

2025 GENERAL MUNICIPAL ELECTION

Candidate Information Package for Office of Mayor/Councillor

TABLE OF CONTENTS

03	General Information	08	Mandatory Meeting Schedule
03	Contact Information	08	Orientation
03	Protection of Privacy Act	09	Council Calendar
03	Disclaimer	10	Committees
04	Municipal Elections in the City of Grande Priarie	13	Time Estimates
06	Term of Office and Remuneration	14	Candidate Qualifications
06	Understanding the Position	14	Nomination Requirements
06	Roles and Responsibilities	14	Deposit and Withdrawal Requirements
07	Councillors	14	Official Agent
07	Mayor	15	Advertising and Elections Signs
07	City Manager	15	Election Day
08	Places to Find Additional Information	15	Election Finance and Contribution Disclosure
08	Time Commitments		

GENERAL INFORMATION

This is an information package only and is provided for your convenience. It contains answers to the most frequently asked questions regarding a local authorities election, election procedures, and important facts candidates should be aware of. For certainty, the Local Authorities Election Act, the Municipal Government Act and other relevant statutes and regulations should be consulted. Please visit the cityofgp.com/election for the latest version.

Contact Information Election Office

City Hall

P.O. Bag 4000
10205 - 98 Street
Grande Prairie, Alberta
T8V 6V3

Returning Officer

780-357-4954
elections@cityofgp.com
cityofgp.com

Protection of Privacy Act

The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provision of the Protection of Privacy Act. If you have any questions, contact the Privacy and Access Coordinator at **780-357-8716**.

Disclaimer

The material that follows is the City's understanding of the meaning of the legislation. This summary is not intended to replace the candidate's responsibility for reading and understanding the legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that their campaign complies with all provincial laws.

References and Legislation

- [Government of Alberta: Candidate's Guide](#)
- [GIS Public Election Sign Locations Map](#)
- [Municipal Government Act, RSA 2000, c M-26](#)
- [Local Authorities Election Act, RSA 2000, c L-21](#)
- [Protection of Privacy Act, SA 2024, c P-28.5](#)
- [C-1480 Elections Bylaw](#)
- [C-1299 Procedure Bylaw](#)
- [C-1260 Land Use Bylaw](#) – Schedule "B" Section 4.5 – Election Signs
- [C-1078 Use of Public Lands](#) – Appendix "B" – Election Signs
- [Council Renumeration and Expense Reimbursement Policy 100](#)

MUNICIPAL ELECTIONS IN THE CITY OF GRANDE PRAIRIE

The City of Grande Prairie elections are conducted at-large. Each person elected for the Office of Councillor represents the City as a whole and not a particular ward or section of the City.

■ **The Office of Mayor: 1 position**

■ **The Office of Councillor: 8 positions**

For general information and questions regarding the Office of the Mayor or Councillor, contact the Returning Officer at elections@cityofgp.com.

January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day	2 Nominations Open	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	

September 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Nominations Day Nominations close at noon Nomination papers are filed at City Hall	23 Opportunity to withdraw ends at noon	24	25	26	27
28	29	30				

October 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 Advance Vote 11 a.m. – 7 p.m. at Montrose Cultural Centre	10 Advance Vote 11 a.m. – 7 p.m. at Montrose Cultural Centre	11 Advance Vote 11 a.m. – 7 p.m. at Montrose Cultural Centre
12	13 Thanksgiving	14	15	16 Advance Vote 11 a.m. – 7 p.m. at Montrose Cultural Centre	17 Advance Vote 11 a.m. – 7 p.m. at Montrose Cultural Centre	18 Advance Vote 11 a.m. – 7 p.m. at Montrose Cultural Centre
19	20 Election Day Voting Hours 10 a.m. – 8 p.m.	21	22	23	24 Officials Results At Noon Afternoon Training (Mandatory Attendance)	25
26	27 Onboarding/ Training (Mandatory Attendance) Organizational Meeting 3 p.m. (Mandatory Attendance)	28 Orientation Session (Mandatory Attendance)	29 Orientation Session (Mandatory Attendance)	30 Orientation Session (Mandatory Attendance)	31 Orientation Session (Mandatory Attendance)	1 November Orientation Session (Mandatory Attendance)

TERM OF OFFICE AND REMUNERATION

Members of Council are:

- elected for a four (4) year term, concluding October 2029
- paid annually (estimated*):
 - Mayor: \$126,678.43
 - Councillor: \$69,673.14
- eligible for life, dependants, accidental death and dismemberment insurance, extended health benefit, City health and wellness fund; and
- provided with a flexible spending account (6.25% of base annual salary).

