

2025

Elections
RED DEER

Mayor & Councillor Candidate Handbook



GENERAL INFORMATION

All definitions, procedures and processes outlined in this guide are from the LAEA and Municipal Bylaws. Should you require further clarification on any definitions, procedures or processes you are encouraged to review and consult the legislation, ask the returning officer in your municipality, 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 election office.

References and Legislation Resources

[Municipal Government Act](#)

[Local Authorities Election Act](#)

[Freedom of Information and Protection of Privacy Act](#)

[Election Bylaw](#)

[Council Code of Conduct](#)

[Procedure Bylaw](#)

[Zoning Bylaw](#)

[Council Policies](#)

Contact Elections

Returning Officer

Legislative Services, City Hall

4914-48 Ave, Red Deer

Phone: 403-342-8317

Email: elections@reddeer.ca

Mailing Address

Returning Officer

Legislative Services

The City of Red Deer

Box 5008

Red Deer, AB, Canada T4N 3T4

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Election Summary

In Alberta, municipal elections are held every 4 years. Voters in Red Deer elect the Mayor, 8 City Councillors, and School Trustees for the school division of their choice.

Municipal elections are held in accordance with the [Local Authorities Election Act \(LAEA\)](#), [Municipal Government Act \(MGA\)](#) and [Education Act](#).

The Returning Officer is responsible for conducting municipal elections. Through an agreement, The City of Red Deer Returning Officer is also appointed as the Returning Officer for the Red Deer Catholic Separate School Division and Red Deer Public School Division.

Jurisdiction	Office	Positions
The City of Red Deer	Mayor	1
The City of Red Deer	Councillor	8

Election 2025 Timelines

October 31, 2024 - December 31, 2025	Campaign period
January 2, 2025 - September 22, 2025 at Noon	Nomination Period
May 1, 2025	Election Advertising period begins
August 1, 2025	Special ballot applications open
September 1, 2025	Recruiting Temporary Election Workers will begin (estimated timeline)
September 22, 2025	Nomination period closes at Noon
October 14 - 18, 2025	Advance Vote period
October 20, 2025	Election Day 10:00 am – 8:00 pm
October 24, 2025	Official results – Noon

Steps Candidates Must Take

Step 1 - Eligibility Requirements

All candidates must be eligible to vote in the election and must be:

- at least 18 years old,
- a Canadian citizen,
- a resident of Red Deer for the six consecutive months immediately preceding nomination day, including on Election Day; and
- not otherwise ineligible or disqualified.

Review the qualifications, ineligibility and disqualification for the office you are running for in the [Local Authorities Election Act.](#) Candidates are advised to refer to the [Local Authorities Election Act](#) and if required, obtain legal advice regarding the full extent of their obligations.

Step 2 - Notice of Intent

All potential candidates **must** complete the notice of intent form.

- [Notice of Intent Form \(pdf\)](#)

Candidates who plan to run can only accept campaign contributions and incur campaign expenses once their notice of intent is complete and they are added to the Register of Candidates found at elections.reddeer.ca

A prospective candidate can submit their notice of intent any time during the campaign period.

How to Submit your Notice of Intent:

Mail/ Courier	By Appointment	Email
Returning Officer Legal & Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4	Phone: 403.342.8317 Email: elections@reddeer.ca	elections@reddeer.ca

Step 3 – File Nomination

The following are required for your nomination to be complete

- [Form 4 - Nomination Paper and Candidate's Acceptance \(pdf\)](#);
- [Form 5 - Candidate Financial Information \(pdf\)](#);
- [Candidate Consent for Disclosure of Information Form \(pdf\)](#); and
- Deposit

Nomination Paper and Candidate's Acceptance (Form 4)

Eligible signatures: Persons signing a candidate's nomination paper must be an eligible electors in Red Deer and the form must include original hand-written signatures. Digital signatures are not accepted.

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 local jurisdiction on election day. The duties of an official agent are those assigned by the candidate. If, at any time, the information changes or there is a need to appoint a new official agent, the candidate is required to notify the Returning Officer immediately.

Minimum signatures: It is recommended that candidates obtain more than the minimum required number of electors to sign their nomination form in case one or more electors are not eligible or have missing or illegible information.

