

# **Candidate Information Guide**

## **Prospective Parkland County Mayor and Council Candidates**



## Table of Contents

Candidate Information Guide .....	1
An Overview .....	7
Meetings .....	7
Deputy Mayor? .....	10
Pre-Election Information Sessions for Potential Candidates .....	10
Municipal Candidates Training/Information Sessions .....	10
Orientation Training Sessions .....	10
Training and Professional Development.....	10
What Do Council Members Get Paid? .....	11
Council Member Benefits .....	11
Other Compensation.....	11
What Committee Work Is Required?.....	12
If I’m Elected, when does my Term of Office Commence? .....	14
Mandatory Orientation.....	14
When is the Swearing-in Ceremony? .....	14
When will Council Meet?.....	14
Am I Eligible to be a Candidate?.....	15
How Do I Become Nominated as a Candidate for the Election?.....	16
Who Can be Nominated?.....	16
What is the Candidate’s Acceptance? .....	17
When and Where Do I Submit My Nomination Paper and Fee?.....	17
Who Can See My Nomination Forms?.....	17
Do I get my Nomination Deposit Back?.....	18
Where can I get my Nomination Paper and Candidate’s Acceptance?.....	18
What if no Nominations are received for a Particular Position? .....	18
What if the Nominations Received by the Returning Officer do not exceed the Positions Available? ...	18
Can I withdraw my Nomination Form once filed? .....	18
Release of Personal Information .....	19



Identification of a Candidate or Campaign Worker ..... 19

What are Agents and Scrutineers, and What Powers do They Have?..... 20

Who can be Present in the Voting Station?..... 20

Who can be Present in the Voting Station?..... 21

What do I Need to Know Before I Accept Campaign Funds?..... 22

Do I Have to File Campaign Disclosure Documents?..... 22

What Do I Do if I Have a Campaign Surplus? ..... 23

Are There any Restrictions on How I Campaign? ..... 23

What Do I Need to Know About Campaign Signs and Literature? ..... 24

Election sign rules..... 24

What Do I Need to Know About Campaign Signs and Literature? ..... 24

Advance Voting..... 25

What Will Happen at Voting Stations on Election Day?..... 26

When and where will Election Day Voting be Held?..... 26

Division 1 ..... 26

Division 2 ..... 26

Division 3 ..... 26

Division 4 ..... 27

Division 5 ..... 27

Division 6 ..... 27

When will Election Results be released?..... 28

Returning Officer Recount..... 29

When is the Deadline to Apply for a Recount? ..... 29

Will I be Notified if a Recount is Going to be Conducted?..... 29

What Procedure Will be used to conduct a Recount? ..... 29

Judicial Recount..... 30

Reference Material ..... 31

Voting Stations:..... 32

    Election Day Voting stations:..... 32

Division 1 ..... 32

Division 2 ..... 32

Division 3 ..... 32



Division 4 ..... 32

Division 5 ..... 32

Division 6 ..... 32

Special Ballot ..... 33

Advance Voting ..... 33

All Voters regardless of division or ward may vote at the Advance Voting Station ..... 33

# Section 1 - Introduction

For purposes throughout this document “candidate” refers to an individual who has been nominated to run for election as a councillor or school board trustee, and an individual who intends to be nominated to run for election as a councillor or as a school board trustee that has given written notice to the Returning Officer in accordance with sec 147.22 of the *Local Authorities Election Act (LAEA)*

This guide has been developed to answer questions and provide information most frequently asked by candidates prior to Nomination Day. While the information provided attempts to provide a good understanding of what it is to be a candidate, and it touches on several aspects, but it is your responsibility to be familiar with the candidate requirement. We urge you to obtain and reference copy of the *Local Authorities Election Act* and the *Municipal Government Act* from:

Alberta King’s Printer  
7th Floor, Park Plaza Building  
10611 – 98 Avenue NW  
Edmonton, AB T5K 2P7  
Telephone: 780.427.4952  
Fax: 780.452.0668  
Website: <https://www.alberta.ca/alberta-kings-printer>

Where references are made to legislation, the specific legislation should be referred to for all purposes of interpreting and applying the law.

## Election Office

Office Location

and Mailing Address: Eva Beyer  
Returning Officer  
Parkland County Centre  
53109A Hwy 779  
Parkland County, AB T7Z 1R1

Website: [www.parklandcounty.com/2025 municipal Elections](http://www.parklandcounty.com/2025_municipal_Elections)

Email: [eva.beyer@parklandcounty.com](mailto:eva.beyer@parklandcounty.com)  
[elections@parklandcounty.com](mailto:elections@parklandcounty.com)

Hours by appointment

If you have any questions, or to request an appointment, please call:

Eva Beyer, Returning Officer, 825-963-5170

The information in this package is subject to change. Please refer to our website to view any posted changes, corrections, or updated forms. It is recommended that any potential candidate sign up for email updates through the website to remain up to date as information is revised or added. It is not the duty of the Returning Officer to ensure that candidates receive changes to information outside of the website.



Please review here for any updates and changes to the 2025 Candidates Information Guide.

