



CANDIDATES GUIDE TO 2025 MUNICIPAL ELECTION

City of Beaumont

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Dear Candidate,

Thank you for your interest in becoming a City of Beaumont Councillor or Mayor!

Enclosed in this package, you will find a variety of forms and information regarding your duties as a candidate and the role of a Councillor/Mayor. Important information to note is as follows:

- **The Candidate's Guide to Municipal Elections**

This guide provides comprehensive information, including key dates, qualifications, campaigning, advertising, agents, and the basic duties and responsibilities of council. Please review all the information contained within.

- **Nomination Forms**

Forms must be filed with the Returning Officer or Substitute Returning Officer in person or by appointment starting **January 2, 2025**, and no later than **12:00p.m. (noon) on September 22, 2025**.

- **Notice of Intent**

The Notice of Intent to Run process is new for the 2025 municipal election and differs from the Nomination process. Prospective candidates must file the Notice of Intent to Run form **before** accepting campaign contributions or incurring campaign expenses. Once the Returning Officer receives the completed form, the candidate's name will be added to the Register of Candidates on the City's website.

➤ Candidates can file a **Notice of Intent to Run** before **December 31, 2024**.

➤ Starting **January 2, 2025**, candidates may submit both their **Nomination Forms** and **Notice of Intent to Run** at the same time. ***Please note that Nomination Forms cannot be submitted without a Notice of Intent to Run.***

- **Campaign Period**

The campaign period for the 2025 municipal election runs from **October 31, 2024**, to **December 31, 2025**.

For Additional information please refer to the *Local Authorities Election Act* and the *Municipal Government Act*.

Thank you,

Chelaine Winter
Returning Officer
elections@beaumont.ab.ca
780-929-8782

Key Dates for Quick Reference

| | |
|---|--------------------------------------|
| File - Notice of Intent to Run (starting) (if incurring or accepting campaign contributions in 2024) | October 31, 2024 |
| Campaign Period (for purposes of collecting and accepting contributions) | October 31, 2024 – 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 (candidates who submitted notice of intent in 2024) | March 1, 2025 |
| Candidate Information Session (6:00pm, City Hall) | September 10, 2025 |
| Election Signs (election signs may be installed: Bylaw 1034-23) | September 20 2025 |
| Nomination Day (until 12:00 noon) | September 22, 2025 |
| Deadline to withdraw Nomination (until 12:00 noon) | September 23, 2025 |
| Deadline to file Campaign Disclosure (January 1, 2025 – July 31, 2025 Disclosure) | September 30, 2025 |
| Advance Vote Dates (various times) | October 6, 7, 14, and 15, 2025 |
| Election Day (8:00am to 8:00pm) | October 20, 2025 |
| Removal of Election Signs (prior to 11:00pm) | October 23, 2025 |
| Official Election Results (by 12:00 noon) | October 24, 2025 |
| Deadline to file Campaign Disclosure (by 4:30pm) | March 2, 2026 |

Key Dates - Post Election

**Please note all the dates below are legislated, mandatory dates, and all newly elected officials must attend. **

| | |
|---|------------------------------|
| Council Orientation | October 24, 2025 |
| Swearing In Ceremony/Organizational Meeting | October 28, 2025 |
| Council Orientation (continued) | November 3-5, 2025 |
| 2026 Budget Deliberations | November 19, 20, 26-28, 2025 |

Introduction

This Candidate Guide has been prepared to assist you by addressing common questions and highlighting important, yet sometimes lesser-known, information that candidates need to be aware of.

This guide provides a general overview for potential candidates in the 2025 General Election. It does not have legislative authority, nor does it cover all aspects of the roles of Councillor or Mayor, election procedures, or election legislation. It is not a substitute for legal advice. Candidates are encouraged to obtain and review the Local Authorities Election Act and other relevant legislation.

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://www.beaumont.ab.ca/government/election/> or on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections-overview>

Please be aware that there have been a number of legislation amendments to the *Local Authorities Election Act*, and we recommend that you make yourself familiar with those changes.

Information on the above websites may be updated periodically. Candidates are responsible for ensuring they stay informed of any changes or new requirements.

Chelaine Winter, Returning Officer
(780) 929-8782
Email: election@beaumont.ab.ca
Website: www.beaumont.ab.ca

Candidate Information Session

Potential candidates will be able to register for a free information session to learn more about the nomination process, elected official's roles, voting opportunities, changes to the *Local Authorities Election Act* and an opportunity to ask questions. The City of Beaumont candidate information session will be held on **September 10, 2025**.

