

2025

# MUNICIPAL ELECTION

*Candidate Information Package*

*Revised March 27, 2025*



# CONTENTS

Core Values .....	4
Considering Running for Municipal Office? .....	5
About Beaver County .....	6
Strategic Guidance .....	7
Service Delivery - The Role of Municipalities in Daily Life .....	9
Regional Collaboration .....	11
Municipal Budgeting .....	12
The Municipal Election Process.....	14
County Divisions and Governance .....	15
Skills Every Councillor Needs .....	16
Roles and Responsibilities of Councillors .....	18
Pecuniary Interest and Conflict of Interest.....	19
Pecuniary Interest.....	19
Conflict of Interest (New) .....	19
Council and Committee Meetings.....	20
Eligibility to Run for Council .....	23
Campaigning Before Filing Your Nomination Papers.....	23
Nomination Process for Candidates.....	23
Campaign Rules .....	26
Eligibility to Vote .....	28
Voting .....	30
Election Results .....	30
Important Resources.....	31
Schedule A: Key Dates .....	32
Schedule B: Internal Boards/Committees.....	36
Schedule C: External Boards/Committees .....	37

## Revision History

Revision #	Date Revised	Changes Made
1	January 16, 2025	Candidate orientation dates added in September 2025
2	February 26, 2025	Councillor orientation confirmed in October 2025. Tofield Community Hall Committee added to Committee List.
3	April 1, 2025	Revisions include updates to the Notice of Intent link, notes on the Special Ballot process pending location confirmation, added Candidate Orientation session locations, and inclusion of the North Miquelon Lake Stewardship Committee.

## CORE VALUES

The following core values guide how Beaver County operates, both publicly and privately. They reflect Council's commitment to serving the community with integrity, efficiency, and innovation.

**Strong Governance** | Prudent decision making ensures future success. Our long-term planning provides solid evidence and information to help balance immediate needs with future growth.

**Customer Service** | Every resident matters. We strive to have our citizens feel heard and treat their needs fairly. Their interactions with local government should be accessible and easy to understand.

**Innovative Leadership** | We come to evidence-based decisions through diligent listening, encouraging fresh ideas from partners, and internal team members.

**Accountability** | Beaver County administers services equally and responsibly, while respecting the diverse needs of municipalities within the region.

**Transparency** | Council and Administration are accessible and host business in public, with conscientious adherence to privacy legislation.

**Partnerships** | Beaver County's partnerships make us more effective and efficient at serving the needs of residents.

## CONSIDERING RUNNING FOR MUNICIPAL OFFICE?

Hats off to you for taking an interest in building a better community for the residents of Beaver County. Your decision to explore this opportunity reflects a commendable commitment to shaping the future of our region.

Serving as a municipal Councillor is both a challenge and a privilege. The County is navigating a dynamic period of growth and change, making your potential role as an elected official especially impactful and rewarding.

This Candidate Information Package has been designed to provide you with a comprehensive understanding of what it means to represent your community. It begins by outlining key information about Beaver County, including:

- Our strategic and corporate business plan goals,
- Current levels of service delivery, and
- The fundamentals of municipal budgeting.

From there, the focus will shift to the municipal election process, detailing:

- The roles and responsibilities of a Councillor,
- Candidate eligibility criteria,
- Campaign rules, and
- Voter eligibility requirements.

To further support your journey, this package includes valuable resources and links for additional information. We also encourage you to attend a Council meeting to gain first-hand insight into the County's priorities and the vital role you can play in its governance.

For a schedule of Council meetings, meeting minutes, bylaws, and additional information about Beaver County, please visit our website at [www.beaver.ab.ca](http://www.beaver.ab.ca).

Attached as **Schedule A: Key Dates**, you will find a calendar of Council meetings and other key events for the period of September 2025 to December 2025.

Thank you for considering this meaningful step toward leadership. We look forward to the possibility of your contributions to Beaver County's bright future.

**\*\* Disclaimer:** *The Candidate Information Package is provided for informational purposes only and does not carry legislative authority. Candidates are responsible for ensuring their own compliance with all relevant legislation. Breaches of legislative provisions may result in penalties, including fines and disqualification from elected office.*

## ABOUT BEAVER COUNTY



Rural municipalities, including Beaver County, are a form of local government established under Provincial legislation, specifically the *Municipal Government Act* (MGA). Beaver County itself was formed in 1958 through the amalgamation of the MD of Beaver #73 and the Holden School Division #17. In 1995, the Provincial Government mandated the regionalization of school boards, transferring school operations and governance from County jurisdiction to the Battle River School Division.

Today, Beaver County is a diverse urban/rural (rurban) municipality home to 5,868 residents. It spans approximately 112 km east to west along Highway 14 and stretches up to 40 km north to south at its widest point. In 2024, the County's 9,018 parcels generated a live assessment base exceeding \$1.5 billion.

The County's landscape reflects its diversity:

- The western region, which includes part of the Beaver Hills Biosphere (formed in 2016), features heavily wooded and hilly terrain with many small to medium-sized acreage properties.
- The eastern region transitions into flatter agricultural land, interspersed with small family farms and oil and gas developments.

Beaver County is also home to four Hutterite Colonies, located near Tofield, Holden, Bruce (Iron Creek), and Viking. In addition, the County includes several unincorporated communities such as Dodds, Haight, and Poe, as well as the Hamlets of Bruce and Kinsella.

Beaver County's unique blend of landscapes, industries, and communities makes it a vibrant and dynamic place to live and govern.



## STRATEGIC GUIDANCE

As the governing body for the County, it is Council's responsibility to develop a strategic plan. This plan sets clear direction and purpose, and communicates Council's priorities and goals to the public and County employees. It respects Provincial legislation and considers community input.

### Provincial Legislation

For example, Alberta's *Municipal Government Act* outlines the following purposes of municipalities:

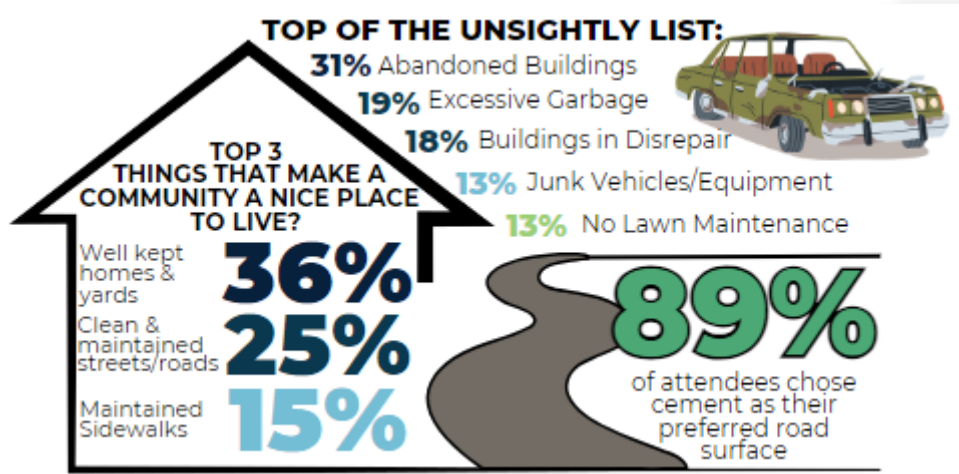
- a) To provide good government,
- b) To provide services which the Council deems necessary or desirable,
- c) To develop and maintain safe and viable communities, and
- d) To work collaboratively with neighbouring municipalities regarding shared services.

