

# 2025 CANDIDATE GUIDE

UEGREVILLE



## Preface

The Town of Vegreville Council consists of one (1) Mayor and (6) Councillors, elected for a four (4) year term.

### Vision Statement

People our core, innovation our strength, community our intention

### Mission Statement

Embracing change to create an enhanced quality of life by engaging our citizen in building a vibrant community.

### Values

The values expressed here are the guiding principles that help determine how the Town will operate, both publicly and privately.

- Adaptability
- Inclusivity
- Integrity
- Teamwork
- Vibrancy

## General Information

This Guide has been developed to answer the questions most frequently asked by candidates for Council. It is not a replacement for legal advice. It is the responsibility of each candidate to be familiar with the legislation. Copies of the *Local Authorities Election Act (LAEA)* and the *Municipal Government Act (MGA)* are available at:

Alberta King's Printer

Website: <https://www.alberta.ca/alberta-kings-printer>

If there are any questions, please contact:

Town of Vegreville Election Office

<https://vegreville.com/p/elections>

Phone: 780-632-2606

Email: [election@vegreville.com](mailto:election@vegreville.com)

The Election Office is located at:

4829-50<sup>th</sup> Street

Vegreville, AB

Business hours are Monday to Friday (closed on statutory holiday) from 9:00am to 12:00 noon and 1:00pm to 4:30pm.



## Election Day and Nomination Day

Election day is Monday, October 20, 2025, and Nomination Day is Monday, September 22, 2025.

### Key Dates

- January 1, 2025: Nomination Period Opens
- September 22, 2025: Nomination Period Closes
- September 23, 2025: Deadline to Withdraw Nomination
- October 20, 2025: Election Day
- October 21-November 7, 2025: Council Orientation & Training Sessions  
*(Note: Attendance is mandatory for all elected officials)*
- October 27, 2025: Swearing-In Ceremony, Organizational Meeting, Inaugural Council Meeting  
*(Note: Attendance is mandatory for all elected officials)*

### Additional Resources

The following Town of Vegreville bylaws may be accessed at <https://vegreville.com/p/bylaws>

- Bylaw 03-2018 **Code of Conduct Bylaw**
- Bylaw 12-2020 **Election Signage Bylaw**
- Bylaw 11-2022 **Council Procedural Bylaw**

The following Town of Vegreville policies may be accessed at <https://vegreville.com/p/policies>

- FIN-6002 **Travel and Expense Policy**
- FIN-6003 **Council Remuneration Policy**
- FIN-6004 **Council Professional Development Policy**

Please note: the content of this Candidate Guide may be updated from time to time or supplemented by other guides. Please see the last page of this guide for a list of updates.

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## Elected Officials: Duties and Responsibilities

The *Municipal Government Act (MGA)* sets out the duties of the Mayor and Councillors and defines the role of Council.

### General Duties of Councillors

s. 153, *MGA*

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 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 a 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 Council (under section 146.1(1) of the *MGA*); and
- to perform any other duty or function imposed on Councillors by this or any other enactment or by Council.

### General Duties of the Mayor (Chief Elected Official)

s.154, *MGA*

A Chief Elected Official, in addition to performing the duties of a Councillor, must:

- preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside,
- act as the media spokesperson for Council, and
- perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.

The Chief Elected Official may be a member of a board, commission, subdivision authority or development authority established under Part 17 of the *MGA* only if the Chief Elected Official is appointed in the Chief Elected Official's personal name.

### Council's Principal Role in Municipal Organization

s. 201, *MGA*

Council is responsible for:

- developing and evaluating the policies and programs of the municipality, and
- carrying out the powers, duties and functions expressly given to it under this or any other enactment.

A Council must not exercise a power or function or perform a duty that is by this, or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

## **Opportunities and Challenges as an Elected Official**

Town of Vegreville Council members, like many municipal councils, describe their work environment to be both rewarding and challenging. Key points that have been noted include:

Rewarding opportunities to:

- guide the municipal organization at the policy level;
- provide leadership to the community;
- engage with citizens, community groups, and other local/regional stakeholders;
- address the needs of the community;
- speak to complex municipal issues as part of the decision-making process;
- speak in public frequently; and
- engage with residents in a variety of ways, such as business openings, developer open houses, community events, etc.

Challenges can include:

- being in the public eye, which may result in a lack of privacy;
- addressing citizens' concerns especially when matters are complex and multi-dimensional; and
- time demands and high stress levels which may place pressure on personal and family life.

## **Election Officials Time Commitment**

Serving on Council, the hours of work are not typical business hours. Some obligations require attendance during evenings and weekends.

One of the key commitments for members of Council is attendance and participation at a variety of Council and Council committee meetings. These meetings can often take place or extend into the evenings, and at times late at night for some public hearings. A calendar of meeting dates for October – December 2025 is attached to this guide as Appendix 1.