City of Beaumont Elected Officials and School Board Trustee

Mayor and Councillors

The positions of Mayor and Councillor are at-large elections, meaning that each person elected represents the City of Beaumont as a whole and not any particular section or ward of the municipality.

Black Gold Regional Schools

The City of Beaumont, by agreement, conducts the election on behalf of the Black Gold School Division, for two (2) School Trustees to represent the City of Beaumont.

St. Thomas Aquinas Roman Catholic Separate School Division

The City of Beaumont, by agreement, conducts the election on behalf of the St. Thomas Aquinas Roman Catholic Separate School Division, for one (1) Catholic School Trustee to represent the Catholic residents of Beaumont.

Duties of a Member of Council

The *Municipal Government Act* (MGA) outlines the following general duties and principles for Mayor and Councillors:

- consider and promote the welfare and interests of the municipality;
- promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- participate generally in developing and evaluating municipal policies and programs;
- participate in council meetings, council committee meetings, and meetings of other bodies to which they have been appointed by council;
- obtain information about the operation or administration of the municipality from the chief administrative officer;
- keep in confidence matters discussed in private (closed session) at a council or council committee meeting until discussed at a public meeting;
- adhere to the code of conduct established by council under the MGA;
- perform any other duty or function imposed on council members by the MGA, or any other enactment, or by council.

The Mayor is the chief elected official of the municipality and has duties that encompass those of both councillor and chief elected official. In addition to performing the duties of a member of council, the MGA requires the Mayor to:

- preside at council meetings; and
- perform other duties imposed on the Mayor by the MGA or any other enactment or bylaw.

Deputy Mayor Duties and Responsibilities

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Mayor's position is a full-time position; therefore, the Deputy Mayor is expected to remain in the community during the Mayor's scheduled absences and be readily available, sometimes on short notice, to perform the necessary duties. Council determines the rotating, rostered schedule for the Deputy Mayor at its first organizational meeting after the general election (the schedule may be amended from time to time to accommodate by-elections or an unforeseen illness).

Time Commitment

The position of Mayor is a full-time commitment and requires a regular presence in the office during business hours. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the Municipality's business and to help resolve issues which arise in the community. The position of Mayor also includes being appointed to internal and external Boards and Committees.

The position of Councillor is considered to be part-time; however, in addition to Council Meetings, Councillors are appointed to any number of Boards and Committees, which often hold their meetings in the evenings. Councillors may also be invited to multiple community events throughout their term, which are not mandatory to attend but will add to the time commitment depending on the number of invitations and type of events that are accepted by the Councillor.

The following provides a sample overview of the time commitment for elected officials:

- 2 evening Regular Council meetings (approximately 6:00pm to 9:00pm)
- 1 evening Committee of the Whole meeting (approximately 5:00pm to 8:00PM)
- 2 full day Budget meetings (9:00am to 5:00pm)
- 1 half day Budget meeting (8:30 to noon)
- Meeting preparation 3-6 hours per week (depending on agenda)
- Special meetings as required (average 1 per month)
- 1-2 Board and Committee meetings (average 2-3 per month)

***Please note:** The above estimates are provided to give candidates a general understanding of the time commitment required to fulfill the duties of Mayor or Councillor.

Council and Other Meetings

| | |
|-------------------------|--|
| Council Meetings | Public Meetings are currently held the 2nd and 4th Tuesdays of the month beginning at 6:00 pm, excluding statutory holidays and any scheduled vacation periods. |
| Committee of the Whole | Public meetings are currently held the 3rd Tuesday of the month beginning at 5:00pm, excluding statutory holidays and any scheduled vacation periods. |
| Committee Participation | There are several external committees which request Council representation. Meetings are typically held in the evening to accommodate appointed members' schedules. Start times vary depending on the committee. |

Council Orientation

Under the MGA, the Municipality is required to offer orientation training, and a council member is required to attend. This orientation typically takes place over several days and provides an overview of multiple topics such as Council's role, responsibilities and duties, key municipal plans, bylaws and policies, budgeting and financial administration, strategic planning, etc.

Strategic Planning

Council holds several working sessions throughout the year for corporate planning initiatives. All Elected Officials are expected to commit a minimum of two full days on weekends or 3-4 evenings.

