



CANDIDATE INFORMATION GUIDE

2025 MUNICIPAL ELECTION



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Important Dates

January 1 – September 22, 2025	Nomination Period
September 22, 2025 (12:00 pm)	Nomination Day (Deadline)
TBD	Advance Voting Period
October 20, 2025	Election Day
October 29, 2025	Inaugural Meeting of Council
November 17-20, 2025	RMA Convention
March 1, 2026	Deadline to file campaign disclosure statements

Offices Up for Election – Division Maps

Vulcan County has 7 electoral divisions, representing areas throughout the County. Voters will elect one councillor for each division. The Reeve (Chief Elected Official) is elected amongst councillors at the annual Organizational Meeting.

Appendix A – Divisional Maps

Eligibility for Candidates

To be eligible to run for municipal office, you must:

- Be at least 18 years of age on Nomination Day (Sept 22)
- Be a Canadian citizen
- Have resided in the electoral division for at least 6 consecutive months prior to Nomination Day (Sept 22)
- Not be otherwise ineligible under the *Local Authorities Election Act*

Nomination Process

Candidates must:

- Complete a **Nomination Paper (Form 4)** and **Candidate's Acceptance (Form 5)**
- Obtain at least 5 elector signatures (residents of your division)
- File the nomination forms in person with the Returning Officer at the County Office no later than 12:00 noon on September 22, 2025

Election Office – Who to Contact

Office Location:	Vulcan County Administration Building 102 Centre Street, Vulcan, AB Monday – Friday 8:30am – 4:30 pm
Returning Officer:	Lansey Middleton
Email:	ro@vulcancounty.ab.ca
Phone:	403-485-3102
Website:	https://www.vulcancounty.ab.ca/

Municipal Affairs – Government of Alberta

Website:	 https://www.alberta.ca/municipal-elections-overview
Email:	ma.advisory@gov.ab.ca
Phone:	780-427-2225

Provincial Legislation – Alberta King’s Printer

Copies of provincial legislation including the *Local Authorities Election Act (LAEA)* and the *Municipal Government Act (MGA)*:

Website:	https://www.alberta.ca/municipal-elections-overview
Email:	kings-printer@gov.ab.ca
Phone:	780-427-4952

About Vulcan County

Covering an area of 5,357 square kilometers and 1,374,750 acres of land, Vulcan County is a diverse rural municipality rooted in agriculture. It contains popular waterbodies, ideal for recreational activities, and has access to many amenities located in the urban centres.



Vulcan County has a population of 4,383 (as of a 2023 census) and has experienced growth over the last 10 years with young families and urban residents moving to the County.

The following hamlets are under the County's jurisdiction:

Brant | Herronton | Kirkcaldy | Mossleigh | Queenstown | Shouldice | Travers

Within the County's boundaries are the Town of Vulcan, Villages of Arrowwood, Milo, Champion, Lomond and Carmangay, which are all separate municipalities.

What Does Being a County Councillor Entail?

A councillor's job is to work with other council members to set the overall direction of Vulcan County through their role as a policy maker. The policies that Council sets are the guidelines for Administration to follow as it does the job of running the municipality.

A councillor for Vulcan County is elected to look after the interests of the entire municipality, not just the interests of their electoral division. Council's effectiveness depends on councillors providing input on their electoral divisions while thinking and voting for the whole municipality. Councillors also

have to make certain that they do not put themselves in a conflict-of-interest situation and must ensure that decisions made do not benefit them personally, their immediate family, or their friends.

TIME COMMITMENT / MEETINGS

Councillors will serve a **four-year term**, from October 2025 to October 2029. The position is considered a part time job, and the hours required depend mainly on what committees or boards the councillor has been appointed to, the time of year, and the complexity of issues.

COUNCIL MEETINGS

Council Meetings are held either once or twice a month on a Wednesday. The meetings start at 9:00 a.m. and usually run until early afternoon. The Council Meeting Schedule is set by Council every year at the Organizational Meeting, including the time and dates of meetings.

The 2025 Council Meeting Calendar is attached as Appendix ‘B’.

MUNICIPAL PLANNING COMMISSION (MPC)

Vulcan County’s Municipal Planning Commission (MPC) oversees various planning and development matters in the County. Its primary function is to review and make decisions on development permit applications and subdivisions, as per the County’s Land Use Bylaw.

The MPC is comprised of six councillors (excludes one councillor who sits on the Subdivision and Development Appeal Board).

The meetings are held right before a Council Meeting.

BOARDS AND COMMITTEES

Vulcan County partners with the regional municipalities and other local organizations to provide essential services to the community. Councillors represent the County on these boards and committees, and the appointments are determined at the annual Organizational Meeting.

Board and Committee Meetings occur between 1-4 times a month and are held either during the day or evening.

See Appendix ‘C’ for the External Board and Committee Policy, which lists the specific boards and committees that County councillors sit on.

BACKGROUND WORK

For Council and MPC Meetings, an agenda package will be distributed at least 5 days in advance of a meeting. The agenda includes reports and correspondence to help councillors make a decision. Agenda packages can be quite large at times, and councillors need to make time to review the material in preparation for a meeting.

PAY STRUCTURE & BENEFITS

The remuneration (pay) and benefits that a councillor receives is set by policy. The pay structure is largely based on the councillor’s participation in meetings and reimburses councillors for their time spent engaged in official duty of the County.

The County offers:

- Competitive pay structure
- Benefits including extended health, dental, life and accidental death, and an Employee Assistance Program
- Wellness Account
- Cell phone and laptop

See Appendix ‘D’ for the Council Remuneration Policy.

CONFERENCES & TRAINING

Vulcan County is a member of the Rural Municipalities of Alberta (RMA), which is an independent association representing Alberta's counties and municipal districts. They hold two conferences per year in Edmonton, in March and November. The conferences provide councillors an opportunity to network, meet with and hear from Provincial Ministers, and learn about current issues or new strategies for municipalities. The County pays the full cost of attendance at the conferences.



<https://rmalberta.com/>

ELECTED OFFICIALS EDUCATION PROGRAM (EOEP)

Vulcan County sees the value in professional development and training for councillors. The EOEP offers an array of courses and training to aid councillors in their role. These courses are often offered before an RMA Convention (1 day) or are offered online over the course of a few days.

To learn more, or to view the courses offered, please visit:

<https://eoep.ca/>

Guiding Policies, Bylaws, and Plans

Vulcan County has many bylaws and policies that govern how the County operates.

Here are a few documents that may be useful to candidates:

- [Procedural Bylaw](#)
- [Councillor Code of Conduct Bylaw](#)
- [Chief Administrative Officer Bylaw](#)
- [Land Use Bylaw](#)
- [Strategic Plan \(2022 – 2026\)](#)

BUDGET & FINANCIAL REPORTS

- [2025 Annual Budget Report](#)
- [2024 Annual Financial Report](#)

For more information on Vulcan County's finances, please visit our Corporate Service webpage: <https://www.vulcancounty.ab.ca/departments/corporate-services/>

BYLAWS

Bylaws are a rule or law established by the County to govern its affairs and authorize enforcement. Our commonly requested bylaws can be found on our website:

<https://www.vulcancounty.ab.ca/your-government/bylaws/>

POLICIES

Council provides direction on governance, programs, and services to ensure a consistent approach to operations through policies.

<https://www.vulcancounty.ab.ca/your-government/policies/>

Managing your Campaign

CAMPAIGN PERIOD

October 31, 2024, to December 31, 2025.

CAMPAIGN CONTRIBUTIONS

Before any person can accept a campaign contribution, or incur a campaign expense, they need to have given written notice or have filed their nomination papers with Vulcan County's Returning Officer.

CONTRIBUTION LIMITS

Per campaign period, the contribution limit from a person residing in Alberta is \$5,000. An individual can make as many contributions to as many candidates as they wish, so long as the contribution to a single candidate does not exceed \$5,000.

A candidate may contribute up to \$10,000 to their own campaign during the campaign period.

CAMPAIGN FINANCES – OVER \$1,000

- A candidate is required to open a separate campaign bank account as soon as their contributions exceed \$1,000; all contributions of money shall be deposited in this bank account.
- Money from this bank account shall only be used for the payment of campaign expenses.
- Receipts are issued for every contribution and for every expense.
- Records of contributions and campaign expenses must be retained by the candidate for a period of 3 years following the date of the election.

