

MUNICIPAL ELECTION NOMINATION PACKAGE



2025

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Introduction

This guide has been developed to answer questions and provide information most frequently asked by candidates prior to Nomination Day. It is your responsibility to be familiar with the candidate requirements. We urge you to obtain and reference copy of the *Local Authorities Election Act* and the *Municipal Government Act*.

Election Office

Office Location:

505040 HWY 897, County of Vermilion River Temporary Office by appointment only.

Phone:

780-846-2244 extension 3304

Mailing Address:

Hannah Musterer – *Returning Officer*
Box 69, 4912 50 Avenue
Kitscoty, Alberta
T0B 2P0

Website:

<https://www.vermilion-river.com/>

Email:

election@county24.com

The information in this package is subject to change. Please refer to our website to view any posted changes, corrections, or updated forms. It is recommended that any potential candidate review the County of Vermilion River website often to remain up to date as information is revised or added. It is not the duty of the Returning Officer to ensure that candidates receive changes to information.

Amendments

This guide is meant to provide most of the information needed to run for Council. As the Election year progresses, items may be added, deleted or edited in this package. A list of amendments to this package are listed below. Please review the County of Vermilion River website often for the most up to date package.

February 7, 2025:

Items updated: Added amendment page, edited page numbers.

March 6, 2025:

Items updated: Mandatory training dates.

The County of Vermilion River

The County of Vermilion River is a vibrant and diversified municipality in northeastern Alberta.

The municipal history of Vermilion River began in 1913 when Local Improvement District No. 451 was formed. In 1964 the Municipal District of Vermilion River No. 71 incorporated as the County of Vermilion River No. 24. In 2006 the Lieutenant Governor changed the name of the County of Vermilion River No. 24 to the County of Vermilion River.

The County has approximately 8,000 residents living on rural farms, and acreages, subdivisions and hamlets. Three villages and one town are located within the municipality. The County of Vermilion River is located 240km east of Edmonton on the Yellowhead Highway, adjacent to the City of Lloydminster and the Province of Saskatchewan.

The North Saskatchewan River borders and cuts through the northeast corner of the County while the Battle River borders the south end. The Vermilion River runs through the north half of the municipality.

The County of Vermilion River has a strong diversified agricultural industry. In addition to the agricultural industry, the County also has an active oil and natural gas industry. To support these major industries, the County of Vermilion River has six business parks along Highway 16 bringing opportunities for business development.

The County of Vermilion River operations are based out of Kitscoty, the geographic center of the municipality. Services provided by the County of Vermilion River are delivered through six departments: Administration, Public Works, Agriculture and Environment, Protective Services Natural Gas and Planning and Community Services.

Council

The County of Vermilion River Council is comprised of seven elected officials. One Councillor is elected from each of the seven electoral divisions, the map of the divisions is included in the guide.

In October at the Organizational Meeting, the Councillor's elect the Reeve and Deputy Reeve. At the Organizational Meeting, a Reeve and a Deputy Reeve are appointed in addition to establishing Council Members on the variety of committees.

The Council of the County of Vermilion River have established the 2025 Mission, Vision and Values as the following:

Mission:

- Providing Services
- Fiscal Responsibility
- Environmental Stewardship
- With a focus on Rural Sustainability

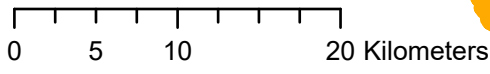
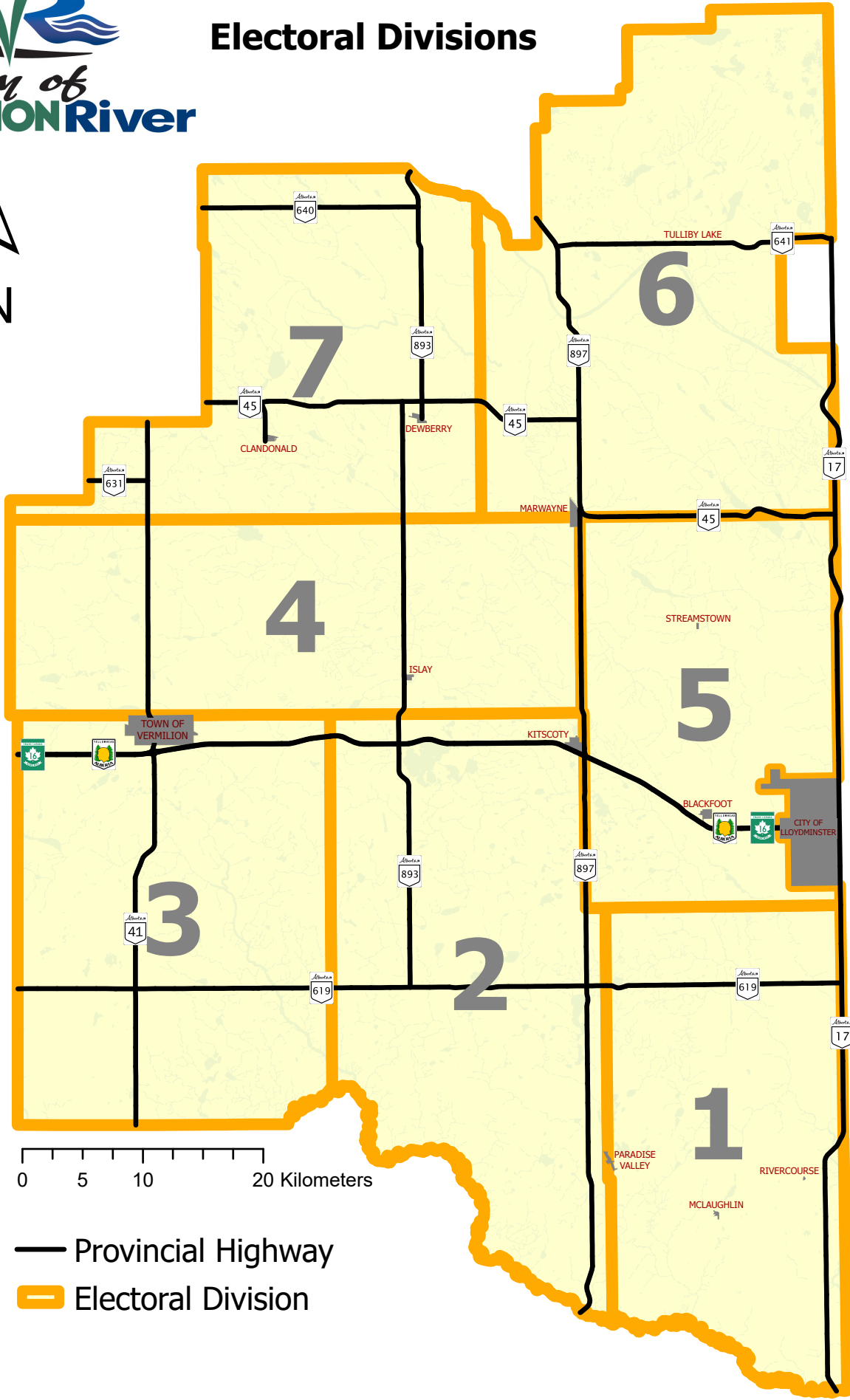
Vision:

A Vibrant Community with Opportunity, Diversity and Sustainability

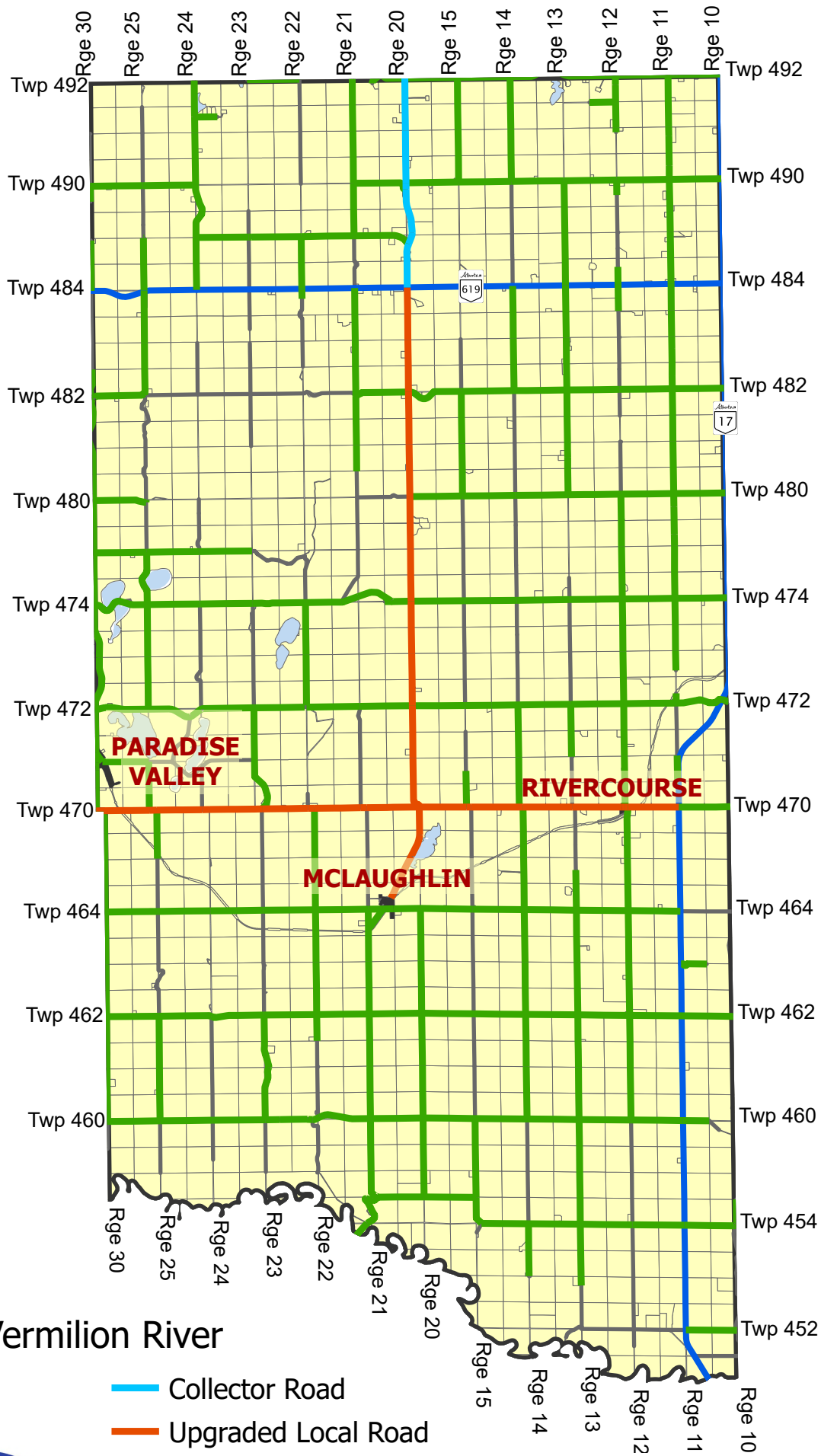
Values:

- **Honesty and Integrity:**
 - We act with Honesty and Integrity, not compromising the truth.
- **Respect:**
 - We will have mutual respect and fair understanding of the wants, needs and expectations of council members, staff and, residents and engage in proactive open, honest and sincere dialogue.
- **Accountability:**
 - We will take responsibility for our actions, regardless of the outcome, in order to honor obligations and expectations set by residents, peers and ourselves.
- **Transparency:**
 - We will conduct business with our residents and staff embodying honest and open communication and being upfront and visible about the actions we take, while ensuring those actions are consistent with our values.
- **Open Mindedness:**
 - We will be receptive to new ideas and embrace differing opinions leading to effective decision making.

Electoral Divisions



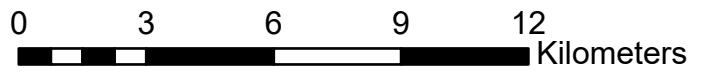
- Provincial Highway
- Electoral Division