Many other pieces of legislation influence the County's governance and operations, such as Alberta Employment Standards, the *Safety Codes Act*, and the *Weed Control Act* to name just a few.

### Community Input

The County may engage the public for their perspectives on key issues. This feedback guides Council's decisions on budget development, policies and bylaws, and service delivery.

In 2024, the County held one on-line and two in-person public engagement sessions regarding a proposed Community Standards Bylaw. Turnout was excellent and the results of the engagement process can be viewed on the County's website under the Government menu (coming soon). The Community Standards Bylaw is currently being drafted and will be considered by Council in early 2025.



Sample of results from the public engagement sessions

## 2022-2040 Long-Term Strategic Plan

Shortly after the 2021 election, Council adopted a Long-Term Strategic Plan that forms the foundation for all County operations. This Strategic Plan reflects the community's input and needs and identifies long-term, aspirational goals for the community.



The Long-Term Strategic Plan gave rise to a four-year Corporate Business Plan. This Plan links the Strategic Plan with the budgeting process to achieve Council's goals. The current Corporate Business Plan is well underway, with 70% of the action items completed and 21% in progress.

Council's 2024 priorities are shown below. For information regarding accomplishment of these priorities, please refer to the 2025 operating and capital budget binder on the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca).





# SERVICE DELIVERY - THE ROLE OF MUNICIPALITIES IN DAILY LIFE

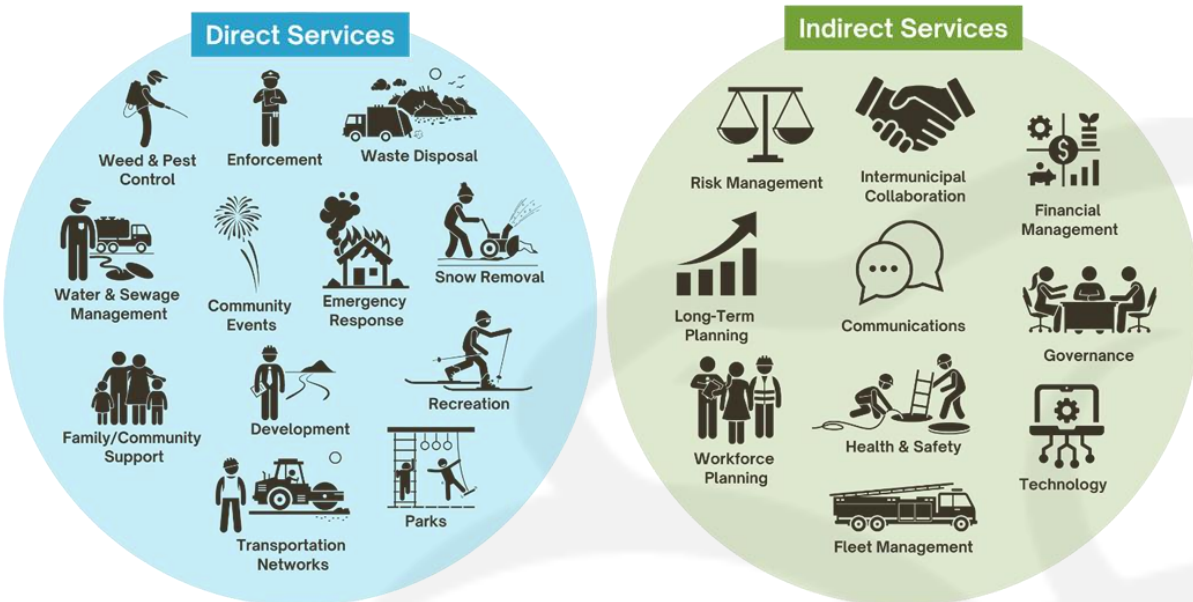
Municipalities are the cornerstone of community well-being, responsible for developing and maintaining the infrastructure and services that support daily life. In Beaver County, residents benefit from a wide range of essential services that ensure safety, sustainability, and quality of life. These include:

- Safe roads and road maintenance, including snow removal,
- Clean water systems,
- Agriculture and environmental support,
- Land use management,
- Utilities in hamlets,
- Animal and pest control, and
- Support for recreation facilities, community events, and programs.

These visible and direct services are underpinned by equally vital but less visible indirect services that enable the County to operate efficiently. These include:

- Information technology and communications,
- Administrative support for Council meetings and bylaw development,
- Economic development initiatives and regional partnerships,
- Property assessment services, and
- Effective management of human, financial, and physical resources.

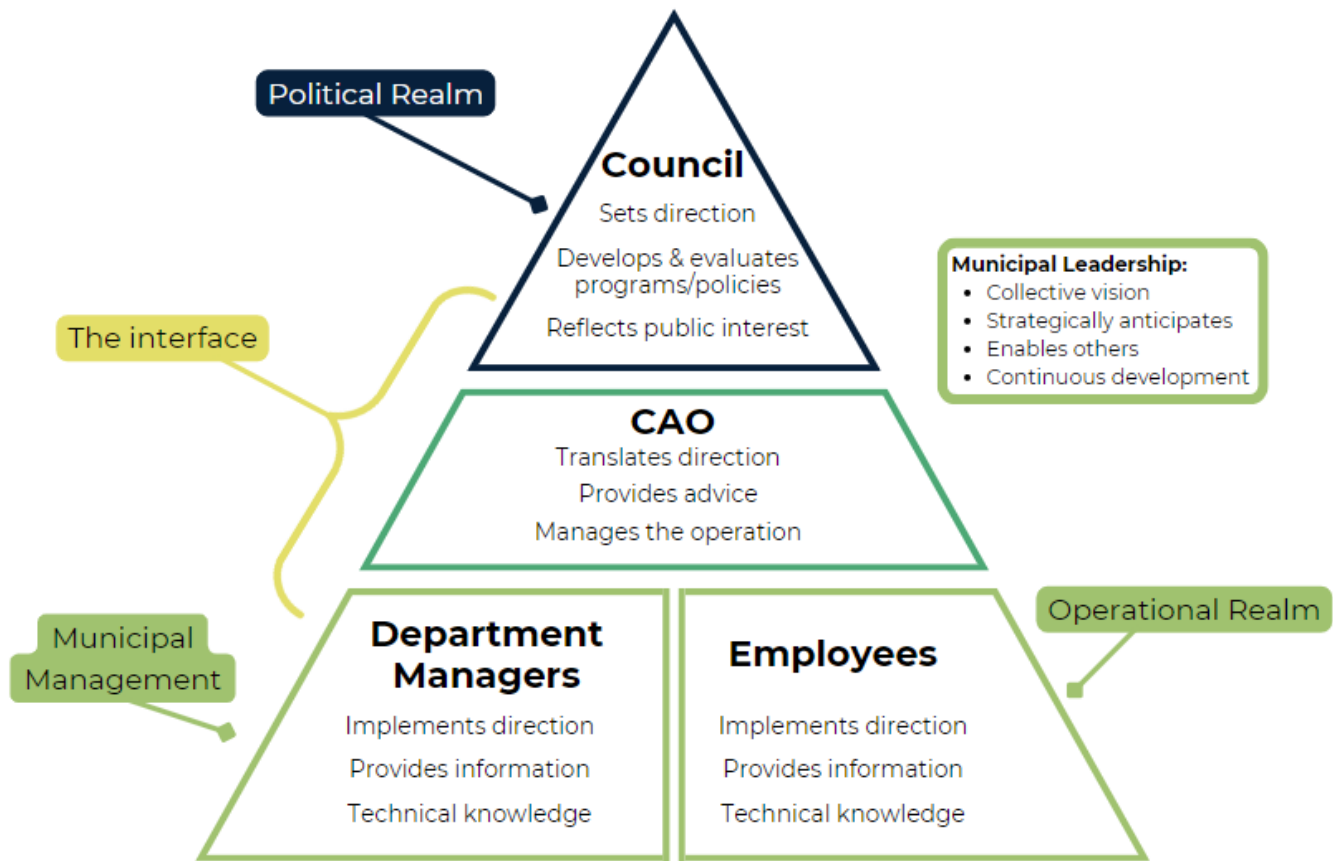
Together, these direct and indirect services ensure the smooth functioning of Beaver County, contributing to a thriving, resilient, and connected community.



