

Town Hall Meeting

2025 Budget

Reserves

Debentures

Strategic Planning Priority List

Municipal Election

June 9th

2025

TOWN OF VULCAN
2025 Operating Budget & 3 Year Financial Plan

	2024 BUDGET	2025 BUDGET	VARIANCE	2026 PLAN	2027 PLAN	2028 PLAN
General Taxes and Fees						
Revenue	(3,373,454.76)	(3,421,261.38)	(47,806.62)	(3,489,686.61)	(3,559,480.34)	(3,630,669.95)
Expenses	85,133.00	74,295.00	(10,838.00)	75,780.90	77,296.52	78,842.45
School Taxes						
Revenue	(662,629.87)	(758,004.48)	(95,374.61)	(773,164.57)	(788,627.86)	(804,400.42)
Expenses	662,629.87	758,004.48	95,374.61	773,164.57	788,627.86	804,400.42
Legislative						
Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	131,590.28	150,615.00	19,024.72	153,627.30	156,699.85	159,833.84
General Administration						
Revenue	(153,974.00)	(155,974.00)	(2,000.00)	(159,093.48)	(162,275.35)	(165,520.86)
Expenses	802,687.23	842,764.02	40,076.79	884,902.22	902,600.27	920,652.27
Fire Fighting						
Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	93,114.00	85,189.00	(7,925.00)	86,892.78	88,630.64	90,403.25
Emergency Services						
Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	31,200.00	31,300.00	100.00	31,926.00	32,564.52	33,215.81
Bylaw						
Revenue	(12,500.00)	(11,000.00)	1,500.00	(11,220.00)	(11,444.40)	(11,673.29)
Expenses	198,619.74	152,601.11	(46,018.63)	155,653.13	158,766.19	161,941.52
Public Works Shop						
Revenue	(59,000.00)	(59,000.00)	0.00	(61,950.00)	(65,047.50)	(68,299.88)
Expenses	396,202.46	454,250.00	58,047.54	476,962.50	486,501.75	496,231.79
Streets						
Revenue	(18,856.62)	(18,856.62)	0.00	(19,233.75)	(19,618.43)	(20,010.80)
Expenses	499,537.04	567,610.05	68,073.01	578,962.25	590,541.50	602,352.33
Airport						
Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	10,316.44	9,260.00	(1,056.44)	9,445.20	9,634.10	9,826.79
Storm Sewer						
Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	17,717.02	11,917.01	(5,800.01)	12,155.35	12,398.46	12,646.43

2024 BUDGET	2025 BUDGET	VARIANCE	2026 PLAN	2027 PLAN	2028 PLAN
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Water Distribution

Revenue	(791,644.09)	(976,564.59)	(184,920.50)	(996,095.88)	(1,016,017.80)	(1,036,338.16)
Expenses	832,799.93	1,120,673.00	287,873.07	1,143,086.46	1,165,948.19	1,189,267.15

Water Treatment

Revenue	(276,000.00)	(292,560.00)	(16,560.00)	(298,411.20)	(304,379.42)	(310,467.01)
Expenses	268,733.05	182,000.00	(86,733.05)	185,640.00	189,352.80	193,139.86

Sanitary Sewer

Revenue	(235,018.21)	(235,018.21)	0.00	(239,718.57)	(244,512.95)	(249,403.20)
Expenses	370,134.88	326,281.62	(43,853.26)	332,807.25	339,463.40	346,252.67

Garbage

Revenue	(519,650.00)	(519,650.00)	0.00	(530,043.00)	(540,643.86)	(551,456.74)
Expenses	529,105.00	520,305.00	(8,800.00)	530,711.10	541,325.32	552,151.83

FCSS & Food Bank

Revenue	(213,208.72)	(216,403.83)	(3,195.11)	(220,731.91)	(225,146.54)	(229,649.48)
Expenses	228,958.83	232,153.94	3,195.11	236,797.02	241,532.96	246,363.62

Cemetery

Revenue	(8,000.00)	(7,000.00)	1,000.00	(7,140.00)	(7,282.80)	(7,428.46)
Expenses	17,350.00	20,000.00	2,650.00	20,400.00	20,808.00	21,224.16