In a typical month, members of Council can expect to attend two (2) Council and two (2) Legislative Committee meetings, each meeting with a duration of two (2) to four (4) hours in length. Additionally, Council members can expect several hours per month for additional committee meetings. Candidates should be prepared to spend several hours preparing for each meeting by reviewing agenda materials and reports.

A summary is provided below of the types of meetings you can expect to attend.

### **1. Council Meetings**

- Council meetings are typically held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month, with a start time of 7:00 PM and an end time no later than 10:00 PM.
- If a Council meeting falls on a statutory holiday, the meeting will be rescheduled to the Wednesday of the same week.



- Public Hearings are held as required. Public hearings are held before a Council meeting, typically starting at 6:30 PM.
  - Special Council meetings may be called to address emergent matters.
2. Legislative Committee Meetings
- The Mayor and all members of Council are members of the Legislative Committee.
  - Legislative Committee Meetings are typically held twice per month, on the Tuesday prior to a Council meeting, with a start time of 3:00 PM and an end time no later than 7:00 PM.
3. Council Boards and Committees
- The Mayor and all members of Council are appointed to serve on various boards and committees. Town Council has representative on more than thirty internal and external boards and committees. Each appointment is determined annually at the Organizational Meeting.
  - Committee meetings may be held throughout the day or evening.

### **Council Orientation and Training**

Council orientation is mandatory for all members of Council. It is important that all candidates commit to attending the orientation in the event they are elected.

Orientation and training will begin on October 21, 2025, and continues throughout late October and early November. Additional orientation dates may be scheduled within ninety (90) days of taking the Oath of Office. Additional training will be offered periodically during the four-year term.

The first few weeks after the election are very demanding. Candidates will be provided with an acknowledgement of the mandatory orientation sessions and 2025 Council meeting dates to sign when filing their nomination.

### **Associations and Conferences**

The Town of Vegreville is a member and active participant in associations that represent the municipal interests to the provincial and federal governments. The Town of Vegreville is a member of Alberta Municipalities (ABMunis) and the Federation of Canadian Municipalities (FCM).

There are several conferences and conventions related to these associations that occur throughout the year. The Council meeting schedule takes these key events into consideration so that members of Council have an opportunity to attend.

For 2025, the ABMunis Fall Convention takes place from November 12-14, 2025. In an election year, the conventions focus on education and sessions for new elected officials. For this reason, Councillors should be prepared to attend these conferences.

In addition to these, there are other conferences and events related to the official role of Elected Official that members of Council may wish to attend. These events may conflict with the Council meeting schedule. Attending and participating in Council meetings is a primary responsibility for members of Council and should take priority over attendance at other events.

## The Budget Process

Development of the Town's Operating and Capital Budgets is one of the most critical initiatives undertaken by Administration each year. Developing the budget is a Town-wide initiative requiring inputs from each department in the organization. It involves a collaborative effort between Council and Administration to ensure that municipal services are delivered in an efficient and effective manner and are in alignment with Council strategies, priorities and plans.

The budget process also incorporates the principles of priority-based budgeting and involves both an examination of the financial transactions that have occurred in years prior and well as the development of forward-looking projections that take into account levels of municipal services, property assessment levels, inflation, new initiatives and the ongoing maintenance and replacement of existing infrastructure.

Consistent with the requirements outlined in the *MGA*, the Town of Vegreville compiles and recommends an operating and capital budget to Council for approval each year which includes a three-year operating plan and five-year capital plan. The annual budget for the upcoming year is typically finalized approved in December of the prior year.

Passing a final budget in December provides financial stability, allows for better planning, and ensures smooth operations from the start of the new year. It avoids disruptions, improves cash flow management, and enhances transparency and accountability. Finalizing the budget early also aids in financial forecasting and ensures that resources can be procured earlier than municipalities who approved final budget in April.

## Business Planning

Each term of office, all members of Council will be expected to participate in the development of the Strategic Plan. This plan sets Council's high-level priorities and goals for the term. Council will develop the Strategic in early 2026 through strategic planning workshops with the assistance of either Administration or a hired consultant.

## Remuneration and Benefits

### Remuneration

Effective January 1, 2025, the Council Remuneration Package is as follows:

<b>Mayor</b>	\$57,000 annually to be paid in 12 installments of \$4,750.00
<b>Councillor</b>	\$37,500 annually to be paid in 12 installments of \$3,100.00

Additionally, out-of-town meetings or conferences are paid at a rate of \$200 per meeting, up to a maximum of \$400 per day.

### Travel and Expense Reimbursement

Mayor and members of Council receives mileage and meal reimbursement while attending meetings and conferences out-of-town.

As of January 1, 2025, Town of Vegreville travel rates are reimbursed at the current rate from the Canadian Revenue Agency (rounded to the next full cent).