Budget Meeting

An average of 3.5 days (daytime hours) is required annually, typically in November or December, to review Operating, Utilities, and Capital Budgets.

Community Events

Council Members are often invited to community events throughout the region. These events are not mandatory to attend, and it is up to each individual council member on the number of events they choose to participate in.

2025 Council and Committee Meeting Schedule

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | 31 | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |
| | | | | | | | 31 | | | | | | | | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | |
| | | | | | | | 30 | | | | | | | | | | | | | |

COTV Meetings
Council Meetings
Stat Holidays
Org Meeting
Budget
Candidate Info Session
Election

Regional Board and Committees

Alberta Bilingual Municipalities Association

Alberta Capital Region Wastewater Commission

Beaumont Amateur Hockey Association Scholarship Selection Committee

Beaumont, Edmonton, Leduc Intermunicipal Oversight Committee

Beaumont Municipal Library Board

Capital Region Southwest Water Services Commission

Edmonton Global

Edmonton Metropolitan Region Board

Edmonton Region Waste Advisory Committee

Inter-City Forum on Social Policy Committee

Leduc and District Regional Waste Management Commission

Leduc Regional Housing Foundation

Philip Ki Joon Oh Scholarship Foundation Section Committee

RCMP Community Advisory Committee

Yellowhead Regional Library Board

Committees established by Council

Arts Advisory Committee

Emergency Management Committee

Recreation and Culture Advisory Committee

Youth Advisory Committee

Subdivision and Development Appeal Board*

Grant Funding Advisory Committee

*No council member appointed

Conferences and Conventions

Federation of Canadian Municipalities (FCM)

The FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction and is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. The FCM holds an annual conference at various locations across Canada, and the next FCM conference will be held in Ottawa, ON from **May 29 - June 1, 2025**. Beaumont is a member of FCM, and attendance at the conference is optional.

Alberta Municipalities (ABmunis)

Alberta Municipalities represents Alberta's summer villages, villages, towns, cities and specialized municipalities, is committed to advocating for the needs of all its members, and provides visionary leadership, solutions-based advocacy and service excellence. The next convention will be held after the 2025 General Municipal Election in Calgary, AB from **November 12 – 14, 2025**. Attendance at the convention is optional; however, please note that the convention held during election years is strongly geared toward newly elected Council members.

Elected Officials Remuneration – Council Policy C56

2025 Remuneration

| | | |
|--------------|--------------|--|
| Mayor | Annual Basis | \$107,161 |
| Councillor | Annual Basis | \$42,864 |
| Deputy Mayor | Annual Basis | \$46,079 (pro-rated for an 8 month term) |

Benefits

All elected officials are eligible for a wellness spending allowance of \$500 per calendar year. The wellness spending allowance covers a wide range of expenses supporting mental health, physical and financial well-being of an elected official and their families.

Connectivity Allowance

All elected officials receive a Connectivity Allowance of \$125/month to offset the costs of internet, data, and personal cell phone usage.

Annual Membership

All elected officials will receive a complimentary annual basic individual membership at the Beaumont Sport and Recreation Centre.

Optional Benefits

Elected officials may choose to participate in the City of Beaumont offered benefit program which includes but is not limited to Supplementary Health Care Plan, Dental Plan, Life Insurance and Accidental Death and Dismemberment.

Full-time elected officials (i.e. the Mayor) may choose to participate in the Alberta Communities Pension Plan which is a registered Defined Contribution Pension Plan.

General Municipal Election

A general municipal election is conducted every four years for the offices of Mayor and Councillor.

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



Province of Alberta

MUNICIPAL GOVERNMENT ACT

Revised Statutes of Alberta 2000
Chapter M-26

Current as of September 1, 2020

Office Consolidation

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Province of Alberta

LOCAL AUTHORITIES ELECTION ACT

Revised Statutes of Alberta 2000
Chapter L-21

Current as of September 1, 2020

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The province provides the structure for local governments by statute with the *Municipal Government Act* being the primary set of rules under which municipalities operate. You can access here: <https://www.qp.alberta.ca/documents/Acts/m26.pdf>

The purpose, powers, duties and functions of municipalities are stated in Part 1, Sections 3 through 6 of the MGA. Generally, the purpose of a municipality is to provide good government, services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality, and to develop and maintain safe and viable communities.