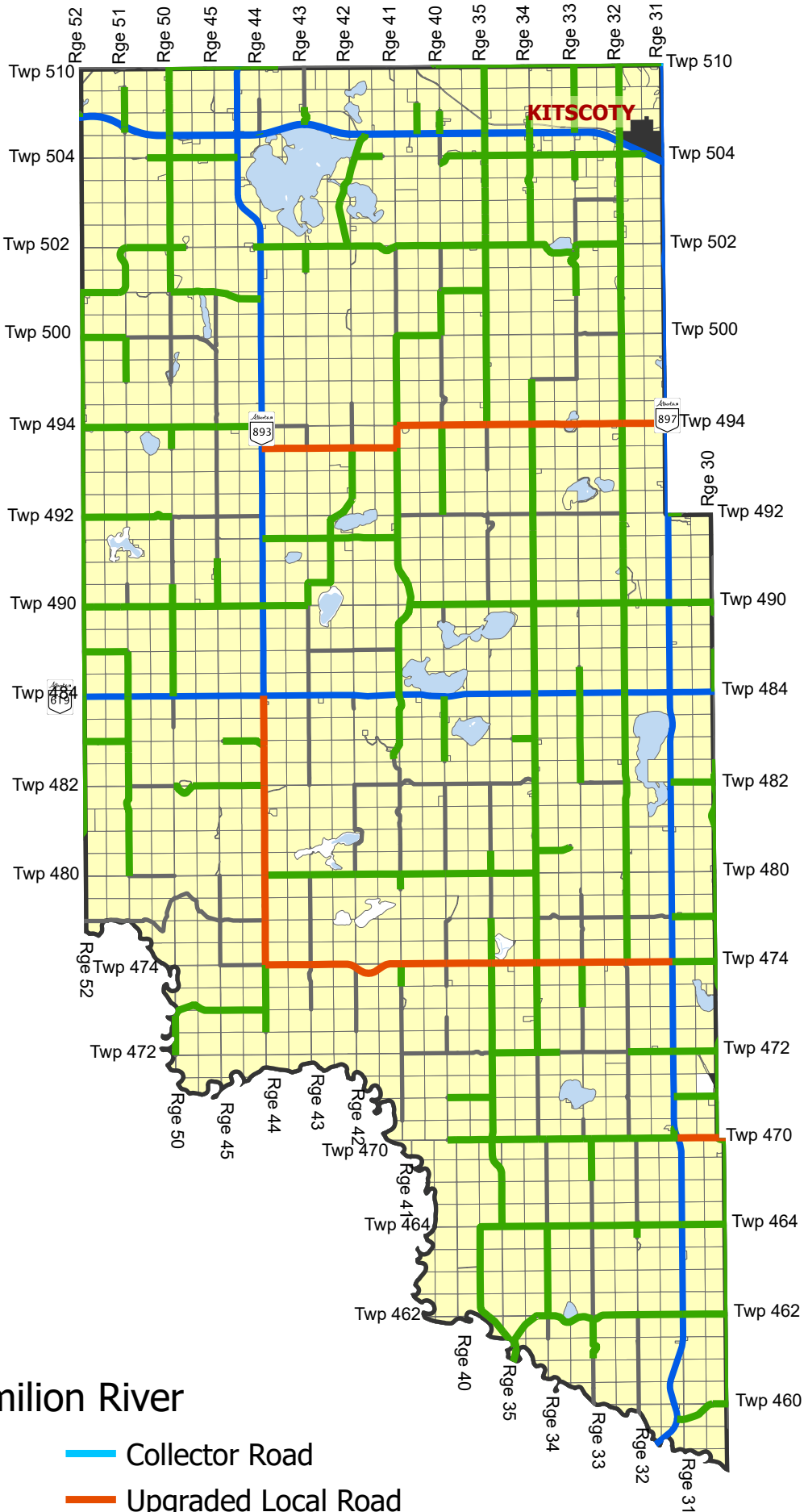


County of Vermilion River
Division 1



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division

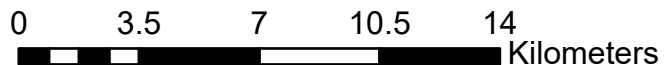


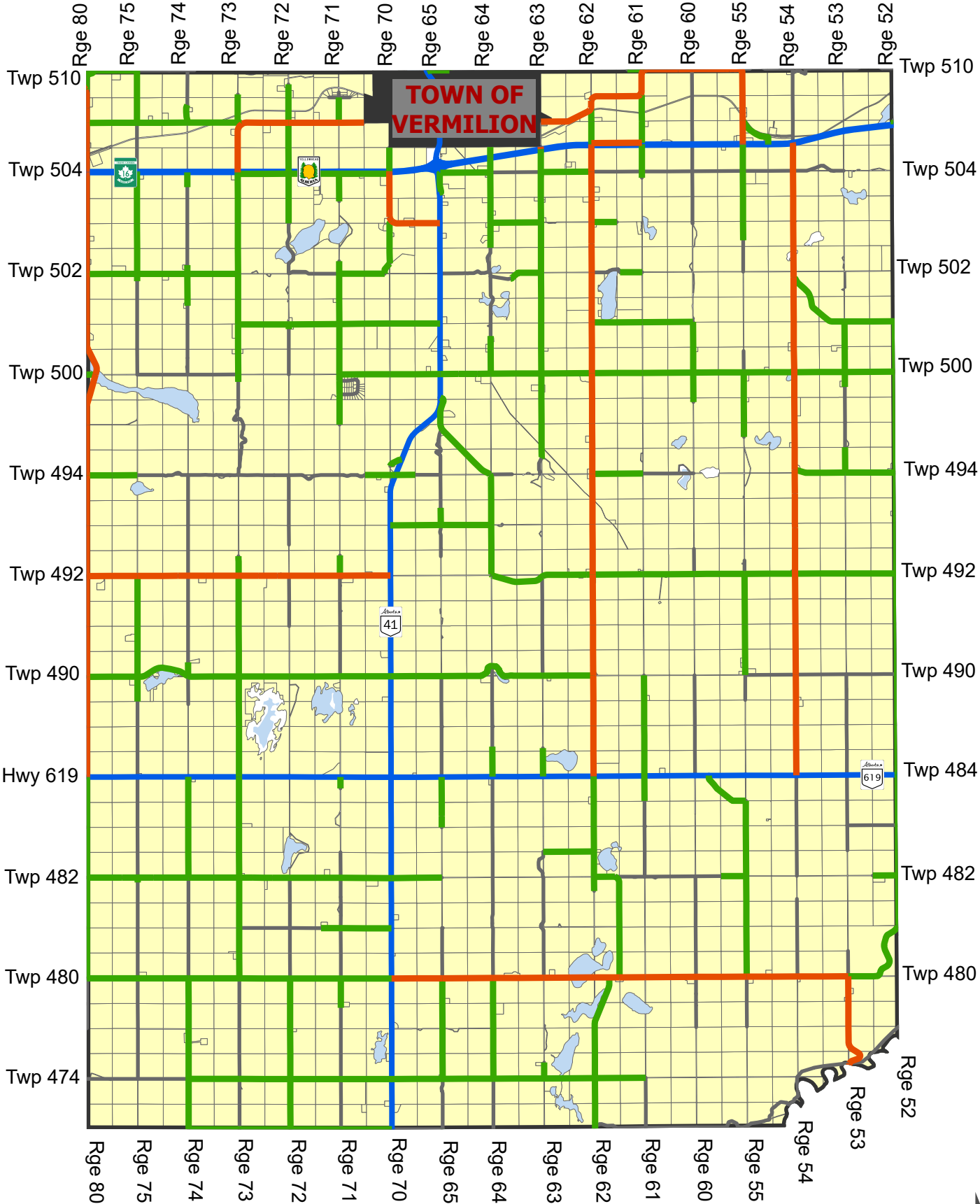


County of Vermilion River
Division 2



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division



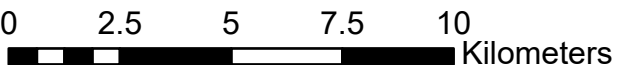


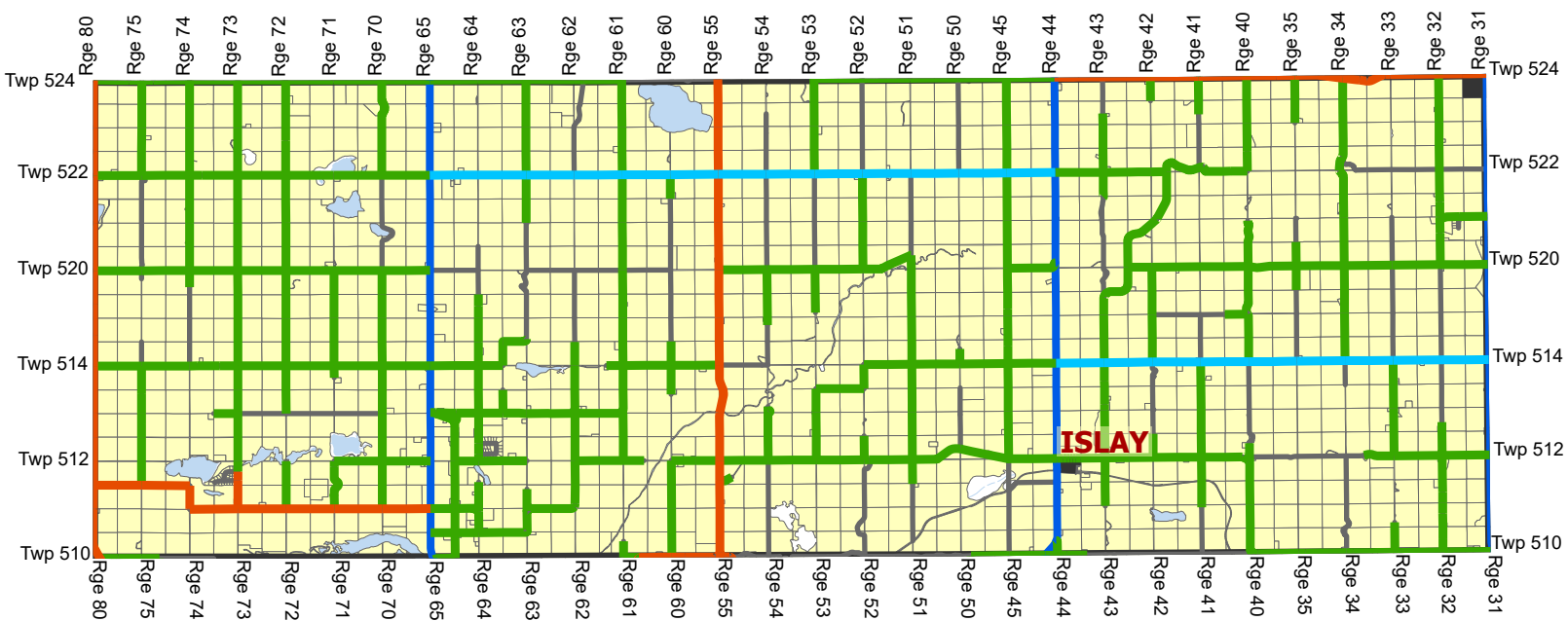
County of Vermilion River

Division 3



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division



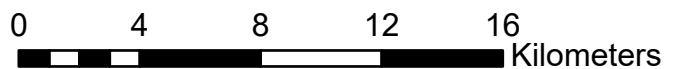


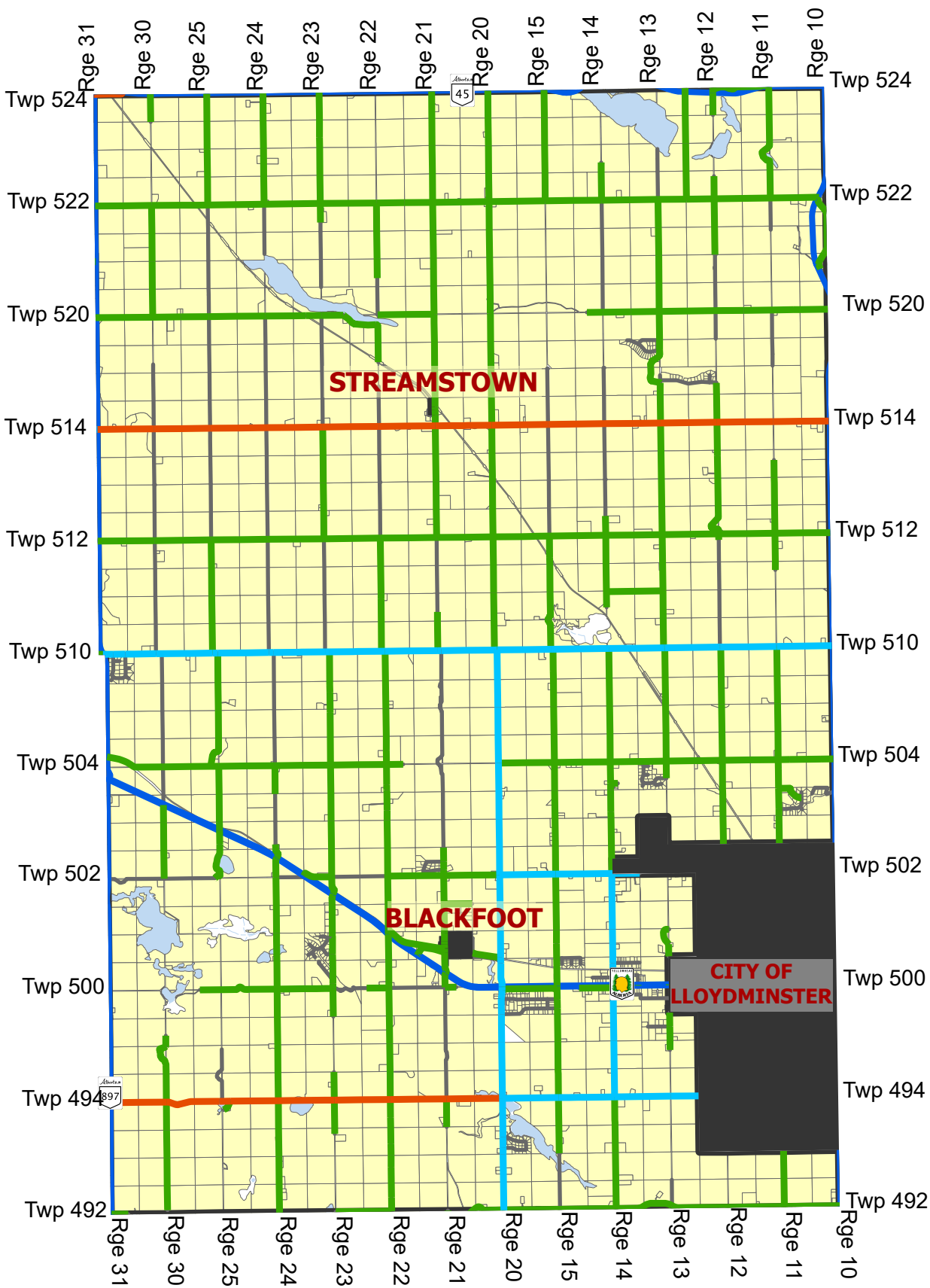
County of Vermilion River

Division 4



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division

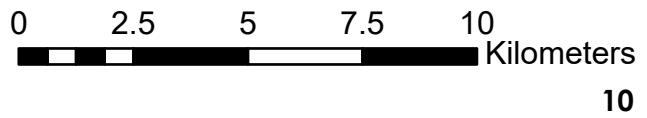


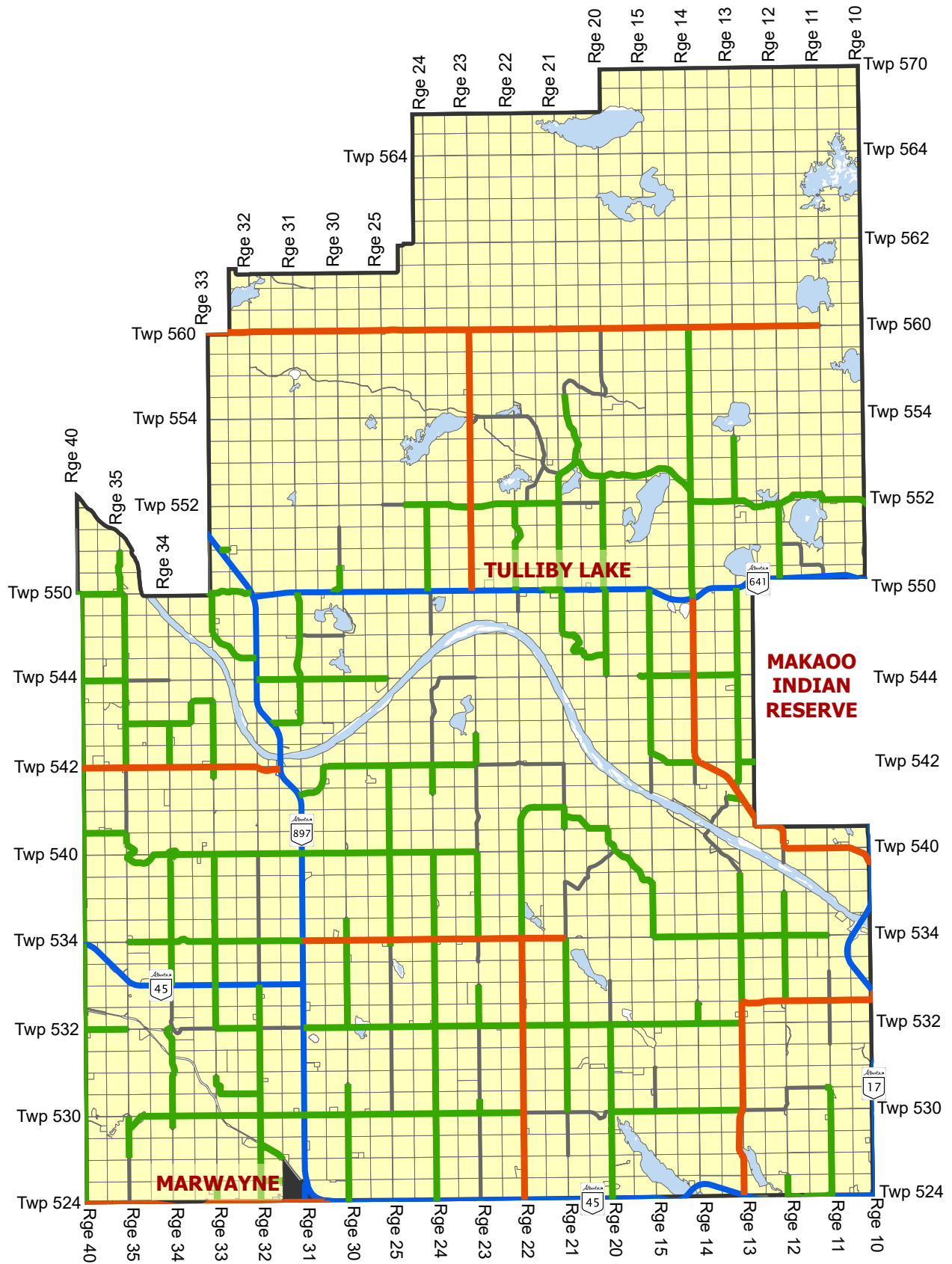


County of Vermilion River
Division 5



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division

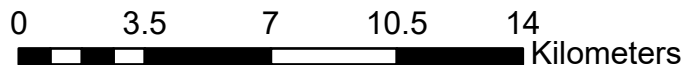


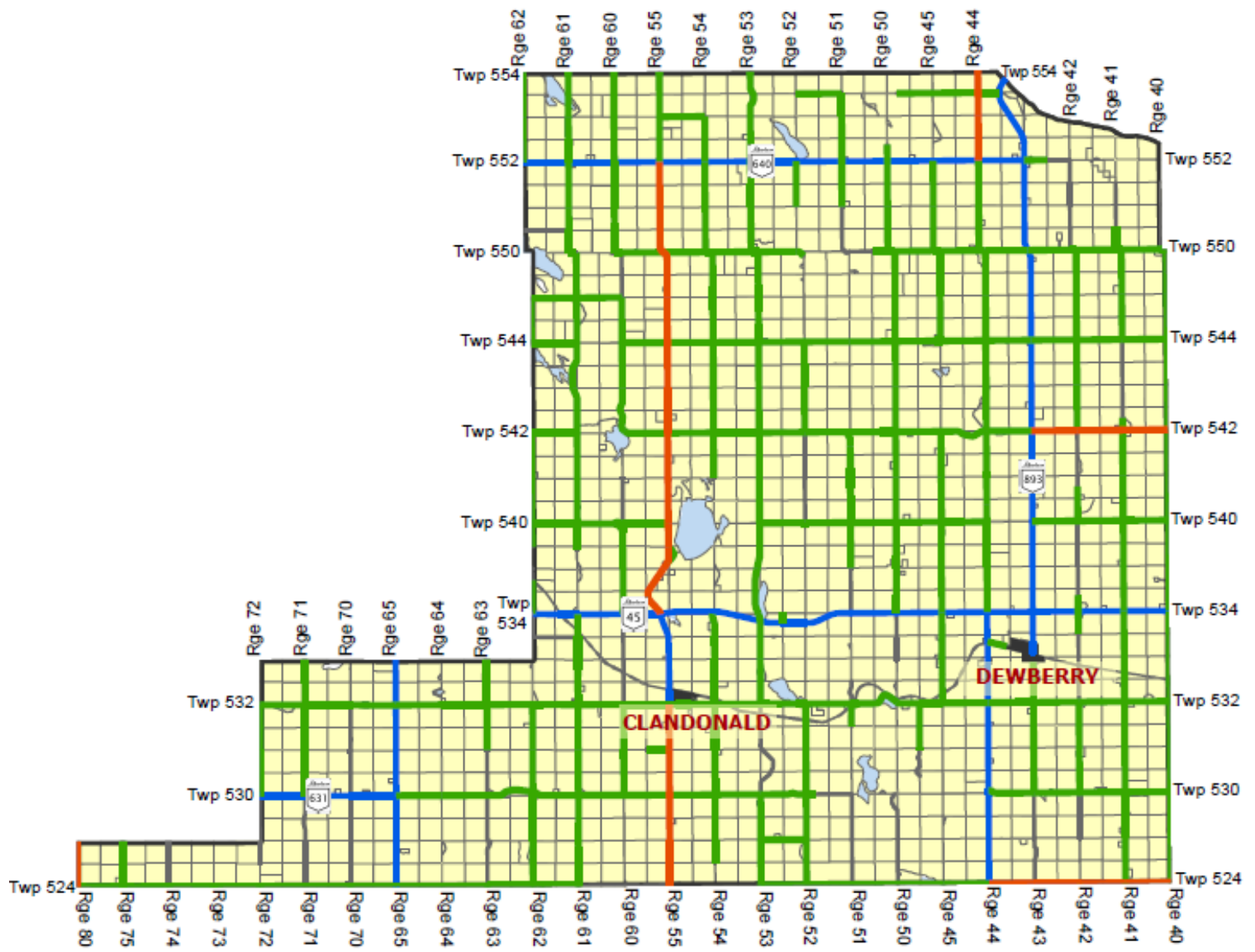


County of Vermilion River
Division 6



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division

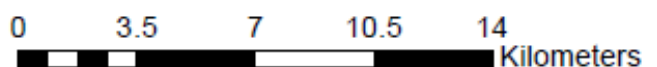




County of Vermilion River
 Division 7



- Collector Road
- Upgraded Local Road
- Local Road
- Provincial Highway
- Electoral Division



What You Should Know About Being a Council Member

An Overview

It is essential to recognize that serving as a Council member demands a significant amount of time and effort. Being elected as a Councillor is a four year commitment to public service, requiring substantial hours to fulfill your duties and responsibilities.