CAMPAIGN DISCLOSURE STATEMENTS

All candidates must submit a campaign disclosure statement (Form 26) before March 1, 2026, even if you had no campaign expenses.

CAMPAIGN ADVERTISING

Advertising is not permitted inside or outside of a voting station, nor is canvassing votes at a voting station. Any such campaigning will be removed or stopped by authorized staff.

Advertising violations under the *Local Authorities Election Act* carry fines up to \$500.

ELECTION SIGNS

Provincial Highways and Land

Signs are permitted on provincial highways, but you must follow the provincial guidelines: <https://www.alberta.ca/election-signs>

County Roads and Land

No permit is required, and election signs must be removed within 15 days following the election.

Private Land

Permission from the landowner is required.

Voter Information

VOTER ELIGIBILITY

Individuals can vote in Vulcan County's municipal election if:

- They are at least 18 years old;
- Are a Canadian citizen;
- Are a resident of the particular division in Vulcan County (as of Election Day – October 20, 2025)

PERMANENT ELECTORS REGISTER

New! Municipalities in Alberta are now required to maintain a Permanent Electors Register (PER) of residents who are eligible to vote. This register is shared with Elections Alberta for the conduct of Provincial Elections.

It is recommended that voters register using Voter Link:



<https://www.voterlink.ab.ca/>

If you are not on the PER on Election Day, you will be required to fill out a form confirming you are eligible to vote and you must show identification that proves your physical address (not just PO Box).

After the municipal election, Vulcan County will provide Elections Alberta a list of everyone who registered to vote.

VOTING OPPORTUNITIES

Election Day is Monday, October 20, 2025

Advance Vote will be offered at the Vulcan County Administration Building – dates to be determined after Nomination Day.

Appendices

- Appendix A Divisional Maps
- Appendix B 2025 County Meeting Calendar
- Appendix C External Board and Committee Policy
- Appendix D Council Remuneration Policy



Electoral Division 1

Administration Building
Box 180, 102 Centre Street
Vulcan, Alberta T0L 2B0

Office Hours:
Monday to Friday 8:00 am - 4:30 pm

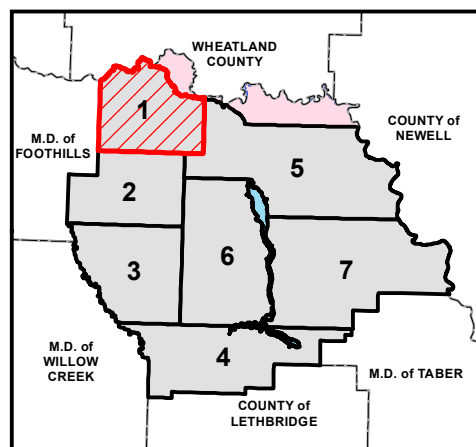
Tel: (403) 485-2241 Fax: (403) 485-2920
Toll Free: 1-877-485-2299

Email: administration@vulcancounty.ab.ca
Website: www.vulcancounty.ab.ca

Councillor: Jodie Gateman
Phone: 403-423-0014
Email: Jodie.Gateman@vulcan.ca

ALL MAPS ARE UTM PROJECTION, NAD 83, ZONE 12N
DATA AS OF NOVEMBER 2021
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

Key Map



Points of Interest

- Community Hall
 - Airport
 - Cemetery
 - School
 - Residence
 - Industrial
 - Commercial
 - Waste Transfer Station
 - Champion/ Carmangay
 - Lomond
 - Milo
 - Mossleigh
 - Vulcan
 - Gravel Pit
 - County
 - Ingraham
 - Seebeck
 - Top Notch
 - Vaage
 - SP - Ag Yard
 - SP - Glowa
 - SP - Milo
 - Mier
- NE 11-16-20-W4
SW 6-19-21-W4
SW 14-20-25-W4
SW 4-17-24-W4
NE 24-21-26-W4
NE 9-20-23-W4
SW 4-14-20-W4
W 1/2 5-17-17-W4
N 1/2 16-15-21-W4
NE 8-17-24-W4
NE 24-14-24-W4
SW 5-19-21-W4
SE 21-15-21-W4

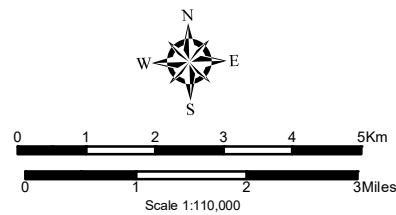
Road Type

- County Gravel Road
- County Paved Road
- Hamlet Street
- Private Road
- Provincial Gravel Highway
- Provincial Secondary Highway
- Provincial Primary Highway
- Railway

Land Classification

- Private Land
- Provincial Land
- Federal Land
- County Land
- Other Jurisdiction
- Provincial Park

