



OFFICE OF CATHOLIC SCHOOL TRUSTEE
GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION
ELECTION FINANCES AND CONTRIBUTION DISCLOSURE

Limitations on Contributions

Only individuals who ordinarily reside in Alberta are allowed to contribute to a candidate. Prohibited organizations, such as corporations and unincorporated organizations, including trade unions and employee organizations, or individuals residing outside of Alberta are not allowed to contribute (Section 147.1 of the LOEA). Individuals can contribute any amount, up to \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

Any amount, not reimbursed from the campaign account, that a candidate pays relating to a campaign expense, is considered a contribution and is subject to the \$10,000 limit.

Campaign Period

For the 2025 general election, the campaign period begins from October 31, 2024, and ends on December 31, 2025 (in the year of the general election).

Acceptance of Contribution

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice (Section 147.22).

These contributions and expenses must be disclosed in the candidate's campaign disclosure statement.

Allowable Election Expenses (Section 147.1(1))

A campaign expense is any expense a candidate incurs (including a non-monetary contribution) where real property, personal property or a service is used to directly promote or oppose a candidate during the campaign period. The expense or non-monetary contribution includes:

- the production of advertising or promotional material;
- the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during the campaign period, including the use of a capital asset;
- the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity;
- securing a meeting place; or
- the conduct of election surveys or other surveys or research during a campaign period.

Duties of a Candidate

A candidate must ensure that:

- a campaign account, either in the candidate's name or the name of their election campaign, is opened at a financial institution for the election campaign at the time the candidate gives a written notice under Section 147.22 or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate;
- if a campaign account has been opened in accordance with the above, all monetary contributions are deposited into the account;
- money in the account is only used for the payment of campaign expenses;
- contributions of real property, personal property and services are valued;
- receipts are issued for every contribution and obtained for every expense;
- records are kept of contributions and campaign expenses and are retained by the candidate for a period of three years following the day of the election to which they relate,
- proper direction is provided to the official agent and anyone else who is authorized to incur campaign expenses and to accept campaign contributions;
- disclosure statements are filed;
- a contribution received in contravention of the *Local Authorities Election Act* is returned to the contributor as soon as possible; and
- an anonymous contribution, which cannot be returned to the contributor, is provided to a registered charity or school board.

Campaign Disclosure

In the case of election, on or before March 1 of each year, a candidate who received contributions in the previous year shall file with the secretary of the candidate's local jurisdiction a disclosure statement in a prescribed form, which must include:

- the total amount of all campaign contributions received during the campaign period that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the year exceeded \$50 in the aggregate;
- the total amount of contributions received (not exceeding \$10,000) during the campaign period;
- the total amount from fundraising functions received in the year;
- the total amount of other revenue received in the year;

- the total amount of campaign expenses incurred in the year;
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate in the year;
- the total amount of money paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund;
- where the previous year is the year in which the election was held, the total amount of any campaign surplus for the campaign period, including any surplus from previous campaigns, and
- where the previous year is the year in which the election was held, the amount of any deficit for the campaign period.

Campaign Surplus

If a candidate's disclosure statement in respect of the year in which a general election was held or in the case of a by-election shows a surplus, the candidate, within 60 days after filing the disclosure statement with the local jurisdiction,

Late Filing

A candidate who is required to file a disclosure statement under Section 147.4 and fails to file that document by the filing deadline must pay a late filing fee of \$500 to the relevant local jurisdiction.

Third-Party Advertising

The *Local Authorities Election Act* includes provisions on third-party advertising. Please review Part 8 for an understanding of the roles and responsibilities of third-party advertisers.

Registration of a Third Party

A third party shall apply for registration in a local jurisdiction when it has incurred or intends to incur expenses of at least \$1,000 or when it has accepted or intends to accept contributions of at least \$1,000. The local jurisdiction must maintain separate third-party registers for election advertising and political advertising.

Expense Limits

During the election advertising period, a third party cannot exceed in the aggregate the amounts determined by the regulations.

Contributions and Expenses

No individual, corporation, trade union or employee organization shall make advertising contributions to any third party during an election advertising period that exceed, in the aggregate, \$5000.

The following entities cannot make an election advertising contribution:

- an individual who ordinarily resides outside of Alberta;

- a prohibited corporation;
- a trade union or employee organization that is not Alberta based;
- a registered charity; or
- a group where any member of the group ordinarily resides outside of Alberta, a prohibited corporation, a trade union or employee organization (unless an Alberta-based union or organization).

Anonymous and Unauthorized Contributions

An anonymous contribution of more than \$50 cannot be used or expended by the registered third party. The contribution must be returned to the contributor if their identity can be established or to the local jurisdiction if not. Contributions not belonging to an individual, corporation, trade union or employee organization, or any funds that have been furnished to any of these entities, are prohibited. If the chief financial officer becomes aware that a contribution has been accepted from an entity that was not allowed to contribute, or if the funds were furnished, they must advise the school board, in writing, of the fact and circumstances within 30 days of finding out. After notifying the school board, the chief financial officer must return the contribution according to the school board's directions.

Identification of Third Parties

A third party, or a person acting on their behalf, must ensure their sponsored election advertising or political advertising complies with guidelines established by the Minister of Municipal Affairs. The Minister is required to establish guidelines for the identification of third parties.

Disclosures of Third Parties

Every third party that engages in contributions for election advertising must file a report, using Form 28 – Third Party Advertising Contribution Statement, with the school board by March 1 following a general election. The report covers the advertising contributions received during the election-advertising period. The report must set out:

- the total amount of all advertising contributions received during the election advertising period that did not exceed \$250 in the aggregate from any single donor; and
- the total amount contributed, the name and address of the contributor, and the amount and date of each contribution for each contributor who made advertising contributions during the election-advertising period totalling more than \$250.

In addition, the third party must file an election advertising return that includes:

- a financial statement;
- a list of all advertising contributions received during the election-advertising period;
- an election advertising spending limit report;

- the advertisements' time and place of broadcast or publication the election advertising expense relates to; and
- any supporting information and documents relating to the election advertising return.

Late Filing

A third party that fails to file a report and return by March 1, 2026 must pay a \$500 late filing fee to the school board. If the fee is not paid within 30 days, the school board must send a notice to the third party and the chief financial officer stating the \$500 needs to be paid. If the third party still fails to pay the fee, the school board can file a notice with the Court of King's Bench.

If a third party fails to file a report and return, the school board can cancel the third party's registration.

If a third party files a report and return no later than 30 days after the filing deadline, the school board is unable to cancel the registration.

For further information, contact the Division's Returning Officer:

Iva Paulik, CPA, CA, MBA, CSBO

Secretary-Treasurer, Greater St. Albert Roman Catholic Separate School Division

6 St. Vital, Avenue, St. Albert, AB T8N 1K2

Phone: 780-459-7711 | Email: ipaulik@gsacrd.ab.ca