Update  
Sample

Date of Change    Page Number

# Section 2 - What You Should Know About Being a Council Member

## An Overview

It is very important to understand that being a council member requires a lot of your time and energy. Being elected as mayor or councillor is a four-year commitment to public service. Council members put in significant hours to serve in their roles and meet their responsibilities. Because of this time commitment, the mayor's position is deemed to be a full-time position, and the position of councillor is deemed a part-time position.

Note that part-time does not mean half-time. During your four-year term as mayor or councillor, you are required to attend many meetings, conferences, conventions, training workshops, and social events. You will spend a considerable amount of time reading and preparing for meetings so you can make informed decisions. You'll be expected to attend numerous functions and events as dignitaries, representatives and officials during the day, evening, and occasionally on weekends.

The mayor has additional responsibilities as head of Council, chairing Council meetings, participating in inter-municipal, inter-government, and regional matters, and representing the County as is the main dignitary and Council spokesperson. The mayor usually has more office duties and more social obligations than councillors.

To assist you in performing your duties, more and more meeting agendas/packages are being provided electronically to council members. You will be expected to use a smartphone, computer and tablet to receive email messages and receive your Council agendas.

Being a Council member becomes a lifestyle; one in which you are always interacting with the community while representing the municipality. When you're in the public eye, many people will want to approach you and discuss County matters. You will receive phone calls not only at the County Office, but you're likely to receive calls at home too during the day, in the evening, and on weekends. The demand on your time is something to seriously consider, as Council members must also find time for their personal life, work, etc.

## Meetings

Parkland County Council meets twice a month for regular Council meetings. Additionally, they may meet twice a month for Governance and Priorities Committee meetings. These meetings are typically held during day-time hours. However, a Special Council meeting may be booked as required. A five to six-week break is usually planned during the months of July and August, and a two to three-week break over the Christmas/New Year's holiday season, to allow some time for rest and personal planning.

Each council member will also be appointed by Council to serve as members on various committees and as alternate members on other committees. Committee meetings may or may not be held during

day-time hours, and there will be evening meetings to attend as well. Some committees meet more often than others. Further detail regarding committees is included in Section 4.

The mayor and councillors are actively involved in the selection process of public committee members. Recruitment for public committee members typically commences in August or September and February or March of each year. Selection committees are required to interview eligible applicants and recommend appointments (to Council). Two or three days of interviews are typically scheduled in November.

(See section 4 for more information).



Sample of 2024-25 Council Meetings schedule is provided as reference. Visit the website or click on the link below to view the meeting information.



# 2025

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

Jan 1, 2025 - New Years Day  
Jan 29-30, 2025 - Council Strategic Planning Meeting

Feb 17, 2025 - Family Day

Mar 18, 2025 - RMA Spring Convention

Apr 18, 2025 - Good Friday  
Apr 21, 2025 - Easter Monday

  

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

May 19, 2025 - Victoria Day

July 1 - Canada Day  
July 15 and 22, 2025 - Summer Break

Aug 4, 2025 - Civic Holiday  
Aug 5, 12, 19, 2025 - Summer Break

  

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

Sept 1, 2025 - Labor Day  
Sept 22, 2025 - Nomination End Date  
Sept 23, 2025 - Election Break

Oct 13, 2025 - Thanksgiving Day  
Oct 7, 14, 21, 2025 - Election Break  
Oct 20, 2025 - Election Day  
Oct 27, 2025 - Swearing In Ceremony  
Oct 28, 2025 - Organizational & Regular Council Meeting

Nov 11, 2025 - Remembrance Day  
Nov 17-20, 2025 - RMA Fall Convention

Dec 25 and 26, 2025 - Christmas

  

- Statutory Holiday
- Council Meeting
- GPC Meeting
- Cancelled Meeting
- Election Dates

Click or copy the link below to obtain time and location of the meetings.  
<https://www.parklandcounty.com/en/county-government/meetings.aspx>

## Deputy Mayor?

The deputy mayor serves as back-up to the mayor (e.g., chairing Council meetings, attending other meetings and functions that the mayor is unable to attend). Historically, Council has opted to rotate the position of deputy mayor (each serving a total of eight months in a four-year term) so that each councillor is provided an equal opportunity/experience as the deputy mayor. It is up to each newly elected Council to decide if they wish to continue with this method of determining who serves as deputy mayor.

## Pre-Election Information Sessions for Potential Candidates

Regional joint candidate information session with the City of Spruce Grove and Town of Stony Plain will be conducted to allow future candidates to receive a clear understanding of the requirement and commitment of an elected official. Information about this event will be posted on the website as it becomes available.

Municipal Affairs may offer sessions for potential candidates that will be announced prior to October 2025. An update to the upcoming event will be posted on Parkland County's website:  
<https://www.parklandcounty.com/en/county-government/2025-municipal-election.aspx>

Parkland Regional Chamber of Commerce – May conduct candidate forum nights prior to Election Day. Links to information and schedule will be provided as they become available.

## Municipal Candidates Training/Information Sessions

Various opportunities arise for candidates to receive municipal training/information during the election campaign. Educational offerings will be added to the website as they become available. It is advised that potential candidates obtain information related.

