

## 2025 Municipal Election

### Prospective Candidate Information Session

May 3, 2025

10:00 am – 12:00 noon

Stettin Nakamun Hall

May 24, 2025

10:00 am – 12:00 noon

Darwell Interlake Golden Age Club (Seniors Center)

Presented by:



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## Introductions

### Angela Duncan

- ▶ Wildwillow Enterprises
- ▶ Returning Officer for the Summer Villages of Silver Sands, Nakamun Park, West Cove, South View, Castle Island, and Birch Cove

### Teresa Olsen

- ▶ Town of Stony Plain, Manager, Legislative Services

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The slide features a dark background with a chalkboard texture. The word "AGENDA" is written in large, light-colored chalk letters across the center. To the left, a list of 10 items is numbered 1 through 10. To the right, there is a QR code. At the bottom right, a box contains the text "Alberta Municipal Affairs: Election website" and a URL. The background also shows faint images of a pen and a pair of glasses.

1. What is Municipal Government?
2. Good Governance
3. Time Commitment
4. Role of Council and Council Remuneration
5. 2025 Municipal Election
6. Nomination Process
7. Campaign Finance & Contribution Disclosure
8. Campaigning & Campaign Signage
9. Election Day
10. Post Election – What to Expect

Alberta Municipal Affairs: Election website  
<https://www.alberta.ca/municipal-elections-overview>

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Municipal GOVERNMENT	Provincial GOVERNMENT	Federal GOVERNMENT
 Town Hall  Development & Building Permits & Fees  Family & Community Support Services (80% Provincial Government/ 20% Municipal Government)  Local Road Maintenance & Improvement  Parks, Trails & Playgrounds  Property Tax (Municipal Portion)  Protective Services  Recreation Facilities  Senior's Supportive Housing  Social Services (Education & Awareness of Services Avail.)  Public Transportation  Utilities (Water & Wastewater)  Waste Collection	 Employer & Employee Supports  Family & Community Support Services (80% Provincial Government/ 20% Municipal Government)  Highways  Hospitals  Housing  Justice  Landlord & Tenant Supports  Post-Secondary Education  Property Tax (Provincial Portion)  Safety Enforcement  Schools  Social Services (Treatment and Specialized Services, Domestic Violence Shelters)	 Airports  Borders & Passports  Broadcasting & Telecommunications  Canada Child Benefit  Charter of Human Rights  Employment Insurance  Fisheries, Oceans & National Parks  Income Tax  International Travel & Support for Canadians Abroad  Mortgages (ie Canadian Mortgage & Housing Corporation)  National RCMP  National Defence & Veteran's Affairs  Postal Service  Student Loans

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## What is Municipal Government?

- ▶ Governing Structure
  - ▶ Provincial vs Municipal
- ▶ Legislation
- ▶ Roles & Responsibilities

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## Regulatory Framework

- ▶ Legislation
- ▶ Bylaws
- ▶ Council Policies
- ▶ Administrative Policies

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## Good Governance

Governance requires a commitment to:

- ▶ Respect for roles and responsibilities
- ▶ Commitment to vision and leadership
- ▶ Accountability and transparency
- ▶ Servant leadership
- ▶ Effective communication and engagement

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## Why should you run for Council

- ▶ You have a genuine interest in the welfare of the community
- ▶ You have a history of being involved
- ▶ You have a broad range of objectives
- ▶ You are willing to accept the time commitment and effort that is involved

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## Time Commitment

- ▶ 2 Part orientation training
- ▶ Regular and Special Meetings of Council
- ▶ Committee Meetings
- ▶ Municipal Events
- ▶ Conferences/Training/  
Education/Workshops

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## Examples of Types of Committees

- ▶ Waste, Wastewater or Water Commission
- ▶ Assessment Review Board
- ▶ Advisory Committees
- ▶ Subdivision & Development Appeal Board
- ▶ Community Associations
- ▶ Regional Committees
- ▶ Public Works
- ▶ Housing Foundation
- ▶ Public Library Board
- ▶ Watershed Alliance
- ▶ Yellowhead Regional Library Board
- ▶ Emergency Management

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## Role of Council

- ▶ To provide good government
- ▶ To foster the well-being of the environment
- ▶ To foster economic development of the municipality
- ▶ To provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality
- ▶ To develop and maintain safe and viable communities
- ▶ To work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

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## Role of Councillor

- Consider and promote the welfare and interests of the municipality as a whole;
- Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
- Develop and evaluate the policies and programs of the municipality;
- Participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by council;
- Obtain information about the operation or administration of the municipality from the chief administrative officer or a designate;
- Keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public; and
- Perform any other duty or function imposed on councillors by this or any other enactment or by the council.