Over the course of your four year term as Councillor, you will need to attend numerous meetings, conferences, conventions, training workshops, and social events. A considerable amount of your time will be spent reading and preparing for meetings to make well-informed decisions. You will also be expected to attend various functions and events, representing the municipality as a dignitary, official, or spokesperson, often during the day, in the evenings, and on weekends.

To help manage these responsibilities, meeting agendas and materials are made available electronically to Council members. You will be expected to use a smartphone, computer, or tablet to receive emails, access Council agendas and correspondence.

Being a Council member becomes a way of life, as you are constantly engaging with the community while representing the municipality. As a public figure, people will frequently approach you to discuss County of Vermilion River matters. You will receive calls during both business hours and after hours, including evenings and weekends. This heavy demand on your time should be carefully considered, as you will need to balance your duties with your personal life and other commitments.

Meetings

The County of Vermilion River Council generally meets twice a month for regular Council meetings. Additionally, they may meet once a month for Policy and Priorities committee meetings. These meetings are typically held during day-time hours.

In addition to regular meetings, Special Council meetings, such as Budget Meetings and Strategic Planning sessions, may be booked as required, typically three or four meetings a year.

Each Council members will also be appointed by Council to serve as members on various committees and as alternate members on other committees. Committee meetings may or may not be held during day-time hours, and there will be evening meetings to attend as well. Some committees meet more often than others.