## **Professional Development**

The annual budget supports members of Council professional development through attendance of conferences, workshops, seminars, and educational opportunities. These include but are not limited to:

- Alberta Municipalities (AB Munis)
- Federation of Canadian Municipalities (FCM)
- Elected Officials Education Program (EOEP)

Additionally, to further members of Council professional development, each member shall be provided with an annual Council Professional Development budget of \$2,000.

## **Electronic Devices**

Each member of Council will be provided a laptop to assist with carrying out their duties, and for attendance at Council meetings and Legislative Committee meetings.

## **Benefit Plans**

Each member of Council has the option to participate in the Town's Employee Benefit Program.

Each member of Council will be provided with an annual full-facility family pass to the Aquatic & Fitness Centre.

## **RRSP/TFSA**

The Town contributes 7.5% and each Member of Council contributes 7.5% of their Council Earnings, on a monthly basis, into a Town designated Registered Retirement Savings Plan and/or Tax-Free Savings Account Group Plan. Each member of Council is to ensure that their individual contributions do not exceed their maximum allowable as determined by Canada Revenue Agency.



# 2025 Nomination Guide

## Candidate Eligibility

### Qualifications of a candidate

s. 21, 47(1), *LAEA*

A person may be nominated as a candidate in the Town of Vegreville municipal election if on nomination day they are:

- at least 18 years of age;
- a Canadian citizen;
- a resident in the Town of Vegreville for the six (6) consecutive months before nomination day; and
- not otherwise ineligible or disqualified under the *Local Authorities Election Act (LAEA)*.

### Ineligibility for nomination and disqualification as a candidate

s. 22, 23, 23.1, *LAEA*

Instances of ineligibility and disqualification can be found in sections 22, 23 and 23.1 of the *Local Authorities Election Act (LAEA)*. Some examples of ineligibility include:

- a person is an employee of the Town of Vegreville and has not taken a leave of absence as set out in the *LAEA*,
- a person is indebted to the Town of Vegreville for taxes in default exceeding \$50.00, excluding current taxes or for arrears of taxes where the person has entered into a repayment agreement,
- a person is the auditor of Town of Vegreville, and
- a person has, within the last 10 years, been convicted of an offence under the *LAEA*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act (Canada)*.

A candidate is disqualified if, between the time of filing a nomination and election day, they are convicted of an offence punishable by imprisonment for 5 or more years, or under section 123, 124 or 125 of the *Criminal Code (Canada)* or uses or expends a contribution in contravention of section 147.23 of the *Local Authorities Election Act (LAEA)*.

It is the responsibility of the candidate to ensure they are eligible for nomination.

## Employees of the Town of Vegreville

s. 22, *LAEA*

Town of Vegreville employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given as early as January 1, 2025, and must be given before the employee's last working day before nomination day. Under the *LAEA*, the employer must grant the leave of absence without pay.

If the employee is not elected, they may return to work on the fifth day after election day. If the fifth day after the election is a non-working day, they may return to work on the first working day after the fifth day.

## Notice of intent to run process

s. 147.22, *LAEA*

**New** for the 2025 election, prospective candidates are required to file a Notice of Intent to Run (form available on the website) with the Election Office. The notice must be filed before accepting campaign contributions or incurring campaign expenses. Once the notice is processed, the individual's name will be added to the Register of Candidates on Town of Vegreville's website.

Submitting a Notice of Intent does not replace the nomination process, nor does it mean you are officially nominated or will appear on the ballot.

### What Happens After Filing a Notice of Intent

- Your name will be added to the Register of Candidates, a public record on the Town's website.
- You can begin accepting campaign contributions and incurring campaign expenses.

Candidates must adhere to election finance rules outlined in Part 5.1 of the *Local Authorities Election Act (LAEA)* and the Expense Limits Regulation.

If there are any changes to the information provided in the Notice of Intent, candidates must notify the Election Office within 48 hours.

## Nomination Process

### Where to get Nomination Documents

The required forms and instructions for filing a nomination are available on the Town's website election page: <https://vegreville.com/p/elections>

### What to Bring to Your Nomination Filing

- Completed "Nomination Paper and Candidate's Acceptance" form
- Completed "Candidate Financial Information" form
- \*Completed "Notice of Intent to Run" form
- \*\*Completed "Acknowledgement of Council Meeting Dates and Mandatory Orientation" form

\*If you haven't already submitted one. All prospective candidates are required to file a Notice of Intent with the Election Office, and it must be filed before accepting campaign contributions or incurring campaign expenses.

\*\*The *Municipal Government Act* requires the Town of Vegreville to offer orientation training to those elected as Councillor and requires each elected official to attend the training. The Acknowledgement will ensure candidates have sufficient notice to plan to attend this training.