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## Roles of Council & Administration

- ▶ Administration
  - ▶ Provide advice to Council
  - ▶ Implement direction of Council (as a whole)
- ▶ Council
  - ▶ Act as a unit
  - ▶ Participate
  - ▶ Provide direction via Bylaws, policies, resolutions
  - ▶ Provide direction to the Chief Administrative Officer

Council has the authority to govern  
**Councillors do not.**

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## Council Remuneration

### Council Compensation & Expenses Policy

Dependent on the municipality and may include:

- ▶ Honorariums
- ▶ Meeting fees
- ▶ Technology Allowance
- ▶ Connectivity Allowance
- ▶ Phone allowance
- ▶ Expenses
- ▶ Education
- ▶ Benefits
- ▶ Mileage
- ▶ Incentives

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## 2025 Municipal Election: Governing Legislation



1. Local Authorities Election Act (LAEA)
  - a) Forms Regulation
2. Municipal Election Bylaw



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## Key Dates – Everyone Except Summer Villages

### Nomination Period

- Jan. 1, 2025 - 12 noon Sep. 22, 2025

### Campaign Period

- Jan. 1, 2025 - Dec. 31, 2025

### Withdrawal Period/Deadline

- 12 noon Sep. 23, 2025

### Election Day

- Oct. 20, 2025

### Campaign Disclosures

- March 1, 2026



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## Key Dates – Summer Villages

### Nomination Period & Nomination Day

- Must occur in June and/or July

### Campaign Period

- Jan. 1, 2025 - Dec. 31, 2025

### Withdrawal Period/Deadline

- 48 hours after the close of nomination

### Election Day

- 4 weeks after Nomination Day

### Campaign Disclosures

- March 1, 2026



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## Summer Village Nomination and Election Dates

### Summer Village of Silver Sands

Nomination Period: June 23 to June 26

Nomination Day: June 28

Advance Poll: July 21

Election Day: July 26

### Summer Village of Nakamun Park

Nomination Period: N/A

Nomination Day: July 12

Advance Poll: August 2

Election Day: August 9

### Summer Village of West Cove

Nomination Period: N/A

Nomination Day: June 14

Advance Poll: July 7

Election Day: July 12

### Summer Village of South View

Nomination Period: June 1 to June 26

Nomination Day: June 26

Advance Poll: July 21

Election Day: July 26

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## Summer Village Nomination and Election Dates

### Summer Village of Sunrise Beach

Nomination Period: N/A

Nomination Day: June 14

Advance Poll: July 3

Election Day: July 12

### Summer Village of Val Quentin

Nomination Period: N/A

Nomination Day: July 19

Advance Poll: August 9

Election Day: August 16

### Summer Village of Sunset Point

Nomination Period: N/A

Nomination Day: June 28

Advance Poll: July 12

Election Day: July 26

### Summer Village of Birch Cove

Nomination Period: N/A

Nomination Day: June 21

Advance Poll: July 14

Election Day: July 19

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## Nomination Process – Candidate Eligibility, everyone except summer villages

(section 21-24 of the LAEA)

To register as a candidate, you must be:

- ▶ At least 18 years old,
- ▶ A Canadian citizen,
- ▶ A resident of the municipality for the six consecutive months prior to Nomination day (September 22nd)
- ▶ Not otherwise be ineligible or disqualified.

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## Nomination Process – Candidate Eligibility, Summer Villages

section 12 of the LAEA)

To register as a candidate, you must be:

- ▶ At least 18 years old, and
- ▶ A Canadian citizen, and
- ▶ A resident of Alberta for the 12 consecutive months immediately preceding the election day, and
- ▶ A resident of the Summer Village, or
- ▶ A person named on certificate of title as the person who owns a property within the summer village, or
- ▶ The spouse or adult interdependent partner of someone who is named on certificate of title as the person who owns a property within the summer village, and
- ▶ Not otherwise be ineligible or disqualified.