Planning & Development

Revenue	(9,500.00)	(9,500.00)	0.00	(9,690.00)	(9,883.80)	(10,081.48)
Expenses	100,719.68	122,937.80	22,218.12	125,396.56	127,904.49	130,462.58

Subdivision

Revenue	(12,000.00)	(10,000.00)	2,000.00	(10,200.00)	(10,404.00)	(10,612.08)
Expenses	0.00	0.00	0.00	0.00	0.00	0.00

Economic Development

Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	112,750.00	112,929.00	179.00	115,187.58	117,491.33	119,841.16

Recreation

Revenue	(111,398.00)	(126,316.00)	(14,918.00)	(128,842.32)	(131,419.17)	(134,047.55)
Expenses	206,983.77	219,430.00	12,446.23	223,818.60	228,294.97	232,860.87

Golf Course Loan

Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	86,738.64	42,554.24	(44,184.40)	0.00	0.00	0.00

Swim Pool & Park

Revenue	(233,000.00)	(237,500.00)	(4,500.00)	(242,250.00)	(247,095.00)	(252,036.90)
Expenses	505,130.19	521,806.04	16,675.85	532,242.16	542,887.00	553,744.74

	2024 BUDGET	2025 BUDGET	VARIANCE	2026 PLAN	2027 PLAN	2028 PLAN
Arena						
Revenue	(135,000.00)	(140,000.00)	(5,000.00)	(142,800.00)	(145,656.00)	(148,569.12)
Expenses	265,822.67	264,640.00	(1,182.67)	269,932.80	275,331.46	280,838.09
Parks						
Revenue	(40,000.00)	(50,400.00)	(10,400.00)	(51,408.00)	(52,436.16)	(53,484.88)
Expenses	144,031.30	167,850.00	23,818.70	171,207.00	174,631.14	178,123.76
Library & Museum						
Revenue	(13,714.20)	(13,714.20)	0.00	(13,988.48)	(14,268.25)	(14,553.62)
Expenses	133,900.00	130,700.00	(3,200.00)	133,314.00	135,980.28	138,699.89
Tourist Center						
Revenue	(147,500.00)	(159,500.00)	(12,000.00)	(162,690.00)	(165,943.80)	(169,262.68)
Expenses	294,143.45	296,157.00	2,013.55	302,080.14	308,121.74	314,284.18
Revenue	(7,026,048.47)	(7,418,223.31)	(392,174.84)	(7,568,357.78)	(7,719,724.93)	(7,874,119.43)
Expenses	7,026,048.47	7,418,223.31	392,174.84	7,562,092.87	7,713,334.73	7,867,601.42

TOWN OF VULCAN**Assessment and Mill Rate Changes 2025**

YEAR ASSESSMENT	2024	2025	Value Change
Residential	208,745,970.00	237,437,800.00	28,691,830.00
Commercial	45,642,740.00	49,422,900.00	3,780,160.00
Farmland	85,880.00	85,880.00	-
Residential County	72,000.00	69,000.00	(3,000.00)
Commercial County	61,000.00	67,000.00	6,000.00
Farmland County	24,610.00	24,610.00	-
Designated Industrial Property	3,841,810.00	3,923,230.00	81,420.00
TOTAL ASSESSMENT IN	258,474,010.00	291,030,420.00	32,556,410.00

YEAR MILL RATE	2024	2025	Value Change
Residential			
Municipal	9.394	8.316	(1.078)
School	2.45	2.494	0.044
Lodge	0.33	0.248	(0.082)
TOTAL	12.174	11.058	(1.116)
Commercial			
Municipal	14.513	13.434	(1.079)
School	3.546	3.590	0.044
Lodge	0.33	0.248	(0.082)
TOTAL	18.389	17.272	(1.117)
Designated Industrial Property (DIP)			
DIP	0.077	0.070	(0.007)
TOTAL	0.077	0.070	(0.007)