- Township/Range Grid
- Electoral Division Boundary

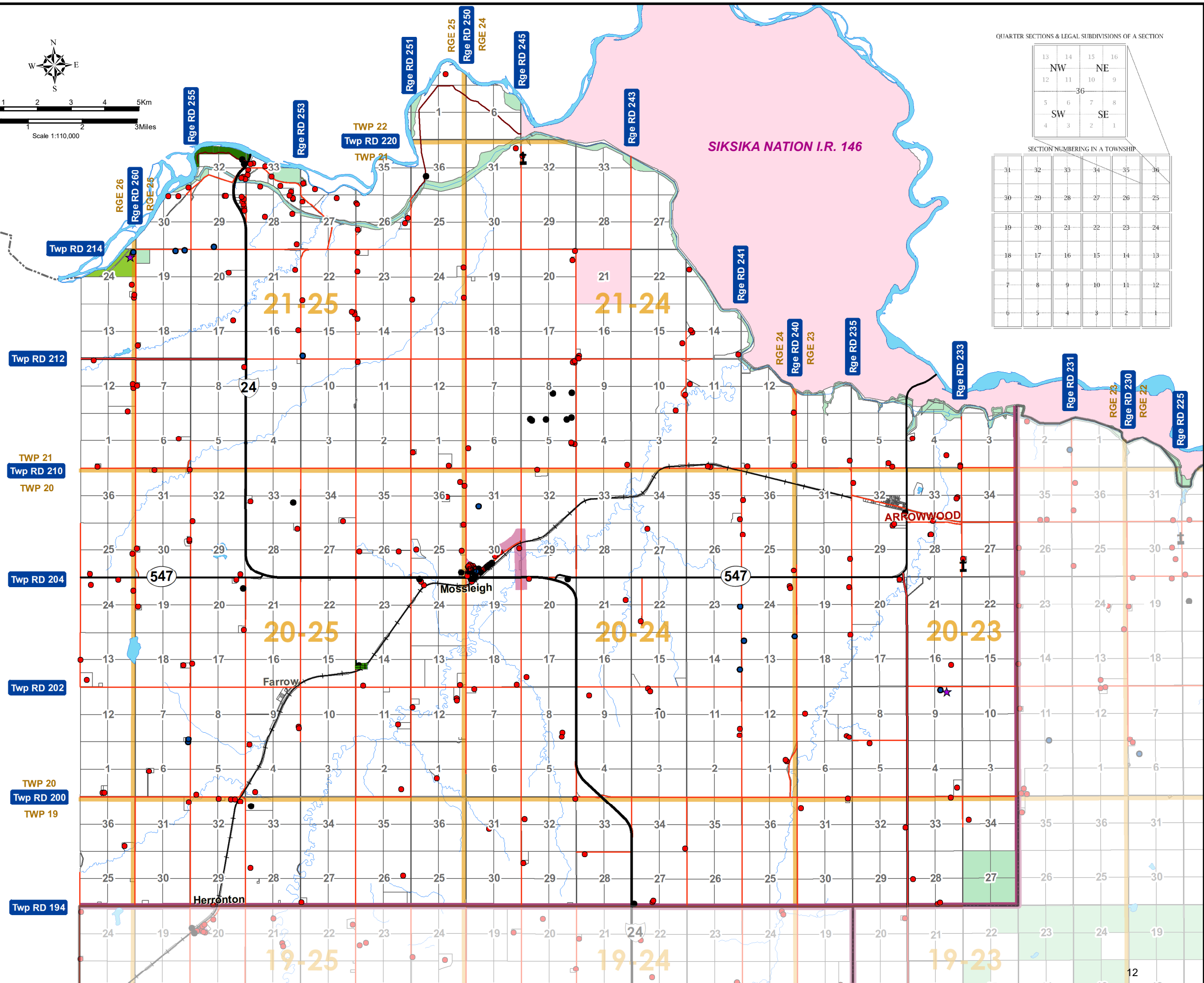


QUARTER SECTIONS & LEGAL SUBDIVISIONS OF A SECTION

13	14	15	16
NW		NE	
12	11	10	9
	36		
5	6	7	8
SW		SE	
4	3	2	1

SECTION NUMBERING IN A TOWNSHIP

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	1





Electoral Division 2

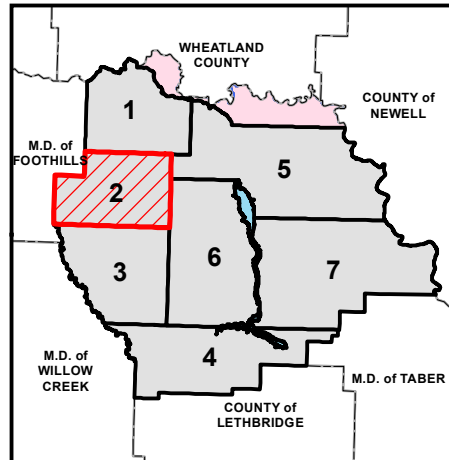
Administration Building
Box 180, 102 Centre Street
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Office Hours:
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Tel: (403) 485-2241 Fax: (403) 485-2920
Toll Free: 1-877-485-2299
Email: administration@vulcancounty.ab.ca
Website: www.vulcancounty.ab.ca

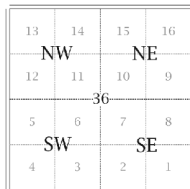
Councillor: Shane Cockwill
Phone: 403-423-0063
Email: Shane.cockwill@vulcan.ca

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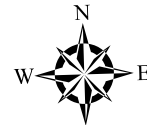
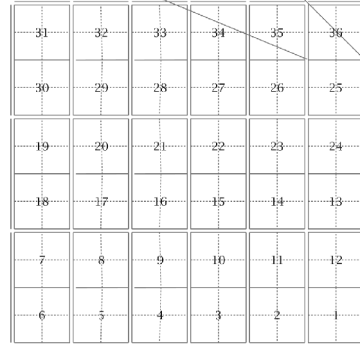
Key Map



QUARTER SECTIONS & LEGAL SUBDIVISIONS OF A SECTION



SECTION NUMBERING IN A TOWNSHIP



0 1 2 3 4 5 Km
0 1 2 3 Miles
Scale 1:110,000

Points of Interest

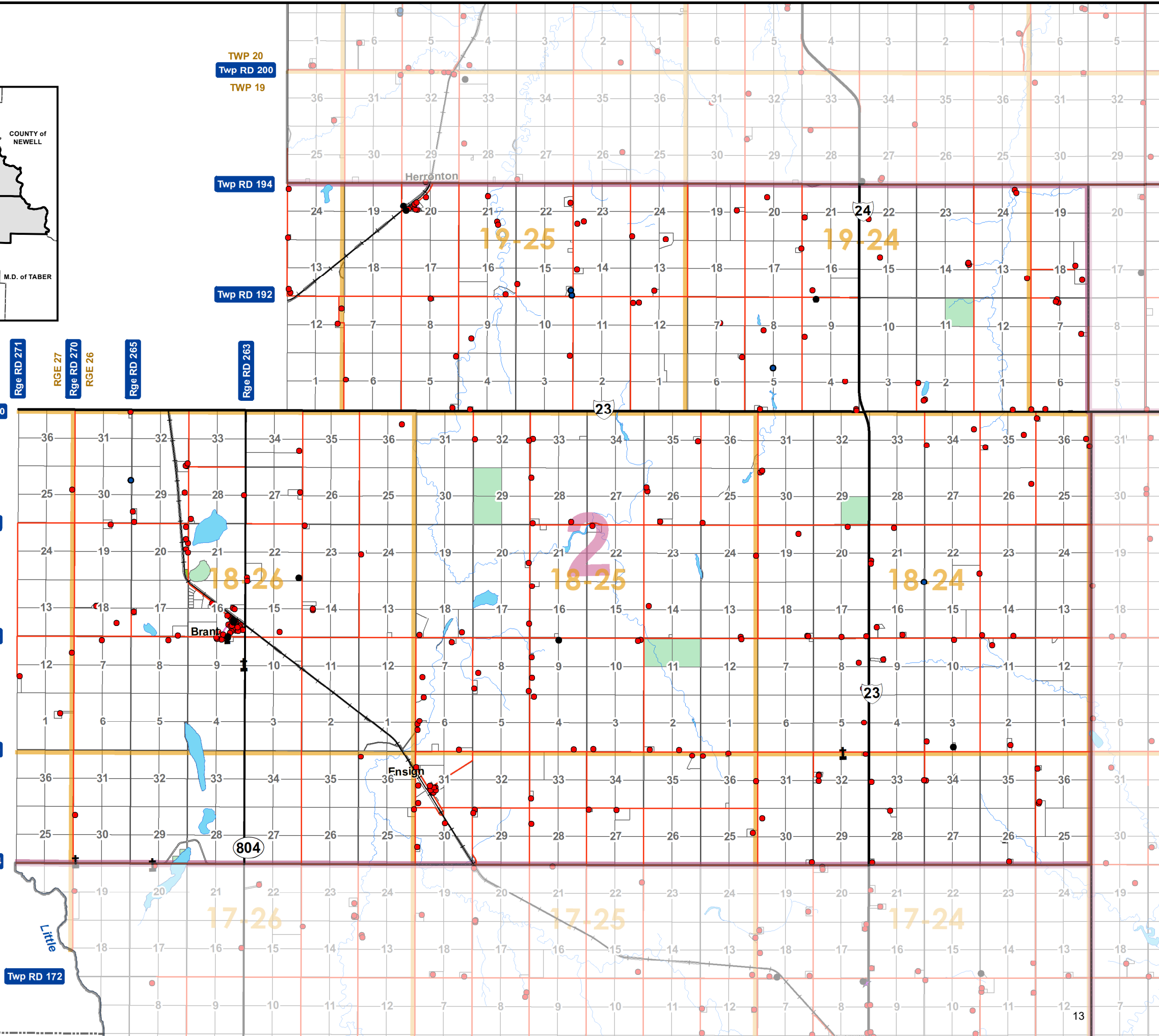
	Community Hall		County Gravel Road
	Airport		County Paved Road
	Cemetery		Hamlet Street
	School		Private Road
	Residence		Provincial Gravel Highway
	Industrial		Provincial Secondary Highway
	Commercial		Provincial Primary Highway
	Waste Transfer Station		Railway
	Champion/Carmangay		
	Lomond		
	Milo		
	Mossleigh		
	Vulcan		
	Gravel Pit		
	County		
	Ingraham		
	Seebeck		
	Top Notch		
	Vaage		
	SP - Ag Yard		
	SP - Glowa		
	SP - Milo		
	Mier		

Road Type

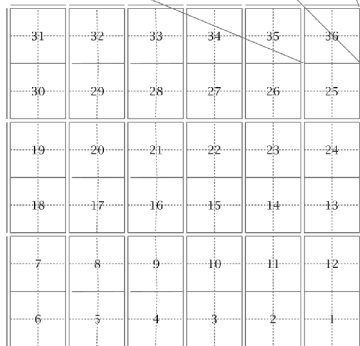
	County Gravel Road
	County Paved Road
	Hamlet Street
	Private Road
	Provincial Gravel Highway
	Provincial Secondary Highway
	Provincial Primary Highway
	Railway


Land Classification









	Private Land
	Provincial Land
	Federal Land
	County Land
	Other Jurisdiction
	Provincial Park











