



Alberta Beach Municipal Election 2025

Candidate Guide & Information Package

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For information updates please visit:
<https://albertabeach.com/municipal-elections/>

INTRODUCTION

Dear Potential Candidates,

Thank you for your interest in running for Alberta Beach Village Council. Council members have an important responsibility to effectively represent their constituents and an important privilege to provide direction for the community's future.

This guide is designed to give prospective candidates an understanding of the process and legislative requirements for running for municipal office in Alberta Beach.

By reading this information package, we hope that you will be able to make a more informed decision on whether to run for office. If you decide to run, we wish you the best of luck in your campaign.

It is the candidate's responsibility to understand all legislation governing elections, seek legal advice when needed, or contact Municipal Affairs for clarification on provincial requirements.

General election information is available at <https://albertabeach.com/municipal-elections/> or on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections-overview>

Copies of Provincial Legislation, including the **Local Authorities Election Act (LAEA)** and the **Municipal Government Act (MGA)**, can be obtained from:

Alberta King's Printer
Park Plaza
Suite 700, 10611 – 98 Avenue
Edmonton, AB N5K 2P7
780-427-4952

https://kings-printer.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779850150

https://kings-printer.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779849932

Alberta Municipal Affairs
Municipal Services Branch
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4
780-427-2732
www.municipalaffairs.alberta.ca

Additional information is available on-line by visiting the Alberta Municipal Affairs website at <https://www.alberta.ca/municipal-elections-overview>

For more information please contact:

Cathy McCartney, Returning Officer
Alberta Beach
Telephone: 780-924-3181
Email: returning_officer@albertabeach.com

GENERAL INFORMATION

Nominations Open

January 1, 2025, until September 22, 2025, 12:00 noon

The next general election for Alberta Beach is scheduled to take place on **Monday, October 20, 2025**.

**A general municipal election is conducted every four years for the offices of Councillor.
Alberta Beach residents will elect 5 Councillors to serve a four-year term.**

All general municipal elections in Alberta are conducted under the authority of the *Local Authorities Election Act*. You should be aware of the contents of this Act, as there may be severe penalties (including fines, imprisonment and disqualification from elected office) if you are found to be in breach of its provisions.

PURPOSES, POWERS AND CAPACITY OF MUNICIPALITIES

Within Canada, there are three levels of government:

- Federal elected - representatives are referred to as Members of Parliament
- Provincial elected - representatives are referred to as Members of the Legislative Assembly
- Local elected - representatives are referred to as Mayor and Councillors

Alberta Municipal Affairs made several changes to the [Local Authorities Election Act](#) and the [Municipal Government Act](#) in 2024. These changes will impact both voters and candidates alike.

Changes to the [Local Authorities Election Act \(fact sheets\)](#) – 2024

Please visit: <https://open.alberta.ca/publications/changes-to-laea-2024>

Changes to the [Municipal Government Act \(fact sheets\)](#) – 2024

Please visit: <https://open.alberta.ca/dataset/changes-to-mga-2024>

Please note: As a candidate, it is your responsibility to ensure that you comply with the laws governing elections and to obtain any necessary legal advice.

IMPORTANT DATES, DEADLINES AND INFORMATION

NEW for the 2025 Election - Notice of Intent to Run

Individuals who plan to run in the Alberta Beach 2025 Municipal Election must first submit a Notice of Intent to Run, and that notice must be accepted by the Returning Officer and added to the Village's Register of Candidates **before accepting campaign contributions or incurring any campaign expenses.**

After January 1, 2025, candidates can submit their nomination forms and notice of intent at the same time.

Please note that submitting a Notice of Intent to Run does **not** replace the nomination process. Submitting a Notice of Intent **does not mean the person is nominated.**

File - Notice of Intent to Run (starting) (if incurring or accepting campaign contributions in 2024)	October 31, 2024
Campaign Period October 31, 2024 (for purposes of collecting and accepting contributions)	December 31, 2025
Nomination Period	January 1, 2025 – September 22, 2025
Nomination Forms and Intent to Run (Returning Officer accepting forms in person)	January 2, 2025 – September 22, 2025
Deadline to file Campaign Disclosure	March 1, 2025
Nomination Day (until 12:00 noon)	September 22, 2025
Deadline to withdraw Nomination (until 12:00 noon)	September 23, 2025
Deadline to withdraw Nomination (until 12:00 noon)	September 23, 2025

Nominated Candidates

Within 48 hours of the close of nomination day, the returning officer shall post at the local jurisdiction office and village website the names of all candidates that have been nominated and the offices for which they were nominated.

