to Thursday, November 20</td><td>Agenda Pending Edmonton, AB</td><td>Rural Municipalities of Alberta Conference</td></tr></table> | | | Monday, November 3 | 8:30 a.m. — 4:30 p.m. Fire Hall 5 | - MANDATORY - Local Authorities Elected Officials Emergency Management Training | Tuesday, November 4 | 8:30 a.m. — 4:00 p.m. | Hold for Additional Training and Orientation Required | Wednesday, November 12 to Friday, November 14 | Agenda Pending Calgary, AB | Alberta Municipalities Conference | Monday, November 17 to Thursday, November 20 | Agenda Pending Edmonton, AB | Rural Municipalities of Alberta Conference |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday, November 3 | 8:30 a.m. — 4:30 p.m. Fire Hall 5 | - MANDATORY - Local Authorities Elected Officials Emergency Management Training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tuesday, November 4 | 8:30 a.m. — 4:00 p.m. | Hold for Additional Training and Orientation Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday, November 12 to Friday, November 14 | Agenda Pending Calgary, AB | Alberta Municipalities Conference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday, November 17 to Thursday, November 20 | Agenda Pending Edmonton, AB | Rural Municipalities of Alberta Conference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

* Dates and times listed on this page may be subject to change. For any questions or concerns, contact elections@rmwb.ca.



ELECTED OFFICIALS

Term of Office: 4 Years (2025 to 2029)

Council Composition

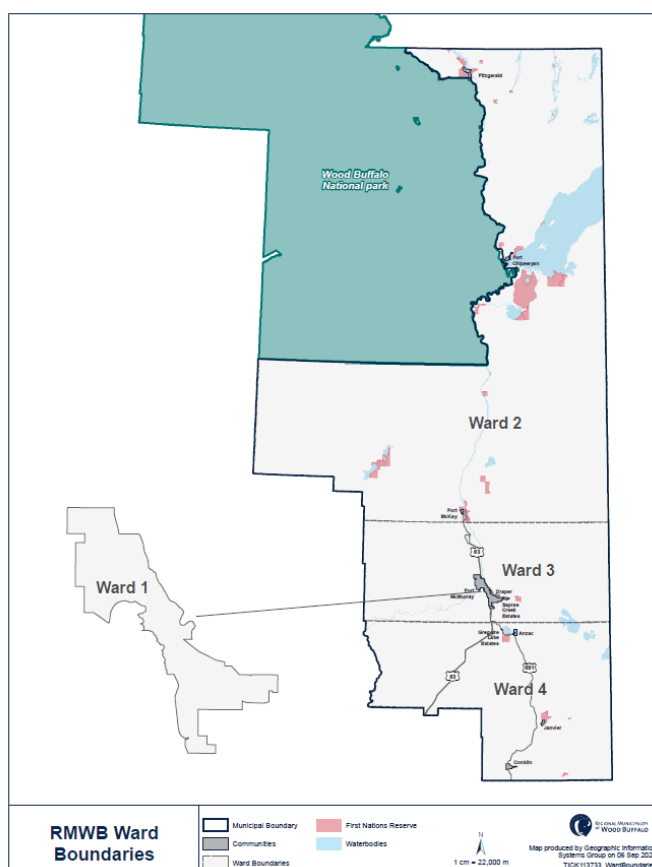
There are 11 elected officials forming the collective “Council” of the RMWB:

- **1 Mayor elected at large, and**
- **10 Councillors elected under a ward system.**

Ward System

| | |
|---|---------------|
| Ward 1 (Fort McMurray) | 6 Councillors |
| Ward 2 (Fort Chipewyan, Fort Fitzgerald, Fort McKay) | 2 Councillors |
| Ward 3 (Draper, Sapræ Creek Estates) | 1 Councillor |
| Ward 4 (Anzac, Conklin, Gregoire Lake Estates, Janvier) | 1 Councillor |

Figure 1.
Regional Municipality of Wood Buffalo Ward Boundary Map



Duties of Elected Officials (Member of Council)

One of the first things you could do, if you have not already done so, is develop a general understanding of the *Municipal Government Act*, RSA 2000 (MGA), which is the primary piece of legislation that applies to municipalities. The MGA is a legislative framework for municipalities that recognizes municipalities as responsible local governments with a broad range of powers. The MGA balances increased local autonomy and flexibility with requirements for improved accountability and transparency of municipal operations.

The MGA outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the Municipality;
- Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- Participate generally in developing and evaluating municipal policies and programs;
- Participate in Council meetings, Council Committee meetings, and meetings of other bodies to which they have been appointed by Council;
- Obtain information about the operation or administration of the municipality from the Chief Administrative Officer;
- Keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a public meeting;
- Adhere to the Code of Conduct established by Council under the MGA;
- Perform any other duty or function imposed on Council members by the MGA, any other enactment or by Council.

Duties of Chief Elected Official (Mayor)

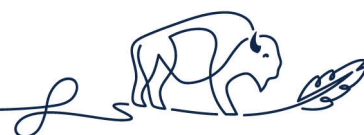
The Mayor is the Chief Elected Official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official. In addition to performing the duties of a member of Council, the MGA requires the Chief Elected Official (Mayor) to:

- Chair Council meetings; and
- Perform other duties imposed on the Mayor by the MGA or any other enactment or bylaw.

The Mayor is Council's official spokesperson and has a prominent and public profile. Many citizens will have high and often varied expectations for the position of Mayor and the Mayor must find a way to balance these expectations and special responsibilities.

Deputy and Acting Mayor Duties and Responsibilities

In the absence of the Mayor, the Deputy Mayor performs the Mayor's role as required. The Mayor's position is a full-time position; therefore, the Deputy Mayor is expected to remain in the community during the Mayor's scheduled absences and be readily available, sometimes on short notice, to perform the necessary duties if asked. If the Deputy Mayor is not available, the Acting Mayor is required to act on behalf of the Mayor. Council determines the schedule for the Deputy Mayor and Acting Mayor at its annual organizational meeting and these appointments have been generally for two months each.



Time Commitment for Elected Officials

The term of office for an elected official is four years. Following the election and after taking the official oath of office, there are obligations for **ALL** elected officials:

- Organizational meetings*
- Onboarding
- Orientation and Governance Training†
- Alberta Emergency Management training for elected officials‡
- Other training as required

Important Note: **ALL** mandatory training **MUST** be completed by **ALL** elected officials.

Time Commitment - Mayor

The position of Mayor is a full-time commitment and requires a regular presence in the office during business hours. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Municipality's business and to help resolve issues which arise in the community.

Time Commitment - Councillor

A Councillor's position is considered a part-time position, though there are often additional time commitments besides meetings.