These meetings can have lengthy agenda packages averaging 200 pages to 600 pages per agenda package that must be reviewed prior to meetings.

Council Calendar

Below is the 2025 Council calendar. This calendar is subject to change and is included to demonstrate the time commitment of Council members.

2025 Council Calendar

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
6	27		29	30	31	1	23	24	25	26	27	28	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	2	3	4	5	6	7	8	30	31	1	2	3	4	5

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	1	2	3	4	5	27	28	29	30	31	1	2	31	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3
2	3	4	5	6	7	8	30	1	2	3	4	5	6	4	5	6	7	8	9	10

SPECIAL DATES:	
Jan 20-22	ASB Conference
Mar 17-19	RMA Spring
Mar 30-Apr 2	ASCHA
April 9-11	EDA Conference
May 29- Jun 1	FCM-Ottawa
June 9-11	Calgary Oil Show
Sept. 10 -11	Lloyd Heavy Oil
Oct. 20	Municipal Election
Nov. 17-20	RMA Fall
Nov. 24 - 27	FED GAS

HOLIDAYS:	
Jan. 1	New Year's Day
Feb. 17	Family Day
April 18	Good Friday
April 21	Easter Monday
May 20	Victoria Day
July 1	Canada Day
Aug. 5	Civic Holiday
Sept. 2	Labor Day
Oct. 14	Thanksgiving Day
Nov. 11	Remembrance Day
Dec. 25	Christmas Day
Dec. 26	Boxing Day

GREEN	COUNCIL MEETING
YELLOW	P & P MEETING
DARK BLUE	SPECIAL MEETINGS
PINK	CONFERENCES
RED	AGENDA DEADLINE
January 1	Nominations Open
March 4	Open house
Sept. 25	ROAD TOUR
Oct. 20	Election Day
Oct. 28	Organizational Meeting

Municipal Candidates Training/Information Sessions

Various opportunities may arise for candidates to receive municipal training and information during the election campaign provided through the Government of Alberta. Website links to these resources will be added to the website as they become available.