Qualifications of Candidates

The *Local Authorities Election Act* (Section 21) legislates the qualifications of candidates, including rules of residence. A person is eligible to be nominated as a candidate if on nomination day the person:

- is at least 18 years old;
- is a Canadian citizen
- has lived in the City of Beaumont and for at least 6 consecutive months immediately preceding nomination day; and
- is not otherwise ineligible or disqualified.

Qualifications of candidates continued

A candidate must swear or affirm an affidavit (Form 4 – Nomination Paper and Candidate’s Acceptance, and Form 5 – Candidate Financial Information) before the Returning Officer or a Commissioner for Oaths, confirming that they have reviewed the legislation and are eligible to be elected. Forms can be found [here](#).

Ineligibility

You are not eligible to be nominated as a candidate under section 22 of the *Local Authorities Election Act* if, on nomination day, you are:

- the auditor of the local jurisdiction for which the election is to be held;
- subject to subsection (4), an employee of the local jurisdiction for which the election is to be held unless you take a leave of absence under this section;
- indebted to the municipality of which you are an elector for taxes in default exceeding \$50, excluding from that amount:
 - any indebtedness for current taxes, and
 - any indebtedness for arrears of taxes for which you have entered into a consolidation agreement with the municipality, unless you are in default in the payment of any money due under the agreement;
- indebted to the local jurisdiction for which the election is to be held for any debt equalling or exceeding \$500 and in default for more than 90 days;
- have, within the previous 10 years, been 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* (Canada).

The above information is not inclusive of all reasons for ineligibility. It is the candidate’s responsibility to ensure they read and understand the legislation, and ensure they are eligible to be nominated.

Nomination Period

NOMINATION PERIOD is during regular business hours (8:30am to 4:30pm) from Thursday, January 2, 2025, to 12 noon on Monday, September 22, 2025. The dates for accepting nomination forms are legislated and cannot be changed or extended.

Obtaining Nomination Forms

Please visit <https://www.beaumont.ab.ca/government/election/> for the Candidate Nomination package containing the required forms in printable pdf format. Forms can also be obtained in person at City Hall during business hours (8:30am to 4:30pm) at 5600 49 Street, Beaumont, Alberta, T4X 1A1 or by emailing election@beaumont.ab.ca.

Filing of Nomination Papers

All candidates running for Mayor or Councillor must submit the following completed documentation at the time of filing their nomination:

- Nomination Paper and Candidate’s Acceptance (Form 4);
- Candidate Financial Information (Form 5);
- Notice of Intent;
- Criminal Record Check; and
- City of Beaumont Disclosure form.

The Nomination Paper must be signed by a minimum of five (5) eligible electors. To ensure the validity of one's Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures.

Obtaining a Criminal Record Check

A candidate's Nomination Package must include a basic criminal record check, or basic police information check, issued by the Royal Canadian Mounted Police within one (1) month of filing of the Nomination Package.

It is the candidate's responsibility to apply for the basic criminal record check prior to submitting their Nomination Package to the Returning Officer.

It is the candidate's responsibility to pay any applicable fees required when obtaining a criminal record check.

The Returning Officer cannot accept a nomination that is:

- not completed in the prescribed form;
- not signed by at least five (5) eligible electors;
- not sworn or affirmed by the person nominated; or
- not accompanied with a criminal record check.



The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form or the Candidate Financial Information Form. This is the responsibility of the electors of the municipality and may be challenged through the Court.

A candidate who signs a Nomination Paper and Candidate Acceptance Form that contains a false statement is **guilty of an offence** and liable to a fine of not more than \$10,000, or to imprisonment for not more than 6 months or to both fine and imprisonment.

Nominations will be accepted during regular business hours (8:30am to 4:30pm, Monday to Friday) from **Thursday, January 2, 2025, to 12:00 noon on Monday, September 22, 2025**. Appointments to submit nominations are encouraged and can be scheduled by emailing election@beaumont.ab.ca or calling (780) 927-8782.

NOTE: Faxed or electronically submitted nomination forms will **not** be accepted. The Nomination Paper and Candidate Acceptance Form and the Candidate Financial Information Form are legislated forms and must not be modified in any way.

Qualifications of Electors Who Sign Nomination Forms

The *Local Authorities Election Act*, Section 27, requires that any person who signs a candidate's nomination forms be eligible to vote in that election and be a resident of the City of Beaumont for which a candidate is being nominated on the date of signing the nomination.