It's expected that Councillors will be required to spend a minimum of 20 - 25 hours per week on Council business during the 2025 - 2029 term of office:

Evening Meetings: 3 regular meetings per month (there may be additional special meetings)

Daytime Meetings: 1 full day per month

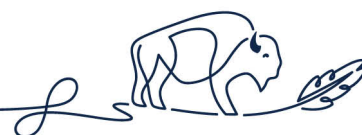
Weekend Meetings: 1 full day per quarter

Meeting Preparation: 3 - 6 hours per week (depending on agenda content)

* s.192(1)Municipal Government Act.

† s.201.1(1)Municipal Government Act, in accordance with s.13.5 of Councils Code of Conduct Bylaw, in-person participation for orientation and training is required. Telephone or videoconferencing will not be available.

‡ Alberta Emergency Management Regulation s.8.



Councillors are also invited to multiple community events – which are not mandatory but can add to the time commitment, this is dependent upon on the number of invitations and type of events that are accepted by the individual Councillor.

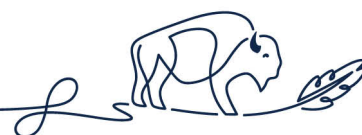
The excerpt below is a snapshot of the 2022-2025 Strategic Plan reporting which outlines the breakdown of meetings held in Q4 of 2024.

Figure 2.
Page 2 | 2024 Q4 Progress Report – COUNCIL'S STRATEGIC PLAN 2022-2025



Breakdown of the types of meetings held in Q4 2024:

- Community Events/Engagement – 24, • Conferences/Conventions/Symposiums – 4, • Council/Committee Meetings – 12, • Cultural Events – 3, • Government Engagements (other levels of govt) – 9, • Networking Events/Fundraisers – 19, • Stakeholders/Industry Engagements – 5, • Training – 2, • Political Functions – 0, • Other – 5. The full plan and progress reports can be viewed online at www.rmwb.ca/StrategicPlan.



Meetings

In addition to regular meetings, members of council will be required to attend committee meetings, corporate planning sessions and various public functions.

- Council Meetings:** Currently public Council meetings are held on the 2nd and 4th Tuesdays of the month, and Closed Session (in-camera) meetings are held on the 3rd Tuesday of the month, excluding statutory holidays and any scheduled recess periods. Where possible and practical, Council meetings may be held in rural communities to deal with matters of significant importance or impact to the community.
- Committee Participation:** There are several Council Committees that have Council representation [see page 14], of which the Mayor is an ex-officio member of all Municipal Boards and Committees. Committee meetings are typically held in the evening to accommodate appointed volunteer members' schedules.
- Council Orientation:** Under the MGA, the Municipality is required to offer orientation training within 90 days after Council takes the Oath of Office. This orientation typically takes place over several days and provides an overview of multiple topics such as Council's role, responsibilities and duties, key municipal plans, bylaws and policies, budgeting and financial administration, strategic planning, etc.
- Corporate Planning:** Council holds a number of working sessions throughout the year for corporate planning initiatives, such as strategic and business planning, orientation sessions, and team building. All Elected Officials are expected to commit a minimum of one full weekday per month, plus one full Saturday per quarter for these types of initiatives.
- Budget Meetings:** An average of two to four working days is required annually, typically in late November, to review Operating and Capital Budgets. In addition to this, there may be a pre-budget workshop or information session scheduled to help Council members understand the budget materials that they receive.
- Other Initiatives:** Council may need to schedule additional meetings to accommodate other initiatives, such as meetings with federal and provincial representatives. These meetings typically occur during the day, and may occur outside of the region.
- Community Events:** Council Members are often invited to community events throughout the region. These events are not mandatory to attend, and it is up to each individual Council Member the number of events they choose to participate in.



Municipal Boards and Committee's

Councillors can be involved in several municipal boards and committees associated with the RMWB. These boards and committees can be gathered into three broad categories. Advisory committees, controlling boards for corporate bodies created by the Municipality and quasi-judicial tribunals.

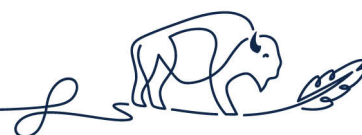
The advisory committees and corporate bodies have Council representation, which may be as a voting member or a non-voting Council liaison. Meetings are often held outside regular working hours such as evenings or weekends.

The Mayor is an ex-officio member of all municipal boards and committees established under the authority of the MGA and has the right to attend any such committee meeting and participate with full voting rights.

Quasi-Judicial Tribunals

These tribunals – Assessment Review Board, Subdivision and Development Appeal Board and Community Standards Appeal Committee are associated with a municipal bylaw, however their function and governance ultimately dictated by the *Municipal Government Act*. These boards must be kept at an arm's length from the RMWB, and in accordance with governing legislation, elected officials cannot be members of the quasi-judicial tribunals due to the inherent conflict of interest between the two positions.

NOTE: If you were appointed as a public member to a municipal board or committee, you would be deemed resigned if elected to Council.



Advisory Committees

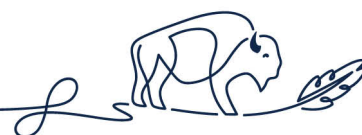
| Name | Description |
|---|--|
| Advisory Committee on Aging | <p>Meetings: Currently held every 2nd Thursday at 1:30 p.m.</p> <p>Time Commitment: 2 hours/meeting once per month</p> <p>Representation: 1 Voting Council Member</p> <p>Mandate: To provide a forum for stakeholder input on strategies and service delivery issues affecting seniors [including intergovernmental strategies and service delivery issues] and to make recommendations in respect thereof to Council.</p> |
| Communities In Bloom Committee | <p>Meetings: Once a month, currently on the 4th Thursday of every month at 6:00 p.m.</p> <p>Time Commitment: 2-5 hours/month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: To organize, implement, evaluate, and actively participate in the Communities in Bloom Program. To foster an increased sense of community pride and ownership by providing support and guidance through active involvement in the Communities in Bloom program.</p> |
| Community Identification Committee | <p>Meetings: Typically held in the evening on an as needed basis.</p> <p>Time Commitment: 1-2 hours every two months as needed.</p> <p>Representation: 2 Voting Council Members</p> <p>Mandate: To make recommendations on the naming of communities, subdivision, public facilities, streets and multi-family projects and appropriate addressing of lots, as identified in the Community Identification System Policy, as may be amended from time to time.</p> |
| Community Investment Program Approval Committee | <p>Meetings: are held once a month, currently on the 3rd Monday of every month at 6:00 p.m.</p> <p>Time Commitment: 1-2 hours every two months as needed.</p> <p>Representation: 2 Voting Council Members</p> <p>Mandate: The CIPAC has been established by Council with a mandate to bring forward recommendations to Council regarding the general mandate and scope of the Community Investment Program.</p> |
| Emergency Advisory Committee | <p>Meetings: Twice a year and may meet more frequently at the call of the Chair.</p> <p>Representation: The Mayor plus 2 Voting Council Members</p> <p>Mandate: Council's power to declare, renew or terminate a State of Local Emergency, or to expand or reduce the part of the Municipality to which a State of Local Emergency applies, is delegated to the Committee subject to the provisions of sections 14 to 18 of the Emergency Management Bylaw. To review the development of Emergency plans and programs and to make recommendations as the Committee deems advisable including without limitation reviewing the Emergency Management Plan and related plans and programs.</p> |