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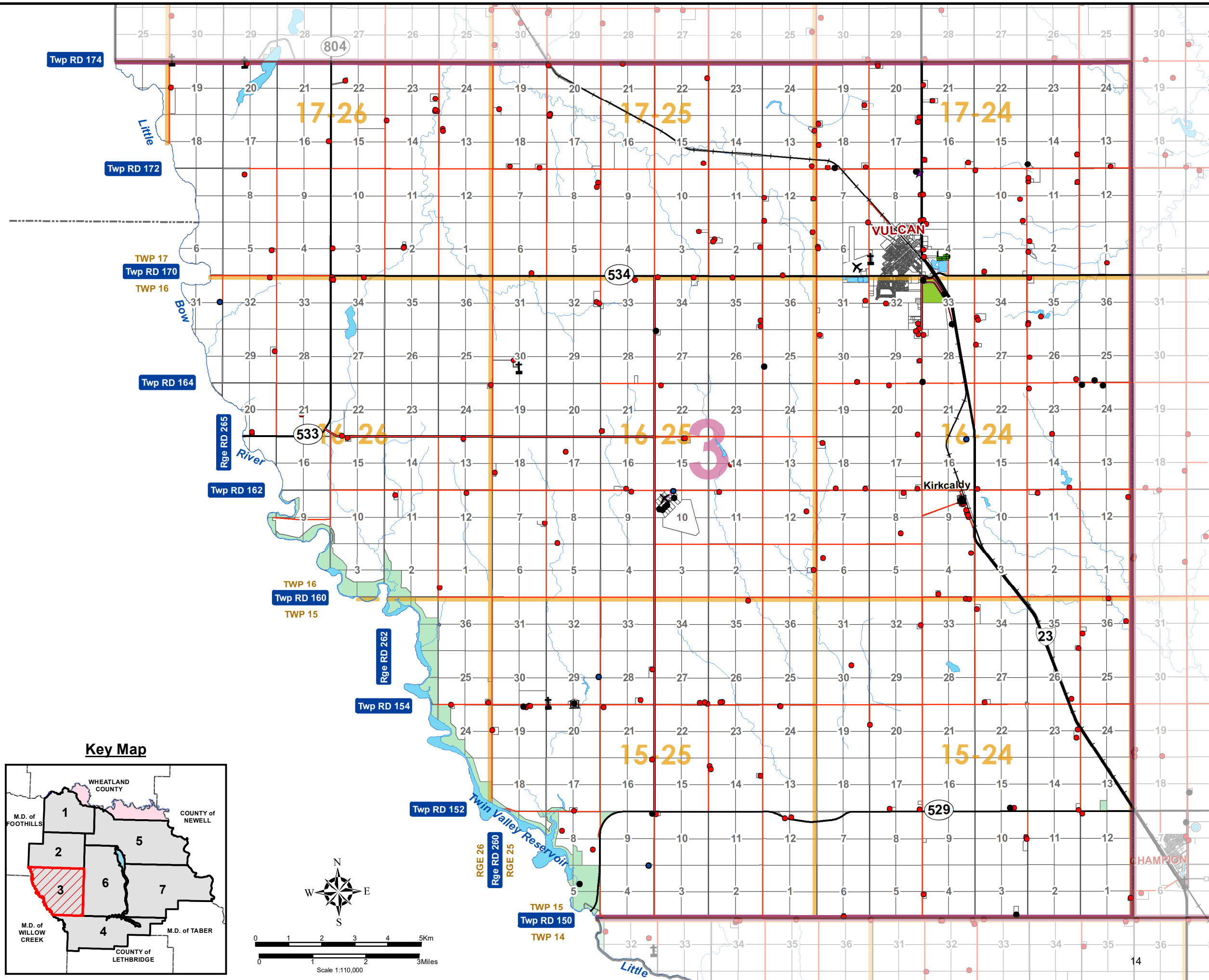


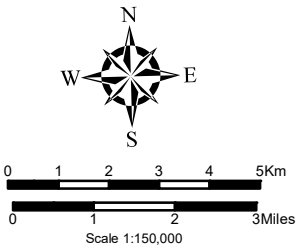
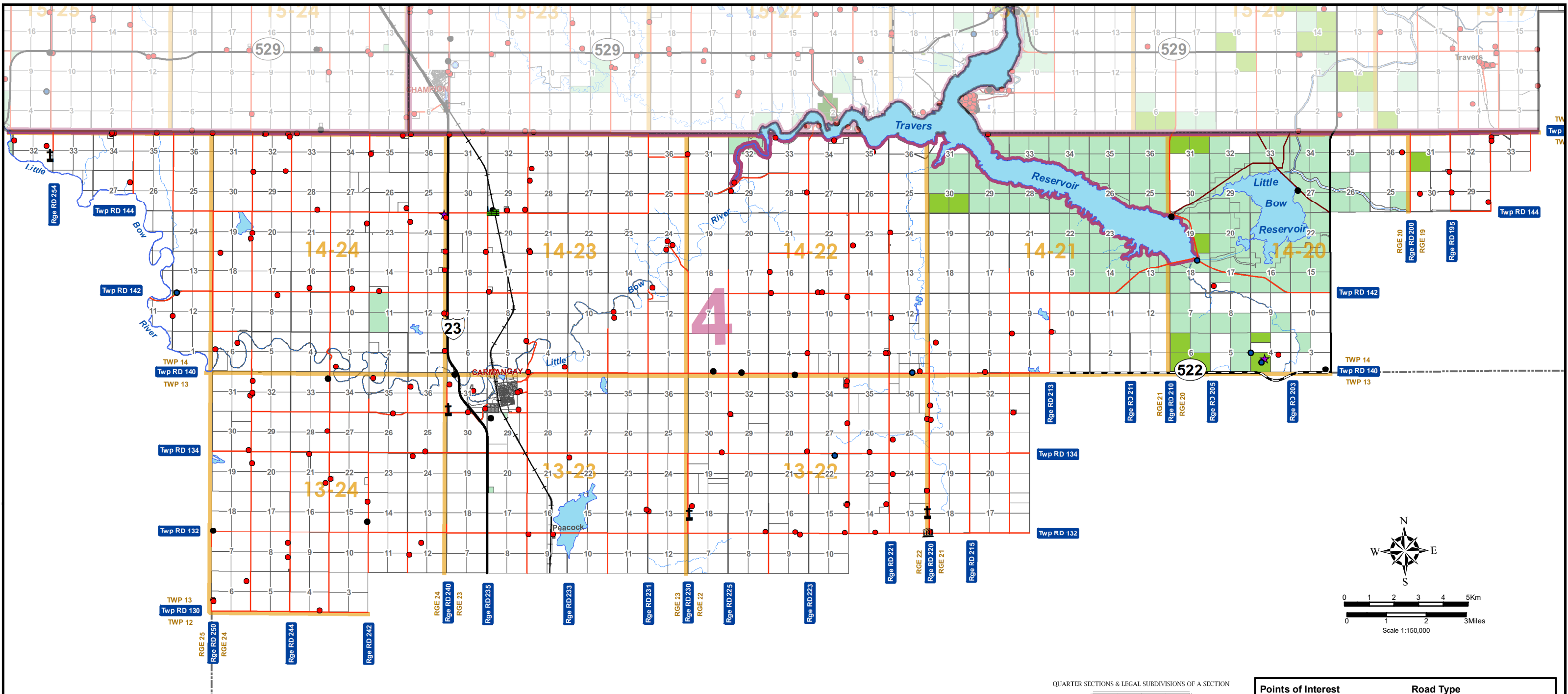
- | | | | |
|---|------------------------|---|------------------------------|
|  | Community Hall |  | County Gravel Road |
|  | Airport |  | County Paved Road |
|  | Cemetery |  | Hamlet Street |
|  | School |  | Private Road |
|  | Residence |  | Provincial Gravel Highway |
|  | Industrial |  | Provincial Secondary Highway |
|  | Commercial |  | Provincial Primary Highway |
|  | Waste Transfer Station |  | Railway |
| Champion/ SW 29-14-23-W4 | | | |
| Carmangay | | | |
| Lomond | NE 11-16-20-W4 | | |
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| Mossleigh | SW 14-20-25-W4 | | |
| Vulcan | SW 4-17-24-W4 | | |
| ★ Gravel Pit | | | |
| County | NE 24-21-26-W4 | | |
| Ingraham | NE 9-20-23-W4 | | |
| Seebeck | SW 4-14-20-W4 | | |
| Top Notch | W 1/2 5-17-17-W4 | | |
| Vaage | N 1/2 16-15-21-W4 | | |
| SP - Ag Yard | NE 8-17-24-W4 | | |
| SP - Glowa | NE 24-14-24-W4 | | |
| SP - Milo | SW 5-19-21-W4 | | |
| Mier | SE 21-15-21-W4 | | |