An elector (voter) is eligible to sign nomination forms for a candidate if on the date of signing the nomination:

- is at least 18 years old;
- is a Canadian citizen;

- resides in Alberta; and
- is eligible to vote in that election and is a resident in the City of Beaumont on the date of signing the nomination.

Withdrawal of Nomination

A candidate may withdraw their nomination in writing any time during the nomination period up to within 24 hours after nominations close at 12:00 noon on Monday, September 22, 2025. The legislated deadline for withdrawals is 12:00 noon on Tuesday, September 23, 2025. The Returning Officer cannot accept a withdrawal if it results in less than the required number of candidates to fill that office.

Official Agents and Scrutineers

Official Agent

When filing a nomination, a candidate may appoint an eligible elector to be their official agent, who:

- must not have been convicted of an offence within the previous 10 years under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Disclosure Contributions Act* or the *Canada Elections Act*;
- is not a candidate in the same election; and
- performs the duties assigned by the candidate.

If it becomes necessary to appoint a new official agent, the candidate must immediately provide the name and contact information of the new official agent in writing to the Returning Officer.

Scrutineers

Each candidate may appoint scrutineers to observe the voting process during the advance votes and on election day. To be a scrutineer, the person must:

- be at least 18 years of age;
- not have been convicted of an offence within the previous 10 years under the Local Authorities Election Act, the Election Act, the Election Finances and Disclosure Contributions Act or the Canada Elections Act;
- present to the presiding deputy returning officer with a written notice signed by the candidate appointing the person to represent that candidate as scrutineer at the voting station; and
- must make a statement at each voting station in the prescribed form that they act on behalf of the candidate and will maintain the secrecy of the vote.

Only one of the candidate, official agent or scrutineer is permitted to be present in the voting station at a time.

Who can be Present in the Voting Station

Either a candidate, candidate's agent, or scrutineer may be present in the voting station during advance voting and election day to observe the conduct of the vote. The Presiding or Deputy Returning Officer shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours, nor will the Presiding or Deputy Returning Officer permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station.

The Presiding or Deputy Returning Officer will designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure.

Campaign Contribution and Expense Disclosure

The *Local Authorities Election Act*, Part 5.1, requires campaign finance and contribution disclosure for all candidates running for municipal office and governs contributions, expenses, fund-raising, accounting obligations, surpluses, and deficits.

It is the candidate's responsibility to read and understand the legislation or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that the candidate's campaign complies with all legislation. If you have additional questions, please contact the **Municipal Services Branch of Municipal Affairs at 780-427-2225** and ask to speak with a Municipal Advisor, who can assist you with your questions or direct you to the appropriate contact.

Contributions and Expenses

No individual or person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with the *Local Authorities Election Act*.

An individual who intends to be nominated or has been nominated to run for election in a local jurisdiction as a candidate must give written notice to the local jurisdiction in which the individual intends to be or has been nominated. The written notice must include, in respect of the individual's candidacy:

- the full name, address and contact information of the individual;
- the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed;
- the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual, and
- the names of the signing authorities for each depository referred to in above point.

No candidates or any person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Register of Candidates

A local jurisdiction must maintain a register of candidates that have given notice to the local jurisdiction, and the local jurisdiction must make the register of candidates publicly available on the local jurisdiction's website. In the case of a general election, the register must be maintained until the December 31 immediately following the election and in the case of a by-election, until 60 days following the by-election.

Limitations on Contributions

No prohibited organization, individual ordinarily resident outside Alberta or trade union or employee organization other than an Alberta trade union or Alberta employee organization shall make a contribution to a candidate.

Contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or, in the case of a by-election, during the campaign period:

- \$5000 in the aggregate to all candidates for election as a member of council in a particular municipality.

Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period:

- \$5000 in the aggregate to all candidates for election as a member of council in a particular municipality.

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

Any amount paid by a candidate for campaign expenses from the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, including an amount referred to in the above section, is a contribution to the candidate's own campaign for the purposes of the *Local Authorities Election Act*.

Please note: Candidates should refer to the *Local Authorities Election Act* for more detailed legislation on campaign contributions.

