

Yellowhead County

Municipal Election 2025

Thinking of running in the upcoming Municipal Election?
Here are some things to consider:

Information for Potential Candidates

Nomination Package



www.ycvotes.ca

Building a better community for present and future generations.

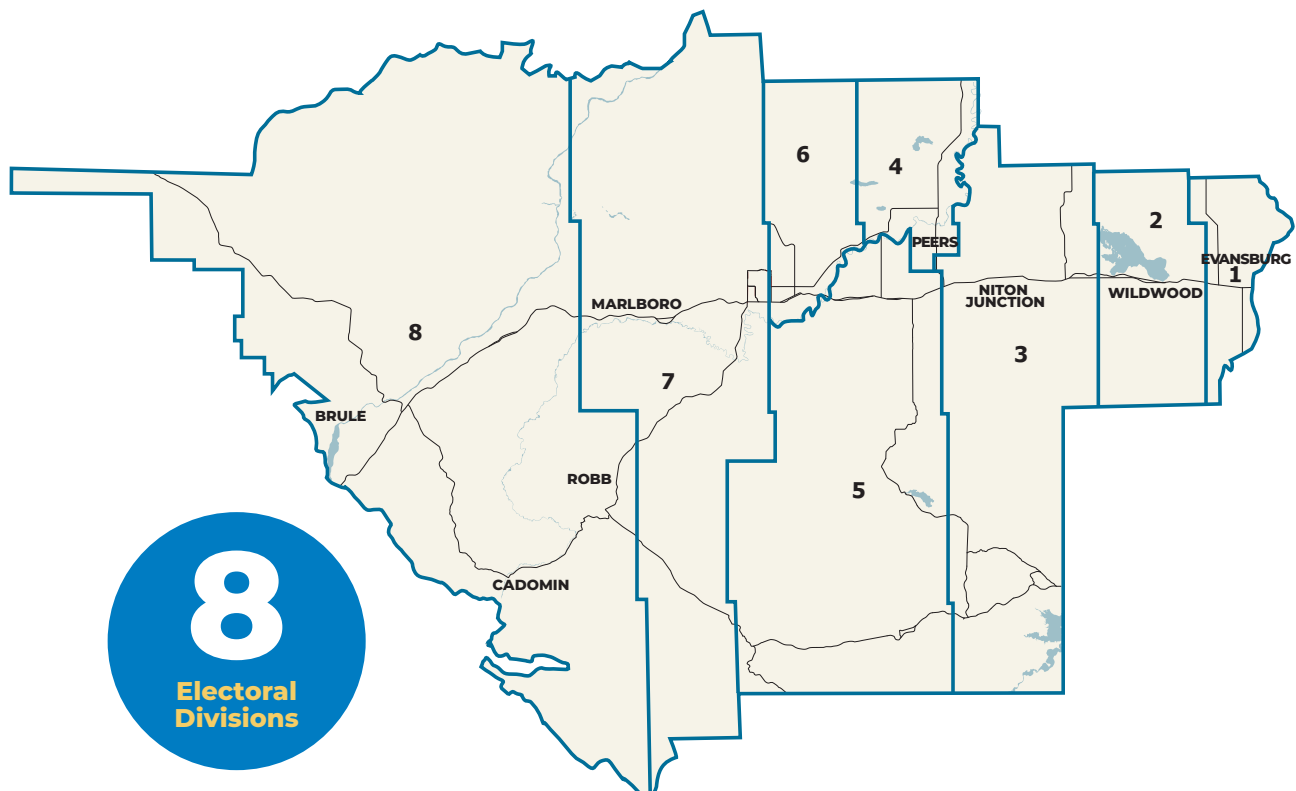
This book contains important information that candidates for councillor or mayor should be aware of. It is your responsibility to be familiar with the legislation and we urge you to obtain a copy of the Local Authorities Election Act and the Municipal Government Act from kings printer at:

www.kings-printer.alberta.ca/Laws_Online.cfm

Yellowhead County is divided into eight electoral districts – one councillor is elected for each division with a Mayor elected to represent the county. The division boundaries are based on population numbers, and are divided so that they each represent an equal proportion of residents.