## Council and Administration: A Collaborative Approach

The Chief Administrative Officer (CAO) is Council's sole employee and primary partner in delivering its vision. Council sets direction and makes governance decisions by majority vote but cannot direct staff, either individually or as a whole. Instead, Council works closely with the CAO to ensure its priorities are carried out effectively.

The CAO is responsible for hiring all staff, managing the County's operations, and providing strategic guidance to senior management and employees. This structure ensures that Council's decisions are implemented efficiently and in alignment with its vision.



For more information regarding the County's service delivery model, please refer to the 2025 operating and capital budget binder on the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca).

## REGIONAL COLLABORATION

In addition to directly providing services, Beaver County collaborates with the urban municipalities in the region – the Towns of Tofield and Viking and the Villages of Ryley and Holden – to deliver a wide range of shared services. These include:

- Recreation and library services,
- Assessment and planning appeal boards,
- Family and community support services (FCSS), and
- Assistance with road maintenance and construction as needed.

Through a focus on positive relationship-building and capacity development, the County has forged strong connections with its regional partners. Councils and Chief Administrative Officers (CAOs) from the region meet regularly to address issues, identify opportunities for shared services, and establish mutual aid agreements. Additionally, the region collaborates on advocacy efforts to higher levels of government on shared concerns, such as Victim Services and crime prevention.

Beaver County has also cultivated strong working relationships with its rural neighbors and other key agencies, including:

- Beaver Emergency Services Commission,
- Highway 14 Regional Water Services Commission,
- Claystone Waste,
- Clean Harbors, and
- Beaver Foundation.

To learn more about Beaver County's collaborative efforts and shared services, visit the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca) to access the 2025 Operating and Capital Budget Binder.

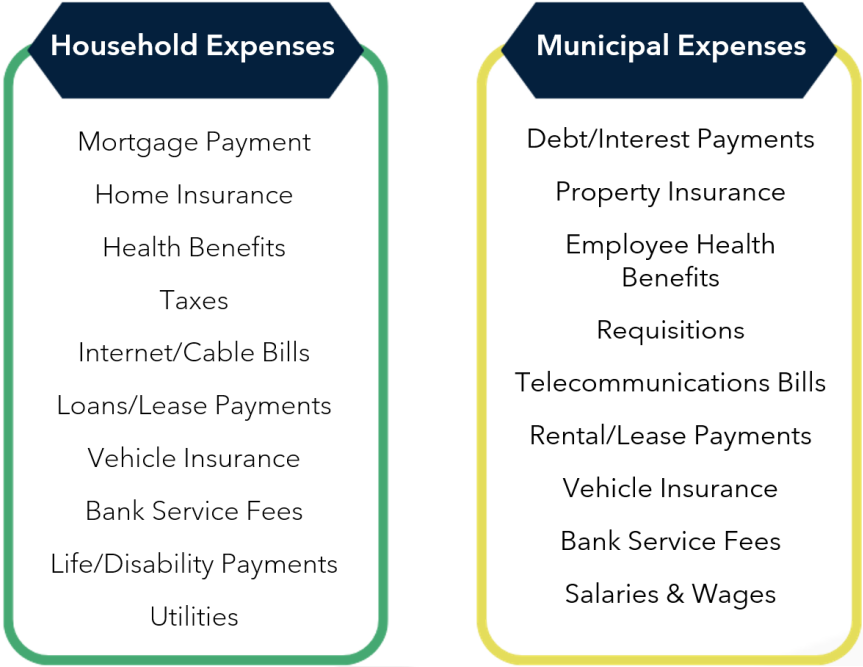
# MUNICIPAL BUDGETING

Municipal budgets are complex and influenced by a number of factors, such as:

- World dynamics
- Regional influences
- Political and organizational changes
- Community demands
- Changes in population
- Social concerns
- Resource availability
- Inflation
- Operational costs
- Technology
- Environmental issues

The County prepares a financial plan each year which includes both the annual budget and 5-year operating and capital forecasts. The operating budget covers day-to-day expenses that are required to deliver services to residents, such as supplies, utilities, wages, repairs, etc. The capital budget funds capital maintenance and replacement of infrastructure, including the long-term investment in facilities, roads, vehicles and equipment, and technology.

The management of municipal finances can be compared to managing a household’s finances. While municipalities operate on a much larger scale, the process is similar.



Both revenue (primarily property taxes) and expenses are estimated and the difference between the two will determine whether and how much property taxes must be adjusted to balance the budget.

### Revenue Assumptions

- **Linear & DIP Tax** - projected increase of 6.4 Million in assessment value as 3-year tax holiday is ending. This will be offset by abandonments which are unknown at this time.
- **Residential Tax** - Projected 3.9% assessment gain
- **STIP Grant** - Budgeted every year for bridge replacement
- **LGFF Grant** - increase of \$209,485 from 2024
- **Fees & charges** - Strategic changes to approach cost recovery
- **Requisitions** - Unknown

### Expense Assumptions

- **General Inflation** - 2.7% Alberta CPI
- **Service Levels** - To align with policy and strategic goals
- **Fire Protection** - Increase to BESC agreement
- **Policing Contract** - Slight increase in RCMP police contract
- **Materials and Supplies** - Increase in fuel and supply costs
- **Requisitions** - Unknown



Property taxes are calculated based on the assessed value of a property multiplied by the mill rate. The assessed value of a property is determined by rules set by the Provincial Government. The mill rate is determined by Council based on the amount of funds needed to pay for budget expenses.

This means that even if the mill rate does not change, if a property's assessment increases, taxes will still increase. Likewise, if property assessments decrease, taxes may decrease, however if there is a widespread decline in property assessments, the mill rate may have to increase to ensure that the County can maintain the level of service requested by residents.

Council will pass its 2025 budget early in 2025. The budget reflects costs associated with the ongoing operation of the County as well as funding for initiatives identified in the strategic plan. A 2% mill rate increase is proposed.

For more information regarding the budget development process and details of the 2025 budget, please refer to the 2025 operating and capital budget binder on the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca).

## THE MUNICIPAL ELECTION PROCESS

The *Municipal Government Act* requires that elections for municipal Councillors be held every four years. School trustee elections will be held on the same day and often municipalities cooperate with local school boards to allow residents to vote for both the municipal Councillor and school board trustee at the same voting station.