Duties of a Candidate

A candidate should 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 or as soon as possible after the total amount of contributions first exceeds \$1000 in the aggregate, including any monies contributed by the candidate for their campaign. The candidate must ensure all contributions of money are deposited into that account. A candidate's duties also include the following:

- if a campaign account has been opened in accordance with the above, all contributions of money are deposited into the campaign account;
- the 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.

Campaign Expenses

A "campaign expense" means any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period, and includes an expense incurred for, or a non-monetary contribution in relation to:

- 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 a campaign period, including by 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;
- the conduct of election surveys or other surveys or research during a campaign period; or
- the production of a review engagement required by the *Local Authorities Election Act*.

Campaign Disclosure Statements

In the case of a general election, on or before March 1 of each year, a candidate who received contributions in the previous year shall file with the Returning Officer of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include, in respect of the previous year. Additionally, on or before September 30 of a year in which a general election is to be held, a candidate who has received contributions in the period beginning on January 1 and ending on July 31 of that year must file a disclosure statement in respect of that period. The disclosure must include the following:

- the total amount of all contributions received during the year 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 all contributions received;
- the total amount from fund-raising 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 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.



A candidate who has incurred campaign expenses or received contributions of \$50,000 or more shall file a review engagement with a disclosure statement.

A candidate who withdraws their nomination at any time during the nomination period is required to file their disclosure statement by the deadline, March 1 of the year.

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:

- shall, with respect to any amount that is \$1000 or more, donate an amount to a registered charity that results in the surplus being less than \$1000; and
- may, with respect to any amount that is less than \$1000:
 - retain all or any portion of that amount, and
 - donate all or any portion of that amount to a registered charity.

Campaign Deficit

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 deficit, the candidate shall eliminate the deficit within 60 days after filing the disclosure statement with the local jurisdiction.

For the purpose of eliminating a deficit referred to in the above, a candidate may accept contributions in accordance with the *Local Authorities Election Act* during the 60-day period. A candidate shall not accept a

contribution of an amount that exceeds \$5000 from any single contributor for the purpose of a deficit.

A candidate may make a contribution from the candidate's own funds that does not exceed \$10,000 to reduce a deficit shown on the candidate's disclosure statement.

A candidate shall, within 30 days after the expiration of the 60-day period, file an amended disclosure statement showing that the deficit has been eliminated.

Late Filing

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

If the candidate's return is not filed and no later than 10 days after the deadline, the local jurisdiction must transmit a report to council in relation to the candidate not filing at the deadline.

If the late filing fee is not paid within 30 days after the date the fee was payable, the local jurisdiction shall send a notice to the candidate, indicating the amount of the late filing fee that is required to be paid.

If a candidate who is sent a notice by the local jurisdiction fails to pay the late filing fee set out in the notice, the local jurisdiction may file a copy of the notice with the clerk of the Court of King's Bench, and, on being filed, the notice has the same force and effect and may be enforced as if it were a judgment of the Court.

Campaign Signs

Pursuant to Section 1(f) of Bylaw 1034-23, the City of Beaumont's Election Signage Bylaw, (the "Bylaw") 'election signs' means federal, provincial, municipal, and/or school board election signs as may be regulated by the *Elections Canada Act*, *Alberta Elections Act*, or the *Local Authorities Election Act*. The placement of election signs shall be permitted in the municipality without a development permit and must comply with the guidelines for election signs as prescribed by the Bylaw.

The guidelines set forth in the Bylaw states that signs shall meet the following requirements:

- have a maximum surface area of 0.6 metres² (30.5in x 30.5in);
- have a maximum height of 1 metres;
- are not lit or electrified;
- are not inflatable; and
- are not designed to resemble, or intended to resemble, a Traffic Control Device.

Multiple election signs of the same candidate or campaign that are placed together to form a larger election sign will be considered one (1) election sign in its entirety.

The timelines for when election signs may be placed shall align with the following requirements:

- for provincial and federal elections, signs are only permitted from the date the election is called until three days after the election; and
- for municipal or school board elections, signs are only permitted from the date that is 30 days in advance of the election date until three days after the election.

The placement of election signs on public property along a highway must meet with the following requirements:

- there shall be at least 15 metres separating the signs of one candidate;
- signs shall not be placed within 15 metres of the intersection or a crosswalk;
- signs shall not be placed within 1.5 metres of the curb of the road; and
- signs shall not be placed within the roadway.