Election Day
(10:00 a.m. to 8:00 p.m.)

October 20, 2025

Unofficial Election Results

Unofficial election results will be available as soon as possible after the voting station closes. The unofficial results will be posted at the local jurisdiction office and put on the village web site at <https://albertabeach.com/municipal-elections/> on the evening of the vote. Candidates may call (780) 266-3287 to get unofficial election results after the election.

Official Election Results
(by 12:00 noon)

October 24, 2025

Deadline to file Campaign Disclosure
(by 4:00 p.m.)

March 2, 2026

ELIGIBILITY

Nominator Eligibility

For a candidate's nomination to be valid, the candidate must complete the prescribed Nomination Paper and have five eligible voters sign his or her Nomination Paper. The candidate is encouraged, however, to seek more than five in case a nominator becomes disqualified.

Nominators must be:

- eligible to vote in this election, and
- a resident of Alberta Beach on the date they signed the form

Candidate Eligibility

s. 21, LAEA

Candidates must be:

- At least 18 years old on nomination day (September 22, 2025);
- A Canadian citizen;
- A resident of Alberta Beach for the 6 consecutive months immediately preceding nomination day (September 22, 2025);
- A resident of Alberta Beach on election day (October 20, 2025), and
- Not otherwise ineligible or disqualified under sections 22, 23 and 23.1 of the *Local Authorities Election Act*.

Ineligibility

s. 22 & 23, LAEA

A person is not eligible to be nominated as a candidate if on nomination day

- the person is an auditor of Alberta Beach;
- the person is an employee of Alberta Beach, unless the person takes a leave of absence;
- the person is indebted to the Town for taxes in default exceeding \$50, not including current taxes or previous taxes addressed in a consolidation agreement with the municipality, unless you are in default in the payment of any money due under the agreement;
- the person is indebted to the Town for any debt exceeding \$500 for more than 90 days; (5) the person has, within the 10 previous years, been convicted of an offence under the *Local Authorities Election Act*, the *Election Act* or the *Canada Elections Act*; and Candidates may only be nominated for one office of the same elected authority.

It is the candidate's responsibility to ensure they are eligible to be nominated.

ROLES AND RESPONSIBILITIES OF MUNICIPAL OFFICIALS

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The *Municipal Government Act* provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

A councillor's job is to work with other council members to set the overall direction of the municipality 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 a municipality. A councillor will spend a lot of time while on council creating new policies and programs or reviewing the current ones to make sure they are working as they should.

Councillors

Under the *Municipal Government Act*, councillors have the following duties:

- To consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality.
- To participate generally in developing and evaluating the policies and programs of the municipality.
- To participate in council meetings (the third Tuesday of each month at 7:00 p.m.) and council committee meetings and meetings of other bodies to which they are appointed by council.
- To obtain information about the operation or administration of the municipality from the chief administrative officer.

- To keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public.
- To perform any other duty or function imposed on councillors by this or any other enactment or by council.

A councillor is elected to look after the interests of the entire municipality. As tough as it may be at times, the councillor must base any decision on what is best for the entire municipality. Council's effectiveness depends on councillors providing input on their areas while thinking and voting for the whole municipality. Councillors also must make certain that they do not put themselves in a conflict-of-interest situation.

Here are some key steps you could take in preparing for your role:

Review Existing Bylaws and Policies

- **What exists now?**
Familiarize yourself with all current bylaws, resolutions, and policies in your municipality. These will form the baseline from which any amendments or reforms must take place.
- **Understand the history and rationale behind them:**
Research why certain bylaws were introduced and what issues they were trying to address at the time. This will help you understand the broader context for those policies and identify whether they are still effective or in need of change.
- **Understand the Municipal Government Act and Other Legal Frameworks**
- **Engage with Stakeholders**
- **Meet with Council Members**
Collaboration with your colleagues on council will be critical in assessing existing policies and ensuring any proposed changes are practical, enforceable, and aligned with the broader goals of the municipality.

Reforming a municipality's legal framework requires patience, research, and collaboration. Understanding what's in place, how it got there, and why it's necessary will be crucial in crafting meaningful and lasting changes.

Being a part of the council means working within these guidelines to ensure that decisions reflect the needs and values of the community while following proper legal and procedural standards.

Your influence as a single council member depends on building consensus and working with other council members to move initiatives forward. Here's a breakdown of key points:

- **No Authority to Commit Expenditures:** As a council member, you cannot unilaterally approve or allocate municipal funds. Any spending decisions require approval from the majority of the council.
- **No Direct Control Over Municipal Employees:** You do not have the authority to give orders or direct the activities of municipal employees.