TOWN OF VULCAN

CAPITAL BUDGET 2025

PROPOSED PROJECTS	SCOPE OF WORK	ESTIMATED COST		PROPOSED FUNDING	Approval	Allocation
PUBLIC WORKS					Approved	
Equipment Replacement	Grader	\$	377,400.00	Shop Capital Reserve	Mo. # 2025.75	\$ 421,502.00
	Mower	\$	12,240.00		Pending	\$ 12,240.00
CEMETERY						
Road Work	North Road Construction	\$	17,000.00	Cemetery Capital Reserve	Approved Mo. # 2025.74	\$ 17,000.00
PLANNING						
Industrial Infrastructure	Industrial Power&Gas Installation	\$	210,000.00	Grants - LGFF	Pending	\$ 210,000.00
SEWER						
Sewer Rehabilitation	2 Blks Mainline Relining	\$	75,000.00	Sewer Capital Reserve	Pending	\$ 75,000.00
WATER DISTRIBUTION						
Water Rehabilitation	Valve Replacement	\$	25,000.00	Water Capital Reserve	Pending	\$ 25,000.00
STREETS						
Pavement Rehabilitation	2 Aves Repaving	\$	100,000.00	Streets Capital Reserve	Pending	\$ 100,000.00
PLANNING						
Infrastructure Master Plan	Draft Plan Documents	\$	169,000.00	Grants - LGFF	Pending	\$ 169,000.00
BYLAW						
Speed Signs	Purchase 2 new Signs	\$	9,000.00	Bylaw Operating Reserve	Approved Mo. # 2025.90	\$ 9,000.00
ARENA						
Arena Maintenance	Roof Repair	\$	148,000.00	Arena Capital Reserve	Approved Mo. # 2025.73	\$ 148,000.00
ADMIN						
IT Upgrades	Workstation Upgrades	\$	25,000.00	Admin Capital Reserve	Pending	\$ 25,000.00
PARKS						
Campground Expansion	Addition of 16 Stalls	\$	140,000.00	Grants - LGFF	Approved Mo. # 2025.72	\$ 140,000.00
					Total	\$ 1,351,742.00
					Grants	\$ 519,000.00
					Reserves	\$ 832,742.00

TOWN OF VULCAN

5 YEAR CAPITAL PLAN 2026-2030

PROPOSED PROJECTS	SCOPE OF WORK	ESTIMATED COST	PROPOSED FUNDING	APPROVAL
STREETS/WATER/SEWER				
Underground Utilities And Surface Improvements	Infrastructure and Road Work	\$ 1,991,412.00	Capital Reserves LGFF/CBF	Identified in 5 Year Utility and Surface Plan
PUBLIC WORKS				
Equipment Replacement	Existing Equipment Replacement	\$ 194,400.00	Shop Capital Reserve	Identified in 25 Year Equipment Replacement Plan
ARENA				
Dressing Room Expansion	New Construction	\$ 455,000.00	Arena Capital Reserve Grant Funding	Pending Approval
Total Anticipated 5 Year Capital Expenditures		\$ 2,640,812.00		