For more information please refer to: * [Council Remuneration & Expense Reimbursement Policy 100.](#)

UNDERSTANDING THE POSITION

As a member of Council, you will have the opportunity to significantly influence the future of your community. All decisions must be made at meetings, held in public, at which a quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if a majority of Council votes in favor of the matter at a meeting.

The role of Council is to work together to set the overall direction of the municipality through their position as a policy maker. The policies that Council sets are the guidelines for Administration to follow as they perform the day-to-day operations of the City.

Roles and Responsibilities

Government (Council) Determines the "what"	Management (Administration) Determines the "how"
The creation of a setting in which Administration can manage effectively.	The making of operating decisions by Administration.
Strategic Plan Development <ul style="list-style-type: none"> ■ Vision ■ Strategic Priorities ■ Strategic Objectives 	Strategic Plan Development <ul style="list-style-type: none"> ■ Mission ■ Values ■ Strategic Actions ■ Departmental Business Plans
Approve Council Policies	Implement Policies (& development of procedures)
Approve Bylaws	Enforce Bylaws
Approve Budget <ul style="list-style-type: none"> ■ Total Revenue & Expenditures ■ Service Area Budgets 	Manage Budget <ul style="list-style-type: none"> ■ Financial Report
Set Direction	Provide Information & Recommendations

Councillors

The Municipal Government Act provides that every municipality shall have a Council, the members of which shall be elected in accordance with the Local Authorities Election Act. The Municipal Government Act provides for a broad spectrum of powers and duties for a Council and Councillors.

The duties of Councillors include:

- to consider the welfare and interests of the City as a whole and to bring to Council's attention anything that would promote the welfare or interests of the City;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- to participate generally in developing and evaluating the policies and programs of the City;
- to participate in Council meetings and Council Committee meetings and meetings of other bodies to which they are appointed by Council;
- to obtain information about the operation or administration of the municipality from the City Manager or their designate;
- to keep in confidence matters discussed in closed session (in-camera) at a Council or Council Committee meeting until discussed at a meeting held in public;
- to perform any other duty or function imposed on Councillors by the MGA or any other enactment or by resolution of the Council.

Each year, at the organizational meeting, Councillors are appointed to Standing Committees. The Chair of a Standing Committee has the following duties:

- to preside when in attendance at a Committee meeting;
- signs all Committee minutes; and

- to perform any other duty imposed on them by an enactment, bylaw, or resolution of Council.

Each Councillor is appointed Deputy Mayor for a period of approximately 1.5 months every year in order to fulfill the obligations of the Mayor in their absence, and to assist the Mayor as required. This schedule is set in October at the annual organizational meeting.

Formal offices are not provided at City Hall, but workspaces are available.

Mayor

In the addition of performing the duties of a Councillor, the Mayor also has the following duties:

- to preside when in attendance at a Council meeting;
- signs all bylaws, Council policies, and Council minutes that Council passes at a meeting in which they are presiding; as well as many contracts and agreements the City enters into; and
- to perform any other duty imposed on the Mayor by an enactment, bylaw, or resolution of Council.

An office at City Hall is provided for the Mayor, as well as the services of administrative support which is shared with the City Manager.

City Manager

The City Manager is the administrative head of the municipality. The City Manager's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.

In accordance with 201 (2) of the Municipal Government Act, "A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer [the City Manager] or a designated officer."

Places to Find Additional Information:

- The **Municipal Government Act** provides a framework for Council and the municipality.
- Read **agendas and minutes** of past and upcoming meetings.
- Read **bylaws** such as the **Land Use Bylaw C-1260** and **Municipal Development Plan C-1462**.
- Attend **Council meetings** to see the Municipal Council in action.

THE COMMITMENT

Mayor Position	Councillor Position
Full-Time	Part-Time
40+ Hours/Week	25+ Hours/Week

Council responsibilities require members to attend a significant number of meetings and events in addition to keeping informed and up to date on current issues and maintaining contact with residents.