## Orientation Training Sessions

Immediately after the official results of the election have been released (12:00 noon on Friday, October 24, 2025), all Council members, newly and re-elected, will be required to attend mandatory orientation training sessions. Information will be updated as it becomes available.

## Training and Professional Development

Parkland County budgets for professional training and development of our elected officials. The mayor and councillors are encouraged to participate in the Elected Officials Education Program, which includes user-friendly, on-line courses designed for elected officials to be more strategic, effective, collaborative, and influential. Visit [www.eoep.ca](http://www.eoep.ca) for more details on this program.

## Section 3 - Compensation and Benefits

### What Do Council Members Get Paid?

Council members are remunerated with a base salary (honorarium) and per diems, as provided by the [Elected Official Remuneration Policy C-AD22](#). (This policy may be updated) A monthly allowance is also provided to compensate for home Internet costs. An optional monthly travel allowance will be provided to those council members who travel more than 40 km to the County Office.

Members of council are also eligible for mileage and reimbursement of expenses incurred for council business. Refer to current [Elected Official Expenses Policy C-AD24](#) for further details. This policy may be updated.

Council remuneration is reviewed and adjusted on an annual basis by Legislative and Legal Services. A public committee is appointed every four years (in the year before an election year) to review Council remuneration and benefits and make recommendations to Council.

Note: Any updates to policies will be uploaded as soon as possible.

### Council Member Benefits

Council members are given the opportunity to join a pension plan or contribute to an RRSP on the same contributory basis. Additionally, Council members are eligible to participate in County provided benefit package.

Parkland County Council participate in a benefits program. The updated 2021 Councillor Benefits summary is attached at the end of this guide for your review.

Note: This page will be updated in 2025 to reflect current information.

### Other Compensation

Each member of Council receives a County issued tablet and either a County issued communication device or a monthly allowance for the use of a personal communication device.

Council members may also receive reimbursement for the installation of high-speed internet and will receive a monthly allowance to cover basic high speed internet operation costs, at their place of residence.

# Section 4 - Council Committees

## What Committee Work Is Required?

The mayor and councillors are appointed on an annual basis to various committees. These appointments are made at the Organizational Meeting of Council held in October of each year. Mayor and councillors will be appointed as members to boards and committees in alignment with the County's priorities.

The mayor is an ex officio member of all council committees and all committees that Council has the right to appoint members. Exceptions include Subdivision and Development Appeal Board; or unless the mayor is appointed by name.

Click the link to learn more about the committees, boards, commissions:  
<https://www.parklandcounty.com/en/county-office/Committees-and-Boards.aspx>

PARKLAND COUNTY COUNCIL BOARDS AND COMMITTEES
<b>Internal Boards and Committees</b>
Agricultural Service Board
Community Sustainability Committee
Economic Diversification Committee
Emergency Advisory Committee
Governance and Priorities Committee
Subdivision and Development App
<b>External Boards and Committees</b>
Acheson Business Association
ARROW Utilities
Alternate Land Use Services (ALUS) PAC
Capital Region Parkland Water Services Commission
Edmonton Global
Edmonton Metropolitan Region Board
Edmonton Metropolitan Region Board – Audit and Finance Committee
Edmonton Metropolitan Region Board – Growth Plan Five Year Interim Review Task Force
Edmonton Regional Airport Appointers Committee
The Evergreens Foundation
Heritage Agricultural Society Board of Directors

Keephills Power Project Steering Committee
Meridian Housing Foundation
North Saskatchewan Watershed Alliance
Headwaters Alliance Steering Committee
Parkland County Library Board
Pembina Agricultural and Recreational Society
River Valley Alliance
Stony Plain & Parkland Pioneer Museum Society Board of Directors
Stony Plain Seed Cleaning Association
Sturgeon River Watershed Alliance Steering Committee
Tri-Municipal Leisure Facility Board
Wabamun & District Museum Society
Wabamun Watershed Management Council
West Inter Lake District (WILD) Regional Water Services Commission
Villeneuve Landing Network
Yellowhead Regional Library Board

## **Section 5 - Commencement of Duties**

### **If I'm Elected, when does my Term of Office Commence?**

A person who is elected in an election holds office from when he or she takes the Oath of Office, which will be administered at the Swearing-In Ceremony.

### **Mandatory Orientation**

Requirements for the 2025 elections require that officials must receive training prior to the organizational meeting of council. Therefore, training session will occur prior to the swearing in ceremony. Information regarding training sessions and dates will be provided in 2025.

### **When is the Swearing-in Ceremony?**

The Swearing-In Ceremony is scheduled for Monday, October 27, 2025\*, commencing at 7:00 p.m. at Parkland County Centre, where official oaths of office will be administered.

### **When will Council Meet?**

The first meeting of Council after the election is the Organizational Meeting, which is scheduled for Tuesday, October 28, 2025\* at 9:00 a.m. At the Organizational Meeting, council members will appoint the deputy mayor and appoint council members to the various boards and committees. The first regular Council meeting of the newly elected council will follow immediately after the Organizational Meeting on October 28, 2025\*.

\*Dates and times are subject to change.