TOWN OF VULCAN		
5 YEAR UNDERGROUND UTILITY AND SURFACE IMPROVEMENTS CAPITAL WORKS PLAN		
SUMMARY		
REF.	STREET LOCATION	ESTIMATED COST OF CONSTRUCTION
HIGH PRIORITY		
A2	4th STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of road, replacement of sidewalk)	Sewer Relined 2023 \$354,179
A5	4th STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of underground utilities)	\$288,684
Subtotal		\$642,863
A3	4th STREET S from 4th AVENUE to 5th AVENUE (reconstruction of road, replacement of sidewalk)	Sewer Relined 2023 \$342,223
A6	4th STREET S from 4th AVENUE to 5th AVENUE (reconstruction of underground utilities)	\$320,359
Subtotal		\$662,583
TOTAL A		\$1,305,445
B1	2nd STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$348,227
B2	2nd STREET S from 3rd AVENUE to 4th AVENUE (reconstruction of underground utilities)	\$337,740
TOTAL B		\$685,967
C1	3rd STREET S from 4th AVENUE to 5th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$254,572
C3	3rd STREET S from 4th AVENUE to 5th AVENUE (reconstruction of underground utilities)	\$332,802
Subtotal		\$587,374
C2	3rd STREET S from 5th AVENUE to 6th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$279,100
C4	3rd STREET S from 5th AVENUE to 6th AVENUE (reconstruction of underground utilities)	\$411,487
Subtotal		\$690,587
TOTAL C		\$1,277,961
N1	1st STREET S from 6th AVENUE to 7th AVENUE (reconstruction of road, replacement of sidewalk, curb and gutter)	\$419,966
N2	1st STREET S from 6th AVENUE to 7th AVENUE (reconstruction of underground utilities)	\$438,451
TOTAL N		\$858,417
TOTAL FOR HIGH PRIORITY PROJECTS		\$3,269,373
Town of Vulcan		
North Industrial Development		
SUMMARY		
ITEM	STREET LOCATION	ESTIMATED COST OF CONSTRUCTION
A	Underground Utilities - Sanitary, Storm & Water	\$1,693,313
B	Surface Works - Roads, Grading & Concrete	\$602,643
C	Earthworks & Storm Pond	\$280,885
TOTAL COST OF CONSTRUCTION		\$2,577,841
Note: The above costs are exclusive of GST		
ENGINEERING		
Engineering - (9%)		232,006
Quality Control - (4%)		103,114
TOTAL COST OF CONSTRUCTION, INCLUDING ENGINEERING		\$2,912,960

TOWN OF VULCAN
25 YEAR CAPITAL EQUIPMENT REPLACEMENT PLAN 2025

<u>Year</u>	<u>Equipment Requiring Replacement</u>		<u>Estimated Capital</u>
2025	Grader	48' Deck Mower	\$ 389,640.00
2026	Pick Up Truck		\$ 62,400.00
2027	72" Deck Mower		\$ 31,800.00
2028			\$ -
2029	72" Deck Mower		\$ 33,000.00
2030	Pick up Truck		\$ 67,200.00
2031	48" Deck Mower		\$ 13,680.00
2032	Lift Truck		\$ 185,600.00
2033	72" Deck Mower		\$ 35,400.00
2034	Street Sweeper	Pick Up Truck	\$ 630,000.00
3035	Gravel Truck/Sander	72" Deck Mower	\$ 268,400.00
2036	One Ton Truck		\$ 155,000.00
2037	Skid Steer	48" Deck Mower	\$ 71,820.00
2038	Pick Up Truck		\$ 76,800.00
2039	Loader	72" Deck Mower Tractor	\$ 444,600.00
2040	Hydrovac	Pick Up Truck	\$ 198,000.00
2041	72" Deck Mower		\$ 40,200.00
2042	Gravel Truck	Pick up Truck	\$ 272,000.00
2043	Ice Resurfacer	48" Deck Mower	\$ 237,360.00
2044	Backhoe		\$ 189,000.00
2045	72" Deck Mower		\$ 42,600.00
2046	Pick Up Truck		\$ 86,400.00
2047	72" Deck Mower		\$ 43,800.00
2048			\$ -
2049	48" Deck Mower		\$ 18,000.00