Required Signatures and Deposits		
	Eligible Signatures	Deposit
Mayor	100	\$100
Councilor	50	\$100

Signed by Commissioner for Oaths: Form 4 must be signed by a Commissioner for Oaths in and for Alberta or the Returning Officer.

Candidate Financial Information (Form 5)

This form must also be filed during the nomination period and must include candidate's information, address of where candidate records are maintained and, if applicable, should include financial institution information where campaign contributions are kept at. Do not use personal banking information.

This form is for the purpose of receiving communication from the election office during the 2025 Election. It also provides contact information available to the public that will be listed on elections.reddeer.ca.

Deposit

Mayoral & Councillor candidates must pay a deposit when they file their nomination. The deposit can be paid by:

- Cash
- Certified Cheque payable to “The City of Red Deer”
- Money Order payable to “The City of Red Deer”
- Debit Card or Credit Card

Personal Cheques are not accepted. Do not send cash deposits in the mail.

Refunds

Your deposits are subject to refund, if:

- are elected to office,
- withdraw your nomination, or
- candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes.

File Nomination

All candidates must file their nomination papers [Form 4 - Nomination Paper and Candidate's Acceptance \(pdf\)](#) and [Form 5 - Candidate Financial Information \(pdf\)](#) with Returning Officer by 12 noon on Nomination Day, September 22, 2025.

A candidate may submit their nomination form in one of the following ways:

Mail/ Courier	Appointment
Returning Officer Legal & Legislative Services The City of Red Deer Box 5008 Red Deer, AB T4N 3T4	Phone: 403.342.8317 Email: elections@reddeer.ca

While not required we encourage candidates to make an appointment with the Election Office to submit your Nomination Forms. This will allow an Election worker to work through the forms with a candidate to ensure they are fully complete ensuring efficiencies for both parties.

Candidate Profiles

Candidate profiles are optional; however, your profile will be posted on elections.reddeer.ca to provide the voters the reasons why you are running for office, what you hope to accomplish when in office and the qualities that make you the best candidate.

A form will be provided to all candidates to collect their candidate profile. You may prepare the following information in advance:

- Biography / About me (500 characters, approximately 90 – 100 words)
- Platform description / Top priorities (250 characters)

Running for Mayor

Being the Mayor is a full-time job. As the official representative of Council, the Mayor's role averages between 50 and 70 hours per week (including evenings and weekends) and often exceeds this during higher demand periods throughout the year.

The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the City's business and to aid in resolving emerging issues in the community. For these reasons, the Mayor's role requires a regular presence in the office during business hours.

Term of Office:	4 years
Duties of the Mayor:	The Mayor is the Chief Elected Official of the municipality and has duties that encompass those of both Chief Elected Official and those of Councillor.

In addition to performing these duties, the Mayor is the key public representative for both The City organization and the greater community at meetings, public functions, ceremonies and other events, which frequently fall on evenings and weekends; in recent years, this has involved between 400 and 600 events annually. As the chief spokesperson for The City, the Mayor will also enter into discussions with elected officials in other municipalities, Regional Mayor's Caucus, Mid-Sized Cities Mayor's Caucus, as well as the Provincial and the Federal Governments. This often involves initiating and building important relationships with decision makers outside the community.

While the time commitment may vary, the following is a snapshot of Mayoral responsibilities:

- Preparing for and attending approximately 10 hours weekly in committee and Council meetings
- Briefings with Council and working with Council to determine strategic priorities
- Leading advocacy initiatives regionally and provincially to advance Red Deer's needs and priorities
- Working with City senior administration to advance Council's priorities
- Participating in 1 – 2 hours of committee and community meetings daily
- Investing 2 – 4 hours daily in responding to citizen phone calls and emails
- Attending conferences – 6+ days per year
- Attending the 400 – 600 community events as noted above and the related speech writing that may be required
- Coordinating media responses

Council meetings are held every second Monday commencing at 10:30 a.m. and ending between 6:00 and 8:00 p.m. In preparation for the meeting, an agenda ranging from 100 to 1,000 pages (plus supporting materials) is delivered to Council members prior to the Council meeting to allow time for reading and reviewing the issues.