## Section 6 - Becoming a Candidate

### Am I Eligible to be a Candidate?

#### Parkland County:

You are eligible to be nominated as a candidate for Parkland County **MAYOR** or **COUNCILLOR** if, between January 1, 2025, through to Nomination Day (Monday, September 22, 2025), you meet the requirements set out in section 21, 22 and section 23 of the *Local Authorities Election Act* (LAEA), and:

- For Mayor candidates: Have been a resident of Parkland County for the six (6) consecutive months immediately preceding nomination day.
- For Councillor candidates: Have been a resident of the electoral division in Parkland County for which they wish to be elected Councillor, for the six (6) consecutive months immediately preceding nomination day.
- Are not otherwise ineligible or disqualified.
- Parkland County will not require a Criminal Record Check

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Municipal Election and Finance and Contribution Disclosure requirements. Candidates may be required to register with Parkland County before they accept campaign contributions and report to the County regarding campaign funding and expenses after the election. Refer to [Ministerial Order No. MSD:073/24 makes the Expense Limits Regulation](#) for detailed information as it pertains to the 2025 election.

All required forms to become a candidate will be supplied in the Nomination Package, our website or the Election Office.

**IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARE NOT IN VIOLATION OF ANY CONDITIONS OF ELIGIBILITY.**

## Section 7 - Nominations

### How Do I Become Nominated as a Candidate for the Election?

To become nominated as a candidate you must:

- Meet the LAEA nomination requirements.
- Have your Nomination Paper signed by at least five (5) electors eligible to vote in this election and who are residents of your division (for councillor), or who are residents of Parkland County (for mayor), on the day they sign the Nomination Paper and any other form associated with the election in the Nomination Package. **Candidates are encouraged to acquire more than five eligible signatures for assurance.**
- Submit the completed Nomination Paper and Candidate's Acceptance forms to the Returning Officer between January 1, 2025 and September 22, 2025 by appointment with the Returning Officer; or on Nomination Day (Monday, September 22, 2025) at the Parkland County Centre, Council Chambers, between the hours of 10:00 a.m. and 12:00 noon only, with the appropriate nomination fee of \$100.00 cash (in the form of cash, bank draft, money order, credit card, or debit card payment)

#### **Remember:**

It is your responsibility to ensure that you are fully aware of all the nomination requirements and comply with them. IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO REVIEW THE VALIDITY OF THE INFORMATION CONTAINED IN YOUR NOMINATION PAPER. That responsibility lies with the courts if your nomination or election is challenged.

### Who Can be Nominated?

Nominations for **MAYOR CANDIDATE** must be:

- Eligible to vote in this election (as per LAEA Section 47)
- At least 18 years old
- A Canadian citizen
- A resident of Parkland County for the six (6) consecutive months prior to the nomination day
- **A resident of Parkland County** on the date they signed the Nomination Paper.

Nominations for **COUNCILLOR CANDIDATE** must be:

- Eligible to vote in this election (as per LAEA Section 47)
- At least 18 years old
- A Canadian citizen
- A resident in Parkland County and Ward for the six (6) consecutive months prior to the nomination day, and
- **A resident of the candidate's electoral division** within Parkland County on the date signed the Nomination Paper.



## What is the Candidate's Acceptance?

All portions of your Nomination Paper, including the name, address and telephone number of the candidate's official agent (if they choose to appoint one), must be completed, and the Candidate's Acceptance sworn (or affirmed) before a Commissioner for Oaths or the Returning Officer. The Returning Officer can commission your Nomination Paper on Nomination Day or book an appointment with the Returning Officer prior to Nomination Day.

## When and Where Do I Submit My Nomination Paper and Fee?

The Nomination Paper can be submitted to the Returning Officer between January 1, 2025, and Nomination Day being September 22, 2025, at the following place. Late submissions will not be accepted.

January 1, 2025 – September 21, 2025  
Book an appointment with the Returning officer  
(825) 963-5170 or [elections@parklandcounty.com](mailto:elections@parklandcounty.com)  
Parkland County Centre  
53109A Hwy 779  
Parkland County, Alberta T7Z 1R1

Nomination Day  
10:00 a.m. to 12:00 noon (ONLY) on  
Monday, September 22, 2025  
Parkland County Centre, Council Chambers  
53109A Hwy 779  
Parkland County, Alberta T7Z 1R1

- **IMPORTANT:** An accompanying deposit with the Nomination Papers in the amount of \$100.00 fee in the form of cash, bank draft, money order, or credit or debit card

## Who Can See My Nomination Forms?

Filed Nomination Papers must be made available in a partial or redacted form. Personal information will be redacted and protected from viewing such as the mailing address of the candidates and candidate's official agent, and personal information in the opinion of the Returning Officer would compromise the personal safety of the candidate. Your nomination information will be posted to the website and available for view upon request.

## **Do I get my Nomination Deposit Back?**

Your deposit will be returned to you if you: (a) are elected, or (b) withdraw your nomination in accordance with Section 32 of the LAEA, or (c) receive at least half the number of votes as the candidate elected in your race for mayor or councillor.

## **Where can I get my Nomination Paper and Candidate's Acceptance?**

A copy of the Nomination Paper and Candidate's Acceptance may be obtained on our website or from the Election Office. Refer to the Nomination Package for all forms related to the nomination process.