Orientation Training Sessions

Immediately after the official results of the election have been released all Council members, newly re-elected, will be required to attend mandatory orientation training sessions.

Dates: October 30, 2025 from 9:00 to 4:00 at Kitscoty

Requirements for the 2025 elections require that officials must receive training prior to the organizational meeting of Council. Therefore, training sessions will occur prior to the swearing in ceremony. Information regarding training sessions and dates will be provided as they become available.

How are Councillors compensated?

Councillors receive an annual Basic Honorarium, as per the County's Councillor remuneration policy . This basic Honorarium is to cover expenses related to:

- Attendance at Council meetings and Policy and Priority Committee meetings.
- Attendance at externally appointed committee meetings within the boundaries of the County of Vermilion River.
- Time spent in their respective divisions for evaluations, phone calls, readings, workshops, and functions within the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

Councillors receive a Per Diem Honorarium for time spent travelling and to attend Council approved meetings, seminars, conferences, workshops, and functions outside of the boundary of the County of

Vermilion River, and its encompassing municipalities.

Members of council are also eligible for mileage and reimbursement of expenses incurred for Council business. Refer to current Policy LE 001: Councillor Remuneration and Expenses for further details. This policy is available in the Elections Page and in this guide

The County of Vermilion River provides each Councillor with a taxable Business Use of Home allowance, for telephone, Internet, utilities, and supplies used to conduct County Business.

Council Member Benefits

Council members are given the opportunity to contribute to an Registered Retirement Savings Plan through Canada Life. Additionally, Council members are eligible to participate in County of Vermilion River provided benefit package.

A Few Things to Note

If elected you will be required to follow all pertinent Federal and Provincial, plus additional legislation pertinent to local governments which are contained in the Alberta Municipal Government Act, and other pertinent legislation. This is important to note as municipal leaders have various rules and regulations that must be followed.

Becoming a Candidate

Am I Eligible to be a Candidate?

You are eligible to be nominated as a candidate for a County of Vermillion River Councillor between January 1, 2025, through to Nomination Day Monday, September 22, 2025, you meet the requirements set out in section 21, 22 and section 23 of the *Local Authorities Election Act* (LAEA), and are not otherwise ineligible or disqualified.

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Municipal Election and Finance and Contribution Disclosure requirements. Candidates may be required to register with the County before they accept campaign contributions and report to the County regarding campaign funding and expenses after the election. Refer to [Ministerial Order No. MSD:073/24 makes the Expense Limits Regulation](#) for detailed information as it pertains to the 2025 election.

It is your responsibility to ensure you are not in violation of any conditions of eligibility.

Nominations

How Do I Become Nominated as a Candidate for the Election?

There are several forms candidates need to complete to run in the municipal election, including the Notice of Intent, Candidate Information and the Nomination Papers. These forms are available on the County of Vermillion River Website and in the Candidate Information Guide.

Notice of Intent

An individual who intends to be nominated or has been nominated to run 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. This form should be completed first, and submitted to the

Returning Officer, before starting the nomination paperwork.

Candidate Information

The Candidate must also fill in the Candidate information form and the applicable information.

Nomination Paper and Candidates Acceptance

Nominations must be signed by a minimum of five electors. These electors must be residents of the local jurisdiction on the date they signed the form and must be eligible to vote in the election. The electors who sign the nomination form must also be a resident of the ward for which the candidate is being nominated.

To become nominated as a candidate you must:

- Meet the nomination requirements.
- Have your Nomination Paper signed by at least five electors eligible to vote in this election and who are residents of your division on the day they sign the Nomination Paper and any other form associated with the election in the Nomination Package and the \$100.00 deposit as per bylaw No. 98-3.
- Submit the completed Nomination Paper and Candidate's Acceptance forms to the Returning Officer between January 1, 2025 and September 22, 2025, by 12:00 pm and the \$100.00 deposit by appointment with the Returning Officer.

It is your responsibility to ensure that you are fully aware of all the nomination requirements and comply with them. It is not the returning officer's responsibility to review the validity of the information contained in your nomination paper.

When and Where Do I Submit My Nomination Paper?

The Nomination Paper and the \$100.00 deposit can be submitted to the Returning Officer between January 1, 2025, and September 22, 2025, in person.

Hannah Musterer – Returning Officer

County of Vermilion River
505040 HWY 897, by appointment only.
780-846-2244 extension 3304

Can I withdraw my Nomination Form once filed?

Yes, any candidate, prior Nomination Day can withdraw their nomination paper and therefore their intent to run in the upcoming election. At noon on Nomination Day, September 22, 2025, no more candidates will be accepted, and candidates will have a period of 24 hours to consider an opportunity to withdraw their nomination. Candidates will have this option only if the number of nominations exceeds the required positions available.

Candidates who withdraw their nomination must inform the Returning Officer in writing.

Who Can See My Nomination Forms?

Filed Nomination Papers must be made available to the public. Personal information will be blacked out such as the mailing address of the candidates and candidate's official agent, and personal information in the opinion of the Returning Officer would compromise the personal safety of the candidate. Your nomination information will be posted to the website and available for view upon request.

What legislation should I review?

Candidates should read the *Local Authorities Election Act* to familiarize themselves with important requirements including:

- Candidate Qualifications
- Eligibility to vote and rules of residence
- Municipal finance and Contribution Disclosure

In addition to the [Local Authorities Election Act](#), candidates should also review the [Municipal Government Act](#) for additional information.

Election Day

Election day is Monday, October 20, 2025.

Voting stations will open at 10:00 am and will remain continuously open until 8:00 pm. At 8:00 pm the voting station will close.

Below is the voting station for each division. Voters must vote at the Voting Station in their division.

Division 1: Rivercourse Hall

Division 2: Kitscoty Hall

Division 3: Vermilion Elk's Hall

Division 4: Islay Community Hall

Division 5: Blackfoot Hall

Division 6: Marwayne Hall: Cenovus Room

Division 7: Dewberry Community Hall

Please note, these voting stations may be subject to change, please see the County of Vermilion River Website for the most up-to-date list of voting stations.

Advance Voting

Advance Vote dates are permitted as alternative dates for voting. Voters are permitted to vote at the Advance Vote without declaring any special circumstances. As on Election Day, each voter must appear on a voting register and present the required voter identification. Any person who does not comply with the legislation will not be allowed to vote. You can vote only once at either an Advance Vote or on Election Day. All Advance Votes are counted after the close of the voting stations at 8:00 pm on Election Day.

Advance voting dates and locations will be published on the County of

Vermilion River website. Please review for updated information.

When will Election Results be released?

Unofficial election results of the ballot count will be released as soon as possible after the voting station closes and displayed on election night at the County of Vermilion River Website.

Official election results will be posted by the Returning Officer at 12:00 noon on Friday, October 24, 2025 in the County of Vermilion Office and the County of Vermilion River website.