Remuneration & Benefits

Salary:	\$125,575 annually (throughout Council term 2025-2029)
Benefits:	Mandatory Group Life , Accidental death, Optional coverage for dependent life insurance, Optional Alberta Blue Cross, Extended Medical, Prescription Drugs, Outside Canada coverage, Optional participation in the Elected Officials' Registered Retirement Savings Plan, Spending Accounts (Health and Lifestyle)
Parking:	Parking stall provided
Car Allowance:	\$400.00/month
Expenses:	<ul style="list-style-type: none"> • Mayor is entitled to reimbursement of vouchered expenses while on City business concerning matters for which the Mayor has been appointed and/or authorized by Council to attend • Mileage allowance for use of a personal vehicle while on City business for out of town business travel • The Mayor is allocated \$12,382 per year to pay for attendance at City related conferences, seminars, training, etc.

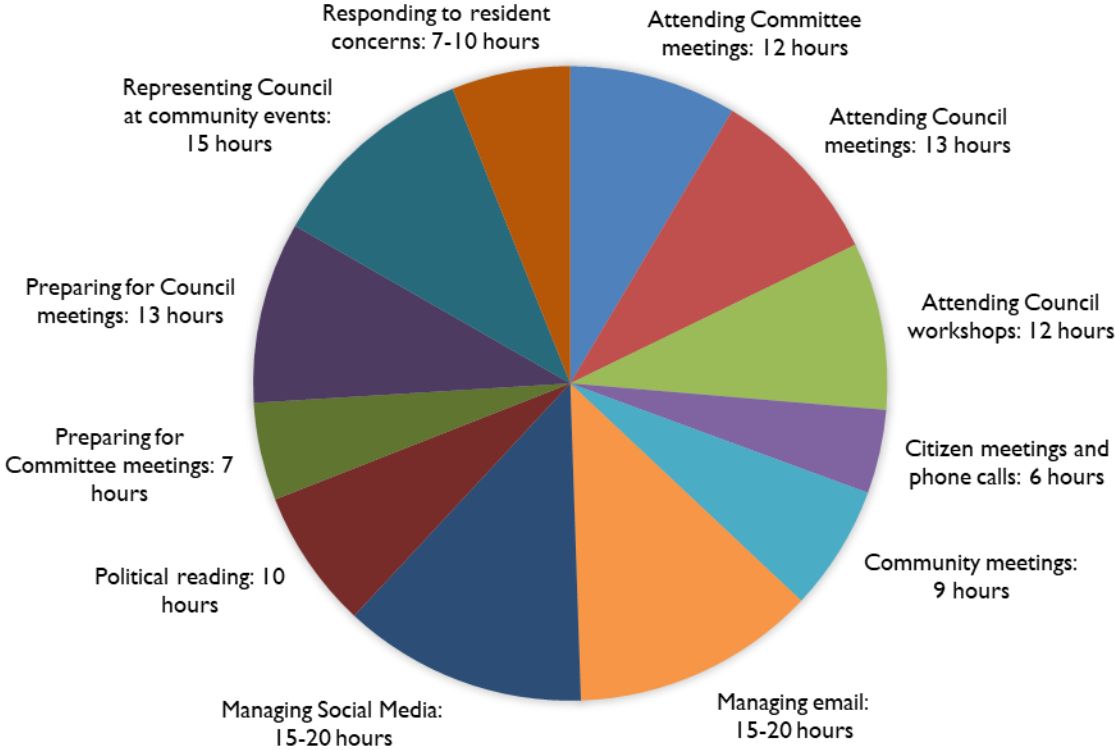
More information about the duties of the mayor can be found in the [Municipal Government Act](#).

Running for Councillor

The role of Councillor is considered a part-time position. The [Municipal Government Act](#) does not indicate the minimum number of hours per week members should spend in performing their duties. However, a 2020 survey indicated that a 30 hour per week minimum was required to fulfil the duties of Council, while also noting hours may increase substantially depending on the time of year and any supplementary commitments. In a 2021 survey, Councillors noted the following breakdown of their time spent fulfilling Council duties:

Term of Office:	4 years
Number of Councillors	8 Positions
Duties of 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.