-  County Gravel Road
-  County Paved Road
-  Hamlet Street
-  Private Road
-  Provincial Gravel Highway
-  Provincial Secondary Highway
-  Provincial Primary Highway
-  Railway

-  Private Land
 Provincial Land
 Federal Land
 County Land
 Other Jurisdiction
 Provincial Park

 Township/Range Grid
 Electoral Division Boundary





Electoral Division 4

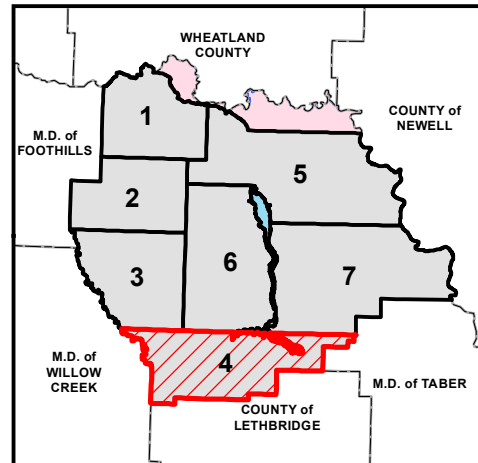
Administration Building
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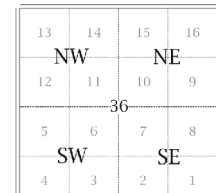
Councillor: Laurie Lyckman
Phone: 403-423-0143
Email: Laurie.lyckman@vulcan.ca

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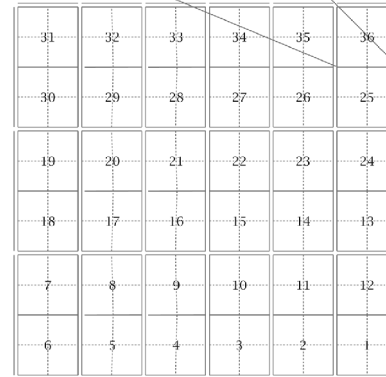
Key Map



QUARTER SECTIONS & LEGAL SUBDIVISIONS OF A SECTION



SECTION NUMBERING IN A TOWNSHIP



Points of Interest

- Community Hall
- Airport
- Cemetery
- School
- Residence
- Industrial
- Commercial
- Waste Transfer Station
- Champion/
- Carmangay
- Lomond
- Milo
- Mossleigh
- Vulcan
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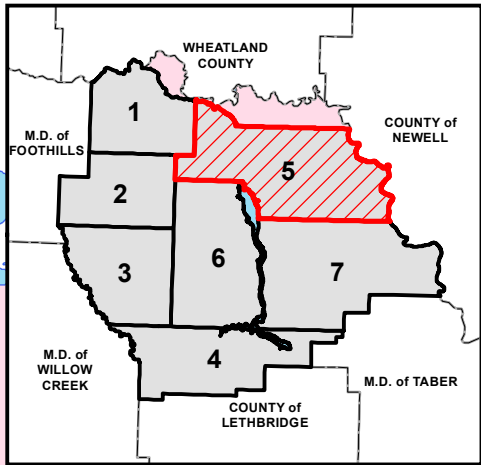
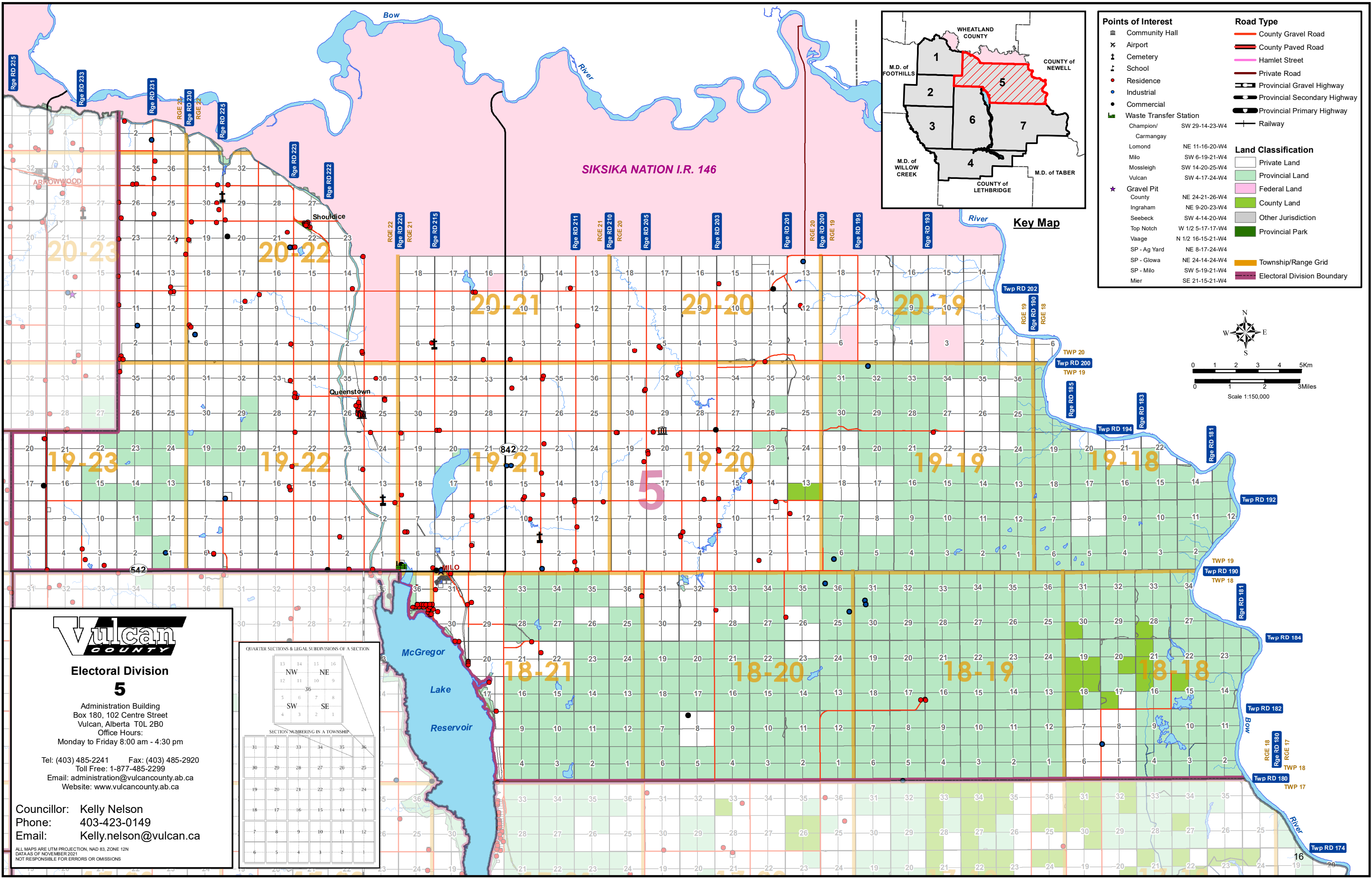
Road Type

- County Gravel Road
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- Provincial Secondary Highway
- Provincial Primary Highway
- Railway

Land Classification

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- Other Jurisdiction
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- Township/Range Grid
- Electoral Division Boundary



Points of Interest

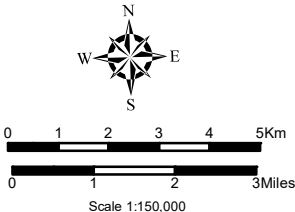
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 - SP - Glowa NE 24-14-24-W4
 - SP - Milo SW 5-19-21-W4
 - Mier SE 21-15-21-W4

Road Type

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- Other Jurisdiction
- Provincial Park



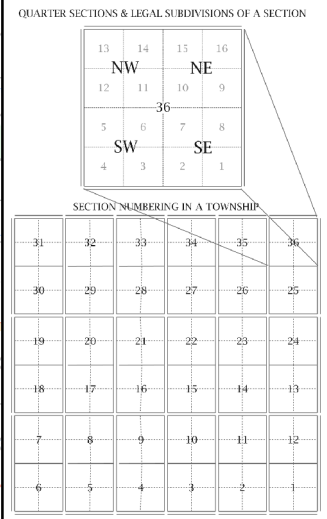
Electoral Division 5

Administration Building
Box 180, 102 Centre Street
Vulcan, Alberta T0L 2B0
Office Hours:
Monday to Friday 8:00 am - 4:30 pm