Candidate Checklist

	<p>Review the requirements to become a candidate in the <i>Local Authority Election Act</i>, especially reviewing sections:</p> <p>Section 21 - Candidate Qualifications Section 28 – Nominations Part 5.1 – Elections Finances and Contributions Disclosure</p>
	Form: Notice of Intent
	Form: Nomination Paper and Candidates Acceptance
	Form: Candidate Information
	Call 780-846-2244 ext. 3304 or email election@county24.com to schedule appointment with returning officer to submit nomination
	Include \$100.00 deposit (cash, certified cheque or money order)

Form: Notice of Intent

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

_____ name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title Candidate Last Name Candidate First Name

Gender Telephone Number Email Address

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the _____

of _____, in the Province of Alberta, this _____

day of _____, 20 ____

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.
- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname

Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.

_____ }
Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT**

Form: Candidate information

FORM 5

Candidate Financial Information

Local Authorities Election Act
(Section 27)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Title of the Responsible Official	Business Phone Number

Candidate's Full Name

Candidate's Address and Postal Code

Address(es) of Place(s) where Candidate Records are Maintained

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

POLICY #LE 001	COUNCILLOR REMUNERATION AND EXPENSES
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APPROVAL DATE:	May 26, 1995	CROSS-REFERENCE:	Municipal Government Act
RESPONSIBILITY:	Administration		Procedural Bylaw in effect at the time
			PE 002 County Payroll Schedule
			PE017 Accommodation, Mileage and Subsistence Rates
			PE028 Compensation Review Process
APPROVER:	Council	APPENDICES:	Schedules 1, 2, 3, 4
REVISION DATE(s)/MOTION #:	SPO 30-10-96; SPO 10-10-97; SPO 42-10-98; 30-02-00; 33-10-00; 32-06-01; 46-10-01; 09-02-02; 42-10-02; 09-03-03; 43-08-03; 07-12-03; 60-05-05; 16-11-05; 33-10-06; 34-10-06; 39-02-07; 40-05-07; 30-11-07; 31-11-07; 06-12-07; 30-01-08; 36-10-08; 17-06-09; 81-10-10; 47-12-10; 48-12-12; 24-05-14; 10-02-15; 06-10-15-ORG; (2016-01-35); (2016-12-50); 2017-12-72 (December 12, 2017); 2018-12-13; March 12, 2019; May 28, 2019; October 22, 2019; December 8, 2020 (2020-12-37) December 14, 2021 (2021-12-30); February 14, 2023 (2023-02-31); December 12, 2023 (2023-12-37) October 22, 2024 (2024-10-46)	EFFECTIVE DATE:	December 12, 2023
		NEXT REVIEW DATE:	October 2025

1. DEFINITIONS

- 1.a **ACE** is the Alberta Central East Water Corporation
- 1.b **Alberta Municipalities** is the benefits provider, previously known as Alberta Municipal Services Corporation
- 1.c **ASB** is the Agricultural Service Board
- 1.d **Basic Honorarium** is a payment in recognition of acts or professional services for which custom or propriety forbids a price to be set.
- 1.e **Councillor(s)** are Elected officials for the County of Vermilion River
- 1.f **County Business** is professional services for or on behalf of the County of Vermilion River
- 1.g **County** is the Municipality of the County of Vermilion River
- 1.h **CONSUMER PRICE INDEX ADJUSTMENTS** is the Cost-of-Living Adjustment
- 1.i **CRA** is the Canada Revenue Agency
- 1.j **IDP** is an Inter-municipal Development Plan
- 1.k **ILC** is an Inter-municipal Liaison Committee
- 1.l **Per Diem Honorarium** is for remuneration as defined by Schedule 3
- 1.m **RMA** is the Rural Municipalities of Alberta
- 1.n **RRSP** is a Registered Retirement Savings Plan
- 1.o) **RSP** is a Non-Registered Retirement Savings Plan

2. POLICY STATEMENT

- 2.a -To establish the standard compensation and benefit rates for services performed and expenses incurred by Councillors in the performance of their duties.

3. OBJECTIVES

- 3.a - To establish compensation guidelines for Councillors receiving payment for their Basic and Per Diem Honorariums, mileage, subsistence, and attendance at approved meetings, seminars, conferences, workshops, and functions within and outside the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

4. BACKGROUND

- 4.a - This policy is reviewed on a yearly basis to provide for consistent remuneration for Councillors. When Council approves a change of Per Diem and Expense Allowance amounts, the Basic Honorarium for Council members are also adjusted to reflect the change. The Per Diem adjustment for Councillors is aligned with the annual Consumer Price Index Adjustments given to County staff, except when a market adjustment is required.

5. GUIDING PRINCIPLES

5.a - **YEARLY ADJUSTMENTS**

Schedule 1 of Policy LE001 for the Basic Honorarium and daily Per Diem Honorarium may be amended effective with the annual Consumer Price Index Adjustments applied to the County of Vermilion River Approved Wage Grid.

5.b - **BASIC HONORARIUM**

Councillors receive an annual Basic Honorarium, as per the County's Payroll Schedule Policy PE002. This basic Honorarium is to cover expenses related to:

- 5.b(i) Attendance at Council meetings and Policy and Priority Committee meetings
- 5.b(ii) Attendance at external appointed committee meetings within the boundaries of the County of Vermilion River, including Lloydminster, as per Schedule 2
- 5.b(iii) Time spent in their respective divisions for evaluations, phone calls, readings, workshops, and functions within the boundary of the County of Vermilion River, its encompassing municipalities, and the City of Lloydminster.

5.c - **PER DIEM HONORARIUM**

Councillors receive a Per Diem Honorarium as set out in Schedule 1 for time spent travelling and to attend Council approved meetings, seminars, conferences, workshops, and functions outside of the boundary of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster, determined as per Schedule 3.

5.d - **TAXABLE BENEFITS**

5.d(i) - **Mileage**

5.d(i)(a) Council receives a maximum amount of \$6,200 annually, paid monthly, based on actual mileage reported for travel to perform their required duties within their respective

divisions.

5.d(i)(b) Travel to and from Regular Council Meetings, Policy and Priorities Committee meetings, and Special Meetings of Council, approved meetings, seminars, conferences, workshops, and functions will be reimbursed per kilometre at CRA rate.

5.d(i)(c) Mileage expense logs will be submitted to Reeve (or Deputy Reeve) monthly for approval and payment. This includes the log to substantiate basic kilometres.

5.d(ii) - **Business use of Home**

5.d(ii)(a) The County provides each Councillor with a taxable Business Use of Home allowance of \$3,600.00 annually, paid bi-weekly, for telephone, internet, utilities, and supplies used to conduct County Business.

5.d(ii)(b) T2200 forms will be issued to each Councillor yearly to authorize such expenses.

5.e - **EXPENSES**

Standard travel, registration and accommodation arrangements will be made by County Administration.

5.e(i) Should Councillors have to pay for expenses while attending Council approved meetings, seminars, conferences, workshops, and functions they will be reimbursed.

5.e(ii) Receipts must be submitted with expense voucher.

5.e(iii) Allowable expenses as per Schedule 4.

5.f - **BENEFITS**

Benefits are provided to Councillors as follows:

5.f(i) RMA Directors and Officers Liability Insurance (covered under RMA General Liability Insurance Policy)

5.f(ii) RMA Council Coverage for Accident and Critical Illness (covered under RMA Accident and Critical Illness Policy)

5.f(iii) RRSP, RSP, and Spousal RRSP administered through Canada Life.

5.f(iv) 9% of gross income (excluding out of boundary expense reimbursements) is contributed by Councillor, matched with a 9% contribution by County. Councillors are permitted to make additional contributions but will not be matched by the County.

5.f(v) The County's contribution amounts are vested after 5 years of continuous service.