- **Campaign Promises:** While you may make campaign promises that involve municipal expenditures or changes in the activities of municipal employees, these promises will only become reality if you can persuade the majority of the council to support them.

How Else Can you Prepare?

- Familiarize yourself with local bylaws and municipal legislation;
- Read council agendas and minutes;
- Sit in the gallery at council meetings; and
- Talk to the CAO to find out what other information is available.
- Researching now will help you in your campaign and prepare you for assuming office.

The Chief Administrative Officer (CAO)

Every council must establish, by bylaw, a position of CAO. The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing the council on the operation of the municipality, performing other duties assigned by the council, and ensuring appropriate staffing is in place.

Staying out of the day-to-day operation of the municipality allows councillors to concentrate on policy making and program monitoring. Councillors should work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so that they can make sound decisions.

Time Commitment

As an elected official, the demands on your time can be extensive. You will be elected for a four-year term of office, and during that time, you will be required to attend:

- regular and special meetings of council;
- council committee meetings;
- meetings of other boards and agencies to which you are appointed as a council representative;
- conferences, conventions, seminars and workshops for training and discussion; and
- other events promoting your municipality.

Alberta Beach Committee Appointment Listing:

Alberta Beach Ag Society Agliplex Operations Committee
Alberta Beach Campground Advisory Committee
Alberta Beach Inter-Municipal Development Plan Steering Committee
Alberta Beach Library Board
Alberta Beach Museum & Archives
Alberta Beach Public Works Advisory Committee
Beachwave Park Stakeholders Committee
Community Futures Yellowhead East
East End Bus
Emergency Advisory Committee
FCSS Regional Board
HWY 43 East Waste Commission
Intermunicipal Collaboration Framework (ICF) Committee
Lac Ste Anne Foundation
LILSA (Lake Isle & Lac Ste. Anne Stewardship Society)
Municipal Planning Committee (all of council)
SARLUC (Ste. Anne recreational Lake Use) Committee
Stony Plain Crime Prevention Association (no appointment)
Sturgeon River Watershed Alliance
SVREMP (Ste. Anne Summer Villages Regional Emergency Management Partnership)
T.V.R.S.S.C. (Tri-Village Regional Sewer Services Commission)
WILD Water Commission
Yellowhead Regional Library

Remuneration

Councillors are paid a remuneration fee for attending approved committee meetings, training courses, or meetings on behalf of the Council, but the following are **excluded** from this fee:

1. Regular Council meetings
2. Special Council meetings
3. Round Table meetings
4. Conventions

Councillors are not compensated for attending these specific types of meetings, as they are considered part of their regular duties. However, for other approved engagements outside of these excluded categories, they receive a meeting remuneration fee.

Council Monthly Honourariums:

Mayor: \$ 905.84

Deputy Mayor: \$ 823.49

Councillor: \$ 796.05

Council Meeting Remuneration Fees:

In addition, Council members also receive a per diem rate for attending an approved committee meeting or meeting on behalf of Council where a meeting fee is not already being paid and a mileage expense. The following rates are as follows:

Half-Day \$75.00 (up to 4 hours)

Full-Day \$125.00 (over 4 hours)

Chairman Remuneration Fees:

Committee Chairperson Fee: \$25.00

Council Mileage Expense:

Mileage \$.58 per km

Council Internet Expense: \$50.00 per month

Council Cell Phone Expense: \$50.00 per month

Nomination Checklist

Notice of Intent to Run

Individuals who plan to run in the Alberta Beach 2025 Municipal Election must first submit a Notice of Intent to Run, and must be accepted by the Returning Officer and added to the Village's Register of Candidates **before accepting campaign contributions or incurring any campaign expenses.**

After January 1, 2025, candidates can submit their nomination forms and notice of intent at the same time.

Please note that submitting a Notice of Intent to Run does **not** replace the nomination process. Just submitting a Notice of Intent **does not mean the person is nominated.**

Forms – Included under “Schedule A”

- Notice of Intent Must be submitted to the Returning Officer before accepting campaign contributions or incurring any campaign expenses.

- Release of Candidate Information is completed

- Form 4 Nomination Paper and Candidate's Acceptance is completed, including a minimum of five signatures from eligible electors in Alberta Beach. Form 4 is commissioned by the Returning Officer or a Commissioner for Oaths.

- Form 5 Candidate Financial Information is completed

- Form 11 Enumerator, Candidate or Official Agent Proof of Identification

- Form 12 Campaign Worker Proof of Identification

- Form 16 Statement of Scrutineer or Official Agent

- Form 26 Campaign Disclosure Statement and Financial Statement to be filed on or before March 1 of each year for the previous year.