| | |
|--|--|
| Homelessness Initiatives Strategic Committee | <p>Meetings: Once a month, currently on the 3rd Wednesday of every month at 3:00 p.m.</p> <p>Representation: 2 Voting Council Members</p> <p>Mandate: As an action-focused group HISC stewards and advocates for the community plan on homelessness.</p> |
| Public Art Committee | <p>Meetings: Typically held in the evening and are currently held on the 2nd Wednesday of every other month at 6:00 p.m.</p> <p>Time Commitment: 2 hours every month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: Make recommendations on the content of the Municipal Public Art Program. Provide expert guidance and advice to the Department and to land developers, public agencies, community groups and other stakeholders and interested persons with respect to the creation, acquisition and installation of Public Art. Review and approve a conservation plan and deaccession protocols for maintenance of the Municipality's Public Art collection.</p> |
| Regional Advisory Committee on Inclusion Diversity & Equity (RACIDE) | <p>Meetings: Once a month, currently on the 3rd Wednesday at 5:30 p.m.</p> <p>Time Commitment: 2 hours/meeting</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: To advise Council and engage the community on policies, programs and activities aimed at promoting inclusion, diversity, and equity and to ensure that the contributions, interests and needs of all sectors of the Municipality's diverse population are reflected in the Regional Municipality of Wood Buffalo's mission, operations and service delivery.</p> |
| Vehicle for Hire Committee | <p>Meetings: Once a month, currently the 3rd Wednesday at 4:00 p.m.</p> <p>Time Commitment: 2-3 hours per month</p> <p>Representation: 1 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on matters pertaining to the Vehicle for Hire Bylaw No. 22/006 and Schedule J of the Fees, Rates and Charges Bylaw No. 24/026.</p> <p>To provide a forum where stakeholders can bring forward ideas and concerns related to the Vehicle for Hire industry.</p> |
| Wood Buffalo Development Advisory Committee | <p>Meetings: Once a month, currently on the 1st Wednesday at 9:00 a.m.</p> <p>Time Commitment: 2-3 hours per month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To advise municipal administration and Council on local development initiatives, including development and construction issues, community-based issues, public engagement activities and region-wide economic priorities. To deal with all matters referred to it by Council, and on its own initiative, deal with matters that are within its mandate.</p> |



| | |
|---|--|
| Wood Buffalo Downtown Revitalization Advisory Committee | <p>Meetings: Once a month, currently on the 1st Wednesday at 5:30 p.m.</p> <p>Time Commitment: 2-3 hours per month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on matters pertaining to Downtown Revitalization. To provide a timely and considered response to Council to all downtown revitalization matters referred to the WBD Rac by Council.</p> |
| Wood Buffalo Waterfront Advisory Committee | <p>Meetings: Once a month, currently on the 2nd Thursday at 5:30 p.m.</p> <p>Time Commitment: 2-3 hours per month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on matters pertaining to waterfront revitalization. To provide a timely and considered response to Council to all waterfront revitalization matters referred to the WBWAC by Council.</p> |
| Wood Buffalo Pro-Business Advisory Committee | <p>Meetings: Once a month, currently on the 2nd Wednesday at 2:30 p.m.</p> <p>Time Commitment: 2-3 hours per month</p> <p>Representation: 2 Non-Voting Councillor Liaison</p> <p>Mandate: To make recommendations to Council on systemic and reoccurring challenges of the regional business community.</p> |



Corporate Bodies

| Name | Description |
|--|--|
| Fort McMurray Airport Authority - Appointers Representatives | <p>Meetings: Appointers Meeting is held annually in the spring. Regular Board meetings are attended by Appointer Representatives (the Councillor and CAO appointed at the yearly organizational meeting) and are held quarterly.</p> <p>Representation: 1 Council Member</p> <p>Mandate: The Fort McMurray Airport Authority is responsible for managing and operating the Fort McMurray International Airport. As an authority under the <i>Regional Airport Authorities Act</i>, it will operate at arms' length from the Municipality; however, the Municipality, as an appointer, has the responsibility to appoint by resolution three members of the Authority's board.</p> |
| Wood Buffalo Economic Development Corporation | <p>Time Commitment: Annually for Annual General Meeting for all members of Council.</p> <p>Representation: 2 Council Members appointed as directors to regular monthly meetings.</p> <p>Mandate: Fort McMurray Wood Buffalo Economic Development and Tourism is an arms-length organization from the Regional Municipality of Wood Buffalo responsible for bringing new wealth into the region. Their integrated model combines key drivers of economic growth - brand, entrepreneurship & innovation, business and investment attraction and tourism - to maximize efforts in marketing opportunities to the world.</p> |
| Regional Recreation Corporation | <p>Meetings: 6:00 p.m. on the last Monday of each month.</p> <p>Time Commitment: 3-4 hours/meeting, a total of 12-18 hours per month including review and preparation time.</p> <p>Representation: 2 Council Members (minimum 1 Rural).</p> <p>Mandate: The Regional Recreation Corporation (RRC) Board provides governance and oversight to the corporation as it develops and delivers comprehensive recreation and sport initiatives throughout the RMWB.</p> |
| Wood Buffalo Housing and Development Corporation | <p>Meetings: Typically held on the 3rd Wednesday of the month at 5:30 p.m.</p> <p>Time Commitment: 10+ hours/month</p> <p>Representation: 1 Council Member</p> <p>Mandate: The Wood Buffalo Housing (WBH) board provides safe and affordable housing for the Wood Buffalo region. WBH is a not-for-profit organization that works with many stakeholders to achieve its mission.</p> |
| Wood Buffalo Regional Library Board | <p>Meetings: Once every 4 months</p> <p>Representation: 1 Voting Council Member</p> <p>Mandate: To have management and control of the Fort McMurray Public Library, and to otherwise promote and maintain comprehensive and efficient library services in the Municipality.</p> |



Quasi-Judicial Tribunals

| Name | Description |
|--|--|
| Assessment Review Boards | <p>Representation: No Council Representation</p> <p>Mandate: The Assessment Review Boards (ARB) are quasi-judicial boards that are established to hear appeals regarding assessment notices and tax notices and make decisions on these appeals in accordance with the provisions of the <i>Municipal Government Act</i>.</p> |
| Community Standards Appeal Committee | <p>Representation: No Council Representation</p> <p>Mandate: The Community Standards Appeal Committee's (CSAC) purpose is to hear and adjudicate appeals brought by any person who has received an order under s.545 or s.546 of the <i>Municipal Government Act</i> and other related proceedings (e.g., to hear appeals regarding a Declaration of Vicious Animal under the Animal Control Bylaw).</p> |
| Subdivision and Development Appeal Board | <p>Representation: No Council Representation</p> <p>Mandate: The Subdivision and Development Appeal Board (SDAB) is a Quasi-Judicial Board which hears appeals to the RMWB's development permit and subdivision application decisions in accordance with the provisions of the <i>Municipal Government Act</i>.</p> |