The election process is highly regulated by the *Local Authorities Election Act* to ensure that residents are given every opportunity to vote and that an individual's vote is secret.

More information regarding the municipal election process is contained in the balance of this document. A candidate orientation workshop has been tentatively scheduled during the first week of September to provide candidates with a clear understanding of local government, what it means to serve as an elected official, and other essential information needed to run for election.

Questions regarding school board elections and the eligibility to run as a trustee must be directed to one of the following school board offices:

- Battle River School Division: [www.brsd.ab.ca](http://www.brsd.ab.ca), 780-672-6131
- Elk Island Catholic Schools: [www.eics.ab.ca](http://www.eics.ab.ca), 780-467-8896

Please refer to **Schedule A: Key Dates** for the dates and times of the above-mentioned workshops.

# COUNTY DIVISIONS AND GOVERNANCE

Beaver County is divided into five wards (divisions) as shown below. While the divisions vary in size, the County has endeavoured to ensure that each division is roughly equal in terms of population and the length of open roads they encompass.

Each division is represented by one Councillor, elected to serve a four-year term.

From among the five elected Councillors, one is appointed annually to serve as Reeve, the head of Council. The Reeve's term is one year, with the possibility of reappointment in subsequent years.



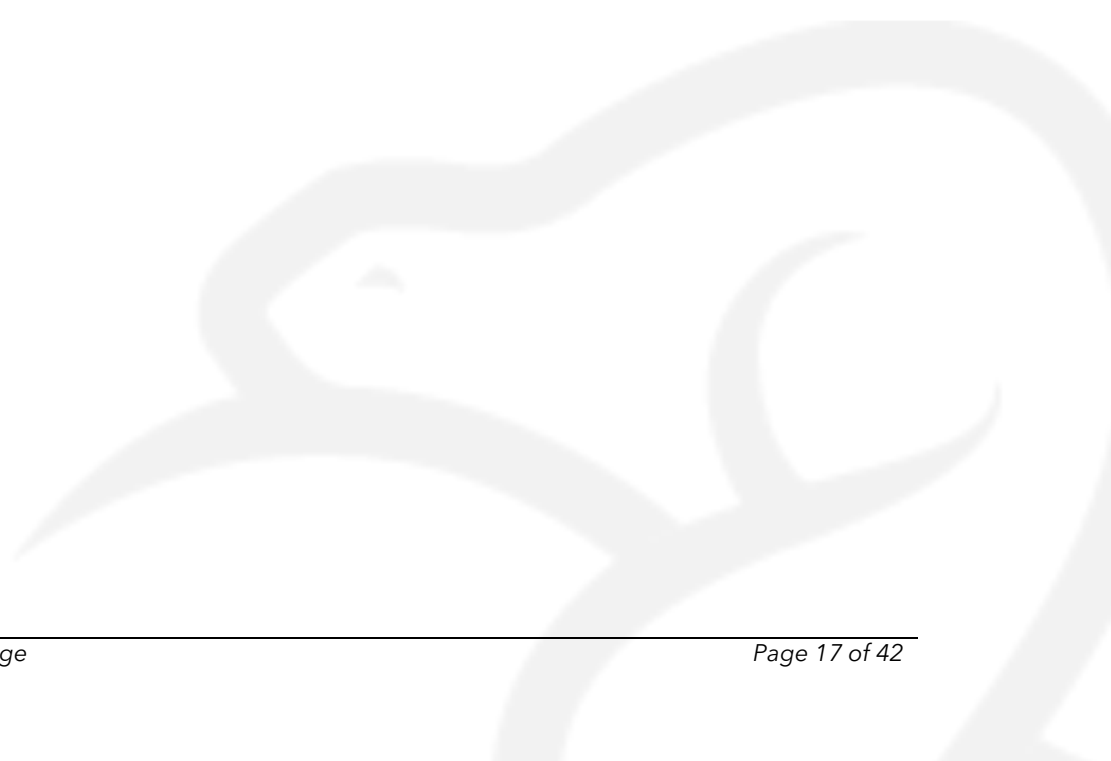
## SKILLS EVERY COUNCILLOR NEEDS

Being a successful County Councillor requires more than knowledge of a particular issue. The following skills are essential for interacting effectively with fellow Councillors, administration, residents, and other interested parties:

- **Team Approach:** Working as a team means communicating your position, listening to differing opinions, and supporting decisions made by the majority. While you may voice your differences during debate and request your vote be recorded in the meeting minutes, once a motion passes, it becomes the official decision of Council and must be supported publicly.
- **Respectful:**
  - A respectful exchange of ideas leads to better decisions. Respect the views of other Councillors during debates.
  - The Reeve, elected by Council, carries additional responsibilities and requires your support to lead effectively.
  - The CAO, as Council's only employee, is a key resource for advice and guidance. Respect their training and expertise.
  - Confidential information must be kept private to protect individuals, the County, and third parties. Breaching confidentiality erodes trust and may harm the County's relationships and position.
  - Municipal government is highly legislated. Your decisions must respect the limitations set by the *Municipal Government Act*, other legislation, and Council's policies and bylaws.
- **Collaborative:** Council will work with towns, villages, neighbouring counties, and external organizations on mutual interests. Cooperation with other elected officials and board members is crucial.
- **Open-Minded:** To make the best decisions for the County, you must be willing to learn and consider all perspectives. Sometimes, this may lead you to change your opinion after hearing from other Councillors, administration, or experts. A wise Councillor weighs all information before deciding.
- **Willingness to Compromise:** As a Councillor, you represent your division, but you are elected to prioritize the interests of the entire municipality. Balancing these can be challenging, but the "bigger picture" must come first. Share your division's perspective to inform Council's decisions but base your vote on what's best for the County as a whole.
- **Committed:** Running for office is a decision to commit to serving your residents and fulfilling your responsibilities. This includes dedicating the time needed to attend meetings, participate in discussions, and uphold your role as a Councillor. Being committed also means standing up for causes you believe in, even when it's challenging.
- **Technological Skills:** The County provides tools and training to ensure you can access emails and meeting agendas. Basic computer knowledge is essential for effective communication with administration and residents.
- **Communication:** Active listening is just as important as speaking. Listen to understand, not to reply, and take the time to fully consider what others are saying before presenting your perspective. When speaking at meetings or public events, ensure your message is clear, concise, and professional.



Being a Councillor is both a privilege and a responsibility. By developing these skills and embracing collaboration, respect, and commitment, you can make a meaningful impact on your community and help shape a stronger future for Beaver County.



## ROLES AND RESPONSIBILITIES OF COUNCILLORS

The County is a legal corporation empowered 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 County, and to develop and maintain safe and viable communities.

The purposes, powers and capacity of municipalities are regulated by the *Municipal Government Act* (MGA). The Alberta Government recently passed several amendments to the MGA, and a new Act came into force on October 31, 2024.

The general duties of Councillors are outlined in the MGA, as follows:

- a) 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;
- b) To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- c) To participate generally in developing and evaluating the policies and programs of the municipality;
- d) To participate in Council meetings and Council Committee meetings and meetings of other bodies to which they are appointed by the Council;
- e) 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;
- f) To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- g) To adhere to the Code of Conduct established by the Council under the Act; and
- h) To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

The Reeve has additional responsibilities, such as acting as spokesperson for Council as a whole, presiding at all Council meetings, representing the County at various functions, and acting as the County's ambassador within and beyond the County's boundaries.