## Preparing to File Your Nomination

1. Review the candidate qualifications in the *Local Authorities Election Act (LAEA)*.

Section 21 of the *LAEA* describes the qualifications for candidates. Sections 22, 23 and 23.1 describes circumstances that make a person ineligible for election or nomination. Please read these sections carefully. Candidates must read sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, and 151, and Part 5.1 of the Act before completing the “Nomination Paper and Candidate’s Acceptance” form.

2. If you have not already submitted a “Notice of Intent to Run” form, complete that form. All candidates are required to file a Notice of Intent to Run with the Election Office and it must be filed before accepting campaign contributions or incurring campaign expenses as set out in section 147.22 of the *LAEA*. Once filed, the candidate’s name will be added to the website.
3. Complete the “Nomination Paper and Candidate’s Acceptance” form.
  - Must be signed by five (5) or more electors eligible to vote in the election.
    - A person is eligible to vote in the election if the person:
      - is at least 18 years old
      - is a Canadian citizen, and
      - resides in Alberta and their place of residence is located in the Town of Vegreville on election day.
    - Must be signed and sworn/affirmed by the candidate before a notary public or commissioner for oaths.
4. Complete the “Candidate Financial Information” form.
  - Required fields include:
    - Full name and contact information of the candidate
    - The address of the place(s) where records are maintained
    - The address of the place where communications may be addressed
  - Other fields include:
    - Name and address of the financial institution(s) to be used for the candidate’s campaign account and name(s) of signing authorities for each account
      - Candidates are required to open a campaign account in the name of the candidate or the candidate’s election campaign at a financial institution for the purposes of the election campaign at the time the candidate files their Notice of Intent to Run or as soon as possible once the total of all contributions exceeds \$1000.
      - If this information is not available at the time of submitting your nomination, email the Election Office to provide the information as soon as it is available.
5. Review and complete the “Acknowledgement of Council Meeting Dates and Mandatory Orientation” form.

## Filing your Nomination

Nominations can be filed at the Election Office between January 1, 2025 and twelve (12) noon on Nomination Day. You are encouraged to contact the Election Office to make an appointment to file. Arrive prepared with all of the completed forms noted above.



## **Withdrawing a Nomination**

s. 32, *LAEA*

A candidate may withdraw their nomination as a candidate:

1. before twelve (12) noon on Nomination Day (close of nomination period),  
or
2. within twenty-four (24) hours after the close of the nomination period, if more than the required number of candidates for the office are nominated.

Withdrawals must be submitted in writing and filed with the Returning Officer.

## **Examination of the “Nomination Paper and Candidate’s Acceptance” Form**

s. 28, *LAEA*

The Returning Officer will reject a “Nomination Paper and Candidate’s Acceptance” form if it is not:

- completed on the correct form;
- signed by at least 5 electors; and
- 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 form. Ineligible nomination forms can be challenged by an elector.

Any person may request to examine the filed nomination form of any of the candidates at any time after the nomination period commences. This must take place during regular business hours, in the presence of the Returning Officer or their substitute Returning Officer. Personal information, such as addresses, will be redacted before viewing.

## **Election by acclamation**

s. 34, *LAEA*

At the close of Nomination Day, if the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the person nominated to be elected to the office for which they were nominated.

## **Election Finances and Contribution Disclosure**

### **Campaign period**

s. 147.1(b), *LAEA*

The campaign period for the 2025 municipal election began on January 1, 2025 and ends on December 31 immediately following the next general election.

### **Election Finances and Contributions Disclosure**

The *Local Authorities Election Act (LAEA)* is binding on all candidates running in this election. You must comply with the legislation, or you could face significant penalties.

This information is not intended to serve as legal advice. It is intended to provide general information about election finances and disclosure requirements. The information is not a replacement for reading the legislation or obtaining independent legal advice.

## Campaign expenses

s. 147.1, 147.22, 147.3, 147.34 *LAEA*, s. 1 *Expense Limits Regulation A.R. 171/2024*

**New** for the 2025 general municipal election, candidates must file a “Notice of Intent” with the Election Office (form available at <https://vegreville.com/p/elections>) and the notice must be filed before incurring campaign expenses.

**New** for the 2025 general municipal election is the Expense Limits Regulation. The campaign expense limits for the 2025 election are set out in the table below:

Expense Limits for Candidates for Councillor	
Year before a general election	\$10,000
Year of a general election	\$20,000
First two years of next campaign period (2026-2027)	\$0

Campaign expenses are defined as 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. Campaign expenses include expenses incurred for, or non-monetary contributions 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 *LAEA*.

Candidates must obtain receipts for every expense and keep records of their expenses for three (3) years following the date of the election. An itemized expense report must be included with the candidate’s Disclosure Statement.