As the Governing Body, it is expected that the Council will provide leadership relative to setting the course and vision for the future of the County.

To this end, Council determines priorities, makes decisions, approves bylaws and policies, sets tax rates to finance the vision, and follows provincial legislation.





Yellowhead County Mission Statement
Building a Better Community for Present and Future Generations.

Yellowhead County Vision Statement
A Responsible and Diverse Community of Choice
Where Quality of Life Matters.

Yellowhead County's Statement Values:

The County's core values include:

Accountability:

We do what we say we are going to do.

Collaboration:

We seek out partners and work together to the benefit of all.

Fairness:

We respect all opinions and make decisions in the best long-term interests of the County.

Ingenuity:

We look for new ideas and new ways of providing necessary services to County residents, businesses, and community organizations.

Respect:

We value everyone who chooses to contribute to the betterment of the County.



Municipalities, such as Yellowhead County, are created by the Province and follow the provisions of the Municipal Government Act (MGA). The MGA states that the purpose of a municipality is to:

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

Being a member of Council is a challenging and rewarding experience. As a member of council you will have the opportunity to significantly influence the future of your community. You will assume a leadership role to represent the people in your community or area, and to provide direction on the policies and programs for services available for communities. It is very important to understand that being a council member requires a lot of your time and energy. Being elected as councillor is a four-year commitment to public service. Council members put in significant hours to serve in their roles and meet their responsibilities.

ROLES AND RESPONSIBILITIES

A municipality is the “front-line” level of government. The elected council is the governing body of the municipality. Elected officials make decisions by passing resolutions or enacting bylaws. Bylaws are the laws of the municipality.

The councillor’s job is to work with other council members to set the overall direction of the municipality through their role as policy makers. The policies that council sets are the guidelines for administration to follow as it does the job of running the municipality. A councillor will spend time on council creating new policies and programs or reviewing the current ones to make sure they are working as they should or no longer offer a particular program or service if there is a business case to do so.

As an individual member of council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees alone. Any promise you make as part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if you can obtain the support of your fellow council members in carrying out that promise.



COUNCILLORS

Under the Municipal Government Act (S.153), councillors have the following duties:

- To consider the welfare and interests of the municipality as whole, and, to bring to council's attention anything that would promote the welfare or interests of the municipality;
- To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities
- To participate generally in developing and evaluating the policies and programs of the municipality;
- To participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- To obtain information about the operation or administration of the municipality from the Chief Administrative Officer, or person designated by the Chief Administrative Officer;
- To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- To adhere to the code of conduct established by the council under section 146.1(1);
- To perform any other duty or function imposed on councillors by this or any other enactment or by the council.

MAYOR (CHIEF ELECTED OFFICIAL)

In addition to the duties of a councillor, under the Municipal Government Act (S.154), the mayor is required to preside over council meetings while in attendance unless otherwise directed under a bylaw; and perform any other duty imposed on a chief elected official under a bylaw set by the municipality and the MGA.



INTERESTS OF THE MUNICIPALITY

A member of council is elected to look after the interests of the entire municipality. An elected official must be careful not to place the interest of the electoral district above the interest of the whole municipality.

Members of Council must also ensure they do not put themselves in a pecuniary or conflict-of-interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends.

COMPENSATION AND BENEFITS

Council members receive remuneration with a base salary and are eligible for mileage and reimbursement of expenses incurred for council business (Council Remuneration Policy 1100.07 and Council & Board Business Expenses Policy 1100.17.)

In addition, council members are eligible to participate in extended health care and dental benefits and wellness spending reimbursement, and in a registered retirement savings plan as offered by the County's service provider.

ADMINISTRATION

As a council member, it will be your duty to establish policy for your municipality. It is the job of the administration to implement policy. Yellowhead County has a competent and dedicated senior management team whose support, advice, and assistance will be very beneficial in helping you to be an effective member of council. Their training, experience, and understanding of how and why things have developed as they have will be an essential resource for you.