Events (Fundraisers, Flag Raisings and Community Events):

Council receives approximately 10 invitations per month to attend local events and speaking engagements. Many of these take place in the evenings and on the weekends.

External Agencies, Boards and Committees:

Council is appointed to various agencies, boards and committees as a Member Representative of the City of Grande Prairie. Meetings can take place throughout the City, the County and the region. Time commitment varies from a few hours per year to monthly meetings.

Regional, Provincial, Federal Advocacy Opportunities:

Conventions such as Alberta Municipalities (AM), Rural Municipalities of Alberta (RMA), Federation of Canadian Municipalities (FCM), and Growing the North (full day/week events).

Mandatory Meeting Schedule

The City of Grande Prairie operates under a Council and Committee system. **The Procedure Bylaw C-1299** establishes Standing (or permanent) Committees of Council, which meet on a regular, rotating schedule. Council members will also be appointed to a variety of other City and external Committees, Boards and Commissions. Council will make appointments to these Committees and Boards at its Organizational Meeting to be held on October 27, 2025. Each scheduled meeting on the calendar averages 3 – 4 hours per meeting.

Note: The Mayor is an ex-officio member of all Boards and Committees established by Council unless otherwise specified by Legislation.

Orientation

In order for new and returning Council members to become fully acquainted with the scope of their roles, and in accordance with the Municipal Government Act, Council must participate in an orientation following each election. Elements include the roles of the Mayor, Council members and the City Manager; and service areas of the City; as well as topics such as a financial/budget overview; governance and strategic planning; and Council Chambers, eScribe and ITS setup. Approximately 5+ days are spent completing mandatory orientation activities in the first week of being in office. Additional training and orientation will continue over the course of several months as Council moves through activity cycles.

2025 MEETING CALENDAR COUNCIL & STANDING COMMITTEES OF COUNCIL

JANUARY

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	

FEBRUARY

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	

MARCH

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					

APRIL

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			

MAY

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

JUNE

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					

JULY

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		

AUGUST

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						

SEPTEMBER

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				

OCTOBER

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	

NOVEMBER

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						

DECEMBER

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			

Council Meetings and Council Committee Of Whole
are held in the First Floor Council Chambers at City Hall

- **Council Meetings:**
Part 1 - 3:00 p.m. Part 2 - 6:00 p.m.
- **Council Committee Of Whole (CCW):** 1:30 p.m.
- **Council Breaks:** January 1 – 3; August 5 – 15; December 22 – 31
- **Budget Meetings:** November 26 – 28
- **Federation of Canadian Municipalities Convention:** May 29 – June 1
- **Alberta Municipalities Convention:** November 12 – 14
- **Council Orientation and Training:** October 24 & 28 – November 1

Standing Committee meetings are held in the
First Floor Council Chambers at City Hall

- **Standing Committees:** 9:00 a.m.
 - Financial and Administrative Services Committee
 - Investment and Strategy Committee
 - Operational Services Committee
 - Public and Protective Services Committee
- **Oath of Office and Organizational Meeting:** October 27
- **Municipal Election:**
Nomination Day, September 22 and Election Day, October 20

Standing Committees			
Committee Name	Number of Council	Meeting Day	Meeting Time
Financial and Administrative Services Committee	3	Every Second Tuesday	9 a.m.
Investment and Strategy Committee	3	Every Second Tuesday	9 a.m.
Operational Services Committee	3	Every Second Tuesday	9 a.m.
Public and Protective Services Committee	3	Every Second Tuesday	9 a.m.

Council Committees			
Number of Council	Number of Council	Meeting Day	Meeting Time
Combative Sports Commission	1	Quarterly – As required	Noon
Downtown BIA – Board of Directors	1	Monthly – Fourth Wednesday	8:30 a.m.
Economic Development Strategic Planning & Advisory Committee	2	Quarterly	Daytime
Grande Prairie Airport Commission	2	Every Other Month – Third Thursday	11:30 a.m. – 1:30 p.m.
Grande Prairie Library Board	1	Monthly – Second Tuesday	5:30 p.m.
Grande Prairie Police Commission	2	Monthly – Third Thursday	3 p.m.
ICC Negotiating Committee	3	As Required	
Joint Council Committee	8+ Mayor	As Required	Daytime
Youth Advisory Council	2	Quarterly	Evening