Although Councillors are elected by residents of individual divisions to represent their best interests and concerns, they are foremost members of a "team" and must support Council decisions, even if in disagreement with the majority.

Understanding and respect for your fellow Councillors' positions and circumstances is crucial to effectiveness in the role of Councillor.

Documents prepared by Alberta Municipal Affairs and the Rural Municipalities of Alberta (forthcoming) provide valuable information for understanding your individual responsibilities and your powers and duties as part of a municipal council. You may find links to these documents on the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca).

# PECUNIARY INTEREST AND CONFLICT OF INTEREST

As a public servant, your responsibility is to uphold the public interest above any private interests. While you are required to vote on all matters brought to Council or committee meetings, there are situations where you must abstain to avoid a conflict of interest.

## PECUNIARY INTEREST

A pecuniary interest arises when a decision could financially impact you, your employer, or your family, including your spouse/partner, children, or parents (including in-laws).

If you have a pecuniary interest, you **must**:

- **Disclose:** Declare the nature of the interest before the matter is discussed or as soon as you become aware of it.
- **Abstain and Leave:** Remove yourself from the discussion and abstain from voting.
- **Record:** Your disclosure and abstention will be documented in the meeting minutes.

Some exemptions apply, as outlined in the *Municipal Government Act* (MGA). For details, refer to the document "Pecuniary Interest for Municipal Councillors" available at <https://open.alberta.ca/publications/pecuniary-conflict-of-interest-councillors>

## CONFLICT OF INTEREST (NEW)

Recent amendments to the MGA now allow Councillors to abstain from voting on matters related to their private interests, even if they do not create a pecuniary interest.

In these cases, you **may**:

- **Disclose:** State the nature of the conflict before the matter is discussed.
- **Abstain and Leave:** Opt to leave the discussion and abstain from voting.
- **Record:** Your disclosure and abstention will be documented in the meeting minutes.

For both pecuniary and non-pecuniary conflicts, consult your lawyer if you have any doubts. Please note that legal advice is at your own expense.

# COUNCIL AND COMMITTEE MEETINGS

## ***Council Meetings***

Council meets once per month on the third Wednesday of each month. Meetings begin at 9:30 a.m. and usually end no later than 4:00 p.m. During the summer and winter breaks, meetings begin at 1 p.m.

A special Council meeting may be held anytime during the month if an important issue arises that requires Council's immediate attention.

Council meetings are open to the public and live-streamed, but recordings are not archived.



## ***Governance and Priorities Committee Meetings***

The Governance and Priorities Committee (GPC) (which consists of all of Council) meets once per month, usually on the first Wednesday of each month. During the summer and winter breaks, meetings are held on the same day as Council meetings.

The GPC's purpose is to gather information, discuss issues, conduct training, and review policies and bylaws. The GPC cannot make any decisions. It can only recommend or refer matters to Council for debate and decision.

GPC meetings begin at 9:30 a.m. and usually end no later than 4:00 p.m. The meetings are not live-streamed but are open to the public.

## ***External and Internal Committees***

Each Councillor is expected to participate on internal committees that perform common sub-functions of Council or deal with specific ad-hoc issues, and on external committees to enhance regional cooperation and ensure that the County's interests are maintained. Representatives to the committees are selected at the annual organizational meeting of Council each Fall.

**Schedule B: Internal Boards/Committees** and **Schedule C: External Boards/Committees** include lists of internal and external committees, Council representation, the mandate and authority of the committees, and meeting schedules. Meeting schedules are subject to change at the discretion of each committee.

## ***Meeting Preparation***

Agenda packages for GPC and Council meetings are made available in electronic form at least two working days prior to the meeting. Administrative staff associated with the Committees to which you are appointed will provide you with agenda packages separately.

For each meeting, you are expected to take sufficient time to review the agenda and supporting documentation in advance of each meeting. A working knowledge of computers and e-mail is necessary to assist you with your elected official duties, and to ensure that you have the necessary technology to be effective as a Councillor, the County will provide you with a laptop, iPad, or tablet and training.

The County will also provide you with some funds for an internet connection and to buy a printer and supplies.

### **Meeting Remuneration**

The remuneration rate is set by Council and is currently \$276.19 per full-day meeting for Council and internal committee meetings. This rate increases by the cost-of-living approved for County staff each year.

Travel expenses, meals, and lodging costs are also reimbursed.

External committees may also pay remuneration which is set by the individual Committee.

Councillors are eligible for health and wellness benefits similar to that offered to employees of the County, and contribute to a pension plan.

### **Time Requirements**

The first few months as a newly elected official will be the most time-intensive as you attend meetings and learn your new role. Please refer to **Schedule A: Key Dates** for important meetings during this initial period. Note that internal and external committee meeting dates are not included in this schedule.

### **Ongoing Time Commitments**

The time required to effectively represent your residents, the County, and committee interests varies from Councillor to Councillor. Here's what to expect:

- Meeting Preparation: Plan for 0.5 to 1.5 times the length of a meeting for preparation, depending on the complexity of the topics. Travel time should also be factored in.
- Council Meetings: Council holds one monthly Governance and Priorities Committee (GPC) meeting and one Council meeting.
- Strategic Planning and Budget Meetings: These include an annual strategic planning workshop and 2-3 budget meetings.
- Conferences: Attendance is required at two annual conferences (Spring and Fall), each lasting 3-5 days (including evenings). Additional conferences, such as the Agricultural Service Board or the Federation of Canadian Municipalities, range from 2-5 days plus travel time.

### **Committee Representation**

As a Council representative on various committees, you'll attend meetings on a monthly or quarterly basis, often in the evenings. Conference commitments for these roles typically span 2-3 days/evenings. Refer to **Schedules B and C** for a list of Committees to which you may be appointed.

**Resident Engagement**

In addition to meetings, you'll dedicate significant time to responding to calls, emails, and inquiries from residents. Being accessible and responsive is a key part of representing your community effectively.

## ELIGIBILITY TO RUN FOR COUNCIL

You may be nominated as a candidate in the October 2025 election if, on Nomination Day, you meet all of the following criteria:

- You are at least 18 years old,
- You are a Canadian citizen,
- You reside in Alberta on Election Day,
- You have resided in the County, and in the division for which you are nominated, for the six consecutive months immediately preceding Nomination Day, and
- You are not otherwise ineligible or disqualified according to the Local Authorities Election Act (LAEA). Candidates may be disqualified for a variety of reasons, so it is in your best interest to consult the LAEA or contact the Returning Officer at the Beaver County Services Centre.

## CAMPAIGNING BEFORE FILING YOUR NOMINATION PAPERS

If you plan to begin campaigning before submitting your nomination papers, you may do so. However, you are required to file a [Notice of Intent](#) with the Returning Officer **before incurring any campaign expenses or accepting campaign contributions**.

For more information about campaign expenses and contributions, refer to:

- **Campaign Rules** on page 25 of this document
- **Part 5.1** of the [Local Authorities Election Act](#)

Please note that the County will publicly post the names of candidates who have filed Notices of Intent on the County's website.