Register of Candidates

The Candidate Registration list is made public and posted on the Alberta Beach website.

Filing of Nomination Papers

Nomination period begins January 1, 2025 and ends on September 22, 2025 at 12:00 noon.

Nomination day

Nomination day is 4 weeks before election day (by 12 noon on September 22, 2025).

A "Notice of Nomination Day" will be advertised once a week for two weeks prior to Nomination Day. Every person who wishes to be a candidate must present his or her nomination papers in person to the Returning Officer during the **Nomination Period beginning January 1, 2025 and ending on Nomination Day at 12:00 noon on Monday, September 22, 2025**. Nominations must be hand-delivered at the Alberta Beach Village

Administration Office (4935 – 50 Avenue) Alberta Beach, AB. Anyone may file your nomination paper on your behalf. If you are unable to file your nomination paper yourself, ensure that the nomination paper is completed fully prior to Nomination Day.

The Returning Officer **CANNOT** accept nominations after 12:00 noon on Nomination Day.

As the candidate, you are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under section 27 of the **Local Authorities Election Act**.

Nomination Papers may **NOT** be submitted by fax or electronic mail.

The Returning Officer cannot accept nomination forms that are:

- not completed in the prescribed form;
- not signed by at least five (5) eligible electors; or
- not sworn or affirmed by the person nominated;

It is not the Returning Officer's responsibility to rule on the validity of the information contained in the nomination paper.

Insufficient Nominations

If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations.

- shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and
- shall continue to remain open and be adjourned in the same manner from day to day until a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

Nominations Exceed Number of Vacancies

If more than the required nominations are received by noon on Nomination Day, nominations will be closed, and the election will be held according to process.

- Notice Requirement: If an election is required, the returning officer must give notice of the election.
- Notice Format: The notice must be in the prescribed form.
- Publication:
 - The notice must be published at least once a week in each of the 2 weeks before election day.

- The notice can be published in a newspaper or other publication that circulates in the area.

Alternative Delivery Method:

Alternatively, the notice may be mailed or delivered to every residence in the local jurisdiction at least one week before election day

Withdrawal of Nomination Papers

If more than the required number of candidates for any particular office are nominated, you may, within 24 hours of the close of nominations (i.e. – before 12 noon on Tuesday, September 23, 2025) withdraw your name as a candidate by submitting a notice of withdrawal in writing to the Returning officer.

Your nomination cannot be withdrawn after the 24-hour deadline has passed and your name will appear on the ballot if you withdraw after the 24-hour period.

Election by Acclamation

If the number of candidates nominated equals the number of positions available, the returning officer will declare the nominated individuals as automatically elected. This process occurs without the need for a vote – no election held.

ELECTION FINANCES

Please note: Candidates are responsible for ensuring that their campaign complies with the *Local Authorities Election Act* (LAEA). This information is not a replacement for consulting the actual legislation or for obtaining legal advice.

Campaign Period

The campaign period for the 2025 Municipal Election is October 31, 2024, to December 31, 2025.

Candidate Requirements

On or before March 1 of each year, **all Candidates are required to complete Form 26** (Campaign Disclosure Statement and Financial Statement) for the previous calendar year if the candidate accepted contributions or incurred expenses in that year.

A candidate may borrow money only from a financial institution and shall record all loans and their terms and shall report accordingly to the relevant local jurisdiction.

The amendments to the LAEA now require candidate financial disclosures to be available on the Alberta Beach website.

Candidates shall ensure that:

- a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of 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 \$1000 in the aggregate,

- if a campaign account has been opened, all contributions of money are deposited into the campaign account,
- money in the campaign account shall only be 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 3 years following the day of the election to which they relate, and
- proper direction is given to the candidate’s official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

CAMPAIGNING

Once you have filed your Notice of Intent, Nomination Form and Candidate's Acceptance, there are several things to remember as you campaign to Election Day.

Election Campaign Signage Requirements

Political campaign signs are listed under the Alberta Beach Land Use Bylaw 252-17

Section 3.2

- s) campaign signs for federal, provincial, municipal, or school board elections on private property for no more than thirty (30) days or such other time as regulated under provincial or federal legislation provided that:
 - i) such signs are removed within fourteen (14) days after the election date; and
 - ii) the consent of the property owner or occupant is obtained; and
 - iii) that such signs do not obstruct or impair vision or traffic; and
 - iv) such signs are not attached to trees or utility poles; and
 - v) such signs indicate the name and address of the sponsor and the person responsible for removal.