The placement of elections signs are not permitted:

- within public parks, municipally owned parking lots, municipal and school reserve and public utility lots, playground zones, and active construction zones;
- along multi-use trail corridors;
- on centre medians, traffic islands, or traffic circles;
- on any Highway structures such as guardrails, retaining walls, or concrete barriers;
- on utility poles, fire hydrants, or any municipally owned street furniture;
- in City garden or flower beds;
- on City transit property, unless a candidate or campaign has purchased such advertising space, also available to the public at large;
- on any municipally owned structure not specifically referenced herein; and
- in any location such that it interferes with the safe and orderly movement of pedestrians or with the sight lines between pedestrians and/or vehicles.

The placement of election signs on private property with the consent of the property owner shall meet the following requirements:

- signs shall not be placed within 1.5 metres of the curb of the roadway, or edge of a public sidewalk;
- signs shall not be placed with 1.5 metres of the edge of a driveway; and
- signs shall not be placed such that it interferes with the safe and orderly movement of pedestrians or with the sight lines between pedestrians and/or vehicles.

Highway 625 falls under Alberta Transportation jurisdiction. For election sign placement on provincial highway rights of way, please contact Alberta Transportation.

Safety Precautions

Before placing election signs, please ensure to take the following precautions:

- Ask for permission on private property.
- Individuals installing election signs should use precaution to prevent driver distraction.
- Election signs should be installed during daylight hours.
- Every effort should be made to minimize the impact to the travelling public when transporting and installing election signs. Vehicles should be parked as far as possible from the travel lanes and four-way hazard warning signals should be utilized at all times.

Campaign Rules

Candidates must be aware of the rules around campaigning. Campaigning is generally permitted in virtual spaces, on private property, through election advertising and canvassing; however, some restrictions apply.

The *Local Authorities Election Act* prohibits the use of a representation or facsimile of the ballot used on Election Day in any advertising, except by a Returning Officer. Using the candidate's name with an "x" beside is not considered a representation of the ballot.

Advertising, including election signs, is not permitted to be displayed or distributed within a voting station or within the boundaries of the land on which a building used for a voting station is located on an advance voting day or on election day. A person is not permitted to canvas or solicit votes at a voting station nor is a person permitted to communicate with a person for the purpose of influencing that persons vote in a voting station or within the boundaries of the land on which a building used for a voting station is located, whether on an advance voting day or on election day. Any such campaigning will be removed or stopped, and those obstructing the voting process or taking part in campaign activities will be required to leave the property. Any person who violates the advertising requirements of the *Local Authorities Election Act* is guilty of an offence and liable to a fine.

Eligibility to Vote and Voter Information

A person is eligible to vote in an election held pursuant to the *Local Authorities Election Act* if the person:

- is at least 18 years old;
- is a Canadian citizen; and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

An elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day. For the purposes of this *Local Authorities Election Act*, the place of residence is governed by the following rules:

- a person may be a resident of only one place at a time for the purposes of voting;
- if a person has more than one residence in Alberta, that person shall, in accordance with the *Local Authorities Election Act*, designate one place of residence as the person's place of residence;
- the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
- a person does not lose the person's residence by leaving the person's home for a temporary purpose, such as a student who attends an educational institution within or outside Alberta; and
- if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

A person shall designate the person's place of residence in accordance with the following factors by the following:

- the address shown on the person's driver's licence or motor vehicle operator'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;
- the address to which the person's income tax correspondence is addressed and delivered; or

- the address to which the person's mail is addressed and delivered.

Permanent Elector Register

A municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote that is compiled and revised primarily using information received from the Chief Electoral Officer (Elections Alberta). The municipality will enter into an agreement with the Chief Electoral Officer under the *Election Act*.

The City of Beaumont will actively encourage voters to register or update their address if they have recently moved to Beaumont. While voters can register at any time, registering in advance streamlines the voting process, allowing voters to avoid registering at the voting station.

Candidates are encouraged to direct people to the Elections Alberta website to register. Voters can register with Elections Alberta website at <https://www.elections.ab.ca/voters/register-to-vote/>

Access to Register Voter List

Candidates do not have access to the general voters list.

Proof of Eligibility

Every person who attends at a voting station for the purpose of voting must be permitted to vote if the person is named on the permanent electors register and can provide one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the person.