## **What if no Nominations are received for a Particular Position?**

If no nominations for a position are received during Nomination Day, the Returning Officer will continue to receive nominations on Tuesday, September 23, 2025, in the Parkland County Centre Office between 10:00 a.m. and 12:00 noon.

Nominations will continue to be received day-to-day at the same place between the same times until a nomination for the position has been received or six (6) days, including Nomination Day, have passed (whichever is earliest).

## **What if the Nominations Received by the Returning Officer do not exceed the Positions Available?**

If the number of nominations received does not exceed the number of positions available, the candidate nominated for the position will be declared elected (by acclamation) by the Returning Officer after the close of nominations.

## **Can I withdraw my Nomination Form once filed?**

Yes, any candidate, prior Nomination Day can withdraw their nomination paper and therefore their intent to run in the upcoming election. At noon on Nomination Day, no more candidates will be accepted, and candidates will have a period of 24 hours to consider an opportunity to withdraw their nomination. Candidates will have this option only if the number of nominations exceeds the required positions available. Candidates who withdraw their nomination must inform the returning officer in writing. See section 32.

## Release of Personal Information

The Returning Officer will receive requests from the media and public on how to contact a candidate, therefore, we will be asking each candidate to complete a CANDIDATE CONSENT INFORMATION when they submit their Nomination Paper. A copy of the form may be obtained in our Nomination Package on the website or from the Election Office.

By completing and signing these forms, the Returning Officer will be able to release, upon request, the following information:

- Candidate's Name
- Contact Phone Number(s)
- Contact Address
- Website information
- Location of Candidate's Campaign Office

## Identification of a Candidate or Campaign Worker

The *Local Authorities Election Act* requires municipalities to provide identification to a candidate or a campaign worker who is accessing a residence in a building containing two or more residences, or each residence in a mobile home park.

Parkland County does have multi-residential properties (e.g., apartment buildings in Entwistle, and mobile homes in Parkland Village) that would meet the residence requirements for candidates to produce identification under section 52. On submission of your nomination papers, or on Nomination Day, please inform the Returning Officer if you require identification for accessing multi-residential properties, and you will be provided with the appropriate Campaign Worker Identification form. The form will be available on the website once updated.

A copy of Campaign Worker Identification form may be obtained on the website or from the Election Office.

## Section 8 - Official Agents and Scrutineers

### What are Agents and Scrutineers, and What Powers do They Have?

#### **Agents**

A candidate may appoint an elector to be the candidate's official agent. The candidate may appoint one official agent by stating the name, address and telephone number of the person's official agent on the nomination form. If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the Returning Officer in writing of the contact information of the new official agent.

An official agent is not required to subscribe to an official oath. If an official agent serves as a scrutineer, they must have written permission from the candidate to do so.

#### **Scrutineers**

A scrutineer is a person who is at least 18 years old who has written permission from the candidate to represent the candidate as a scrutineer at a particular voting station. Each scrutineer, before performing their duties, must sign the [Statement of Scrutineer](#) before the Presiding Deputy Returning Officer (PDRO) at the voting station. Agents or candidates may also act as scrutineers. A copy of Scrutineer Appointment and Statement of Scrutineer may be obtained on our website or from the Election Office.

Review section 68 and 69 for more detailed information.

### Who can be Present in the Voting Station?

Either a candidate OR candidate's agent OR scrutineer may be present in the voting station during Election Day to observe the conduct of the vote. The PDRO shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours, nor will the PDRO permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station.

The PDRO may designate the place or places at a voting station where a candidate, an official agent, or a scrutineer of a candidate may observe the election procedure (*LAEA Section 69(5)*).

A candidate, official agent or scrutineer may make an objection to a person voting but must make the objection at the time the person makes the vote. The candidate, official agent or scrutineer cannot prevent that person from voting. The PDRO will note the objection on the applicable form. Scrutineers are not permitted to touch or handle the Elector Registers.

## Who can be Present in the Voting Station?

When the voting station closes at 8:00 p.m. on Election Day, a scrutineer may remain to witness the counting of the vote and clean-up procedures.

A *candidate* may (if they choose):

1. Appoint one official agent.
2. Appoint scrutineers (including the official agent) for particular voting stations.
3. Be present at a voting station as a scrutineer, only if another scrutineer for the candidate is not present at that voting station.

An *official agent* must:

1. Be at least 18 years of age and an elector.
2. If acting as a scrutineer at a voting station, must present written notice from the candidate to the PDRO at the voting station.
3. If acting as a scrutineer, sign a statement before the PDRO.

A *scrutineer* must:

1. Be at least 18 years of age.
2. Present written notice from the candidate to the PDRO at the voting station.
3. Sign a statement before the PDRO at the voting station.

Use of cell phones will not be permitted at any time within the voting station, with the exception of those used by election staff.

## Section 9 – Campaigning

### What do I Need to Know Before I Accept Campaign Funds?

Per [Ministerial Order: MSD:073/24 Expense Limits Regulation](#).