25 Year Total \$ 3,592,700.00

Required annually \$ 143,708.00

Town of Vulcan

2025 Capital/Operating Reserves Plan

	Current Balance	Approved Expenses	2025 Budget Transfer	From 2024 Surplus	Total
Admin - Operating	\$ 45,000.00				\$ 45,000.00
Admin - Physician Recruitment Operating	\$ 45,320.08				\$ 45,320.08
Admin - Parade Float Operating	\$ 5,000.00				\$ 5,000.00
Admin - Capital	\$ 52,312.24				\$ 52,312.24
Emergency Services - Capital	\$ 282,401.95		\$ 25,000.00		\$ 307,401.95
Bylaw - Operating	\$ 5,000.00	\$ (9,000.00)		\$ 14,000.00	\$ 10,000.00
Common Services (Shop) - Capital	\$ 332,549.40	\$ (421,501.50)	\$ 127,000.00		\$ 38,047.90
Streets - Capital	\$ 240,677.99		\$ 75,000.00	\$ 95,000.00	\$ 410,677.99
Water - Capital	\$ 137,623.52		\$ 37,500.00		\$ 175,123.52
Sewer - Capital	\$ 143,228.97		\$ 35,500.00	\$ 62,000.00	\$ 240,728.97
Sewer - Lagoons Capital	\$ 300,000.00				\$ 300,000.00
Sewer - Liftstation Capital	\$ 300,000.00				\$ 300,000.00
Cemetery - Capital	\$ 5,000.00	\$ (17,000.00)		\$ 17,000.00	\$ 5,000.00
Prairie Vista - Capital	\$ 20,000.00				\$ 20,000.00
Recreation - Sports Courts	\$ 9,605.61				\$ 9,605.61
Recreation - Capital	\$ 16,972.67	\$ (6,850.00)			\$ 10,122.67
Community Sign - Operating	\$ 11,878.88				\$ 11,878.88
Flags	\$ 20,000.00				\$ 20,000.00
Pool - Capital	\$ 49,214.50				\$ 49,214.50
Pool - Donations	\$ 10,150.00	\$ (10,150.00)			\$ -
Arena - Advertising Signs Operating	\$ 46,072.57				\$ 46,072.57
Arena - Maintenance - Operating	\$ 15,000.00			\$ 2,000.00	\$ 17,000.00
Arena - Dressing Room - Capital	\$ 12,822.80			\$ 90,000.00	\$ 102,822.80
Arena - Capital	\$ 187,728.25	\$ (148,000.00)			\$ 39,728.25
Parks - Capital	\$ 28,248.66	\$ (20,000.00)			\$ 8,248.66
Tourist Center - CBS Licensing	\$ 11,000.00				\$ 11,000.00
Tourist Center - Capital	\$ 26,134.09				\$ 26,134.09
Tourism Center - Donation	\$ 17,651.11				\$ 17,651.11
Contingency Reserve	\$ 288,176.71	\$ (102,994.76)		\$ 70,000.00	\$ 255,181.95
	\$2,664,770.00	\$ (735,496.26)	\$ 300,000.00	\$ 350,000.00	\$2,579,273.74

TOTAL RESERVES HELD \$2,579,273.74

TOWN OF VULCAN

DEBENTURE DEBT

	DEBENTURE #	2024 FINAL BALANCE	2025 PAYMENTS	2025 FINAL
Service Road East 6% Due 2028	1185568	\$ 90,155.72	\$ 26,018.21	\$ 64,137.51
Sewage Lagoon 4.589% Due 2034	4000816	\$ 1,185,051.78	\$ 149,099.74	\$ 1,035,952.04
Hospital Expansion 2.881% Due June 2041	4002032	\$ 702,418.45	\$ 53,788.02	\$ 648,630.43
Swim Pool 2.04% Due Sept 2036	4002937	\$ 1,392,437.06	\$ 131,406.04	\$ 1,261,031.02
North Industrial Sub 4.87% Due Dec 2047	4003107	\$ 666,779.49	\$ 48,513.32	\$ 618,266.17
TOTAL		\$ 4,036,842.50	\$ 408,825.33	\$ 3,628,017.17

Golf Course Loan Fully Paid in May 2025 \$ 42,554.24 \$ 42,554.24 \$ -

Water Treatment Loan Paid Directly to Water Commission Now included in Commission Water Rates

2024 Financial Statements:	<u>Total Limit</u>	<u>Current Level</u>	<u>Amount Unused</u>
Debt	\$ 9,892,982.00	\$ 4,078,734.00 41%	\$ 5,814,248.00
Debt Servicing	\$ 1,648,830.00	\$ 453,837.00 28%	\$ 1,194,993.00

Town of Vulcan

2022 Strategic Planning Priorities List

T	Tax	Include in operation budget through General Taxation
B	Borrow	Finance through ACFA or a Financial Institution
R	Reserve	Create or use existing reserve funding
G	Grants	Draw from existing Grants (MSI, FGT) or apply for new
F	Fees	Charge for service
P	Partnership	Cost share with partner organizations (municipalities, service groups, developers)