A person who is not on the elector register must make a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form validates the person's identity and address of the person's residence. The statement must include the address of the person's residence by producing one of the following:

- one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the person, the person's name and the address of the person's residence;
- one piece of identification authorized by the Chief Electoral Officer under the Election Act that establishes the person's name and current address; or
- one piece of other acceptable identification (by Ministerial Order).

In the absence of a valid identification with an address, another elector with valid identification may validate the address of a person's residence if that person is accompanied by an elector who vouches for the person.

Application for Special Ballot

An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to vote by special ballot.

An elector whose name is not contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to be added to the permanent electors register by:

- completing an application in the prescribed form;
- making a statement in the prescribed form that the person is eligible to vote as an elector;
- including a copy of the elector's identification that meets the requirements; and
- providing the above information to the returning officer of the elector's local jurisdiction.

Application for special ballots may be made by any one or more of the following method:

- in writing;
- by telephone;
- in person; or
- by email.

On or before election day, completed Special Ballots must be submitted to the Returning Officer by 4:30pm at City Hall, 5600 49 Street, Beaumont Alberta, T4X 1A1.

Voting Station

All advance and election day voting will be held at the Beaumont Community Centre. The voting station is wheelchair accessible.

Booking City of Beaumont Facilities

Candidates may book City of Beaumont facilities (Section 7, Council Policy C44, All Candidate Election Policy). Please email facility.bookings@beaumont.ab.ca for rates and bookings availability.

Release of Information to the Public

Throughout the election campaign, the Returning Officer receives numerous requests for candidates' contact information. These come from the news media, organizers of election forums and the general public. In addition, the Deputy Minister of Municipal Affairs requires contact information for candidates. Under the *Local Authorities Election Act*, the Returning Officer must make available to the general public the following information:

- completed nomination papers;
- campaign disclosure statements;
- criminal record checks; and
- notice of intent.

Please note: The above completed forms are subject to redaction through the *Freedom Information and Protection of Privacy Act*. Personal information such as address, phone, and email will be redacted.

Ballot Count and Election Results

Unofficial election results of the ballot count will be released as soon as possible after the voting station closes and will be displayed and updated on the City of Beaumont website.

Please note: As a result of recent legislation changes, voting tabulators are now prohibited. This change requires conducting a physical hand count and will likely result in a delay in the results being released.

Commencement of Duties

If I am Elected, when does my term of commence?

A person who is elected in an election holds office from when an official Oath of Office is taken, which will be administered at the swearing-in ceremony.

The Swearing-in Ceremony for newly elected officials will be held on **Tuesday, October 28, 2025**, following the announcement of the official election results.

The first meeting of Council after the election will be the Organizational Meeting, which is scheduled for **Tuesday, October 28, 2025**. At the Organizational Meeting, Council members will appoint the Deputy Mayor schedule and appoint Council members to various committees and boards. The first Regular Council Meeting of the newly elected Council will be on **Monday, November 10, 2025**.

Council Orientation

Elected Council members should set aside the necessary time to attend orientation sessions, which can take place either during the weekday or on the weekend. Below are the mandatory scheduled dates (these training sessions are legislated, and an elected official **must** attend):

- October 24 (full day)
- November 3-7 (full day)
- Council Budget Attendance*

*Elected Officials will need to set aside time to participate in the 2026 Budget Deliberations. These are scheduled for November 19th, 20th, 26th, 27th, and 28th (full days 9:00pm-5:00pm).

Website Links of Interest

City of Beaumont 2025 Municipal Election Page

<https://www.beaumont.ab.ca/government/election/>

Province of Alberta Municipal Elections

<https://www.alberta.ca/municipal-elections>

Local Authorities Election Act

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

Municipal Government Act

<https://kings-printer.alberta.ca/documents/Acts/m26.pdf>

Changes to the Local Authorities Election Act 2024 (campaign financing)

<https://open.alberta.ca/dataset/4c0175d9-fa08-4502-b609-5085a6377e98/resource/a78831b9-2280-4031-a92c-6d913714dfe2/download/ma-changes-to-laea-2024-campaign-financing.pdf>

Changes to the Local Authorities Election Act 2024 (special ballots, voter vouching and permanent electors register)

<https://open.alberta.ca/dataset/4c0175d9-fa08-4502-b609-5085a6377e98/resource/07e2d7cc-dbf7-4646-9afe-59d9475e3f47/download/ma-changes-to-laea-2024-special-ballots-voter-vouching-permanent-electors.pdf>