CODE OF CONDUCT

Council is expected to adhere to the formal Code of Conduct that sets out expectations and support for high standards of Council conduct and to prevent ethical conflicts and assist in their resolution. The Code of Conduct is a formal document that applies to the Mayor and all members of Council.

TERM OF OFFICE

Council members serve a four-year term. This term begins at the first meeting of Council after the election and continues until the first meeting of Council after the next election unless their offices are vacated sooner.



TIME COMMITMENT

As a member of Council you will face demands of your time. In addition to regular meetings, you will be expected to attend special meetings, sit on committees and attend various public meetings and functions. To get an idea of how much time is involved, consider speaking to a current Councillor.

During your four-year term in office you will be required to attend:

- **Regular meetings of council**, are held at 9:30 a.m. on the second and fourth Tuesdays of every month. An agenda is prepared prior to the next council meeting to allow time for reading and reviewing the issues.
- **Governance & Priorities Meeting**, is held the third Tuesday of each month at 9:30 a.m.
- **Meetings of other boards and agencies** Time commitment will vary depending on the specific needs and requirements and may be regularly scheduled meetings or on an as-call basis.
- **Strategic Planning** - Members of Council discuss the strategic planning that provides the overall governance and direction of the municipality each term and reviewed annually.
- **Budget Meetings** are special meetings scheduled every fall for council to review, discuss and establish the various capital projects, services, and operations for the following year. The MGA stipulates that Council must pass the budget by December 31st each year.
- **Conferences, conventions, seminars, training, and workshops.**
- **Social and other events promoting the County.**
- **Orientation/Organizational Meeting/Oath of Office***

**Successful candidates elected into Council are required under the MGA to attend Council Orientation, initial organizational meeting, and to take an Oath of Office.*



HOW TO BE NOMINATED AS A CANDIDATE

The next municipal general election will be held on **October 20, 2025**.

Nominations for the general election open January 1, 2025*, through to September 22, 2025, with the deadline to submit papers being 12:00 p.m. on September 22, 2025. Nomination applications can be dropped off at the Yellowhead County offices in Edson or Wildwood.

If you are intending to run for municipal office, A Candidate's Guide: Running for Municipal Office in Alberta (<https://open.alberta.ca/publications/candidates-guide-running-for-municipal-office-in-alberta>) offers information regarding eligibility to run, nominations, campaigning, collecting campaign contributions and incurring campaign-related expenses.

*Note: County Offices will open January 2, 2025 to accept nomination papers.

REQUIRED

- Nomination paper and candidate's acceptance form
- \$100 deposit
- Candidate financial information form
- Criminal Record Check
- Candidate Release Form

You may want to file your nomination papers in person; however, anyone can file it on your behalf if it is fully completed. Late submissions will not be accepted. Nominations submitted by fax or email will not be accepted.



CANDIDATE ELIGIBILITY

This is only a partial list of what determines the criteria for being able to run as a candidate. A complete list of candidate eligibility and ineligibility is listed in the Local Authorities Election Act in Section 21 and 22.

You are eligible to run in the 2025 municipal election if you meet the Local Authorities Election Act requirements in Section 21:

- At least 18 years old;
- A Canadian citizen;
- Have been a resident of Yellowhead County for six consecutive months before nomination day if you want to run for Mayor,
- Or a resident of the electoral division for which you intend to run for six months preceding Nomination day; and
- Not otherwise ineligible or disqualified under the Local Authorities Election Act

Some criteria restrict a resident to run as a candidate, including:

- **You are the auditor of the municipality;**
- **You are an employee of Yellowhead County, unless granted a leave of absence;**
- **Your property taxes are more than \$50 in arrears or you are in default, for more than 90 days, on any other debt in excess of \$500 to the municipality;**
- **Within the previous 10 years, you have been convicted of an offence under the Local Authorities Election Act, the Election 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.

It is your responsibility to ensure you are not in violation of any conditions of eligibility.



FILING YOUR NOMINATION

CRIMINAL RECORD CHECK

A Criminal Record check is required in accordance with Elections Bylaw 15.24. Nominees should be aware that a cost may be involved in completing a criminal record check and it may take up to six weeks to complete.