Council Representatives			
Number of Council	Number of Council	Meeting Day	Meeting Time
Alberta Bilingual Municipalities Association	1	As Required	
AM Boards	Application	Depends on Board	Depends on Board
Aquatera	Mayor	As Required	
Community Advisory Board on Homelessness	1	Monthly – Third Thursday	9:30 a.m.
Community Futures of Grande Prairie and Region	1	Monthly – Second Thursday	5 p.m.
Community Rail Advocacy Alliance (CRAA)	Mayor	As Required	Daytime
Grande Prairie and Area Recreation Board	1	Quarterly	Daytime
Grande Prairie Regional Competitiveness (Invest NW) Committee	2	Quarterly	Daytime
Grande Prairie Regional Tourism Association	1	Monthly	Daytime or Evening
Grande Prairie Regional Sport Connection	1	Monthly – Second Tuesday	4 p.m.
Grande Prairie Storm Hockey Board of Directors	1	Monthly	11 a.m.
Grande Spirit Foundation	1	Monthly – Fourth Friday	10 a.m. Travel Required
Inter-City Forum on Social Policy	1	Quarterly	1 Full Day Travel Required
Joint Regional Emergency Management Committee	1	As Required	Daytime
Local Immigration Partnership	1	Monthly – Second Tuesday	10 a.m.
Mid-Sized Cities Mayors Group	Mayor	Bi-Annually	1 Full Day Travel Required

Council Representatives			
Number of Council	Number of Council	Meeting Day	Meeting Time
Mighty Peace Watershed Alliance	1	Quarterly	1 Full Day Travel Required
Nitehawk Recreation Area Board	Mayor	Monthly – Tuesday	Evening
Northern Alberta Elected Leaders	Mayor	Quarterly	Daytime Travel Required
Opioid Task Force	1	As Required	Daytime
Peace Library System	1	8 Times a Year – Saturdays	10:30 a.m. Travel Required
Regional School Site Committee	1	As Required	½ or Full Day
S.C.O.R.E.S.	Mayor	As Required	Daytime
South Peace Regional Archives Society Board	1	Quarterly	Noon
Water North Coalition	1	As Required	

(Subject to Change)

2023 Council Time Estimates Based on Meeting Committees			
Mandatory Committees Meetings	Quantity Per Year	Duration (Hours)	Time Required
Consolidated Committee Meetings	24	3	72
City Council	22	6	132
Council Committee of the Whole (monthly)	12	4	48
Council Committee of the Whole (budget)	3	8	24
Additional Council Committees and Workshops	11	2	22
External Boards and Committees	12	2	24
Alberta Municipalities	3	8	24
Federation of Canadian Municipalities	4	8	32
SUBTOTAL			378
Travel to and from meetings	100	0.5	50
Emails and phone calls	120	1	120
Stakeholder/Citizen/Ratepayer Meetings	162	1	162
Legislature	1	12	12
Additional Conferences	2	16	32
SUBTOTAL			376
TOTAL MANDATORY			754
Optional Time	Quantity Per Year	Duration (Hours)	Time Required
Ribbon cuttings and speaking engagements	15	1	15
Lunch events	24	1	24
Evening events	24	3	72
Weekend engagements	25	1	25
Travel to and from engagements	72	0.5	36
Miscellaneous time commitments (estimated)	150	1	150
TOTAL OPTIONAL			322

Candidate Qualifications

Generally, you are eligible to be nominated as a candidate, if on Nomination Day (September 22, 2025) you are:

- at least 18 years of age;
- a Canadian citizen; and
- a resident of the City of Grande Prairie since March 22, 2025.

You are not eligible to be nominated for more than one office of the same elected authority.

An Employee of the City can run for a position on Council; however, they must first take a leave of absence.

Please refer to the Local Authorities Election Act for all qualifications and requirements.

Notice of Intent

Section 147.22 of the Local Authorities Election Act requires an individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate to give written notice to the City before accepting a campaign contribution or incurring a campaign expense.