## Campaign contributions

s. 147.1, 147.13, 147.2, 147.22, 147.23, 147.24, 147.3, 147.82 *LAEA*

**New** for the 2025 general municipal election, candidates must file a “Notice of Intent” to run with the Election Office (form available at <https://vegreville.com/p/elections>), and the notice must be filed before accepting campaign contributions.

Contributions include any money, personal property, real property or service provided to or for the benefit of a candidate’s election campaign without fair market value compensation from that candidate. This does not include volunteer services.

Contributors are responsible for ensuring that they are in compliance with the *Local Authorities Election Act (LAEA)* before making a contribution. Every candidate and every person acting on behalf of the candidate shall make every reasonable effort to advise prospective contributors of the provisions under the *LAEA*.

Candidates may accept contributions from:

- individuals ordinarily residing in Alberta, to a maximum of \$5,000 in the aggregate to all candidates in Town of Vegreville during the campaign period;
- corporations (other than a prohibited organization – prohibited organizations are defined in s. 147.1(1)(f) of the *LAEA*), Alberta trade unions, or Alberta employee organizations, to a maximum of \$5,000 in the aggregate to all candidates in Town of Vegreville during the campaign period;
- from the candidate themselves to a maximum of \$10,000 during the campaign period, that is not reimbursed to the candidate.

Candidates may not accept contributions from:

- individuals residing outside of Alberta;
- prohibited organizations (prohibited organizations are defined in s. 147.1(1)(f) of the *LAEA*);
- trade unions or employee organizations other than Alberta trade unions or employee organization;
- anonymous individuals; and
- individuals, corporations, trade unions or employee organizations contributing funds that do not belong to them.

Candidates must issue a receipt for every contribution and records of contributions must be kept for a period of three (3) years following the date of the election. Contributions must be reported on the candidate's Disclosure Statement.

**WARNING:**

- Contributions accepted in contravention of the *Local Authorities Election Act (LAEA)* must be repaid to the contributor. If the contributor cannot be located, the value of the contribution must be immediately paid to Town of Vegreville or to a registered charity. A letter explaining why the contribution is being sent to the Town must accompany the contribution.
- The *LAEA* sets out the offences relating to contributions in section 147.82. Contributors and candidates should be aware of these offences and ensure they follow the rules set out in the legislation.

**Duties of candidates**

s. 147.3, 147.32 *LAEA*

All candidates are responsible for opening a campaign account in the name of the candidate or the candidate's election campaign at a financial institution. This account must be opened at the time a candidate files a "Notice of Intent" to run with the Election Office, or as soon as possible after the total amount of contributions exceeds \$1,000.

Candidates must:

- deposit all contributions in the campaign account, once opened;
- use money in the campaign account only for the payment of campaign expenses;



- value contributions of real property, personal property, and services to issue receipts and report on the disclosure statement;
- issue receipts for every contribution;
- obtain receipts for every expense;
- keep records of contributions and expenses for three (3) years following the date of the election; and
- give proper direction to the candidate's Official Agent and any other person authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

## **Fundraising functions**

s.147.31, *LAEA*

A "fundraising function" includes any social function held for the purpose of raising funds for the candidate's election campaign. The gross income from any fundraising function must be recorded by the candidate. If holding a fundraising function, candidates must review section 147.31 of the *Local Authorities Election Act (LAEA)* and ensure they follow the rules as set out.

## **Campaign disclosure statements**

s. 147.4 *LAEA*

**New** for the 2025 general municipal election, candidates must file a "Campaign Disclosure Statement" form every year, on or before March 1, if contributions were received in the previous year. For example:

- If contributions were received in 2024, a "Campaign Disclosure Statement" must be filed on or before March 1, 2025, and
- If contributions are received in 2025, a "Campaign Disclosure Statement" must be filed on or before March 1, 2026.

The form will be available at <https://vegreville.com/p/elections> and must be submitted to the Election Office. The form asks for the following information:

- the total value of all contributions from contributors giving less than \$50 in the year,
- 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 a candidate contributed (maximum of \$10,000) during the campaign period that is not reimbursed to the candidate from the campaign account by the end of the campaign period;
- the total amount received from fundraising functions in the year;
- 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 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;
- the total amount of any campaign surplus, including any surplus from previous campaigns (where the previous year is the election year); and
- the amount of any deficit (where the previous year is the election year).

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

Once filed, the “Campaign Disclosure Statement” will be posted to Town of Vegreville’s website. Personal information such as addresses will be redacted.

## **Campaign surplus**

s. 147.5, *LAEA*

If a candidate’s disclosure statement for a general election year shows a surplus, the candidate must, if the surplus is more than \$1,000, donate an amount to a registered charity that results in the surplus being less than \$1,000. The candidate may retain any portion of the surplus under \$1,000 or donate it to a registered charity. This must be done within 60 days of filing the disclosure statement.