No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate or has registered intent to be nominated as a candidate. Sec 147.22

Part 5.1 of the *Local Authorities Election Act* defines:

“Contribution” as 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 the candidate but does not include a service by an individual who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the service.

“Campaign period” as the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election.

Candidates or persons acting on behalf of the candidate often will receive campaign contributions to assist with the election expenses. Candidates must follow specific rules and understanding when allowing contributions to their campaign. It is advisable that a candidate set up banking and appropriate record keeping processes prior to accepting any funds.

In calculating campaign expenses, it is the requirement of the candidate to fully understand what constitutes a ‘campaign expense.’ Part 5.1 of the *Local Authorities Election Act* will address the requirements.

Donations to a campaign can be received from an ordinary Alberta resident, authorized organization, or Alberta trade union or employee organization. All contributions must be provided a receipt. Any contributions made anonymously or unauthorized must not be used or expended, and the candidate or the person acting on behalf of the candidate shall:

- a) Return the contribution to the contributor; or
- b) If the contributor cannot be identified the amount equivalent to the contribution will be submitted by the candidate to a registered charity or the local jurisdiction.

Candidates may contribute up to \$10,000.00 that is not reimbursed to the candidate from the candidate’s campaign account by the end of the campaign period to the candidate’s own campaign expenses.

### Do I Have to File Campaign Disclosure Documents?

On or before March 1 immediately following a general election, a candidate shall file a disclosure statement in the prescribed form to the local jurisdiction which must include:

- The total of all contributions made to the candidate in the amount of \$50.00 in the aggregate from any single contributor,

- The total contributions, along with name and address for those contributions during the campaign period exceeded \$50.00 in the aggregate,
- Total amount of all contributions received per sec 147.2(4)
- Total from any fundraising campaigns,
- The total amount of other revenue,
- The total amount of expenses,
- Itemized campaign expenses report
- Total amount paid by the candidate not reimbursed from the candidate's campaign funds,
- The total amount of any surplus,
- The total amount of any deficit

Please note: Failure to submit the disclosure statement by March 1<sup>st</sup> will be assessed a late fee and may prohibit the candidate from participating in future elections.

Any candidate who has incurred or received contributions of \$50,000.00 or more shall file a review engagement with the disclosure statement.

## What Do I Do if I Have a Campaign Surplus?

If a candidate's disclosure statement in respect of the year in which a general election is held shows a surplus, the candidate, within 60 days after filing the disclosure statement will donate to a registered charity. Any amount over \$1,000.00 must be donated to ensure that the surplus balance is under \$1,000.00. Candidates may keep campaign fund balance under \$1,000.00. Once the funds are balanced, the candidate will file an amended disclosure statement showing the surplus has been dealt with.

## Are There any Restrictions on How I Campaign?

There are no limitations on when a candidate may start campaigning. Candidates typically campaign by talking to others, going door-to-door, advertising, putting up signs, talking to the media, participating in public forums, etc. How you campaign is up to you, however, there are certain restrictions that you must be aware of. These restrictions appear primarily in the *Local Authorities Election Act*, but other provincial legislation and County bylaws may apply depending on the activity in question. It is your responsibility to be familiar with the legislation.

There are some restrictions specific to Election Day in as far as they cover activities that are not permitted. These restrictions do not allow you or your agent to:

- Interfere with a voter who is in the process of voting
- Solicit votes in a voting station
- Distribute any kind of campaign advertisement, handbill, placard, poster, circular, pamphlet or newspaper within a voting station, or
- Engage in bribery or undue influence.

## What Do I Need to Know About Campaign Signs and Literature?

Parkland County's Land Use Bylaw permits erection/placement of official notices, signs, placards or bulletins without development permit approval, but such signs are also pursuant to the provisions of federal, provincial or municipal legislation. Signs must not cause a safety concern.

*All election signs must be removed within three (3) days of completion of the election; therefore, candidates are responsible for the removal and collection of their election campaign literature and/or signs by Thursday, October 23, 2025.*

Alberta Transportation is the authority for all highways (including secondary highways) in Parkland County. Please review [Election Signs Guidelines](#) to ensure your signs comply with their requirements.

Parkland County recommends that campaign signs be distanced from voting stations. Election staff will determine safe distance to the voting station on Election Day and has the authority to remove any campaign information that is deemed too close or interfering.

### Election sign rules

## What Do I Need to Know About Campaign Signs and Literature?

**IMPORTANT: DO NOT USE Parkland County's logo(s) or phone number(s) in your campaign advertising.** The use of Parkland County's official logo and election logo on any campaign materials, including signs or brochures, is strictly prohibited. Do not use Parkland County phone numbers on any of your contact information for elections.

No person may willfully take down, cover up, deface, or otherwise damage an election sign that has been lawfully erected.



# Section 10 - Advance Voting Opportunities

## Advance Voting

Advance Vote dates are permitted as alternative dates for voting. Voters are permitted to vote at the Advance Vote without declaring any special circumstances. As on Election Day, each voter must appear on a voting register and present the required voter identification. Any person who does not comply with the legislation will not be allowed to vote. You can vote only once at either an Advance Vote or on Election Day. All Advance Votes are counted after the close of the voting stations (8:00 p.m.) on Election Day.