Other

| Name | Description |
|---|---|
| Regional Municipality of Wood Buffalo Combative Sports Commission | <p>Representation: No Council Representation</p> <p>Mandate: The mission of the RMWB Combative Sports Commission is to enhance the quality, safety, and reputation of combative sports events. This involves handling the administration of combative sporting events and making recommendations on the rules surrounding these events to Council.</p> |
| Inter-City Forum on Social Policy | <p>Representation: 1 Council Member</p> <p>Mandate: The Inter-City Forum on Social Policy acts as a vehicle for information-sharing, networking and advocacy for and among Alberta cities and other major urban areas, and the people who live in them, in an inter-governmental context.</p> <p>Its purpose is to address social policy, program and service issues that are of concern to Alberta urban municipalities.</p> <p>Time Commitment: Meeting and associated travel time to various locations within the Province.</p> |



2025 Council Meeting Calendar

Under the MGA Council must hold an organizational meeting annually no later than 14 days after the 3rd Monday in October

The Council meeting schedule is set annually at Councils organizational meeting.

The 2025 Council meeting calendar is current as of November 1, 2024; please visit <https://www.rmwb.ca/en/mayor-Council-and-administration/Council.aspx> for the most current schedule:

2025 Meetings

| January '25 | February '25 | March '25 |
|--|---|---|
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| April '25 | May '25 | June '25 |
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| July '25 | August '25 | September '25 |
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 |
| October '25 | November '25 | December '25 |
| Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Su M Tu W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

LEGEND

| | |
|--|--|
| | Statutory Holiday - Municipal Offices Closed |
| | Regular Council Meetings |
| | In Camera / Closed Session Meetings |
| | Recess Periods |
| | Nomination Day - September 22, 2025 |
| | Election Day - October 20, 2025 |



Municipal Associations

Municipal associations work with elected and administrative leaders of Alberta's municipalities to advocate for solutions to municipal issues, which can be categorized as economic, environment, governance, infrastructure, or social. Elected Officials are expected to participate in conferences and events held by associations where the Municipality is a member.

Federation of Canadian Municipalities (FCM)

The FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction and is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. For more information please visit: www.fcm.ca.

The FCM holds an annual conference at various locations across Canada. The 2025 Annual Conference and Trade Show is scheduled for May 29 – June 1 in Ottawa, Ontario.

Alberta Municipalities

Alberta Municipalities represents urban municipalities and advocates the interest of all members to the provincial and federal governments to develop a strong partnership between all three levels of government. For more information, please visit: www.abmunis.ca.

The convention that is held during election years is strongly geared toward newly elected Council members. The 2025 AB Munis convention is scheduled for November 12 – 14, 2025 in Calgary.

Rural Municipalities of Alberta (RMA)

The RMA is a progressive association of elected rural Councils, representing the interests of rural Albertans, and committed to excellence in meeting the diverse and changing needs of its memberships. For more information, please visit: www.rmalberta.com.

The RMA holds an annual spring convention as well as an annual fall convention in Edmonton. The fall 2025 Convention is scheduled for November 17 – 20, 2025. Dates for the 2026 Spring Convention have not been released, as soon as they become available this package will be updated.



Elected Officials Honorarium

Mayor: \$170,896* annually; Councillors: \$47,623* annually

**Honorarium rates are subject to annual adjustments as per the Elected Official Compensation, Travel and Expenses Policy FIN-050..*

Benefits:

Elected Officials are eligible to participate in the employee benefits program, with the exception of pension plans, short-term and long-term disability.

RRSP:

Elected Officials are eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing. The Municipality will match contributions up to 7.5% of the Elected Officials' eligible remuneration.

Transition Allowance:

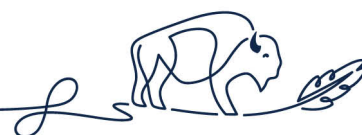
At the conclusion of service, Elected Officials are entitled to a transition allowance, which recognizes service with the Municipality and provides some funding for retirement or transition purposes. The transition allowance is payable only at the conclusion of service as an Elected Official, at the rate of two weeks salary for each full year of service and a pro-rated amount where an Elected Official served for part of a year.

Transportation Allowance:

The Mayor may choose one of the following alternatives:

1. a monthly transportation allowance of \$1,000 for the use of a personal vehicle to conduct Council business plus mileage for trips totaling more than 20 kilometres. The allowance is intended to offset vehicle repair and maintenance costs, maintaining appropriate levels of business insurance, and round trips totaling less than 20 kilometres in distance; or
2. a vehicle leased by the Municipality with the cumulative monthly costs for leasing and all operating costs, including fuel, maintenance and insurance, not to exceed \$1,200, with the option to purchase the vehicle at the normal residual value at the end of the lease term, or upon leaving office; or
3. a municipal fleet vehicle and gas card for use while conducting Council business.

Councillors are paid a taxable monthly allowance of \$275 for the use of a personal vehicle to conduct Council business. The allowance is intended to offset vehicle repair and maintenance costs, maintaining appropriate levels of business insurance, and round trips totaling less than 20 kilometres in distance. Mileage exceeding 20 km/round trip is reimbursable based on the maximum non-taxable rate permitted by the Canada Revenue Agency (\$0.72 per km for the first 5,000 km and \$0.66 per km thereafter as of February 2025).



Technology:

Each Elected Official will be provided with office technology as required for their individual needs (e.g. laptop, printer, tablet, cell phone). Elected Officials are paid a monthly taxable technology allowance of \$100 to maintain a high-speed internet connection at their place of residence. Elected officials who chose to use a personal cell phone / mobile device for municipal purposes will receive an additional monthly taxable technology allowance of \$150 to cover the cost of the device, data plan and maintenance costs.