After the sixty (60) day period referred to above, the candidate has thirty (30) days to file an amended disclosure statement with the Election Office showing that the surplus has been dealt with.

## **Campaign deficit**

s. 147.52, *LAEA*

If a candidate’s disclosure statement for a general election year shows a deficit, the candidate must eliminate the deficit within 60 days of filing the disclosure statement. To eliminate the deficit, a candidate may:

- accept contributions (in accordance with the *LAEA*), not exceeding \$5,000 per contributor, and
- contribute up to \$10,000 of the candidate’s own funds.

After the sixty (60) day period referred to above, the candidate has thirty (30) days to file an amended disclosure statement with the Election Office showing that the deficit has been dealt with.

## **Late filing**

s. 147.7, *LAEA*

A candidate who fails to file a disclosure statement by the deadline must pay a late filing fee of \$500 to the Town of Vegreville. If the late filing fee is not paid within 30 days after the date the fee was payable, the Town will send a notice to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee the Town 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 that may be enforced as if it were a judgment of the Court.

If a candidate fails to file a disclosure statement as required by the *Local Authorities Election Act (LAEA)*, a report will be presented to Council and will be made public on the Town’s website.

## **Campaign finance offences**

The *LAEA* sets out offences relating to campaign finance in sections 147.82, 147.83, 147.84 and 147.85. It is important that candidates review these sections and ensure that they comply with the rules.

## Campaigning

Campaigning for a municipal election refers to the activities and efforts undertaken by a candidate to promote their candidacy and seek support from voters for an elected position as a Councillor. Campaigning typically involves various actions within the framework of the *Local Authorities Election Act* (LAEA), which governs municipal elections in Alberta.

Campaigning activities may include:

- Speaking with voters, door-to-door canvassing, distributing flyers, and attending community events.
- Using advertising mediums like social media, radio, newspapers, or posters to communicate policies and priorities.
- Participating in debates or public forums organized for candidates.

## Campaign Period

The campaign period for the 2025 municipal election began on January 1, 2025 and ends on December 31, 2025.

## Restrictions on campaign activities and advertising

s. 116, 117 148, 150, 152, 152.1, 156 *LAEA*

It is important that candidates read the relevant sections of the *LAEA* and Town of Vegreville bylaws and understand the rules around campaigning. This section is intended to highlight some of the activities that are not allowed under provincial legislation or municipal bylaw. It is not a complete list.

Candidates or their representatives must not:

- engage in bribery as defined in the *LAEA*,
- commit the offence of undue influence as defined in the *LAEA*;
- display or distribute advertisements within a building used for a voting station or on the voting station property on election day or during the advance vote;
- canvass or solicit votes in a voting station or on the voting station property on election day or during the advance vote; and
- print or distribute in any advertisement a form of ballot printed by the returning officer showing it to be marked for any candidate(s).

## Signage

In accordance with Town of Vegreville Election Signage Bylaw, a development permit is not required for posting election signs provided that:

1. Signs are not placed prior to 12:00 noon on the day when an election is officially called
2. Signs are removed within 48 hours after the closing of polling stations on Election Day
3. Signs are posted on private property, or on the public boulevard directly adjacent to a private property, with the permission of the property owner
4. Signs do not:
  - interfere with the safe and orderly movement of pedestrians or vehicles
  - interfere with the sightlines of pedestrians or vehicles, or

- obscure, cause confusion with, or distract from a traffic control device
5. Signs are not:
    - larger than 0.6 m<sup>2</sup> (6.5 ft<sup>2</sup>) in residential areas or 2.0 m<sup>2</sup> (20 ft<sup>2</sup>) in non-residential areas
    - emit any sound, display any video, or be illuminated in any way
    - have rotating or moving parts, or any additional parts attached to them
    - have more than two sign faces
    - promote intolerance, hatred, or ridicule of any race, religion, or other segment of society
  6. Signs are not placed:
    - Closer than 3.0 m (9.8 ft) from the edge of the pavement of a road or 1.5 m (5.0 ft) of a public sidewalk
    - On a meridian of a divided highway
    - Within 7.0 m (23.0 ft) of another Election Sign on public lands
    - Or attached to fences, trees, planters, benches, waste receptacles, mailboxes, utility poles, light poles, utility boxes, fire hydrants, or other similar municipal fixtures and infrastructure.
    - Within 50 m of a Polling Station or Voting Place on any Election Day

## Campaign Personnel

### Campaign Workers

The “Campaign Worker Proof of Identification” form can be completed by the candidate and provided to each worker to use as proof of identification. This form is for use by the candidate and campaign worker and does not need to be submitted to the Election Office.

