

The following is an excerpt from the 2025 [School Board Elections Guide](#)

Election Finances and Contributions Disclosure Information

Limitations on Contributions [Local Authorities Election Act \(LAEA\)](#) s.147.2

Only individuals who ordinarily reside in Alberta are allowed to make a contribution to a candidate. Organizations such as a trade union or employee organization outside of Alberta, or individuals residing outside of Alberta are not allowed to make a contribution. A trade union or employee organization in Alberta and individuals residing within Alberta can contribute any amount, up to \$5000 in the aggregate to all candidates for election.

A candidate may contribute an amount of up to \$10,000 that isn't reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidate's own campaign expenses.

Acceptance of Contribution [LAEA](#) s.147.22

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 to the board that they intend to be or has been nominated as a candidate.

Candidates can't accept contributions or incur expenses unless it's during the campaign period.

Campaign Period [LAEA](#) s.147.1(1)(b)

For general elections, the campaign period begins on January 1 immediately following a general election and ending on December 31 immediately following the next general election.

Allowable Election Expenses [LAEA](#) s.147.1(1)(a)

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 [LAEA](#) s.147.3;147.24, 147.23

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 of nomination or as soon as possible after contributions exceed \$1,000 in total;

- if a campaign account has been opened, 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;
- disclosure statements are filed;
- contribution and expense records are kept and retained for three years after the date the disclosure statement was to be filed; *LAEA s.147.24 LAEA s.147.23 LAEA s.147.4*
- proper direction is provided to the official agent and anyone else who is authorized to incur campaign expenses and to accept campaign contributions;
- a contribution received in contravention of the *LAEA* 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 *LAEA s.147.4*

Every candidate, including a candidate who withdraws, is required to file a disclosure statement with the secretary on or before March 1 of each year.

The disclosure statement must include:

- the total amount of all campaign contributions received during the campaign period that didn't exceed \$50 in total from any single contributor;
- the total amount contributed, with the contributor's name and address, for each person whose contributions during the campaign period exceeded \$50 in total;
- the total amount of contributions received (not exceeding \$2,000) outside the campaign period;
- the total amount from fundraising functions;
- the total amount of other revenue;
- the total amount of campaign expenses;
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate;
- the total amount of money paid by the candidate;
- the total amount of any surplus, including any surplus from previous campaigns; and
- the amount of any deficit.

If a candidate doesn't file nomination papers in the next general election, they must file their disclosure statement to the school board within 60 days. If there is a deficit, the candidate must eliminate the deficit.

Campaign Surplus *LAEA s.147.5*

The candidate must donate an amount to a registered charity that results in the surplus being less than \$1,000 and may retain any portion of that amount or donate that amount to a registered charity and report it accordingly.

Late Filing *LAEA s.147.7*

A candidate who fails to file a campaign disclosure statement on time will have to pay a \$500 late filing fee to the school board.

Third-Party Advertising *LAEA s.147.7*

The *LAEA* includes provisions on third-party advertising.

Registration of a Third Party *LAEA s.163*

A third party must 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 should maintain separate third-party registers for election advertising and political advertising.

Expense Limits *LAEA s.165*

During the election advertising period, a third party can't exceed the election advertising expense limits as determined by regulation.

Contributions and Expenses *LAEA s.167*

Any individual, corporation, trade union or employee organization can't make an advertising contribution to a third party unless the third party is registered (unless the third party is not required to be registered because they haven't met the \$1,000 expense threshold).

The following entities can't 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 *LAEA s.175*

An anonymous contribution of more than \$50 can't 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 wasn't 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 LAEA s.179

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 LAEA s.180, 182

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 that did not exceed \$250 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 totaling 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 LAEA s.184

A third party that fails to file a report and return by the filing deadline 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.

The following is an excerpt from [Local Authorities Election Act](#)

Definitions 162 (1)(l)

“**third party**” means an individual, corporation or group, but does not include a candidate.