



What you need to know about running for Council

NOMINATION PERIOD: January 2, 2025 to 12:00 p.m. on September 22, 2025

ELECTION DAY: Monday, October 20, 2025

ORGANIZATIONAL MEETING: October 27, 2025

Town of Picture Butte P.O. Box 670, Picture Butte, AB T0K 1V0 Phone: 403-732-4555

Returning Office: Michelle Overbeeke Email: michelle@picturebutte.ca

1. Roles of Mayor and Councillor

- Town of Picture Butte Council is made up of a Mayor and four (4) Councillors.
- The position of Mayor is by election.
- Each year at the Organizational meeting held in October, a Deputy Mayor is elected by members of Council for a term of one year.

2. Time Commitment

- Council Meetings are held the second and fourth Monday of each month starting at 6:30 p.m.
- Committee of the Whole Meeting is held the third Monday of the month starting at 6:30 p.m.
- Council Committee meetings are appointed yearly during the Organizational meeting in October.
- Newly elected officials are mandated to take Elected Official Training within 90 days of taking oath of office.
- Alberta Municipalities holds an annual convention in the Fall of every year for elected officials.

3. Eligibility Requirements

To be an eligible candidate, you must:

- Be a Canadian Citizen and 18 years of age.
- Must have resided in the Town of Picture Butte for six (6) consecutive months before the Nomination Day.
- Are not otherwise ineligible or disqualified.

You are NOT eligible under any of these circumstances:

- You are an auditor of the Town of Picture Butte.
- You are an employee of the Town of the Picture Butte.
- Your property taxes are more than \$50 in arrears or you are in default for more than 90 days on any other debt in excess of \$500.
- You have in the previous ten years been convicted under the LAEA, EA or CEA.

4. How Council is Governed

The Province of Alberta provides the structure for local governments through legislation known as the Municipal Government Act (MGA).

Some important tips to remember:

- All decisions must be made at public meetings with a quorum of Council present.
- Individual members of Council do NOT have the power to commit the municipality to any expenditure, or to direct the activities of municipal employees.
- The expenditure of funds or direction of employees may only be carried out by passing a resolution of Council.
- Any promise you make as part of your election campaign can only be fulfilled if a majority of Council votes in favor of the matter.

5. Nomination Period & Contributions

Nomination Period is January 2, 2025 to September 22, 2025 at 12:00 p.m. at Picture Butte Town Office

- Nomination forms will not be accepted prior to or following this time period.
- Campaign contributions by any person, corporation, trade union, or employee organization to a candidate shall not exceed \$5,000 in any year. Money paid by a candidate out of the candidate's own funds shall not exceed \$10,000.

6. Resources

Municipal Government Act (MGA) is the primary legislation that governs municipalities www.qp.alberta.ca

Local Authorities Election Act (LAEA) is the primary legislation that guides the conduct of a municipal election www.qp.alberta.ca

Elected Officials Education Program: eoep.ca

Alberta Municipal Affairs: www.alberta.ca/municipal-elections-overview.aspx

Association of Alberta Municipalities: www.abmunis.ca