### Official agent

s. 68.1, *LAEA*

Each nominated candidate may appoint an elector as their official agent on their “Nomination Paper and Candidate’s Acceptance” form. The official agent may act as a signing authority for the campaign bank account and/or manage aspects of the campaign. The duties of an official agent are those assigned to the official agent by the candidate.

No candidate may act as an official agent for any other candidate.

A person who has been convicted of an offence under the *LAEA*, the *Election Act* the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) within the last 10 years is not eligible to be appointed as an official agent.

Official agents must provide their contact information, in writing, to the Returning Officer to be shared with the public.

During the campaign period, if a candidate needs to appoint a new official agent, they must immediately notify the Election Office in writing and provide the contact information for the new official agent.

### Candidate's scrutineer

s. 69, *LAEA*

Candidates have the option to appoint scrutineers to observe the election processes at the voting stations and/or at the election office. Scrutineers must meet the eligibility requirements set out in section 69 of the *LAEA*. The following process must be followed:

- the candidate must provide each scrutineer or official agent with a completed "Statement of Scrutineer" form;
- upon arriving at the voting station or central counting centre the scrutineer will present the completed "Statement of Scrutineer" form to the election official; and
- the Presiding or Deputy Returning Officer will provide the scrutineer with a form, which must be completed prior to the scrutineer commencing his/her duties.

Note that only one representative per campaign (scrutineer, official agent or the candidate) can be present in each voting station during voting hours.

The Presiding or Deputy Returning Officer will designate a location in the voting station where a candidate, official agent, or scrutineer may observe the election process.

## Appendix 1

## October 2025 – December 2025 Council Calendar

The *Municipal Government Act* requires the Town of Vegreville to offer orientation training to those elected as Councillor and requires each elected official to attend the training. Candidates must complete and submit the “Acknowledgement of Council Meeting Dates and Mandatory Orientation” form. The Acknowledgement ensures candidates have sufficient notice to plan to attend this training.

Multiple meetings and/or sessions may be scheduled per day. Please ensure that you make yourself available for the entire day(s) that are listed below. A finalized schedule will be provided to elected officials on October 21, 2025.

### OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Election Day

Official Election Results Posted

Mandatory Council Training

Tentative Budget Meeting Schedule

Statutory Holiday – Office Closure

Organization Meeting, Swearing-In Ceremony, Inaugural Council Meeting

Legislative Committee Meeting

Regular Council Meeting

AB Munis Fall Convention - Edmonton



## Appendix 2

### Forms

All forms required for nomination are contained within this Candidate Guide or at <https://vegreville.com/p/elections>.

- Form 29 – Notice of Intent
- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Financial Information
- Acknowledgement of Council Meeting Dates and Mandatory Orientation
- Form 26 – Campaign Disclosure Statement and Financial Statement

Email: [election@vegreville.com](mailto:election@vegreville.com) Phone: 780-632-2606

LOCAL JURISDICTION: Town of Vegreville, Province of Alberta

Election Date: **October 20, 2025**

An individual who intends to be nominated or has been nominated to run 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. **Submitting a notice of intent is the first step; individuals are still required to submit a nomination form.**

Completed forms can be submitted in-person at 4829-50 Street, Vegreville, AB, Attention: Returning Officer; or by email to [election@vegreville.com](mailto:election@vegreville.com).

First Name	Middle Name	Last Name
Mailing Address with Postal Code		
Residential Address (if different)		
Phone Number	Email Address	

Address of place(s) where candidate records are maintained:
Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):
Name(s) of signing authorities for each depository listed above (if applicable):

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Signature	Date
Returning Officer Signature	Date

If there are changes to the information collected, notify the Returning Officer by email to [election@vegreville.com](mailto:election@vegreville.com).

Email: [election@vegreville.com](mailto:election@vegreville.com) Phone: 780-632-2606

LOCAL JURISDICTION: Town of Vegreville, Province of Alberta

We the undersigned electors of \_\_\_\_\_, nominate

*Name of Local Jurisdiction*

of

*Candidate Surname*

*Given Names*

*Complete Address and Postal Code*

as a candidate at the election about to be held for the office of

*Office Nominated for*

of

*Name of Local Jurisdiction*

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city of a board of trustees under the *Education Act* passes a bylaw under section 27 (2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Email: [election@vegreville.com](mailto:election@vegreville.com) Phone: 780-632-2606

**CANDIDATE'S ACCEPTANCE**

I, the above named candidate, solemnly swear (affirm)

THAT I am eligible under sections 21 and 47 of the *Local Authorities Election Act* to be elected to the office;

THAT I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*;

THAT I will accept the office if elected;

THAT I have read sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and the *Education Act* (if applicable) and understand their contents;

THAT I am appointing the following individual as my official agent (if applicable):

\_\_\_\_\_  
*Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)*

THAT I will read and abide by the municipality's code of conduct if elected; and

THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot:

\_\_\_\_\_  
Candidate's Surname

\_\_\_\_\_  
Given Names – may include nicknames, but not titles, i.e. Mr., Ms., Dr.