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## Nomination Process – Candidate Ineligibility

(section 21-24 of the LAEA)

A candidate is ineligible for nomination if they are:

- ▶ The Auditor of the Municipality.
- ▶ An employee of the Municipality (unless a leave of absence taken).
- ▶ Indebted for taxes exceeding \$50 (excluding current taxes).
- ▶ Indebted for any debt exceeding \$500 for more than 90 days.
- ▶ Convicted of an election offence within the previous 10 years.
- ▶ Deemed to have failed to file campaign disclosure statements.
- ▶ Otherwise ineligible

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## Nomination Process – Requirements

Notice of Intent (Form 29)

- ▶ Must be filed prior to accepting campaign contributions or incurring expenses.
- ▶ The candidates name will be included on the Register of Candidates and posted publicly
- ▶ Must be filed regardless of if you will have contributions or expenses
- ▶ This is a new requirement under the legislation.

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## Nomination Process – Requirements

### Nomination Paper & Candidate's Acceptance (Form 4) & Candidate Financial Information (Form 5)

- ▶ Must include name & address.
- ▶ Must include the names, addresses, and signatures of at least **5 eligible electors**.
- ▶ Swear or affirm the candidate's acceptance.
  - ▶ Read and understood the Local Authorities Election Act.
  - ▶ Abide by the Code of Conduct.
- ▶ The candidates name will be included on the List of Nominated Candidates and posted publicly

### Submitting Papers

- ▶ Nomination day
- ▶ During nomination period, in the manner determined by Council motion.

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## Campaign Financing (Part 5.1 LAEA)

### Definitions

- ▶ Campaign Expense
- ▶ Contribution
- ▶ Prohibited Organization
- ▶ Surplus
- ▶ Deficit

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## Contributions & Expenses

- ▶ Candidate Responsibilities
  - ▶ Campaign Bank Accounts
  - ▶ Acceptance of Contributions
  - ▶ Anonymous Contributions
  - ▶ Receipts
  - ▶ Records Retention
- ▶ Contribution Limits
  - ▶ Self-Funded - \$10,000
  - ▶ Alberta Residents, Corporations & Unions - \$5,000
- ▶ Campaign Disclosure Statements
  - ▶ March 1, 2026



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## Surplus & Deficits

- ▶ What is a Surplus?
  - ▶ Anything greater than \$1,000.
  - ▶ Donation to charity.
  - ▶ Amended disclosure statements.
- ▶ Deficits
  - ▶ Disclosure Statements show deficit.
  - ▶ Contributions to eliminate deficit.
  - ▶ Amended disclosure statements.



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## What happens if I don't file?

- ▶ Late filing fee
- ▶ Report to Council
- ▶ Application to Court
- ▶ Role of Alberta Election Commissioner



Province of Alberta

### LOCAL AUTHORITIES ELECTION ACT

Revised Statutes of Alberta 2000  
Chapter L-21

Current as of January 1, 2021

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## Campaigning & Campaign Signage

- ▶ Accepting contributions & incurring expenses
- ▶ How to campaign?
  - ▶ LAEA doesn't provide guidance.
  - ▶ Public Health Measures.
  - ▶ Bribery & Undue Influence.
- ▶ Signage
  - ▶ Municipal Bylaw
  - ▶ Alberta Transportation
- ▶ Campaigning at Institutions (care facilities)
- ▶ Campaign during voting

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## 2025 Municipal Election Vote Opportunities

Your Vote. Your Voice.

- ▶ Advance Vote
- ▶ Election Day
- ▶ Special Ballot
- ▶ Institutional Vote

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## Election Day

- ▶ Official Agents
- ▶ Scrutineers
- ▶ Candidates
- ▶ During voting
- ▶ During the Count

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## Post Election: What Happens Next?

- ▶ Acclamation
- ▶ Post Election Day Timelines
- ▶ Key Dates & Immediate Next Steps
  - ▶ Swearing-in Ceremony
  - ▶ Council Onboarding
  - ▶ Budget Planning
  - ▶ Alberta Municipalities Conference



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## Questions?

Contact Information:

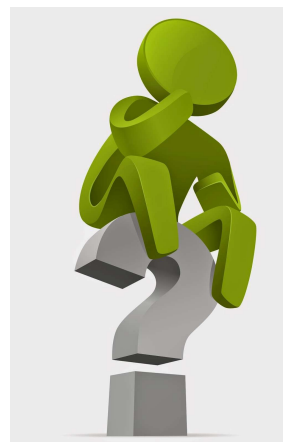
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