Important Note: *the Elected Officials Compensation, Travel and Expenses Policy is currently under review. Should the Policy be updated, this information will be out of date and updated as soon as possible.*



Qualifications of Candidates

Qualifications

The *Local Authorities Election Act* (LAEA) legislates the qualifications of candidates, including rules of residence. A person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the Regional Municipality of Wood Buffalo and the ward they are running in for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

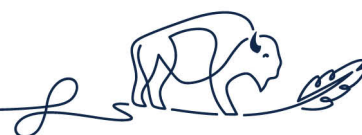
A candidate must swear or affirm an affidavit (Form 4 – Nomination Paper and Candidate's Acceptance and complete Form 5 – Candidate Information) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

Ineligibility

The LAEA also legislates who is ineligible to be nominated as a candidate, such as:

- The person is an auditor of the municipality or school board;
- The person is an employee of the municipality or school board, unless the person takes a leave of absence;
- The person is in tax arrears for more than \$50 (except current taxes or arrears for which a consolidation agreement is in place and not in default);
- The person is in arrears to the municipality for any amount exceeding \$500 for more than 90 days;
- The person has been convicted of an offence within the previous 10 years under the Local Authorities Election Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act;
- The person has not met the campaign disclosure requirements from a previous election.

The above information is not inclusive of all reasons for ineligibility. It is the candidate's responsibility to ensure they read and understand the legislation and ensure they are eligible to be nominated.



Nomination Process

To become a candidate, individuals must follow and complete the Nomination Process:

- 1) Meet all eligibility requirements
- 2) Complete and file a Notice of Intent
- 3) File all Nomination Papers and required deposit

Nomination Period

Nomination period for Mayor, Councillors, Fort McMurray Public School Trustees, and Fort McMurray Catholic (Separate) School Trustees is **Wednesday, January 1 until 12 noon on Monday, September 22, 2025**. The dates and times for accepting nomination forms are legislated and **cannot** be changed or extended.

Eligibility

The Local Authorities Election Act (LAEA) legislates the qualifications of candidates, including rules of residence.

A person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the Regional Municipality of Wood Buffalo and the ward they are running in for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

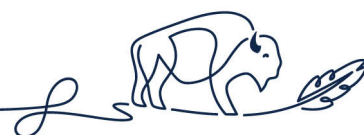
A candidate must swear or affirm an affidavit (Form 4 – Nomination Paper and Candidate's Acceptance and complete Form 5 – Candidate Financial Information) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

Obtaining Nomination Forms

Please visit www.rmwb.ca/elections for the Candidate Nomination Package containing the required forms or visit Municipal Affairs at www.municipalaffairs.alberta.ca/mc_elections for all forms and related candidate information.

Nomination forms for Mayor and Councillors and the Fort McMurray Public School Trustees may also be obtained by calling 780-743-7000 or emailing elections@rmwb.ca.

Nomination forms for the Fort McMurray Catholic (Separate) School Trustees may be obtained by calling 780-799-5700. Nomination forms for the Fort McMurray Public School Trustees may be obtained by calling 780-799-7900.



Filing of Nomination Papers

All candidates running for Mayor or Councillor must submit the completed Notice of Intent Form, Nomination Paper and Candidate's Acceptance (Form 4) as well as the Candidate Financial Information (Form 5) as soon as they are required to open a bank account.

The Nomination Paper must be signed by a minimum of ten (10) eligible electors and accompanied by the required deposit of \$250 for the position of Mayor or signed by a minimum of ten (10) eligible electors and accompanied by the required deposit of \$100 for the position of Councillor. The deposit must be paid by either cash, certified cheque, money order, debit card or credit card.

To ensure the validity of their Nomination Papers, a Candidate is encouraged to submit more than the required minimum electors' signatures.

The Returning Officer cannot accept a nomination that is:

- not completed in the prescribed form;
- not signed by at least the required minimum eligible electors;
- not sworn or affirmed by the person nominated;
- not accompanied by the required deposit.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form or the Candidate Information Form. This is the responsibility of the electors of the Municipality and may be challenged through the Court.

Withdrawal of Nomination

A candidate may withdraw their nomination in writing any time during the nomination period up to within 24 hours after the close of nominations at 12 noon on Monday, September 22, 2025. The legislated deadline for withdrawals is 12 noon on Tuesday, September 23, 2025. The Returning Officer cannot accept a withdrawal if it results in less than the required number of candidates to fill that office.



Official Agent and Scrutineers

When filing a Nomination, a candidate may appoint an eligible elector to be their Official Agent, who:

- Cannot have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;
- Is not a candidate in the same election; and
- Performs the duties assigned by the candidate.

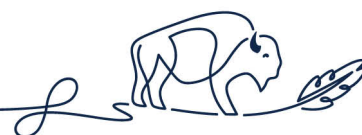
If it becomes necessary to appoint a new official agent, the candidate must immediately provide in writing to the Returning Officer the name and contact information of the new official agent.

Each candidate may appoint scrutineers to observe the voting process during the advance votes and on election day.

To be a scrutineer, the person must:

- be at least 18 years of age;
- not have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;
- present to the presiding deputy returning officer a written notice signed by the candidate appointing the person to represent that candidate as scrutineer at the voting station;
- make a statement at each voting station in the prescribed form that they act on behalf of the candidate and will maintain the secrecy of the vote; and

Only one candidate, official agent or scrutineer is permitted to be present in the voting station at a time.



CAMPAIGN CONTRIBUTION AND EXPENSE DISCLOSURE

The *Local Authorities Election Act* (LAEA) requires campaign finance and contribution disclosure for all candidates running for municipal and school board office and governs contributions, expenses, fund-raising, accounting obligations, surpluses, and deficits.

It is the candidate's responsibility to read and understand the legislation or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all legislation. If you have additional questions, please contact the Municipal Services Branch of Municipal Affairs at (780-427-2225), toll-free in Alberta by dialing 310-0000 first, and ask to speak with a Municipal Advisor, who can assist you with your questions or direct you to the appropriate contact.

Limitations on Contributions – section 147.2(4)

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 the candidate. It does not include a service provided by an individual who voluntarily performs the services and receives no compensation in relation to the services or time spent providing the services.

- No prohibited organization (please review the LAEA for information regarding a prohibited organization), individual who ordinarily resides 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 who ordinarily resides in Alberta shall not exceed (refer to table below), in the case of a general election, in a calendar year during the campaign period, or, in the case of a by-election, during the campaign period.

| Contribution Limits | Municipal Candidates | School Board Candidates |
|---|--|--|
| Candidate (self-finance) | \$10,000 per campaign period. | \$10,000 per campaign period. |
| Individuals | \$5,000 in the aggregate to all candidates in a particular municipality. | \$5000 in the aggregate to all candidates of a particular public-school division . \$5000 in the aggregate to all candidates of a particular separate school division |
| Corporation, trade union or employee organization | \$5,000 in the aggregate to all candidates in a particular municipality. | \$5000 in the aggregate to all candidates of a particular public-school division . \$5000 in the aggregate to all candidates of a particular separate school division |



- Any amount paid by a candidate for campaign expenses from the candidate's own funds 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.
- 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, or an individual who ordinarily resides outside Alberta, or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization.
- No candidate or 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 amounts referred to above.

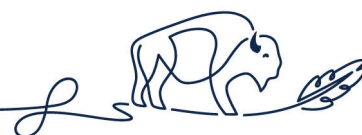
Responsibility of Contributors

A 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.