FORM 4 – NOMINATION PAPER AND CANDIDATES ACCEPTANCE

The Nomination paper requires signatures of at least 5 Electors who are eligible to vote in the election in accordance with the Local Authorities Election Act (LAEA)*. The forms must include original handwritten signatures. Digital signatures are not accepted. It is advisable to have more than the minimum required number of electors sign the form in case one or more signatures are not eligible to nominate.

*An Elector is eligible to sign the candidate's nomination papers if they:

- are at least 18 years of age;
- are a Canadian citizen; and
- reside in Alberta and are a resident in the electoral division for which the candidate intends to run.

For each elector, the form must include the person's name, address (street address or legal land description of residence of the elector) and signature.

You must swear or affirm an affidavit before a Commissioner for Oaths or the Returning Officer that you are eligible for nomination.



ALL CANDIDATES MUST SUBMIT A NOTICE OF INTENT FORM

Anyone who intends to run as a candidate in the 2025 Municipal Election must submit a notice of intent. Prospective candidates can submit their notice of intent from now until Sept. 22, 2025.

Candidates who plan to run in the 2025 Election can only accept campaign contributions and incur campaign expenses once their notice of intent is complete and they are added to the Register of Candidates. (Section 147.22 of the LAEA)

Candidates who wish to accept campaign contributions or incur campaign expenses before submitting their nomination papers must first file a notice of intent to be nominated with Yellowhead County using the prescribed forms available below or directly from Alberta Municipal Affairs: **Form 29 – Notice of Intent**

Yellowhead County will confirm receipt of the Notice of Intent and advise the candidate that their Notice of Intent meets legislated requirements. Their name and information will be added to the Registry of Candidates within three business days. Yellowhead County election office will also advise the prospective candidate if their submission does not meet legislated requirements.

Under the Local Authorities Election Act, it is an offence to accept campaign contributions or incur campaign expenses without first filing a notice of intent with Yellowhead County.

FORM 5 – CANDIDATE FINANCIAL INFORMATION

Candidates must follow the election finance rules set out in Part 5.1 of the Local Authorities Election Act and the Expense Limits Regulation.

Candidates are required to file a disclosure statement with the County, on or before March 1 of each year, if contributions were received in the previous year.

- If contributions are collected and/or expenses incurred in 2024, a disclosure statement must be filed on or before March 1, 2025.
- For contributions collected and expenses incurred in 2025, a disclosure statement must be filed on or before March 1, 2026.

Make sure to keep good records of your contributions and expenses. This will be important for completing your disclosure statement(s). **Each candidate is required to submit a list of all the contributions they receive for the purpose of their election campaign to the Returning Officer.**



AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION FORM

The Returning Officer will receive requests for information regarding candidates running for County Councillor in the Municipal Election from organizations, individuals, and the media. By completing the Authorization for Release of Personal Information form and submitting with the Nomination Papers, the Returning Officer will be able to release, upon request, the following information:

- **Candidate's Name;**
- **Contact Phone Number(s);**
- **Contact Address; and**
- **Picture**

IMPORTANT NOTE:

It is your responsibility to ensure that you are fully aware of all the nomination requirements and comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in your nomination paper.

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the Local Authorities Election Act as it pertains to Municipal Election and Finance and Contribution Disclosure requirements.

At any time after January 1, 2025 until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or designate.

Elections will be conducted in accordance with the Local Authorities Election Act and other applicable municipal bylaws and policies.



NOMINATION CHECKLIST FOR CANDIDATES

- Check Eligibility** (See section on eligibility - pg. 9)
- Complete **Form 4: Candidate Nomination and Acceptance Form**
 - Obtain a minimum of 5 original handwritten signatures from residents eligible to vote, and reside in the Yellowhead County (Mayor) and within your division (Councillor)
 - Form 4 must be commissioned by a Commissioner of Oath or Notary Public in Alberta. If filing papers in person, the Returning Officer can commission your form (appointment needed).