5.f(vi) Alberta Municipalities

5.f(vi)(a) Extended health care, Dental, and Health Spending account (premiums are paid 100% by

County)

5.f(vi)(b) Basic Life, and Accidental Death and Dismemberment (premiums are paid 85% County and 15% by Councillor)

5.f(vi)(c) Optional Life, Optional Spouse Life, Dependent Life, Optional Critical Illness, Optional Spousal Critical Illness, Optional Child Critical Illness (Optional coverage premiums are paid 100% by Councillor)

5.f(vii) Upon becoming an elected official, Administration will provide Council members with a Salary and Benefits information package.

5.f(viii) Annually, Administration will provide Council members with an updated letter of Salary and Benefits information including Consumer Price Index Adjustments, if applicable, RRSP contributions, upcoming RRSP vested deadlines, and other pertinent information.

6.ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE(S) OF PERSON RESPONSIBLE
HANDLING INQUIRIES	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Executive Assistant and CAO
IMPLEMENTING POLICY	Council
COMMUNICATING POLICY	Chief Administrative Officer
INTERNAL STAKEHOLDERS	Council
EXTERNAL STAKEHOLDERS	Ratepayers

7. EXCEPTIONS

7.a - At the discretion of Council, the Basic Honorarium and Per Diem Honorarium can be amended, effective with the first Pay Period of each year, more than the annual Consumer Price Index Adjustments applied to the County of Vermilion River Approved Wage Grids.

8. POLICY EVALUATION

8.A – The County of Vermilion River will engage in a Policy Evaluation every year to monitor the effectiveness of the policy and review opportunities for improvement.

SCHEDULE 1 Yearly Comparison of Honorarium Rates

YEARLY BASIC HONORARIUM				
	2019	2020	2021	2022 / 2023 / 2024
PART A				
ANNUAL INCREASE	5.20% <small>(2.54% CPI) (2.66% TAX ADJ)</small>	1.75%	0.00%	0.00%
Reeve	\$60,173.88	\$61,226.92	\$61,226.92	\$61,226.92
Deputy Reeve	\$56,634.24	\$57,625.33	\$57,625.33	\$57,625.33
Councillor	\$53,094.60	\$54,023.75	\$54,023.75	\$54,023.75
PART B				
Per Diem Honorarium per Day (Taxable)	\$294.88	\$303.73	\$303.73	\$300.00
CLAIM ALLOWANCE FOR MEETINGS AND TRAVEL				
Claim Allowance for meeting and travel (claims cannot exceed 1-1/2 per day)				
0 – 4 Hours	1/2 Day Per Diem			
4 – 8 Hours	1 Day Per Diem			
More than 8 Hours	1-1/2 Day Per Diem			

SCHEDULE 2 Basic Honorarium

*Includes compensation for in person and virtual participation

BASIC HONORARIUM INCLUDES THE FOLLOWING:			
Council meetings & preparation	Policy and Priority Committee meetings & preparation	Recreation board meetings	Ad Hoc community initiatives and meetings
Division work: evaluations, phone calls, reading, ratepayer meetings & consultations	Award presentations: relations functions, grand openings, anniversaries & community events	Public relation functions: grand openings, anniversaries & community events	Hamlet meetings if more than one (1) per year
Parades	Vermilion and Lloydminster Chamber of Commerce and events	Volunteer appreciation events	Meetings within the County and the City of Lloydminster (when applicable)
Annual hamlet meetings	Annual division meetings	Public consultations	Vermilion River Regional Alliance Meetings
Joint municipal meetings with the Villages, Towns, and the City of Lloydminster – ILC, IDP, Annexation Protective Services, Mayor/Reeve	Joint municipal meetings with rural municipalities held within the County or City of Lloydminster boundary	Internal committee meetings between Council, management, staff, facilities, harassment, or discrimination	Housing committees: Pioneer Lodge, Vermilion and District Housing Foundation; Lloydminster Regional Housing Group
Assessment Review Board	Subdivision and Development Appeal Review Board	Alternative Land Use Systems Advisory committee	Physician Recruitment and Retention committee
Alberta Central East (ACE) zone meetings	Vermilion and Kitscoty Rural Crime Watch Assoc. meetings	Annual elected officials Fire meetings	Lea Park Joint Interest committee
Vermilion Region Partnership events	Community Futures Lloydminster and Region	Seed Cleaning Association general meetings	Annual Seed Cleaning Plant meeting
Vermilion River Regional Solid Waste Management Commission	Vermilion Community Health Awareness Committee	Lloydminster and District Health Advisory Council	

SCHEDULE 3 Per Diem Honorarium

PER DIEM HONORARIUM:

- Includes compensation for in-person and virtual participation.
- Per Diem Honorarium includes the following that take place outside of the County of Vermilion River, its encompassing municipalities, or the City of Lloydminster

Joint Municipal Meetings	Conferences Standard: RMA Federation of Alberta Gas Co-ops ¹⁰	Zone Meetings RMA Federation of Alberta Gas Co-ops	ASB Zone Meetings Conferences
Meetings / Workshops / Conferences as per Council Appointed Committees (Refer to Committee List)	Emerging Trends Seminars	Community Planning Association of Alberta	

To receive Per Diem Honorarium and expense reimbursement for any other events, conferences, meetings outside of the County of Vermilion River not listed above, attendance must be approved by Council Motion in advance of attending.

SCHEDULE 4 Expense Reimbursement

EXPENSE	REIMBURSEMENT
Parking/Transportation (Taxi, Shuttle, Bus, Uber)	In full, with receipt
Accommodation	Paid by CVR or reimbursed in full, with receipt
Personal Recreational Vehicle (To account for transportation costs/parking/service fees)	\$90.00 per day
Banquet tickets and Educational Tours	Paid by CVR or reimbursed in full, with receipt
Subsistence Allowance, as per PE017 (if meals not provided)	\$20.00 Breakfast \$20.00 Lunch \$35.00 Supper
Spousal Expenses (limited to two (2) events/year): -Meals or Banquet tickets (in conjunction with the approved event) -Accommodation Costs -Partner Programs -Event Tours	Paid by CVR or reimbursed in full, with receipt

**COUNTY OF VERMILION RIVER NO. 24
PROVINCE OF ALBERTA
BY-LAW NO. 98-3**

A BY-LAW

of the County of Vermilion River No. 24 in the Province of Alberta to provide that nominations be accompanied by a cash deposit.

WHEREAS

Pursuant to the Local Authorities Election Act, Section 27, 29 and 30, being Chapter L - 27.5 of the Statutes of Alberta 1980, the Council of the County of Vermilion River No. 24 hereby enacts as follows:

That every nomination relative to elections in the County of Vermilion River No. 24 be accompanied by a deposit in the amount of One Hundred Dollars (\$100.00) and

That the said deposit shall be provided in cash, by certified cheque or money order; and

That a nomination paper shall not be accepted by the Returning Officer unless the correct deposit is accompanied with the nomination paper.

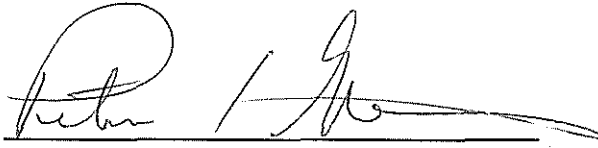
DONE AND PASSED in Open Council with the unanimous consent of the members present in Kitscoty in the Province of Alberta this 14 day of April, 1998.

INTRODUCED AND READ a First Time on a motion by Councillor Whittaker, this 14 Day of April, 1998

READ AND PASSED a Second Time on a motion by Councillor Van Ee, this 14 Day of April, 1998

INTRODUCED AND APPROVED TO PROCEED with Third and Final Reading on a motion by Councillor Meiklejohn, this 14 Day of April, 1998

THIRD AND FINAL READING passed on a motion by Councillor Romanchuk, this 14 Day of April, 1998.



REEVE



COUNTY ADMINISTRATOR