Specific Project	Investment	Method of Funding					
Priority	Approximate Cost	T	B	R	G	F	P
Industrial Subdivision Development. Install all water and sewer infrastructure, Build roads on Jamison and 2 nd Ave NE	COMPLETE						
Wheatland Lift Station Replacement. Contribute to reserves and complete engineering to shovel ready.	\$500,000.00			X	X		
Continue with Major Capital Infrastructure replacement as identified in the (UPDATED) 5 year plan. (2 blocks every other year)	\$1,200,000.00 (every 2 years)			X	X	X	
Ice Resurfacers Replacement depreciated machine replacement, transition from gas to electric to reduce indoor emissions	COMPLETE			X	X		
Minor Capital Infrastructure replacement. Valve replacement, sanitary sewer lining, and pavement rehabilitation on avenues.	\$200,000.00 (Per Year)	X	X	X	X		
VMMP Development Planning. Complete in-house, short-term planning. Monitor development plans for Ag Society Facility	Yet To Be Determined			X	X		
Continued Contribution to Reserves. Capital Infrastructure and Equipment Replacement Plan (with target of \$2-2.5 million)	\$250,000.00 (Per Year)	X					
Residential Zoning Review promote development opportunities in order to expand residential market options	Ongoing	X					X
Walking Path Extension. Include in the updated 5 Year Capital Infrastructure Plan	Yet to Be Determined			X	X		X
Seniors Housing. Support the Marquis Foundation building committee and consultant teams.	\$183,645.00			X	X		
Economic Development. Marketing (Parade float, Advertising, Highway Signage, Star Trek branding) Focus on business retention	\$100,000.00	X					

This list was prepared to summarize the round table discussion of Town Council at the February 1-2, 2022 Planning Session. This list was formally reviewed and approved at the Regular Meeting of Council held on March 28, 2022. This document was again reviewed at the February 7, 2024 Planning Session and formally updated and approved at the Regular Meeting of Council held on February 12, 2024

The items on this list are meant to provide guidance to Council and staff on specific achievable goals. The priority for completion of the items on this list are in no particular order.

It was discussed and noted by Council that this list of priorities does not in any way supersede any existing program that the Town has in place. Council recognizes the importance of and continues to support these established programs such as Tourism operations, Recreation programming, the Community Peace Officer, Sidewalk Repair & Replacement and Tree maintenance programs.



TOWN OF VULCAN 2025 MUNICIPAL ELECTION



Becoming a candidate in the 2025 Town of Vulcan Election offers a unique opportunity to serve your community and contribute to shaping its future.

This year's election will fill seven (7) seats: seven Councillors for a four-year term. Through Policy A-16 – Mayor and Deputy Mayor Appointment Procedure Council shall appoint the Mayor from among the elected Councillors at the Inaugural Organizational Meeting following a general municipal election. The term of office for the appointed Mayor shall be for a period of one (1) year and shall commence on the date of the initial appointment at the Annual Organizational meeting and shall run until the date of the following Annual Organizational meeting.

The Town of Vulcan's 2025 Municipal Election will take place on October 20, 2025. If you are a resident of Vulcan and are interested in enquiring about the nomination process to run as a candidate here is the necessary information you will need. The Returning Officer or designate will receive nominations of candidates for the local jurisdiction election from January 4, 2025 Monday to Friday during regular business hours of 8:30 a.m. and 4:30 p.m., to September 19, 2025, and on Monday, September 22, 2025, from 8:30 a.m. until 12:00 p.m. noon.

Nomination packages are available at the Town Office. You may also contact the Town Office at 403-485-2417 to receive a package by email. If you wish to pick up a nomination package, please contact the Town Office for an appointment.

Candidates should review the Local Authorities Election Act Part 1, Sections 22 and 23 to determine their eligibility for nomination. It is the candidates responsibility to make sure that they are not in violation of any condition of eligibility.