## NOMINATION PROCESS FOR CANDIDATES

**The Nomination Period runs from January 1, 2025, to noon on Monday, September 22, 2025 (Nomination Day).**

### *Filing Your Nomination*

Nomination forms are available on the County's website and must be filed with the Returning Officer at the Beaver County Services Centre before the close of nominations at noon on Nomination Day. The reception desk clock at the County Services Centre will serve as the official timekeeper.

You may file your nomination using one of the following methods:

- **In person** or through a representative. If filing before **September 22, 2025**, please contact the Returning Officer in advance to arrange an appointment.
- By mail, or
- **Via the County's drop-box**, provided the form is fully completed.

If submitting by mail or via the drop-box, the form must be fully completed and signed by a Commissioner for Oaths.

**Important:**

- Mailed nomination forms must be received by the County Office by noon on September 22, 2025. Forms received after this deadline, even if postmarked on or before September 22, will not be accepted.
- Faxed or emailed nomination forms will not be accepted.

**Nomination Form Requirements:**

The Returning Officer must review and sign the nomination form. **Forms will be rejected if they:**

- Are not on the correct form,
- Are missing the candidate's signature,
- Lack the minimum number of required nominee signatures,
- Are not sworn or affirmed by the candidate,
- Are not accompanied by the **\$100 nomination deposit**, or
- Do not include a criminal record check (**New for 2025**).

The \$100 nomination deposit may be paid by debit or credit card, money order, certified cheque, or cash. Deposits may be refunded if eligibility requirements are met.

The **criminal record check** must be a certified criminal record check completed by the RCMP within **three months prior to the date the nomination is submitted**. Processing may take time and fees may apply, so it is advised to complete this requirement well in advance.

Candidates are encouraged to double-check all requirements before submitting their nomination papers to ensure a smooth process. Each candidate is solely responsible for ensuring that the Nomination Papers are completed correctly.

**After Nomination Day**

The results of Nomination Day will be posted on the County's website at [www.beaver.ab.ca](http://www.beaver.ab.ca) after **12:00 noon on September 22, 2025**.

**Public Access to Nomination Papers**

Once nomination papers are filed, they may be examined by the public at the Beaver County Service Centre at any time until the end of the term of office (October 2029). This review must occur in the presence of the Returning Officer or Chief Administrative Officer. While your **personal information** will not be disclosed, **the results of the criminal record check** will be available for public review.



### ***What If I Change My Mind and Want to Withdraw My Nomination?***

You may withdraw your nomination during the nomination period (January 1 to noon on September 22) by submitting a written withdrawal request to the Returning Officer.

If you decide to withdraw after the nomination period closes (after noon on September 22), your withdrawal may only be accepted if:

1. There is more than one candidate nominated for the office in which you are running, and
2. You submit your written withdrawal to the Returning Officer.

Withdrawals after the nomination period will be processed on a first-come, first-served basis. However, **if your withdrawal would leave no other candidates for the office, you may not withdraw.** In such a case, the Returning Officer will declare you elected by acclamation.

## CAMPAIGN RULES

You may begin to campaign for office anytime, however you must file a **Notice of Intent to Run** before you incur any campaign expenses or accept campaign contributions. This notice will be published on the County's website.

Campaigning on Election Day and at the Advance Vote is allowed, however there are restrictions on campaign locations.

For example, you may not campaign or post campaign posters or signs inside or outside a building where a voting station is located (including the land on which the building is located), and you may not interfere with, or unduly influence, a voter at a voting station. For further details, consult the *Local Authorities Election Act* (LAEA).

Campaign signs may not be placed on any County buildings or property, they cannot destroy or deface any property, and cannot be attached to any road signs.

Signs less than 12 square feet may be placed at intersections, however they cannot interfere with the safe and orderly movement of traffic or sightlines and may require permission from the road authority (e.g. the rural municipality or Alberta Transportation).

Signs on private property require the permission of the landowner. All signs must be removed within 48 hours of the close of voting stations.

### **Campaign Expenses**

Campaign expenses are defined as any expenses incurred, or non-monetary contributions 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. Examples include advertising or promotional material, remuneration or expense reimbursement for a candidate's chief financial officer or campaign worker, meeting space rental, surveys, etc. Mileage to visit with residents is also considered a campaign expense.

If you will incur campaign expenses, you should be aware that there are rules regarding the amount that can be spent, and the accounting and disclosure of expenses. Candidates are responsible for ensuring all requirements of the LAEA are met.

### **Campaign Contributions**

A campaign contribution is any money, personal property, real property, or service that is provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate. A contribution does not include services provided by a volunteer who receives no compensation, directly or indirectly, in relation to the services provided or time spent providing the services.

If you will receive campaign contributions, you should be aware that there are rules regarding the eligibility of contributors, the amount of contributions that can be received, and the accounting and disclosure of contributions, including self-funded campaigns. Candidates are responsible for ensuring all requirements of the LAEA are met.

### **Candidate's Scrutineer**

You may appoint any person over 18 years of age to be your official scrutineer. Before performing their duties, the scrutineer must complete the required forms which are available at [www.beaver.ab.ca](http://www.beaver.ab.ca).

### **Third Party Advertising**

A third party (individual, corporation, or group, but NOT the candidate) that wishes to engage in election advertising and either has incurred (or plans to incur) expenses of at least \$1000, or has accepted (or plans to accept) advertising contributions of at least \$1000, must register in each jurisdiction in which it intends to advertise.

The advertising period is restricted to **May 1, 2025**, to the close of voting stations on Election Day.

Third party advertisers are strongly encouraged to consult the LAEA for all requirements.

**\*\* Disclaimer:** *The information provided in this section is an office interpretation of the LAEA and the County does not warrant the accuracy of this information. There may be other factors that affect how a specific campaign is run, what constitutes a campaign expense, how a campaign contribution should be handled, and third-party advertising, and candidates are advised to contact Alberta Municipal Affairs or seek legal advice in these cases.*

## ELIGIBILITY TO VOTE

Any resident of the County is eligible to vote if they meet all of the following criteria:

- At least 18 years old,
- A Canadian citizen,
- Resident in Alberta on Election Day,
- Resident in the division in which you are voting on Election Day,
- Presents valid photo identification and the elector's name is on the electors register **or** presents valid photo identification and signs the Elector Register at the Voting Station on Election Day **NEW in 2025**).



An elector may only vote once.

### **Electors Register (NEW in 2025)**

The County must prepare a permanent electors register of residents who are eligible to vote in the election. This information will be provided by Elections Alberta who already collects the information for purposes of a Provincial election.

Electors who have already registered on the Elections Alberta register only need to produce valid identification to vote on Election Day.

Electors who have not registered on the Elections Alberta register may vote if they produce valid identification and complete an Elector Register form at the Voting Station. The Elector Register form will be used to update the Elections Alberta register after Election Day.

### **Voter Identification**

When voters attend the Voting Station on Election Day, they must produce valid identification to prove their identity and place of residence.

The following documents will be considered valid identification:

- Photo ID issued by the Federal, Provincial, or local government, that also contains both the voter's name and current address. Examples of this are a driver's licence or other government-issued ID.
- ID that is accepted by the Province's Chief Electoral Officer and contains both the voter's name and current address. Examples of this are a utility bill, vehicle registration, pension plan or other government benefits statement, bank or credit card statement, or income or property tax assessment notice. For a complete list of valid ID documents, go to [www.beaver.ab.ca](http://www.beaver.ab.ca) or contact the County's Returning Officer.