Notice Regarding Contributions and Expenses

- No individual or person acting for an individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with the requirements under the LAEA (filing of Notice of Intent).
- An individual who intends to be nominated or has been nominated 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 **must** include:
 - 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.
 - 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

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.
- 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.

Campaign Expense Limits for Municipal Candidates

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates and are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at: <https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>.

A candidate for election as a councillor may not incur campaign expenses in the first two years of a campaign period after a general election.

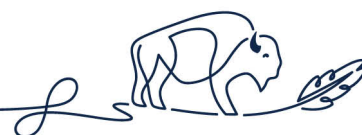
In the year before a general election, in municipalities with wards:

- Candidates for Mayor may incur expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- Candidates for Councillor other than the Mayor may incur campaign expenses up to \$10,000 or \$0.50 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

In the year of a general election, in municipalities with wards:

- Candidates for Mayor may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- Candidates for Councillor other than the Mayor may incur campaign expenses up to \$20,000 or \$1 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

For by-elections, candidates for both Mayor and Councillor will have campaign expense limits equal to the limits for the year of a general election.



Summary Table

| Candidate | Population | Election-Year Limit (\$1×pop) | Limit (≥ \$20k?) | Final Election-Year Limit | Year-Before Limit (\$0.50×pop) | ≥\$10k? | Final Year-Before Limit |
|-------------------------|------------|-------------------------------|------------------|---------------------------|--------------------------------|---------|-------------------------|
| [§] Councillor | 18,082 | \$18,082 | No | \$20,000 | \$9,040.75 | No | \$10,000 |
| Mayor | 72,326 | \$72,326 | Yes | \$72,326 | \$36,163 | Yes | \$36,163 |

Allowable Election Expenses

The following election campaign expenses are permitted under provincial legislation in relation to:

- the production and distribution of advertising or promotional material;
- the payment of remuneration and expenses for a person's services as a chief financial officer or in any other capacity;
- securing a meeting place;
- the conduct of surveys or research during the campaign period; or
- the production of a review engagement required under the LAEA.

Duties of a Candidate

A candidate is required under the *Local Authorities Election Act* to:

- Open a campaign account in the name of the candidate or the candidate's election campaign at a financial institution for the purposes of the election campaign. This must be done at the time the candidate gives written notice of intent or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate.
- Use the money in the above account only for the payment of campaign expenses.
- Value contributions of real property, personal property and services.
- Issue receipts for every contribution and obtain receipts for every expense.
- Keep records of contributions and expenses for 3 years from the date the disclosure statement was required to be filed.
- Give proper direction to any person authorized to accept or solicit campaign contributions or incur expenses.
- Return any contribution received in contravention of the legislation to the contributor.
- Remit to the Municipality any anonymous contribution that cannot be returned.
- File disclosure statements by the deadline of March 1, 2026.

[§] Councillor limits apply to all councillor candidates, regardless of which ward they are running in within the RMWB.



Corporate and union donations

Corporations and unions may donate to candidate campaigns; such donations may not exceed:

- \$5,000 in total to all candidates in a municipality during the campaign period;
- \$5,000 in total to all candidates per school board election during the campaign period; and
- \$5,000 in total to all candidates per separate school board election during the campaign period.

Campaign Disclosures and Surplus

The amendments to the LAEA now require candidate financial disclosures to be available on the local jurisdiction's website in perpetuity.

The LAEA already contained requirements for how campaign surpluses must be handled. Changes clarify that these provisions also apply to candidates who have filed an intent to run but withdraw from an election.

In both circumstances, if the surplus is \$1,000 or more the candidate has 60 days after filing the disclosure.

If a candidate has received campaign contributions, has self-funded their campaign, or has funded their campaign with a combination of self-funding and campaign contributions, the candidate is required to file a disclosure statement with the Municipality. The campaign disclosure statement must include:

- The total amount of all campaign contributions that did not exceed \$50 in total from any single contributor;
- The contributor's name and address, if the amount received from that contributor exceeds \$50 in total;
- The total amount of all contributions received outside the campaign period, including those of the candidate;
- The total amount from fund-raising functions;
- The total amount of other revenue;
- The total amount of campaign expenses;
- An itemized campaign expense report;
- The total amount of money paid by the candidate;
- The total amount of any campaign surplus, including any surplus from previous campaigns; and
- The amount of any deficit.

A candidate who has incurred campaign expenses or received campaign contributions of \$50,000 or more must file a review engagement with their disclosure statement.

A candidate who withdraws their nomination at any time during the nomination period is required to file their disclosure statement by the deadline of March 1, 2026.



If the candidate's disclosure statement shows a surplus, the candidate must donate any surplus amount that is \$1000 or more to a registered charity within 60 days after filing their disclosure statement and may retain any surplus amount that is under \$1000.

If the candidate's disclosure statement shows a deficit, the candidate must eliminate any deficit within 60 days after filing their disclosure statement.

If a candidate becomes aware of any information reported in the disclosure statement or the review engagement has changed or has not been completely or accurately disclosed, the candidate must submit a supplementary statement within 30 days.

A candidate who does not file the disclosure statement by the legislated deadline will be ineligible for nomination for any municipal election for a period of up to 10 years. Elected Council members would be disqualified from Council.

All disclosure statements and supporting documents are available for public viewing during regular business hours for a period of 4 years after the election.

Additional Resources

If you have questions about campaign financing, please contact Municipal Advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: ma.advisory@gov.ab.ca.

Local Authorities Election Act, King's Printer:

https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link

Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta:

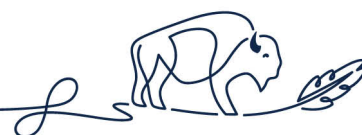
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf.

Manuals and election resources:

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

Expense Limits Regulation MSD:073/24:

https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024_MSD073-24_Municipal_Affairs.pdf



THIRD-PARTY ADVERTISING

A third party advertiser is an individual, corporation or group that promotes or opposes the election of a candidate through election advertising during the 2025 Election advertising period, October 31, 2024 to close of voting stations on Election Day, October 20, 2025.

The *Local Authorities Election Act* (LAEA) Part 8 regulates third party advertising during the election advertising period and third party advertisers are required to know who is eligible to contribute, registration requirements and all reporting requirements to the Municipality.

Third party advertisers are required to register with the Municipality unless they are registered with the Provincial Registrar.

Eligibility

To be eligible to register as a Third-Party Advertiser, you must be one of the following:

- An individual who resides in Alberta.
- A group of which all members reside in Alberta.
- A corporation that carries out business in Alberta.
- An Alberta trade union or Alberta employee organization.

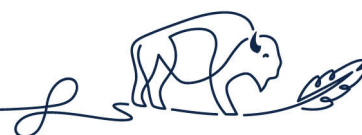
When do I need to register as a Third Party?