- Complete **Form 5 – Candidate Financial Information**

- Complete **Release of Candidate Information Form**

- Complete **Notice of Intent Form**

Forms available at www.ycvotes.ca

- Complete a **Criminal Record Check** and have the results of the Record Check with your nomination package (see pg. 10)
- Prepare a deposit.** Candidates must pay a \$100 deposit by cash, debit, e-transfer, or certified cheque when filing your paperwork.
- Make an appointment.** Booking an appointment with the Returning Officer to file your nomination and deposit.
- Review campaign finance obligations,** including campaign disclosure and finance requirements, these are found in the Local Authorities Election Act (LAEA) (see pg. 11)



IMPORTANT DATES FOR THE 2025 MUNICIPAL ELECTION

Nominations Open	January 1, 2025 January 2, 2025 (Offices open to accept nominations)
Nomination Day	September 22, 2025 (Nominations close at 12:00 Noon)
Advance Poll – Edson	October 4, 2025 (Edson Yellowhead County Admin Building) between the hours of 10:00 AM and 8:00 PM
Advance Poll – Hinton	October 11, 2025 (Location TBD) Between the hours of 10:00 AM and 8:00 PM
Advance Poll – Wildwood	October 11, 2025 (Wildwood Yellowhead County Admin Building) between the hours of 10:00 AM and 8:00 PM
Advance Poll – Edson	October 18, 2025 (Edson Yellowhead County Admin Building) between the hours of 10:00 AM and 8:00 PM
Election Day	October 20, 2025 Between the hours of 10:00 AM and 8:00 PM Various locations listed at ycvotes.ca
Special Ballots	October 20, 2025 Must be received by deadline of 4:00 PM at the Yellowhead County office in Edson or Wildwood
Removal of Campaign Signs	October 23, 2025 (72 Hours after voting day)
Official Results	October 24, 2025 at 12:00 noon
Councillor Orientation*	October 27 & 28, 2025 *Mandatory for all of Council
Organizational Meeting	October 29, 2025
Disclosure Statements Due	March 1, 2026



NEED MORE INFORMATION?

- **Alberta Municipal Affairs:** www.alberta.ca/municipal-affairs
- **Candidate Expense Limits:**
www.alberta.ca/system/files/ma-local-parties-and-campaign-expense-limits-fact-sheet.pdf
- **Elections Alberta:** www.voterlink.ab.ca
- **Local Authorities Election Act:** <https://open.alberta.ca/publications/l21>
 - There is a free PDF and HTML version or a printed book available to purchase.
- **Municipal Government Act:** <https://open.alberta.ca/publications/m26>
 - There is a free PDF and HTML version or a printed book available to purchase.
- **Roles and Responsibilities of Municipal Officials:**
www.alberta.ca/roles-and-responsibilities-of-municipal-officials.aspx
- **What every councillor needs to know! A council member handbook:**
<https://open.alberta.ca/publications/what-every-councillor-needs-to-know-council-members-handbook>
- **Pecuniary interest for Municipal Councillors:**
<https://open.alberta.ca/publications/pecuniary-conflict-of-interest-councillors>
- **Voter Identification Requirements:**
<https://open.alberta.ca/publications/voter-identification-requirements>
- **Elections Bylaw, Procedure Bylaw, and Code of Conduct Bylaw:**
www.ycvotes.ca
- **Changes to the Local Authorities Election Act (LAEA) 2024:**
<https://open.alberta.ca/publications/changes-to-laea-2024>

More information from Yellowhead County Alberta can be found at www.ycvotes.ca. It includes more details and dates, links to provincial election information on election signage, provincial rules and regulations including two new regulations.



Yellowhead County Returning Officer

For more information on the election, contact the Returning Officer.

Phone: 780-325-3782

Toll-Free: 1-800-814-3935

Email: elections@yhcounty.ca

Returning Officer - Tracy Parker

Substitute Officer - Ashley Tompkins

Alberta Municipal Affairs has additional information for candidates on their website.

If you have any questions about the rules for running for election, contact Alberta Municipal Affairs.

Phone: 780-427-2225

Email: ma.advisory@gov.ab.ca

**Visit www.ycvotes.ca
for up-to-date election information.**



www.ycvotes.ca