Nomination Requirements

To become nominated, you must:

- complete the Nomination Paper;
- have your Nomination Paper signed by at least twenty-five (25) eligible voters who are electors and residents of the City of Grande Prairie;
- provide a \$100.00 deposit payable to the City of Grande Prairie, in cash, certified cheque, money order, or debit or credit card;
- complete the Candidate Information Form; and
- call 780-357-4954 to arrange a time to bring the above (in person) to City Hall, 10205 - 98 Street, to the Returning Officer starting January 2, 2025 and ending at noon on Monday, September 22, 2025.

The Nomination Paper must be sworn (or affirmed) in the presence of the Returning Officer.

A candidate may appoint an official agent as part of the Nomination Paper.

The person who is filing a Nomination Paper is responsible for ensuring that it meets the requirements of the Local Authorities Election Act.

The Returning Officer shall not accept a Nomination Paper if it is not complete.

Deposit and Withdrawal Requirements

Each candidate for the office of Mayor and the Office of Councillor shall include with their nomination papers a deposit of one hundred dollars (\$100.00).

If the deposit is made by certified cheque it can be made payable to the "City of Grande Prairie".

Can I withdraw my nomination?

To withdraw your nomination, you:

- may do so only if more than the required number of candidates are nominated;
- must do so within 24 hours of the close of nominations, that is, before noon on September 22, 2025; and
- must submit your notice of withdrawal in writing, to the Returning Officer, City Hall, 10205 - 98 Street.

Official Agent

Candidates may appoint an official agent when they submit their nomination papers. Candidates are not required to appoint an official agent. An official agent must be an elector who is eligible to vote in the City on election day.

Advertising and Election Signs

Campaign material and signs must not:

- show a ballot marked for a candidate; and
- use the City of Grande Prairie crest, symbol, logo or brand.

When distributing campaign material or signs, you:

- must get consent from the property owner before placing any signs;
- may campaign on Election Day;
- cannot display or distribute campaign material or signs at a voting station on Election Day; and
- must not display Election signs earlier than six (6) weeks (September 8, 2025) prior to Election Day.

Please refer to the following bylaws and resources on election signs:

- **C-1260 Land Use Bylaw** – Schedule “B” Section 4.5 – Election Signs
- **C-1078 Use of Public Lands** – Appendix “B” – Election Signs
- **GIS Public Election Sign Locations**

Note: Candidates are responsible for removing signs within 7 days after the voting stations close on Election Day (8 p.m. on October 20, 2025). Candidates will be liable for the cost of removal for any signs that have not been taken down 7 days after the voting stations close on Election Day.

Election Day

A person is eligible to vote on Election Day (October 20, 2025), if the person:

- is at least 18 years of age on Election Day;
- is a Canadian Citizen;
- is a resident of Alberta;
- is a resident of the voting subdivision in the City on Election Day; and
- has not voted previously in this Election.

Voting stations are provided for voters with special needs residing at institutions, the hospital, extended care centres, and seniors' accommodation facilities.

Voting stations are open at 10 a.m. and close at 8 p.m. on Election Day.

To obtain election results, you may:

- attend Election Headquarters after 8 p.m.
- monitor the City of Grande Prairie 2025 Election Website; or
- obtain the official election results at noon, on Friday, October 24, 2025, from the Returning Officer, City Hall, 10205 - 98 Street, Grande Prairie.

Election Finance and Contribution Disclosure

A candidate must file a disclosure statement regarding campaign contributions and expenses. Additional rules apply to dollar limits on contributions, who may contribute, campaign account at a financial institution, issuing receipts for contributions, obtaining receipts for expenses, and campaign surpluses.

On or before September 30 of a year in which a general election is to be held, a candidate who has received contributions in the period beginning in January 1 and ending on July 31 of that year must file a disclosure statement in respect of that period.

On or before March 1 of each year, a candidate who submitted a Notice of Intent in the previous year must file with the Returning Officer a Disclosure Statement.

The LAEA section 147.7 imposes a \$500.00 late filing fee on any candidate who does not meet the deadline.

Candidates must be familiar with part 5.1 Election Finances and Contributions Disclosure of the Local Authorities Election Act (LAEA). 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 original document must be submitted to the Returning Officer. It can be dropped off at City Hall (attn: Jessica Sanderson) or mailed to the address indicated on the form.

Please note, all disclosure statements will be posted on the City's website as per the LAEA.



cityofgp.com | elections@cityofgp.com