A person may be nominated as a candidate in the Town of Vulcan's Municipal Election, if on nomination day the candidate is:

- 18 years of age or older
- A Canadian citizen
- A resident of the Town of Vulcan for six (6) consecutive months immediately proceeding Nomination Day (Nomination Day is 4 weeks before Election day)
- Not otherwise ineligible or disqualified

General election information can be obtained through the Town of Vulcan's website at www.townofvulcan.ca or through the Municipal Affairs at website <https://www.alberta.ca/municipal-elections> .

SO YOU'RE THINKING ABOUT **RUNNING** **FOR COUNCIL?**

A practical guide to understanding
elected roles in local government.

Voices from Alberta Councils



I ran because I saw opportunities to build a better future for our community. My background in small business gave me useful skills, but what really mattered was simply caring about my town and wanting to be part of its growth. – Alberta councillor, small municipality

The most rewarding aspect of serving on council is seeing projects come to fruition that improve residents' quality of life. When you help solve a long-standing problem or bring a new amenity to your community, the sense of accomplishment is incredible. – Alberta councillor, rural municipality

What Municipal Councillors Do

Municipal councils are responsible for:

- Setting the direction and future vision for your community
- Establishing policies and bylaws to set the quality and level of local services
- Approving annual budgets and determining tax rates
- Making land use, zoning, and development decisions
- Providing oversight of the municipality through the Chief Administrative Officer (CAO)
- Engaging with the community to understand their needs and concerns

Typical Monthly Duties

- 2-3 Council meetings per month
- Committee meetings (hours dependent on the community)
- Reading reports and preparing for meetings (6-10 hours per month)
- Public events and resident interactions
- Email and phone correspondence with constituents

**The workload often increases during budget season and important public hearings.*

Understanding Local Jurisdiction

One of the most important aspects of municipal governance is understanding what falls within local jurisdiction:

Within municipal authority:

- Local roads and transportation
- Water, wastewater, and waste management
- Parks, recreation, and community facilities
- Fire services, peace officers, and bylaw enforcement
- Land use planning and development permits
- Property taxation
- Local economic development

Outside municipal authority:

- Healthcare system and hospitals (Provincial)
- Education and school curriculums (Provincial)
- Highways (Provincial)
- Social services (Provincial/Federal, with municipal partnerships)
- Criminal code and justice system (Federal)
- Income tax and GST (Federal)

Working effectively within your jurisdiction means focusing on what you can control while advocating for your community's interests with other levels of government when needed.

Working With Administration

Council sets policies, and municipal administration implements them. Understanding this relationship is crucial:

- Council works as a collective body (individual councillors have no direct authority)
- The CAO is Council's only employee
- Staff report to the CAO, not to individual councillors
- Respecting administrative expertise improves governance outcomes

Common Misconceptions vs. Reality

- ✗ Councillors run day-to-day operations
- ✓ Council provides direction; staff handles operations
- ✗ You need specific qualifications
- ✓ Your willingness to learn and a commitment to serve all members of your community matters most
- ✗ Being a councillor is a full-time job
- ✓ For most councillors outside of large cities, it's a part-time role you can balance with other commitments
- ✗ You'll make decisions alone
- ✓ Council decisions require a majority vote
- ✗ You should know everything going in
- ✓ You'll learn through orientation and experience

Practical Skills That Help

While there are no formal qualifications required to serve on municipal Council, the following skills will help you to be an effective councillor:

- Strong communication and listening abilities
- Ability to understand budgets and financial documents (training provided)
- Critical thinking and problem-solving skills
- Ability to work collaboratively with diverse perspectives
- Time management and organizational skills

Challenges and Rewards

Challenges you might face:

- Balancing diverse community interests, dealing with public scrutiny
- Managing time between various commitments
- Learning municipal processes and legislation

Rewards you'll experience:

- Making real improvements in your community
- Building meaningful relationships
- Being part of critical decisions creating a legacy for future generations

Ready to Learn More?

Join our webinar series:

At [Events](#) | [Alberta Municipalities](#), [RMA's Webinar Calendar](#)

Additional resources:

- Explore online resources about the Municipal Government Act
- Visit [ABmunis'](#) and [RMA's](#) Running for Municipal Office webpages

Contact us with questions:

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