

# 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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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

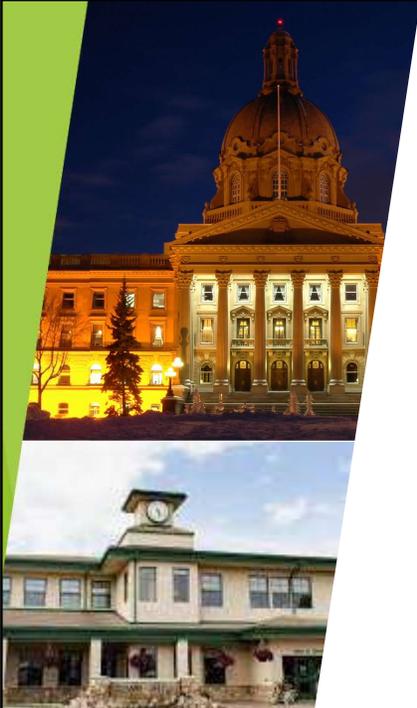


Alberta Municipal Affairs: Election website  
<https://www.alberta.ca/municipal-elections-overview>

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

<b>Summer Village of Silver Sands</b> Nomination Period: June 23 to June 26 Nomination Day: June 28 Advance Poll: July 21 Election Day: July 26	<b>Summer Village of Nakamun Park</b> Nomination Period: N/A Nomination Day: July 12 Advance Poll: August 2 Election Day: August 9
<b>Summer Village of West Cove</b> Nomination Period: N/A Nomination Day: June 14 Advance Poll: July 7 Election Day: July 12	<b>Summer Village of South View</b> 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

<b>Summer Village of Sunrise Beach</b> Nomination Period: N/A Nomination Day: June 14 Advance Poll: July 3 Election Day: July 12	<b>Summer Village of Val Quentin</b> Nomination Period: N/A Nomination Day: July 19 Advance Poll: August 9 Election Day: August 16
<b>Summer Village of Sunset Point</b> Nomination Period: N/A Nomination Day: June 28 Advance Poll: July 12 Election Day: July 26	<b>Summer Village of Birch Cove</b> 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 candidate's 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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