Tel: (403) 485-2241 Fax: (403) 485-2920
Toll Free: 1-877-485-2299
Email: administration@vulcancounty.ab.ca
Website: www.vulcancounty.ab.ca

Councillor: Kelly Nelson
Phone: 403-423-0149
Email: Kelly.nelson@vulcan.ca

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Electoral Division

6

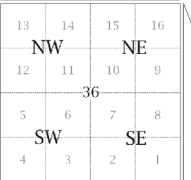
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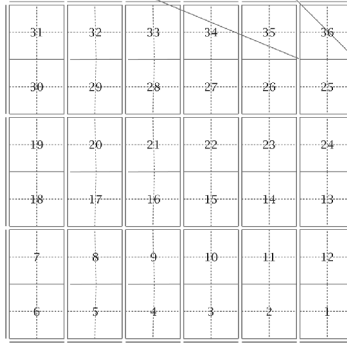
Councillor: Christopher Northcott
Phone: 403-423-0158
Email: Christopher.northcott@vulcan.ca

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DATEAS OF NOVEMBER 2021
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QUARTER SECTIONS & LEGAL SUBDIVISIONS OF A SECTION



SECTION NUMBERING IN A TOWNSHIP



Points of Interest

- Community Hall
- Airport
- Cemetery
- School
- Residence
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- Commercial
- Waste Transfer Station

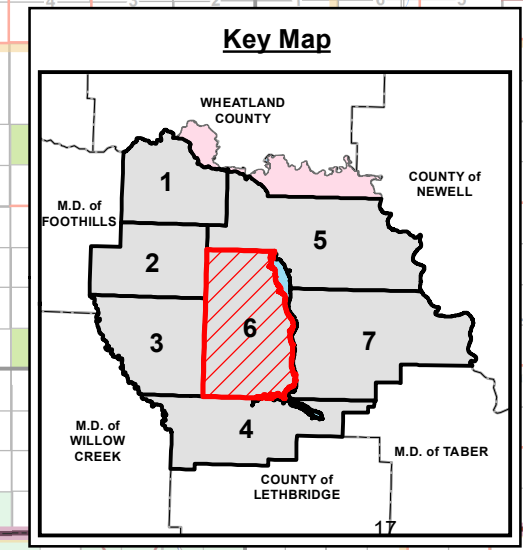
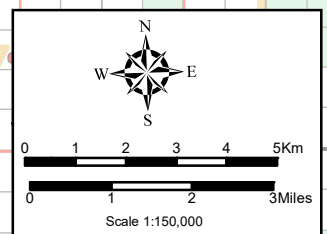
Road Type

- County Gravel Road
- County Paved Road
- Hamlet Street
- Private Road
- Provincial Gravel Highway
- Provincial Secondary Highway
- Provincial Primary Highway
- Railway

Land Classification

- Private Land
- Provincial Land
- Federal Land
- County Land
- Other Jurisdiction
- Provincial Park

Champion/	SW 29-14-23-W4
Carmangay	
Lomond	NE 11-16-20-W4
Milo	SW 6-19-21-W4
Mossleigh	SW 14-20-25-W4
Vulcan	SW 4-17-24-W4
Gravel Pit	
County	NE 24-21-26-W4
Ingraham	NE 9-20-23-W4
Seebeck	SW 4-14-20-W4
Top Notch	W 1/2 5-17-17-W4
Vaage	N 1/2 16-15-21-W4
SP - Ag Yard	NE 8-17-24-W4
SP - Glowa	NE 24-14-24-W4
SP - Milo	SW 5-19-21-W4
Mier	SE 21-15-21-W4





Electoral Division

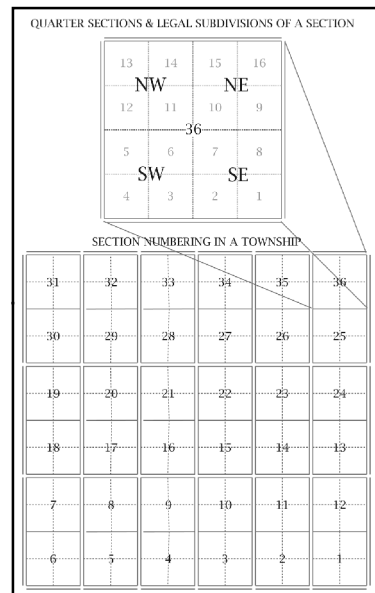
7

Administration Building
Box 180, 102 Centre Street
Vulcan, Alberta T0L 2B0
Office Hours:
Monday to Friday 8:00 am - 4:30 pm

Tel: (403) 485-2241 Fax: (403) 485-2920
Toll Free: 1-877-485-2299
Email: administration@vulcancounty.ab.ca
Website: www.vulcancounty.ab.ca

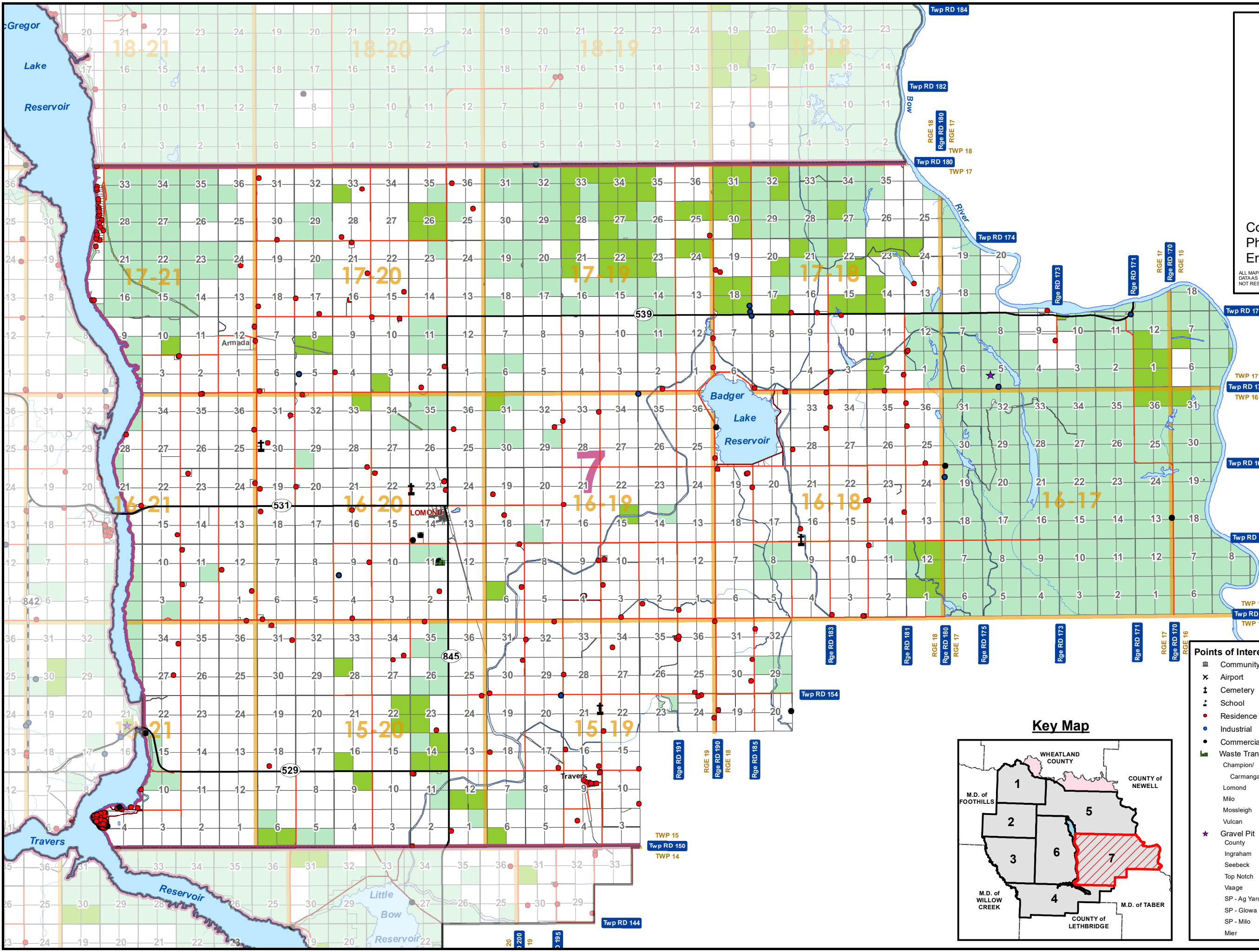
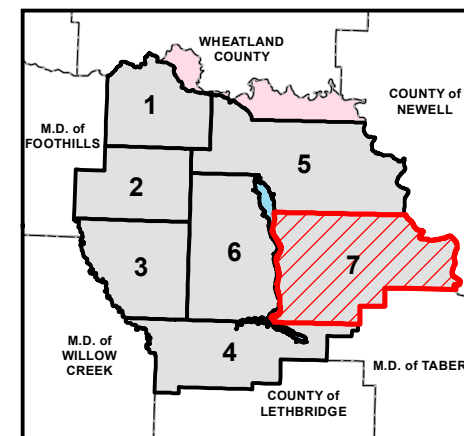
Councillor: Doug Logan
Phone: 403-423-0170
Email: Doug.logan@vulcan.ca