Advance voting will be permitted at the following location, dates and times:\*

<b>Muir Lake Community Hall</b>	<b>Jubilee Hall</b>
<b>53424 Hwy 779</b>	<b>5132 53 Ave</b>
<b>Parkland County, AB T7Y 0A2</b>	<b>Wabamun, Alberta T0E 2K0</b>

Advance Voting:

<b>Muir Lake Community Hall</b>	<b>Friday, October 10, 2025</b>	<b>4:00PM - 8:00PM</b>
<b>Jubilee Hall</b>	<b>Saturday, October 11, 2025</b>	<b>10:00AM – 4:00PM</b>
<b>Muir Lake Community Hall</b>	<b>Tuesday, October 14, 2025</b>	<b>4:00PM – 8:00PM</b>
<b>Jubilee Hall</b>	<b>Thursday, October 16, 2025</b>	<b>4:00PM – 8:00PM</b>
<b>Muir Lake Community Hall</b>	<b>Saturday, October 18, 2025</b>	<b>10:00AM – 4:00PM</b>

**\*Note:** These dates and locations may be amended and will be advertised at least one week before the date set for the Advance Vote.

## SPECIAL BALLOTS

Special Ballots allow for an alternative voting method as approved in the Election Bylaw. The process allows for those electors who meet eligibility, to request a special ballot to vote in the election.

Information on how to register and obtain a Special Ballot will be placed on the website.

# Section 11 - Election Day

## What Will Happen at Voting Stations on Election Day?

The Local Authorities Election Act describes the procedures for voting stations on Election Day. The following is a summary of the key events:

- At 9:00 a.m. the voting station will open to voters. The station will remain open continuously until 8:00 p.m.
- To receive a Ballot Card from the Deputy Returning Officer, each voter must first be located on the voting register and present the required identification as required under the Local Authorities Election Act. Voter identification requirements can be found on the [How do I vote \(Link to be updated\)](#) page on our website. Any person who does not comply with these requirements will not be allowed to vote. The voter will take their prescribed Ballot Card(s) to the voting booth, mark it, and return to the Deputy Returning Officer (DRO) supervising the Ballot Box, for insertion prior to submitting it into the Ballot Box.
- At 8:00 p.m. the Presiding Deputy Returning Officer (PDRO) will announce that the voting station is closed. When all voters have left the voting station, the votes will be counted, and results be reported to the Returning Officer.

## When and where will Election Day Voting be Held?

Election Day voting stations will operate from 9:00 a.m. to 8:00 p.m. on Monday, October 20, 2025, at the following:

Voting Station interactive map will be available on the website close to Election Day for reference:

**Division 1** voters may vote at one of the following voting stations only:

Voting Station No. 1	Clymont Community Hall
Voting Station No. 2	Graminia Community Hall

**Division 2** voters may vote at one of the following voting stations only:

Voting Station No. 3	Garden Valley Community Centre
Voting Station No. 4	Parkland Village Community Centre
Voting Station No. 5	Acheson Fire Hall

**Division 3** voters may vote at one of the following voting stations only:

Voting Station No. 6	Muir Lake Community Hall
Voting Station No. 7	Blueberry Community Hall

*(Within Division 4 but will accommodate voters from Division 3)*

**Division 4** voters may vote at one of the following voting stations only:

Voting Station No. 8	Blueberry Community Hall
Voting Station No. 9	Holborn Community Hall
Voting Station No. 10	Rosenthal Community Hall

**Division 5** voters may vote at one of the following voting stations only:

Voting Station No. 11	Keephills Community Hub
Voting Station No. 12	Carvel Community Hall
Voting Station No. 13	Wabamun Jubilee Hall

**Division 6** voters may vote at one of the following voting stations only:

Voting Station No. 14	Entwistle Community Hall
Voting Station No. 15	Fallis Community Hall
Voting Station No. 16	Tomahawk Sports Agra Centre

## When will Election Results be released?

**UNOFFICIAL** election results of the ballot count will be released as soon as possible after the voting station closes and displayed on election night at the Parkland County Centre, and on the Parkland County website at <https://www.parklandcounty.com/en/country-government/2025-municipal-election.aspx>.

**OFFICIAL** election results will be posted by the Returning Officer at 12:00 noon on Friday, October 24, 2025 in the Parkland County Centre Office and on the Parkland County website.

## Section 12 - Recounts

### Returning Officer Recount

The Returning Officer shall call for a recount of the votes cast at one or more of the voting stations if an application for a recount has been received and the Returning Officer is satisfied that:

- The number of votes marked with the 2<sup>nd</sup> highest number of votes is within 0.5% of the total number of valid ballots marked at the election for that office, or
- If there is more than one office to be filled from a pool of candidates, the difference between the number of valid ballots marked for the candidate with the lowest sufficient number of votes to be declared elected to one of the offices and the number of valid ballots marked for the candidate with the highest insufficient number of votes to be declared elected is within 0.5% of the total number of valid ballots marked at the election for those offices
- The Returning Officer is of the opinion that there may have been an administrative or technical error that may have caused an error in the count of votes.