Only one proof of identity is required, but the identification must show BOTH the name and address of the voter. If the voter does not produce valid identification, they may only be allowed to vote if another elector will vouch for them.

### ***Vouching for Electors***

An elector may vouch for another elector by completing the Statement of Voucher at the Voting Station, subject to the following:

- The voucher can only confirm the address of the person's residence (not the person's identity),
- The voucher is not a scrutineer,
- The voucher produced his/her own valid photo identification (i.e. was not vouched for themselves),
- The voucher's name is on the permanent electors register,
- The voucher has not already vouched for another person.

***Note: A voucher may vouch for more than one person if all such persons share the same place of residence.***

## VOTING

### *Election Day*

**Election Day** is **Monday, October 20, 2025**. Hours of voting are **8 a.m. to 8 p.m.**

Voting stations will be open in each division. The locations will be added to this document and published on the County website once venues have been secured.

### *Advance Vote*

An Advance Vote will be held on date(s) set by the Returning Officer. Check the County's website for more information closer to Election Day.

The location of the Advance voting stations will be set by the Returning Officer. Check the County's website for more information closer to Election Day.

### *Special Ballot*

Voters who cannot vote at either the Advance Vote or on Election Day may vote by Special Ballot until **TBD p.m.** on **TBD, 2025**. Applications will be available online at **[www.beaver.ab.ca](http://www.beaver.ab.ca)** or by calling the County's Returning Officer. Applications can be submitted in writing, by telephone, in person, or by e-mail commencing **September 24, 2025, 12:00 p.m.** until **4:30 p.m. October 17, 2025**.

## ELECTION RESULTS

Election results will be posted at **[www.beaver.ab.ca](http://www.beaver.ab.ca)** as soon as they are received from the voting stations at the close of Election Day.

## IMPORTANT RESOURCES

The following resources will assist you in obtaining more information about the County, the election process and applicable legislation.

Beaver County [www.beaver.ab.ca](http://www.beaver.ab.ca)

Rural Municipalities of Alberta [www.rmalberta.com/advocacy/municipal-election-awareness](http://www.rmalberta.com/advocacy/municipal-election-awareness)

Alberta Municipal Affairs [www.alberta.ca/municipal-elections](http://www.alberta.ca/municipal-elections)

King's Printer  
(for copies of the *Municipal Government Act* and *Local Authorities Election Act*)  
[www.alberta.ca/alberta-kings-printer](http://www.alberta.ca/alberta-kings-printer)

The County's Returning Officer, Margaret Jones, may be contacted at 780-663-3730, ext. 1016, Monday to Friday, from 8:15 a.m. - noon and 12:30 - 4:30 p.m., or by e-mail at [mjones@beaver.ab.ca](mailto:mjones@beaver.ab.ca).

Alternatively, the Substitute Returning Officer, Meagan Walsh, may be contacted at 780-663-3730, ext. 1023 or by e-mail at [mwalsh@beaver.ab.ca](mailto:mwalsh@beaver.ab.ca)

# SCHEDULE A: KEY DATES

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Office Closed Labour Day</i>	2 <i>6-8 p.m.: Candidate Orientation Viking Seniors Center</i>	3 <i>9:30 a.m.: GPC Meeting  6-8 p.m.: Candidate Orientation Ryley Community Hall</i>	4 <i>6-8 p.m.: Candidate Orientation Tofield Community Hall</i>	5	6
7	8	9	10	11	12	13
14	15	16	17 <i>9:30 a.m.: Council Meeting</i>	18	19	20
21	22 <i>Nomination Day (closes at noon)</i>	23 <i>Deadline for withdrawal of nomination (noon)</i>	24	25	26	27
28	29	30				



**October 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 9:30 a.m.: GPC Meeting 1 p.m.: Council Meeting	9	10	11
12	13 Office Closed Thanksgiving Day	14	15	16	17 Special ballots close at 4:30 p.m.	18
19	20 Election Day (8 a.m. - 8 p.m.)	21	22 Deadline for recount (4 p.m.)	23	24 Election results posted (noon)	25
26	27	28	29 Full day: Councillor Orientation (Part A)	30 9:30 a.m. Organizational Meeting  Afternoon: Councillor Orientation (Part B)	31	

\*\* Note: The Regular Council meeting in October would normally be held on October 15, however, has been rescheduled to November 5.

**November 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 9:30 a.m.: GPC Meeting 1 p.m.: Council Meeting	6	7	8
9	10	11 Office Closed Remembrance Day	12	13	14	15
16	17 RMA Convention	18 RMA Convention	19 RMA Convention	20 RMA Convention	21	22
23/30	24	25	26 9:30 a.m.: Council (budget) Meeting	27 9:30 a.m.: Council (budget) Meeting	28 9:30 a.m.: Council (budget) Meeting	29

**December 2025**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 <i>9:30 a.m.: Council (budget) Meeting</i>	5 <i>9:30 a.m.: Council (budget) Meeting</i>	6
7	8	9	10	11	12	13
14	15	16	17 <i>9:30 a.m.: GPC Meeting 1 p.m.: Council Meeting</i>	18	19	20
21	22	23	24 <i>Office Closed Christmas Floater</i>	25 <i>Office Closed Christmas Day</i>	26 <i>Office Closed Boxing Day</i>	27
28	29	30	31	<i>Before March 1, candidates must file disclosure statements</i>		

## SCHEDULE B: INTERNAL BOARDS/COMMITTEES

Board/Committee	Membership	Mandate	Authority	Schedule
Agricultural Service Board	Five Councillors and four public-at-large members	To create independence and opportunity through education and provide agricultural services that sustain agricultural resources within the County	Agricultural Service Board Act	Quarterly or at the Call of the Chair
Governance and Priorities Committee	All of Council	To gather information, discuss issues, conduct training, and review policies and bylaws	County Bylaw	1 <sup>st</sup> Wednesday of the month
Health and Safety Committee	Two Councillors	To assist in making every workplace safer and healthier for all workers by encouraging ownership and commitment to the Health and Safety Program ...	County's Health and Safety Program Risk Control Policy	Call of the Chair

## SCHEDULE C: EXTERNAL BOARDS/COMMITTEES

Board/Committee	Representation	Mandate	Authority	Schedule
Battle River Alliance for Economic Development Ltd.	One Councillor and one alternate	To work with and provide tools and resources to our members and partners that help to increase their economic development capacity	Established by a Regional Partnership Grant. Incorporated as an NPO.	3 <sup>rd</sup> Wednesday of every 3 <sup>rd</sup> month, commencing in January
Battle River Research Group	One Councillor and one alternate	To improve agriculture in a sustainable manner via an independent, producer-driven applied agricultural research association	Societies Act	Annual General Meeting, plus meetings at the call of the Chair
Battle River Watershed Alliance	One Councillor	To preserve and enhance land and water in Battle River and Sounding Creek watersheds	Societies Act	Annual General Meeting, plus meetings at the call of the Chair
Beaver Ambulance Society	One Councillor	To dedicate our collective abilities to the provision of quality pre-hospital emergency care responsive to the needs of our community	Memorandum of Agreement - five municipalities within Beaver County (under contract with Alberta Health)	4 <sup>th</sup> Wednesday evening of each month
Beaver Emergency Services Commission	Three Councillors and one alternate	To provide administration and overall operation of fire and emergency management services for partner municipalities within Beaver County	Order in Council 137/2010	2 <sup>nd</sup> Wednesday evening of each month