ALL MAPS ARE UTM PROJECTION, NAD 83, ZONE 12N
DATE AS OF NOVEMBER 2021
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



Points of Interest		Road Type	
	Community Hall		County Gravel Road
	Airport		County Paved Road
	Cemetery		Hamlet Street
	School		Private Road
	Residence		Provincial Gravel Highway
	Industrial		Provincial Secondary Highway
	Commercial		Provincial Primary Highway
	Waste Transfer Station		Railway
	Champion/Carmanagay	Land Classification	
	Lomond		
	Milo		Private Land
	Mossleigh		Provincial Land
	Vulcan		Federal Land
	Gravel Pit		County Land
	County		Other Jurisdiction
	Ingraham		Provincial Park
	Seebeck		
	Top Notch		
	Vaage		Electoral Division Boundary
	SP - Ag Yard		
	SP - Glowa		
	SP - Milo		
	Mier		

Key Map



2025

Vulcan County Meeting Schedule

January '25						
Su	M	Tu	W	Th	F	Sa
			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 '25						
Su	M	Tu	W	Th	F	Sa
						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 '25						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
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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 '25						
Su	M	Tu	W	Th	F	Sa
				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 '25						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '25						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '25						
Su	M	Tu	W	Th	F	Sa
			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 '25						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '25						
Su	M	Tu	W	Th	F	Sa
	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			

 Statutory Holidays

 RMA Convention

 MPC & Council Meeting

 2025 Provincial ASB Conference (Edmonton)

 Foothills Little Bow Association

 2025 Municipal Election

 Budget Committee Meeting

 Nomination Day (Municipal Election)

 Inaugural Meeting - Organizational Meeting

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
Cross Reference: CC 2024-10-16-14	Page 1 of 8
Review Date: Annually	



EXTERNAL BOARDS & COMMITTEES

1) PURPOSE

One of the duties of a councillor is to participate in various committees established by Council and meetings of external boards and committees.

This policy will provide guidance in managing councillor appointments on external boards and commissions. Councillors shall represent Vulcan County's interests when participating in the work of external organizations (*with the exception of the County Library Board*), and report back to Council with information about the external boards and committees.

2) APPOINTMENTS

Councillor representation on external boards and committees is established at the discretion of Council, and appointments shall be made at the Organizational Meeting of Council.

When reviewing or considering a councillor's appointment on an external board or committee, the following shall be used as guidance:

- Vulcan County provides annual funding to the board or committee; or,
- Vulcan County is mandated to appoint a councillor by an Act or agreement; or,
- It represents the interests of Vulcan County, its residents, and landowners; or,
- It facilitates the exchange of information on matters of mutual concern: or,
- It provides Vulcan County Council with information, advice, or recommendations regarding local issues and topics.

The level of resources should also be considered when reviewing appointments, including councillors time and travel, and staff support.

3) REVIEW

Vulcan County Council shall review this policy and the external board and committee appointment listing annually at its Organizational Meeting and ensure the listing aligns with this policy.

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
Cross Reference: CC 2024-10-16-14	Page 2 of 8
Review Date: Annually	

4) EXTERNAL BOARD AND COMMITTEE SUMMARY

The following is a brief description of the external boards or committees of which Vulcan County is a member, or that a councillor sits on.

County Library Board

Description: To ensure the provision of comprehensive and effective library services to the residents of Vulcan County. Established as per Vulcan County Bylaw 1093, the *Libraries Act*, and the *Alberta Libraries Regulation*.

Meeting Frequency: 4-6x per year (*as per the Libraries Act*)

Members required: between 0-2 councillors + 8-10 members-at-large (total of 10)

Term: 1 – 3 years

***IMPORTANT:** As per the Alberta Libraries Regulation, the councillor appointed to the County Library Board is expected to act in the best interests of the library board and the delivery of public library service. They should not act as a representative of the County.*

Chinook Arch Regional Library Board

Description: Provides a cost-effective way for municipalities in southwestern Alberta to collaborate with neighbouring communities to ensure that all area residents can experience the life-changing power of public libraries. A member driven regional services organization made up of 41 member municipalities, Chinook Arch's mission is to support thriving libraries and thriving communities.

Established as per the *Libraries Act*, and the Chinook Arch Agreement

Meeting Frequency: 3x per year (April, August, December) (*as per the Libraries Act*)

Members required: 1 councillor

Term: 2 years

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
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Claresholm & District Transportation Society

Description: The Claresholm & District Transportation Society is a not-for-profit society that provides affordable and accessible transportation for seniors and those with disabilities.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 1 year

Vulcan & Region Family and Community Support Services (FCSS)

Description: Provides preventative social services to promote and enhance well-being among individuals and families and promote the development of stronger communities. Formed through joint agreement with the Town of Vulcan, and Villages of Arrowwood, Carmangay, Champion, Lomond, and Milo.

Meeting Frequency: 1x per month (except July & August)

Members required: 1 councillor

Term: 1 year

Foothills Little Bow Association

Description: An association comprised of 13 rural municipalities in southern Alberta established to advocate for municipal issues.

Meeting Frequency: 2x per year (January and September)

Members required: all councillors can attend the meetings as long as Vulcan County is a member of the association.

Term: 4 years (municipal term)

VULCAN COUNTY POLICY NO. 12-1007

Effective: October 16, 2024

Cross Reference: CC 2024-10-16-14

Review Date: Annually

External Boards and Committees Policy

Amended:

Page **4** of **8****Foothills Regional Emergency Services Commission (FRESC)**

Description: The commission is authorized to provide emergency medical services and an emergency services communication system. The Foothills Regional 911 Commission is responsible for 911 services and emergency response dispatch for 26 municipalities, 43 fire departments, and 16 municipal enforcement agencies in southern Alberta, covering a geographic area that extends from Banff to the Crowsnest Pass.

Meeting Frequency: quarterly

Members required: 1 councillor

Term: 1 year

Marquis Foundation

Description: The governing body that operates the Peter Dawson Lodge in Vulcan and the seniors Self-Contained Housing Units located throughout Vulcan County. The Board provides oversight and makes decision regarding the long-term growth and care for seniors in our communities.

Meeting Frequency: 1x per month

Members required: 2 councillors

Term: 2 years

Oldman River Regional Services Commission (ORRSC)

Description: The service commission is a cooperative effort of its member municipalities in southwestern Alberta who have created an organization to provide municipal planning advice to its members. ORRSC is contracted by its member municipalities and provides advice to administration and Council regarding land use planning matters. ORRSC is available as a resource to landowners as well but does not engage in the preparation of any statutory plans, such as area structure plans, for the private sector.

Meeting Frequency: quarterly

Members required: 1 councillor + 1 alternate

Term: 2 years

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
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Review Date: Annually	

Rainbow Literacy & Learning Society

Description: A non-profit society that provides literacy support and education through accessible programs and services to improve the quality of life for everyone in Vulcan County.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 2 years

Southern Alberta Energy Waste Association (SAEWA)

Description: A non-profit coalition of municipal entities and waste management jurisdictions in southern Alberta committed to the research and implementation of energy recovery from non-recyclable waste materials that will reduce long term reliance on landfills.