Note: Campaign signage cannot be posted at the municipal administration office, public works facility or on any municipal building.

Canvassing on Election Day

Candidates, official agents, or campaign volunteers cannot canvass or solicit votes in or immediately adjacent to a voting station on Election Day. In addition, campaign materials (posters, pins, signage, etc.) cannot be displayed or distributed inside or on the outside of a building used as a voting station.



You have filed your nomination papers, you've campaigned, and now you've reached Election Day! It is important that you understand the process for Election Day and seek clarification on any questions you may have.

How long are voting stations open on Election Day?

Voting stations for Alberta Beach eligible voters, are open between the hours of 10:00 am and 8:00 pm on Election Day, Monday, October 20, 2025 at the Alberta Beach Agliplex.

Who is eligible to vote?

To vote in the 2025 municipal election for Alberta Beach, you must be:

- At least 18 years of age;
- A Canadian citizen;
- A resident of Alberta Beach on Election Day; and,
- A resident in Alberta Beach for six consecutive months prior to October 20, 2025.

Permanent Electors Register - NEW

With the proclamation of the Municipal Affairs Statutes Amendment Act, 2024 (Bill 20), municipalities are now required to maintain a Permanent Electors Register of residents who are eligible to vote. Any individual who wishes to vote on Election Day must first be registered.

The voter list is based on the existing provincial list. Instructions on how to check if you are registered, as well as how to register if your name is not already on the list, will be available in early 2025.

Information required for the Permanent Electors Register will be shared between Elections Alberta and Alberta Beach as per the [Local Authorities Election Act](#) (LAEA) section 49. The information collected may only be used to verify the identification of an elector when compiling or revising the Permanent Electors Register.

Please visit our website frequently at <https://albertabeach.com/municipal-elections/> for updated information or materials released by the Province of Alberta.

At the Polling Station

For the upcoming general election, if an individual is on the municipality's permanent electors register, that individual may use a driver's licence issued by or on behalf of the Government of Alberta, or an identification card issued by or on behalf of the Government of Alberta that contains a photograph of the person and the person's name and post office box number, to validate their identity.

If you are not already named on the Permanent Electors Registry, you must:

Make a statement confirming your eligibility to vote, in the prescribed Form 13 – Elector Register; and validate your identity and address of your residence by producing one (1) of the following:

- One piece of Government-issued photo ID, including your full name, current address, and photo;
- One piece of identification authorized under the Election Act (s. 100(2)(b)) that establishes your name and current address of residence.

If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction.

Can people observe Election Day?

Candidates may appoint scrutineers to observe voting processes on election day and may also observe the ballot count. Scrutineers must be at least 18 years old and not convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* in the last 10 years.

Every scrutineer must present a signed **Appointment of Scrutineer form 16** to the presiding deputy in the voting station to observe proceedings on behalf of the candidate.

Voter Identification

At the voting station, voters must provide identification that proves your identity and current residence. Any of the of the following documents with the voter's name and address will be accepted:

Vouching

Another Elector is only permitted to vouch for someone's address, not their identity.

An Elector who has been vouched for cannot vouch for another

Please note: another elector can no longer vouch for your identity; you must be able to produce an acceptable form of identification.

Maintaining the Secrecy of the vote

All ballots, forms, ballot boxes, and voting machines (if applicable) are in the custody and control of the Returning Officer. Forms and statements made by the electors cannot be viewed by any person observing the election due to privacy reasons. All voter compartments are equipped with voting screens and instructions for electors to ensure secrecy.

At the close of the voting station and at the conclusion of the count, the ballot boxes are sealed and retained in a protected area for six (6) weeks following Election Day.

Are results made official on Election Night?

At the conclusion of the count, the Returning Officer will post as soon as possible the unofficial results. The official results are not posted or announced until 12:00 noon on the fourth day following Election Day.

SCHEDULE "A" ATTACHED

Forms (attached)

Notice of Intent Form

Release of Candidate Information Form

Form 4 Nomination Paper and Candidate's Acceptance

Form 5 Candidate Financial Information

Form 11 Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access

Form 12 Campaign Worker Proof of Identification

Form 16 Statement of Scrutineer or Official Agent

Form 26 Campaign Disclosure Statement and Financial Statement

Council Remuneration Policy – Policy G.2.9

Council Code of Conduct Bylaw #260-18

Council Procedural Bylaw #290-22

What Every Councillor Needs to Know

RETURNING OFFICER:

Cathy McCartney

Alberta Beach

Telephone: 780-924-3181

Email: returning_officer@albertabeach.com