### **When is the Deadline to Apply for a Recount?**

An application for a recount under Section 98 of the Local Authorities Election Act must be made within 44 hours immediately following the closing of the voting stations. The deadline to apply for a recount under Section 98(4) is 4:00 p.m., Wednesday, October 22, 2025 (i.e., 44 hours immediately following the closing of the voting station) OR

Within 48 hours after the statement of results is announced or posted in accordance with sec 97(2) and made to the Returning Officer

### **Will I be Notified if a Recount is Going to be Conducted?**

If the Returning Officer chooses to conduct a recount, they will notify any candidates who may be affected at least 12 hours before the recount will be made. The recount will be completed sometime prior to the official posting of results by 12:00 noon, Friday, October 24, 2025.

### **What Procedure Will be used to conduct a Recount?**

If a recount is authorized by the *Local Authorities Election Act*, and the Returning Officer chooses to make a recount, the ballots will be counted in the same manner as the Presiding Deputy Returning Officer at the voting station is directed to do.



## Judicial Recount

Part 4 of the *Local Authorities Election Act* outlines the process for any elector to apply to the Court for a recount within 19 days after the close of the voting stations. The elector must:

- a) File an affidavit with the clerk of the Court alleging reasonable grounds for believing that the returning officer or deputy or other officer at the voting station improperly counted or rejected ballots, and
- b) Made a \$300.00 deposit to the Court.
- c) Follow all requirements for notice and process.

## **Reference Material**

## Voting Stations:

Voting Station interactive map will be available on the website close to Election Day for reference.

### ELECTION DAY VOTING STATIONS:

**Division 1** voters may vote at one of the following voting stations only:

Voting Station No. 1	Clymont Community Hall
Voting Station No. 2	Graminia Community Hall

**Division 2** voters may vote at one of the following voting stations only:

Voting Station No. 3	Garden Valley Community Centre
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*(Within Division 4 but will accommodate voters from Division 3)*

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Voting Station No. 13	Wabamun Jubilee Hall

**Division 6** voters may vote at one of the following voting stations only:

Voting Station No. 14	Entwistle Community Hall
Voting Station No. 15	Fallis Community Hall
Voting Station No. 16	Tomahawk Sports Agra Centre



The following Voting Stations will run in advance of Election Day:

**Special Ballot**

Voting Station No. 17                      Parkland County Centre

**Advance Voting**

**All Voters regardless of division or ward may vote at the Advance Voting Station**

Voting Station No. 18	Muir Lake Community Hall
Voting Station No. 19	Wabamun Jubilee Hall
Voting Station No. 20	Muir Lake Community Hall
Voting Station No. 21	Wabamun Jubilee Hall
Voting Station No. 22	Muir Lake Community Hall

Sample may be updated prior to the 2025 Election:

## Benefits at-a-glance

Parkland County  
 Group 19836, section A  
 Issue date: January 2021

*This is a summary of your Alberta Blue Cross group benefits including those benefits you may have opted out of.  
 For a more detailed explanation of your coverage, please refer to your benefits booklet.*

### Prescription drugs

100% coverage, direct bill, generic pricing

### Extended health

100% coverage (unless otherwise noted)

		<b>**Covered practitioners</b>	<b>Per benefit year</b>
<b>Ambulance services</b>	Up to the maximum as outlined in the schedule of ambulance fees		
<b>Custom fitted braces</b>	70% once per limb in a 24-month period	Acupuncturist	\$500
<b>**Eye examinations</b>	One eye exam in a 24-month period between 19 and 64 years of age	Chiropractor	\$500
<b>Foot orthotics</b>	80% to a maximum of \$350 per benefit year	Massage Therapist	\$500
<b>Hearing aids</b>	\$1,500 in a 4-year period	Naturopath	\$500
<b>Home nursing care</b>	\$15,000 in any 3 year period	Osteopath	\$500
<b>Medical aids</b>	Refer to your benefits booklet for details	Physiotherapist	\$500
<b>Medical equipment</b>	70% to a maximum of \$1,500 per benefit year	Podiatrist/Chiropracist	\$500
<b>Orthopaedic shoes</b>	\$250 per benefit year	Psychologist/ Master of Social Work	\$750
		Speech Language Pathologist	\$750

*\*\* Per visit maximums apply.*

### Dental benefits

<b>Basic</b>	100% coverage up to \$2,500 per participant per benefit year (combined with extensive and periodontic benefits)
<b>Periodontic</b>	100% coverage up to \$2,500 per participant per benefit year (combined with basic and extensive benefits)
<b>Extensive</b>	50% coverage up to \$2,500 per participant per benefit year (combined with basic and periodontic benefits)
<b>Orthodontic</b>	50% coverage up to \$3,000 lifetime maximum per dependant under 21 years of age or under 26 years of age if in attendance at an accredited educational institute

### Additional benefit(s)

<b>Out of province/country emergency travel</b>	100% coverage, 90-days maximum duration per trip Please refer to your benefits booklet for limitations and exclusions
<b>Vision</b>	100% coverage up to a maximum of \$150 every 12 months
<b>Spending accounts</b>	Health and Wellness credits up to the amount allocated by your employer