Meeting Frequency: 1x per month

Members required: 1 councillor + 1 alternate

Term: 1 year

SouthGrow Regional Initiative

Description: A member driven, non-profit regional economic development alliance in south central Alberta. Their focus is on working with member communities, industry/business, government and others to achieve common purpose in the area of economic development and shared services opportunities.

Meeting Frequency: quarterly (*the Executive meets 1x per month*)

Members required: 1 councillor + 1 alternate

Term: 1 year

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
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Twin Valley Regional Water Commission (TVRWC)

Description: Formed in 2011 to provide water services to Vulcan County, the Town of Vulcan, Village of Champion, and Village of Carmangay.

Meeting Frequency: approximately 4-6x per year (as needed)

Members required: 2 councillors

Term: 2 years

Vulcan Area Public & Petroleum Association (VAPPA)

Description: Financially supported by their industry members, enabling community residents and government representatives to participate free of charge. The group attempts to build relations and share information regarding the petroleum industry within Vulcan County.

Meeting Frequency: 4 – 6x per year

Members required: 1 councillor

Term: 1 year

Vulcan County Health & Wellness Foundation

Description: The foundation was formed in response to local concerns about the scope of health services at the Vulcan Community Health Centre. They strive to support the enhancement of healthcare facilities in Vulcan County, supplement wellness programs, and offer bursaries for professional healthcare workers and first responders.

Meeting Frequency: 6x per year

Members required: 1 councillor

Term: 1 year

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
Cross Reference: CC 2024-10-16-14	Page 7 of 8
Review Date: Annually	

Vulcan District Waste Commission

Description: Established by regulation, with membership from Vulcan County, Town of Vulcan, Villages of Arrowwood, Carmangay, Champion, Lomond, and Milo. Authorized to provide solid waste management services.

Meeting Frequency: 6 – 8 per year

Members required: 2 councillors

Term: 2 years

Vulcan County Regional Clinic Subsidy & Locum Committee

Description: Established by Agreement, in partnership with the Town of Vulcan and Villages of Arrowwood, Champion, and Milo. To support the Vulcan Medical Clinic and the Arrowwood Medical Clinic.

The purpose of the committee is to review the clinic subsidy agreement, budget, financials, and programming, for recommendation to the member municipalities.

Meeting Frequency: as required

Members required: 1 councillor

Term: 1 year

Doctor Attraction and Retention Committee

Description: Partnership between the County, Town of Vulcan, Vulcan Chamber of Commerce, Vulcan Kinettes, and the Vulcan Hospital.

Meeting Frequency: bi-monthly

Members required: 1 councillor *(same – Regional Clinic Subsidy & Locum Committee)*

Vulcan Regional Response to Elder Abuse Council

Description: Dedicated to creating a coordinated response model leveraging local support services to find solutions to elder abuse.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 1 year

VULCAN COUNTY POLICY NO. 12-1007	External Boards and Committees Policy
Effective: October 16, 2024	Amended:
Cross Reference: CC 2024-10-16-14	Page 8 of 8
Review Date: Annually	

Vulcan Flying Club (*Airport Committee*)

Description: Established by agreement, dedicated to fostering the development and continued operation of the Vulcan Airport for the purpose of providing aircraft and flight service opportunities for the benefit and enjoyment of the public.

Meeting Frequency: 1x per month

Members required: 1 councillor

Term: 1 year

VULCAN COUNTY POLICY NO. 12-1006	COUNCIL REMUNERATION
Effective: January 15, 2020	Last Reviewed: December 4, 2024
Cross Reference: CC 2020-01-15-11 CC 2021-08-18-17&18 CC 2022-11-23-08 CC 2023-02-01-11 CC 2023-12-20-15 CC 2024-12-04-09	Page 1 of 3
Review Date: Annual	



Council Remuneration

1. PURPOSE

To provide remuneration to elected officials that reflects the demands of Council and Council's value to the County; and to adequately reimburse elected officials for their time spent engaged in official duty for Vulcan County. The long term interests of Vulcan County are best served by dedicated, committed and representative elected officials, who on behalf of the citizens provide good governance. To attract such individuals, remuneration should be responsible, fair and equitable.

2. POLICY PRINCIPLES

- 2.1. Establishment of a base pay for councillors and Reeve;
- 2.2. Standardize what constitutes base pay and per diem pay;
- 2.3. Compensation for travel expenses;
- 2.4. Oversight and accountability;
- 2.5. Review of the policy.

3. RESPONSIBILITIES

- 3.1. **Reeve** shall review and approve all councillor remuneration claims for accountability;
- 3.2. **Deputy Reeve** shall review and approve all Reeve remuneration claims for accountability;
- 3.3. **Chief Administrative Officer** shall review and sign off on all elected official remuneration claims before submission to Accounting;
- 3.4. **Councillors** shall ensure remuneration claims are submitted for approval within reasonable time after month end.

VULCAN COUNTY POLICY NO. 12-1006	COUNCIL REMUNERATION
Effective: January 15, 2020	Last Reviewed: December 4, 2024
Cross Reference: CC 2020-01-15-11 CC 2021-08-18-17&18 CC 2022-11-23-08 CC 2023-02-01-11 CC 2023-12-20-15 CC 2024-12-04-09	Page 2 of 3
Review Date: Annual	

4. REMUNERATION

4.1. Base Pay

Each councillor will receive a base pay, as per the table below, for conducting duties such as meeting preparation, incidental time, conversations with ratepayers, and working on behalf of ratepayers.

Position	Monthly Base Pay	Annual Base Pay
Reeve	\$1,594.70	\$19,136.35
Councillors	\$905.65	\$10,867.75

4.2. Per Diem Pay

Each councillor will receive a per diem, as per below, for attendance at County meetings (including Council, Municipal Planning Commission, Governance Priorities Committee, Agricultural Service Boards); for approved conventions/conferences/meetings; for attendance at other meetings for carrying out Council business; and for attendance at the County Office for the purpose of signing documents or meeting with Administration. Travel time is to be included; the per diem will compensate for the actual time away from home, business or other activities.

Half-day rate of \$202 is paid for meetings up to four (4) hours

Full-day rate of \$404 is paid for meetings between four (4) hours and eight (8) hours

Meetings over eight (8) hours will be paid an additional rate of \$202. This rate shall not be paid for attendance at conferences, conventions or seminars.

4.3. Travel Expenses

Airfare, Taxi Services, Parking Fees	Incurred Cost
Hotels	Incurred Cost
Mileage per kilometer rate	Canada Revenue Agency recommended rates
<i>(Councillors are encouraged to travel together whenever possible).</i>	
Meal Allowance	While travelling on County business, meals may be claimed at the amount shown on receipts submitted.

VULCAN COUNTY POLICY NO. 12-1006	COUNCIL REMUNERATION
Effective: January 15, 2020	Last Reviewed: December 4, 2024
Cross Reference: CC 2020-01-15-11 CC 2021-08-18-17&18 CC 2022-11-23-08 CC 2023-02-01-11 CC 2023-12-20-15 CC 2024-12-04-09	Page 3 of 3
Review Date: Annual	

5. REPORTING

Monthly councillor remuneration claims may be reported at a Council Meeting, upon Council or a councillor's request.

6. COST OF LIVING ADJUSTMENTS (COLA)

Council Remuneration, including base pay and per diem, will increase annually based on the Cost of Living Adjustment (COLA) provided to staff.

7. REMUNERATION REVIEW

Council remuneration shall be reviewed, based on benchmark comparators, within six (6) months prior to a municipal general election, with findings being presented to Council for consideration. Council remuneration shall be reviewed by an external consultant at least every four (4) years; however, Council may also have County Administration provide additional reviews based the methodologies and benchmark comparators used within the most recent external Council remuneration review. If there was a COLA adjustment for Council remuneration, the updated rate is to be changed in this policy.

8. DEDUCTIONS AND BENEFITS

8.1. Deductions

Remuneration for base pay and per diem will be subject to applicable source deductions as prescribed by federal and/or provincial law that may include but are not limited to:

- Canada Pension Plan
- Employment Insurance
- Income Tax

8.2. Benefits

Vulcan County will pay the following benefits for councillors. Premiums are 100% paid by Vulcan County:

- a) Extended Health Care
- b) Dental
- c) Life and Accidental Death & Dismemberment
- d) Other: Employee Assistance Program

Programs funded by Vulcan County:

- a) Health & Wellness Account Policy 12-3135