A Third-Party Advertiser must register when either of the following occur:

- it has incurred expenses of at least \$1,000 or plans to incur advertising expenses of at least \$1,000 for election advertising, or
- it has accepted advertising contributions of at least \$1,000 or plans to accept advertising contributions of at least \$1,000.
- notify the RMWB of changes to the registration in writing within 30 days.

How do I register as a Third Party?

- Complete Form 27 found online www.rmwb.ca/elections and submit with any required supporting materials:
 - If the third party filing the registration form has a governing body, a copy of the resolution authorizing the third party to incur election advertising expenses must be included with the form; and
 - If the third party filing the registration form is a group, a listing of the principal Officers or Members must be included with the form.
- Complete the Third-Party Advertiser Contact Information Form if you wish to have contact information for the third party released to the public and media as well as posted on the RMWB website.
- Submit completed forms and any required supporting materials to elections@rmwb.ca or drop off in-person, mail or courier to: RMWB Elections Team, Legislative Services, Jubilee Building, 9909 Franklin Avenue, Fort McMurray AB T9H 2K4



CAMPAIGNING AND ADVERTISING

The campaign period is October 31, 2024, to December 31, 2025, which is a change from the 2017 election and reflects the legislated changes that were made to the nomination process in the *Local Authorities Election Act*. Only nominated candidates, who have had their nomination and deposit received by the Returning Officer, may accept campaign contributions or incur campaign expenses during the campaign period.

Candidates must be aware of the rules around campaigning. Campaigning is generally permitted in virtual spaces, on private property; through election advertising and canvassing, however, some restrictions apply.

The LAEA prohibits the use of a representation or facsimile of the ballot used on Election Day in any advertising, except by a returning officer. Using the candidate's name with an "x" beside is not considered a representation of the ballot.

Advertising, including election signs, is not permitted to be displayed, or distributed within a voting station or within the boundaries of the land on which a building used for a voting station is located on an advance voting day or on election day.

A person is not permitted to canvas or solicit votes at a voting station nor is a person permitted to communicate with a person for the purpose of influencing that persons vote in a voting station or within the boundaries of the land on which a building used for a voting station is located on an advance voting day or on election day.

Any such campaigning will be removed or stopped and those obstructing the voting process or taking part in campaign activities will be required to leave the property. Any person who violates the advertising requirements of the LAEA is guilty of an offence and liable to a fine.

Election Signs

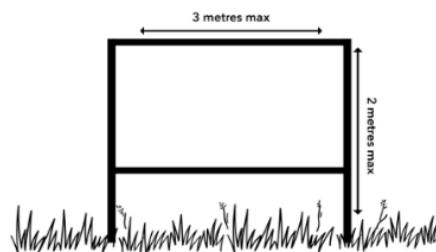
The Election Sign Provisions fall under the Regional Municipality of Wood Buffalo Land Use Bylaw No. 99/059 (LUB). Under the current provisions, election signs are permitted in all districts; development permits are not required provided the sign complies with the LUB; and the time periods that election signs may be displayed are regulated.

Dimensions

Signs can be up to 2.00m tall, 3.00m wide, and have a maximum area of 3.00 sq m.

Placement

- All Election Signs must meet the safety requirements outlined in section 5.2 of the Bylaw.
- The Municipality can direct sign owners to remove or repair signs that pose safety risks or are not in compliance with the Bylaw.
- In cases of immediate safety risks, the Municipality can remove



- Election Signs must comply with relevant federal, provincial, and municipal legislation.
- Signs must be temporary and can include Portable Signs, following the provisions outlined in Section 7.8 of the Bylaw.

The LUB defines an Election Sign as a sign connected with a municipal, school board, provincial or federal election or any election held pursuant to the Local Authorities Election Act, including, but not limited to, signs describing or promoting the election process or a candidate or party seeking election.

- Prior to placing any election sign, every municipal and school board candidate must provide the Municipality with the name and contact information of the person responsible for the signs.
- Election signs for the October 20, 2025, municipal and school board elections may be displayed or placed from 12 noon on Nomination Day, September 22, 2025.
- All election signs and support structures must be removed by 8:00 p.m. on October 23, 2025 (72 hours after the close of polls on Election Day).
- If an election sign poses a risk to public safety, has material structure damage, or has been vandalized, the person responsible for the sign will be directed to remove or repair the sign. Any election sign that poses an immediate and substantial public safety risk, or has not been removed or repaired as directed, will be immediately removed without notice.

Highways 63, 69 and 881 fall under Alberta Transportation jurisdiction. For election sign placement on provincial highway rights of way, please contact Alberta Transportation Fort McMurray District Office at 780-743-7376 or visit: <https://www.alberta.ca/election-signs.aspx>.

Roll-Up or Pop-Up Banner

A roll-up banner can be considered a Banner Sign under the LUB. If the banner is used as an Election Sign, it must comply with the provisions for both Election Signs and Banner Signs. Banner Signs are not exempt from requiring a Development Permit, so if you plan to use a banner for election purposes, you will need to apply for one.

If the Banner is Indoors at a Private Event

If the banner is placed inside a building or during an event with restricted public access, it is considered an Internal Sign under Section 3.3 and does not require a Development Permit.

Posters

Posters can generally be considered Election Signs and are typically exempt from requiring a Development Permit, provided they comply with the applicable size and placement requirements in the LUB.

Please note that Election Signs are not a permitted or discretionary use in most residential districts.

Portable Sign Provisions

If a banner or other election sign is portable, it must also comply with Section 7.8 - Portable Signs, as referenced in the LUB.



Recommended Safety Precautions

Before placing signs, ask permission and click before you dig

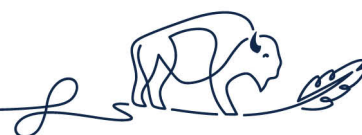
Alberta One Call: www.albertaonecall.com

Election signs must not:

- Obstruct or interfere with the orderly and safe movement of traffic or the sight lines required by vehicular or pedestrian traffic;
- Obstruct or interfere with the visibility or interpretation of any traffic signal, sign or device;
- Display lights that may be mistaken for the flashing lights customarily associated with police, fire, ambulance, and any other emergency vehicle or with danger.
- Imitate the wording of standard or commonly used traffic signs (i.e. stop, yield), symbols or characters which may interfere with, mislead, or confuse traffic.

Prior to placing election signs, the following safety precautions are recommended:

- Individuals installing election signs should take precautions to prevent driver distraction.
- Reflective vests and bright clothing should be worn when placing election signs.
- Election signs should be installed during daylight hours.
- Every effort should be made to minimize the impact to the travelling public when transporting and installing election signs. Vehicles should be parked as far as possible from the travel lanes and four-way hazard warning signals should also be used.



