



## **Prospective Councillor Information Session 2025 Municipal Election**

### **What is a municipality?**

- (a) A municipality has no constitutional rights and is granted powers only by the province. Local governments are answerable to the province. *Municipal Government Act* (MGA). [Alberta King's Printer:](#)
- (b) The province sets the borders and scope of the municipality.
- (c) Municipal Affairs is the provincial ministry that handles local government affairs. They provide supports, resources, and tools. When required Municipal Affairs will step in and tell a municipality what they must do.

### ***Municipal Government Act***

#### **Municipal purposes**

**s3** The purposes of a municipality are

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

#### **General duties of councillors**

**s153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
  - (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
  - (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

The MGA regulates what powers the council has and how council can enact those powers.

- Such as how to create bylaws and what bylaws can be created.
- Taxation and user fee powers
- Expenditure of money for operations and capital
- Emergency Management
- Selling and purchasing lands
- Land use planning and regulation
- Utilities
- Creation of committees



Councillors are able to enact their powers only through a formal meeting of council and by a passed resolution of council during a public meeting. An individual councillor or mayor has no authority to create policy, make expenditures, collect funds or direct administration. Council directs the CAO, their only employee, through policy, bylaws and resolutions of council.

Roles and Responsibilities of Municipal officials: [Roles and responsibilities of municipal officials | Alberta.ca](#)

### **Time Commitment**

There are many committees, commissions and boards that councillors sit on. Some meet monthly while others are quarterly, annual or when required. Council meetings tend to average 2 hours. Committee meeting can range from 2-3 hours per meeting.

Committees vary on when they meet. Most meet weekday evenings however, some joint committees meet during the day. Councillors average 4 appointments on committees, boards and commissions.

Councillors are also expected to attend training sessions, conventions, seminars, workshops and special events promoting the Town.

### **Remuneration**

Mayor is \$1434.07/mth Councillor is \$992.82/mth

All conventions, training, and special committee, board and commission meetings are \$30.00/hr after 9 hours claim \$270/day. Rate is increased annually by a cost of living.

### **Important Dates:**

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|------------------------------|--|
| • September 9                | Pre-Nomination information session                 |
| • September 22 <sup>th</sup> | Nominations due by Noon                            |
| • October 6 <sup>th</sup>    | Advanced Voting Day                                |
| • October TBD                | Candidates Forum at DMI starting at 6:00 pm        |
| • October 20 <sup>th</sup>   | General Municipal election                         |
| • October 25                 | Munis 101 Virtual session                          |
| • November 1                 | Munis 101 in-person session Grande Prairie         |
| • November 4 <sup>th</sup>   | Council organizational Meeting                     |
| • November 8 & 9             | Council orientation session                        |
| • November 12-14             | AB Munis Convention in Calgary                     |
| • November 18 <sup>th</sup>  | First Council meeting                              |
| • November 25                | COW meeting – Budget discussions                   |
| • December 2                 | Council meeting – adopt interim operational budget |
| • December 16                | Council meeting                                    |
| • January 6                  | Council meeting                                    |
| • January 20                 | Council meeting                                    |
| • January 27                 | Committee of the Whole (COW) Meeting - Budget      |

New Councillors will be required to attend the available 2 day EOEP required training sessions that are available.