SWORN (AFFIRMED) BEFORE ME

at the \_\_\_\_\_ of \_\_\_\_\_  
in the Province of Alberta,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
*Candidate's Signature*

\_\_\_\_\_  
*Signature of Returning Officer or Commissioner for Oaths in and for Alberta*

**RETURNING OFFICER'S ACCEPTANCE**

Returning officer signals acceptance by signing this form:

\_\_\_\_\_  
*Signature of Returning Officer*

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT**

Email: [election@vegreville.com](mailto:election@vegreville.com) Phone: 780-632-2606

Election Date: **October 20, 2025**

Candidate's Full Name: \_\_\_\_\_

Candidate's Address and Postal Code: \_\_\_\_\_

Address(es) of place(s) where candidate records are maintained: \_\_\_\_\_

*According to Section 147.3(1)(f) of the Local Authorities Election Act, records must be kept for a period of three (3) years following Election Day*

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

\_\_\_\_\_  
*Name of Financial Institution*

\_\_\_\_\_  
*Address of Financial Institution*

\_\_\_\_\_  
*Name of Financial Institution*

\_\_\_\_\_  
*Address of Financial Institution*

Name(s) of Signing Authorities for each depository lists above (if applicable):

Where there is any change in the above-mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

The *Municipal Government Act (MGA)* requires the Town of Vegreville to offer orientation training to those elected as Mayor and Councillor and requires each elected official to attend training.

I, \_\_\_\_\_ acknowledge  
*Candidate's Name*

THAT the Town of Vegreville will provide orientation training for anyone elected as a member of Council in the 2025 general municipal election;

THAT the dates of the orientation are:

- October 21, 22 & 23, 2025 – Training
- October 27, 2025 – Organizational Meeting, Swearing-In Ceremony, and Inaugural Council Meeting
- October 28 & 30, 2025 – Training
- November 4 & 6 – Training

THAT additional dates may be scheduled within 90 days of taking the Oath of Office; and

THAT, if elected, I will attend the orientation as required by section 201.1 of the *MGA*.

I have reviewed the approved Council meeting schedule for October-December 2025 provided in the 2025 Candidate Guide – Appendix 1. This includes Legislative Committee meetings, Council Meetings, 2026 Budget Meetings, and conventions that elected officials are expected to attend in the months immediately following the election.

\_\_\_\_\_  
*Candidate Name*

\_\_\_\_\_  
*Candidate Signature*

\_\_\_\_\_  
*Date*



Email: [election@vegreville.com](mailto:election@vegreville.com) Phone: 780-632-2606

LOCAL JURISDICTION: Town of Vegreville, Province of Alberta

Full Name of Candidate \_\_\_\_\_

Mailing Address with Postal Code \_\_\_\_\_

**This form, including any contributor information from line 2, is a public document.**

**Pre-Campaign Period Report**

1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year) \_\_\_\_\_
2. Pre-Campaign Period Expenses \_\_\_\_\_

**Campaign Period Revenue**

**CAMPAIGN CONTRIBUTIONS:**

1. Total amount of contributions of \$50.00 or less \_\_\_\_\_
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address line (attach listing and amount) \_\_\_\_\_

**NOTE:** For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \_\_\_\_\_
4. NET CONTRIBUTIONS (line 1 + 2 - 3) \_\_\_\_\_

**OTHER SOURCES:**

5. Total amount contributed out of candidate's own funds \_\_\_\_\_
6. Total net amount received from fund-raising functions \_\_\_\_\_
7. Transfer of any surplus or deficit from a candidate's previous election campaign \_\_\_\_\_
8. Total amount of other revenue \_\_\_\_\_
9. TOTAL OTHER SOURCES (add lines 5, 6, 7, and 8) \_\_\_\_\_
10. **TOTAL CAMPAIGN PERIOD REVENUE** (add lines 4 and 9) \_\_\_\_\_

**Campaign Period Expenditures**

11. Total Campaign Period Expenditures    Paid \_\_\_\_\_    Unpaid \_\_\_\_\_    TOTAL \_\_\_\_\_

**The Candidate must attach an itemized expense report to this form.**

Campaign Period Surplus (Deficit) (deduct line 11 from line 10) \_\_\_\_\_

**A candidate who has incurred campaign expenses or received contributions of \$50,000 or more must attach a review engagement statement to this form.**

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Email: [election@vegreville.com](mailto:election@vegreville.com) Phone: 780-632-2606

**ATTESTATION OF CANDIDATE**

This is to certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

---

Candidate Signature

---

Date

Submit the signed original of this document to Vegreville Town Office.

**IT IS AN OFFENCE TO FILE A FALSE STATEMENT**