VOTER INFORMATION

ELECTION DAY IS MONDAY, OCTOBER 20, 2025

Eligibility to Vote and Voter Identification

A person is eligible to vote in the October 20, 2025, election, if ALL the following apply:

- Has not voted before in this election;
- At least 18 years of age;
- A Canadian citizen;
- Lives in Alberta;
- Resides in the Regional Municipality of Wood Buffalo and the ward for which they are voting in on election day; and
- Produces proper identification for inspection.

Per recent provincial legislative changes, all voters must be on the permanent elector's registry. Voters are encouraged to register early to speed up the voting process at the polling station on Election Day. For details on registering please visit www.rmwb.ca/Elections.

To vote, every elector must also provide one piece of government issued identification containing the elector's current address and name or one piece of identification from the authorized identification lists prior to voting. The piece of identification must establish the elector's name and the elector's current address. Please visit www.rmwb.ca/Elections for a full list of acceptable proof of identification <https://www.elections.ab.ca/voters/id-required-to-vote/>.

The advance vote dates, voting station locations, authorized voter identification lists and other relevant information for voters will be available prior to the election at www.rmwb.ca/Elections.

Rules of Residence

For the purposes of voting under the *Local Authorities Election Act* (LAEA) Section 48, a person's place of residence is governed by the following rules:

- A person may be a resident of only one place at a time for purposes of voting under the LAEA;
- If a person has more than one residence in Alberta, they must designate one place of residence as their permanent residence;
- A residence is the place the person lives and sleeps, and where they intend to return to after an absence;
- A person does not lose their residence by leaving their home for a temporary purpose;



- A student who attends an educational institution within or outside Alberta, temporarily rents accommodation for the purpose of attending an educational institution, and has family members who are residents in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members;
- A person loses their place of residence if the person leaves the area without the intent of returning to the residence in the Municipality.

To determine / designate a person's place of residency, the following factors shall be used in order of priority:

- the address shown on the person's driver's licence issued by or on behalf of the Government of Alberta 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 addressed and delivered;
- the address to which the person's mail is addressed and delivered.

Voting Time for Employees

An employee who is an eligible elector must be provided three consecutive hours for the purposes of voting while the voting stations are open on Election Day, October 20, 2025.

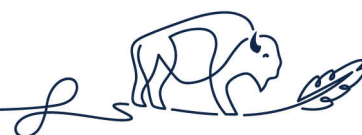
If the employer provides an employee time to attend a voting station during work hours, the employer cannot make any deduction from the employee's pay and cannot impose any penalty on the employee.

If the employee's work hours do not allow for three consecutive hours, then the employer must provide the employee the time necessary for voting (at the convenience of the employer).

The employer cannot make any deduction from the pay of the employee and cannot impose any penalty on the employee when absent from work during the time for the purposes of voting.

Voting Stations

The locations of voting stations, the times they will be open and other relevant information for voters will be available prior to the election at: www.rmwb.ca/Elections.



ADDITIONAL RESOURCES FOR CANDIDATES

Alberta Municipalities and Rural Municipalities of Alberta have partnered on an awareness campaign for prospective candidates for the upcoming general election to enhance understanding and participation.

RMA and ABmunis are collaborating to produce a series of informational and FAQ documents to provide insights and address common questions about running for municipal office. These resources are expected to be released soon.

- [Alberta Municipalities – www.abmunis.ca/advocacy-resources/governance/running-municipal-office](http://www.abmunis.ca/advocacy-resources/governance/running-municipal-office)
- [Rural Municipalities of Alberta – www.rmalberta.com/advocacy/municipal-election-awareness/](http://www.rmalberta.com/advocacy/municipal-election-awareness/)

Webinars

Over the coming months, RMA and ABmunis will offer a series of webinars providing prospective council candidates and Albertans at-large with a rich and authentic introduction to municipal service, covering everything from day-to-day responsibilities to the lasting community impact of council roles.

Information Toolkit

RMA and ABmunis have collaborated to develop a comprehensive toolkit, set to be released Fall 2025. This practical and accessible resource is designed to support Alberta's newly elected councils by fostering positive and productive relationships between council members and municipal administration.

The toolkit aims to encourage constructive collaboration from the outset, offering clear guidelines, best practices, and actionable insights.

This toolkit will empower council members to work effectively with their Chief Administrative Officers (CAOs) and administrative teams, paving the way for efficient governance and impactful outcomes for their communities.



CANDIDATE CHECKLIST

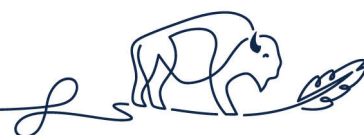
As a supplement to this candidate information package and applicable election legislation, this checklist is provided for reference.

Please note that this checklist has no legal validity and is by no means exhaustive.

Candidates are encouraged to reference all applicable legislation to ensure they have met all requirements.

General

- ☐ Obtain a copy of the Municipal Government Act
- ☐ Obtain copy of Local Authorities Election Act
- ☐ File your Notice of Intent
- ☐ Obtain Nomination Package
- ☐ Visit www.rmwb.ca/Elections for information and updates
- ☐ Review Part 5.1 of the Local Authorities Election Act and note the requirements and deadlines for campaign finance and contribution disclosure
- ☐ Familiarize yourself with the electoral process, including voter eligibility requirements and voting opportunities, in case you are asked by a resident.
- ☐ Open a campaign bank account before you exceed \$1,000 in total contributions received. This includes self-funded candidates as well.
- ☐ Familiarize yourself with RMWB bylaws such as Councils Procedure Bylaw and Councils Code of Conduct Bylaw, policies, plans and agreements
- ☐ Visit Government of Alberta website for information on Municipal Elections Overview <https://www.alberta.ca/municipal-elections-overview>
- ☐ Visit Alberta Municipalities and Rural Municipalities of Alberta websites for additional candidate resources
- ☐ Visit Government of Alberta website for information on Municipalities <https://www.alberta.ca/about-municipalities>



FORMS

- Notice of Intent
- Form 4 - Nomination Paper and Candidate's Acceptance – Mayor of the Regional Municipality of Wood Buffalo.
- Form 4 - Nomination Paper and Candidate's Acceptance – Councillor of the Regional Municipality of Wood Buffalo
- Form 5 - Candidate Financial Information
- Election Signs Contact Information
- 2025 Consent for Disclosure
- Form 11 - Identification for Access
- Form 16 - Statement of Scrutineer
- Form 26 - Campaign Disclosure Statement
- Form 27 - Registration of a Third Party
- Form 28 - Third Party Advertising Contribution Statement

For guidance on completing Nomination Forms 4 and 5 please refer to:

- How to Guide – Nomination Paper and Candidate's Acceptance (Form 4)
- How to Guide – Financial Candidate Information (Form 5)

Copies of guides and forms in PDF fillable format can be found online by visiting www.rmwb.ca/elections