Councillors' Monthly Time Commitments



In addition to their regular duties, Councillors also noted the following commitments:

- Acting as Deputy Mayor: 10 hours every eight months
- Advocacy efforts: 18 hours per year
- Attending Budget Meetings: 55 hours per year
- Preparing for Budget Meetings: 45 hours per year
- Professional development: 70 hours per year
- Touring facilities: 10 hours per year

Councillors may serve on special committees, boards, and commissions as appointed by Council. These can be viewed online at reddeer.ca/councilcommittees.

Council members will frequently be appointed to external boards and committees where the number of appointees and the meeting schedules may vary significantly. These include:

- Alberta Municipalities (AM)- Board
- Alberta Municipalities (AM) - Committees
- Inter City Forum on Social Policy
- Federation of Canadian Municipalities (FCM) - Board
- Federation of Canadian Municipalities (FCM) - Committees

Remuneration & Benefits

Salary:	\$69,066 annually (throughout Council term 2025-2029)
Benefits:	Mandatory Group Life , Accidental death, Optional coverage for dependent life insurance, Optional Alberta Blue Cross, Extended Medical, Prescription Drugs, Outside Canada coverage, Optional participation in the Elected Officials' Registered Retirement Savings Plan, Spending Accounts (Health and Lifestyle)
Extra Responsibility Pay:	Councillors are compensated for participation on some external boards they have been formally appointed to by Council
Expenses:	<ul style="list-style-type: none"> • Councillors are entitled to reimbursement of vouchered expenses while on City business concerning matters for which they have been appointed and/or authorized by Council to attend • Mileage will provided for use of a personal vehicle while on City business • Each Councillor is allocated \$9,487 annually to pay for attendance at City related conferences, seminars, training, etc.

More information about the duties of a councillor can be found in the [Municipal Government Act](#).








2025 Corporate Calendar

January DM - Councilor Barnstable							February DM - Councilor Buruma							March DM - Councilor Lee						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4							1							1
5	6	7	8 PCSS	9 Public Art	10	11	2	3	4 PCSS	5	6	7	8	2	3	4 PCSS	5	6	7	8
12	13 C	14	15 Audit	16	17	18	9	10 C	11	12 Public Art	13	14	15	9 Delish's Service Time Begins	10 C	11	12 Public Art	13	14	15
19	20	21	22	23	24	25	16	17 Family Day	18	19	20	21	22	16	17	18	19 Audit	20	21	22
26	27 C	28 HHIC	29	30	31		23	24 C	25 HHIC	26	27	28		23	24 C	25 HHIC	26	27	28	29

April DM - Councilor Wynnjes							May DM - Councilor Krahn							June DM - Councilor Higham						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 PCSS	2	3	4	5					1	2	3	1 FCM	2	3 Delish's Service Time	4 PCSS	5	6	7
6	7 C	8	9 Public Art	10	11	12	4	5 C	6 PCSS	7	8	9	10	8	9 C	10	11 Public Art	12	13	14
13	14	15	16 Audit	17	18 Good Friday	19	11	12	13	14 Public Art	15	16	17	15	16	17	18 Audit	19	20	21
20	21 Boston Monday	22 C	23 HHIC	24 CID	25	26	18	19 Victoria Day	20 C	21 Audit	22	23	24	22	23 C	24 HHIC	25	26	27	28
27	28	29	30				25	26	27	28	29 FCM Conference	30	31	29	30					

July DM - Councilor Jefferies							August DM - Councilor Doerksen							September DM - Councilor Barnstable						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Canada Day	2	3	4	5						1	2		1 Labour Day	2 C	3 PCSS	4	5	6
6	7 C	8	9 Public Art	10	11	12	3	4 Heritage Day	5 C	6 Council's Summer Break	7	8	9	7	8	9	10 Public Art	11	12	13
13	14	15	16 Audit	17 Western Days	18	19	10	11	12	13 Council's Summer Break	14	15	16	14	15 C	16	17 Audit	18	19	20
20	21 C	22	23	24	25	26	17	18	19	20 Council's Summer Break	21	22	23	21	22	23	24 HHIC	25	26	27
27	28	29	30	31			24 31	25	26	27	28	29	30	28	29	30 Labour Day				