<b>Board/Committee</b>	<b>Representation</b>	<b>Mandate</b>	<b>Authority</b>	<b>Schedule</b>
Beaver Foundation	One Councillor and one alternate	To provide accommodation in a home-like atmosphere for senior citizens ...	Ministerial Order H:179/94	4 <sup>th</sup> Tuesday evening of each month
Beaver Hills Biosphere Reserve Association	One Councillor and one alternate	To work together for a sustainable region, through shared initiatives and coordinated action	Societies Act	2 <sup>nd</sup> Wednesday afternoon of each month, except July and August
Beaver Regional Industrial Services Corporation	Three Councillors and one public-at-large	To provide energy and related products and services to municipalities, residents, and businesses within Alberta	Ministerial Order 019/04	Call of the Chair
Beaver Regional Partnership	Reeve and two Councillors plus two alternates	To advise and recommend to individual Councils on matters of mutual regional interest	Motions of all Councils in the Region	Quarterly
Claystone Waste Public Advisory Committee	Six public-at-large. One Councillor is welcome to attend meetings.	To identify matters of local and regional concern, with a focus on environmental and occupational health and safety compliance at the landfill facilities	Initiated by Claystone	Quarterly
County of Beaver Seed Cleaning Co-operative Limited	One Councillor and one alternate	To provide cost-effective seed cleaning services to the farming community	Articles of Incorporation	Call of the Chair
Economic Development Advisory Committee	Three Councillors and up to five public-at-large	To consider matters related to economic development and diversification	County Bylaw	3 <sup>rd</sup> Tuesday of every 2 <sup>nd</sup> month

<b>Board/Committee</b>	<b>Representation</b>	<b>Mandate</b>	<b>Authority</b>	<b>Schedule</b>
Family and Community Support Services (Tofield/Beaver West)	One Councillor, one alternate, and one public-at-large	To enhance the quality of life of the residents, through the development of preventive programs and services	FCSS Act and Memorandum of Agreement of three municipalities within Beaver County	2 <sup>nd</sup> Monday evening of each month
Family and Community Support Services (Viking/Beaver East)	One Councillor, one alternate, and three public-at-large	To deliver locally driven preventive social initiatives that enhance the well-being of individuals, families, and communities	FCSS Act and Memorandum of Agreement of two municipalities within Beaver County	2 <sup>nd</sup> Monday evening of each month
Highway 14 Regional Water Services Commission	One Councillor and one alternate	To supply treated water services to all member municipalities	Order in Council 154/90	3 <sup>rd</sup> Wednesday of every 3 <sup>rd</sup> month
Holden Drainage District No. 1	One Councillor and one alternate	To manage and report on drainage-related issues and infrastructure within the Holden Drainage District	Drainage District Act	Call of the Chair
Holden Economic Development Committee	One Councillor and one alternate	To encourage economic development in the Village of Holden	Village Bylaw	2 <sup>nd</sup> Wednesday evening of each month (September to June)
Intermunicipal Committees (one each for Tofield, Ryley, Holden, Viking)	Two Councillors for each Committee	To enhance communication between municipalities and discuss matters of mutual interest and concern	Motions of all Councils in the Region	2 to 4 meetings per year or more frequently at each Committee's discretion
Ministik Lake Game Bird Sanctuary Public Advisory Committee	One Councillor	To develop a self-sustaining, multi-stakeholder agreement to allow restoration, preservation, and improvement of the Sanctuary	Agreement of four participating municipalities (Beaver, Camrose, Leduc, Strathcona)	Call of the Chair

<b>Board/Committee</b>	<b>Representation</b>	<b>Mandate</b>	<b>Authority</b>	<b>Schedule</b>
Municipal Library Board (Holden)	One Councillor	To provide services to all residents of the Village and surrounding areas of the County	Libraries Act	2 <sup>nd</sup> Tuesday of every second month
Municipal Library Board (McPherson)	One Councillor	To satisfy the informational and recreational reading needs of the community through provision of appropriate services	Libraries Act	2 <sup>nd</sup> Monday evening of each month, except July and August
Municipal Library Board (Tofield)	One Councillor	To open a gateway to knowledge, entertainment, and lifelong learning	Libraries Act	3 <sup>rd</sup> Wednesday evening of each month
Municipal Library Board (Viking)	One Councillor	To provide and promote library resources to meet the evolving educational, cultural, recreational, and informational needs of the public	Libraries Act	2 <sup>nd</sup> Tuesday evening of the months of Jan/Mar/May/ Sep/Nov
North Miquelon Lake Stewardship Committee	One Councillor	To promote and lead stewardship activities, such as conservation, restoration, and environmental awareness within the North Miquelon Lake watershed.	Initiated by Community Volunteers	Call of the Chair
North Saskatchewan Watershed Alliance	One Councillor and one alternate	To protect and improve water quality, water quantity, and the health of our watershed	Societies Act	Every 2 <sup>nd</sup> month at the call of the Chair
Northern Lights Library System	One Councillor and one alternate	To foster excellent library services in northeastern Alberta	Memorandum of Agreement	3 meetings per year in Feb or Mar, Sep, and Nov



<b>Board/Committee</b>	<b>Representation</b>	<b>Mandate</b>	<b>Authority</b>	<b>Schedule</b>
Rural Crime Watch	One Councillor and one alternate	To promote rural crime prevention through communication, programs and fund raising	Societies Act	Four to five evening meetings in Jan/Mar/Jun/Aug/Oct
Rural Municipalities of Alberta, District 5	Either the Reeve or Deputy Reeve; often all Councillors attend	To share information and discuss issues of mutual interest and concern	RMA Bylaws	3 <sup>rd</sup> Friday in January and September
Snow Goose Festival Committee	One Councillor	To organize an annual festival to celebrate the Spring bird migration	Initiated by Town of Tofield	Call of the Chair
Tofield and Area Health Foundation	One Councillor and one alternate	To ensure continued maximum local capacity and quality in the delivery of health services for Tofield and area residents	Health Services Act	3 <sup>rd</sup> Thursday of each month
Tofield Community Hall Committee	Two Councillors (Divisions 1 and 2)	To explore feasibility of a new Community Hall	Initiated by Town of Tofield	Call of the Chair
Tofield Welcome & Inclusive Communities Committee	One Councillor	To make Tofield and area a community that is inviting, safe, and accessible to all	Initiated by Town of Tofield	Call of the Chair
Town of Vegreville Regional Recreation Feasibility Study Steering Committee	One Councillor	To conduct a regional recreation feasibility study	Initiated by Town of Vegreville	Call of the Chair
Vermilion River Watershed Alliance	One Councillor	To improve water quality, manage flooding, reduce erosion, retain soil and moisture content, and protect local wildlife along the watershed	Agreement of affected municipalities and government. Incorporated as an NPO.	Call of the Chair

<b>Board/Committee</b>	<b>Representation</b>	<b>Mandate</b>	<b>Authority</b>	<b>Schedule</b>
Veterans Memorial Highway Association	One Councillor	To promote the use, improvement, and safety of Highway 36	Societies Act	Call of the Chair