October DM - Councilor Buruma							November DM - Councilor Krahn							December DM - Councilor Lee						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8 PCSS	9 Public Art	10	11	2 Delish's Service Time Ends	3 C	4	5	6	7	8	7	8 C	9 PCSS	10 Public Art	11	12	13
12	13 Thanksgiving Day	14	15	16	17	18	9	10 C	11 Public Art	12 Public Art	13 Public Art	14 Public Art	15	14	15	16	17 Audit	18	19	20
19	20 Pumpkin Patch Day	21	22	23	24	25	16	17	18 HHIC	19 Audit	20	21	22	21	22 C	23	24	25 Christmas Day	26 Boxing Day	27
26	27	28 HHIC	29	30	31		23 30	24	25	26 Budget	27	28	29	28	29	30	31			

 Stat Holiday	 Special Events	 Council	 Committee Meeting
 Workshop	 Conference	 Community Investment Day	

Campaigning

Campaign Period

The campaign period for the 2025 Municipal Election runs from **October 31, 2024, to December 31, 2025**. Please note that a Notice of Intent form must be filed and accepted by the Returning Officer prior to candidates accepting contributions and/or incur campaign expenses according to the rules set out in the [Local Authorities Election Act](#) and the [Expense Limits Regulation](#).

Advertising and Election signs

Campaign materials and signs must not:

- Show a ballot marked for a particular candidate
- Use the City of Red Deer crest, symbol, logo or brand
- Be posted or distributed at or near voting stations

Campaign Signs:

- Election signs on public property are only permitted between Nomination Day and Election Day. (September 22 – October 20, 2025)
- Election signs must meet certain size and location criteria.
- The City will remove Election Signs that do not meet the rules, and Candidates will be charged for the City's cost to do so.
- Candidates are responsible for removing election signs within 48 hours after the voting stations close on election day.
- Election signs can be displayed on private property before September 22, 2025. Candidates are reminded to obtain owner permission before erecting signs on private property.
- Refer to the [Zoning Bylaw](#) and [Election Sign Placement Guide](#) for more details.

While permits for the posting of signs are not required, there are provisions for the placement of election signs on municipal (City) property as designated by City Council. The provisions are outlined in the City of Red Deer's [Zoning Bylaw](#), [Community Standards Bylaw](#) and [Election Sign Placement Guide](#).

More information on signage refer to elections.reddeer.ca

Campaign Disclosure Statement and Financial Statement

All candidates (Mayor, Councillor or School Board Trustee) are responsible for reviewing the relevant sections of the [Local Authorities Election Act](#) to ensure they are compliant with all requirements.

Part 5.1 Election Finances and Contributions Disclosure of the [Local Authorities Election Act](#) outlines the requirements for contributions, limitations and acceptance of contributions,

anonymous and unauthorized contributions, duties of candidates, fund-raising functions, expense limits, disclosure statements, campaign surplus, late filing, and offences.

All candidates must declare, by March 1, 2026, campaign contributions and expenses and the resulting surplus or deficit by using the [Form 26 - Campaign Disclosure Statement and Financial Statement](#) form which is available at elections.reddeer.ca

Identification of Candidates, Campaign Workers and Scrutineers

If a candidate's campaign will be supported by campaign workers, an official agent or scrutineers, the candidate must obtain the proper prescribed form for documentation from the Returning Officer.

Campaign Workers

Campaign workers help candidates get elected by calling voters, sending out flyers, advertising (radio, social media, etc.) and they educate the public on candidate's priorities, what the candidate hopes to accomplish when in office and the qualities that make you the best candidate.

Scrutineers

Candidates can appoint scrutineers to observe the election procedures. Scrutineers are permitted to observe all parts of the election and may attend more than one voting station. Scrutineers are not permitted to view or interfere with the process of an elector marking a ballot. Candidates or their official agents can also observe the election process, but a candidate can only be represented by one person per voting station.

Scrutineers must comply with the Standards for Conduct of Scrutineers as outlined in the [Election Bylaw](#).