



**2025 MUNICIPAL
ELECTIONS**
YOUR COUNTY, YOUR FUTURE

CANDIDATE INFORMATION GUIDE 2025



Lac La Biche County
welcoming by nature.

Preface

LAND ACKNOWLEDGMENT

We respectfully acknowledge the traditional, ancestral lands of the First Nations peoples of Treaty 6, Treaty 8 and Treaty 10 territories, and the homeland of the Métis people. Lac La Biche County continues to be home to Indigenous peoples since time immemorial, and we acknowledge the vital importance of Indigenous culture, history and perspectives in our shared past, present and future.

The next general election will be held on Monday, October 20, 2025, when voters will elect Lac La Biche County Council.

This candidate information guide contains information on legislation, candidate eligibility, nomination procedures, campaigning and campaign financing. Additional information on voting and Election Day will be made available at a later date.

This information is not a replacement for consulting the actual legislation or obtaining legal advice. It is the candidate's responsibility to be familiar with the legislation.

If you would like copies of the Local Authorities Election Act (LAEA) or the Municipal Government Act (MGA), please contact the Alberta King's Printer: alberta.ca/alberta-kings-printer. In addition to the LAEA, the Lac La Biche County Election Bylaw 24-030 sets out specific provisions for certain aspects of the election process.

The Returning Officer is appointed for the purpose of conducting elections under the Local Authorities Election Act. Lac La Biche County's Returning Officer for the 2025 municipal election is Heather Reid.

If you have questions, please contact the County's Election staff by calling 780-623-1747 or emailing election@laclabichecounty.com.

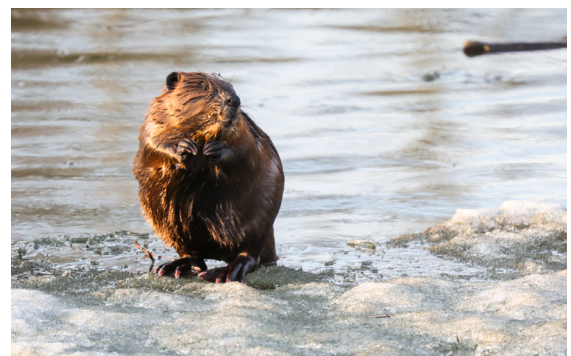
Office Location:

McArthur Place Second
Floor
10307-100 Street
Lac La Biche, Alberta

Mailing Address:

Lac La Biche County,
Election Office
PO Box 1679
Lac La Biche, AB T0A 2C0

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



Contents

ELECTED OFFICIALS: DUTIES AND RESPONSIBILITIES

- 04 General Duties Of Council
- 05 Time Commitments
- 06 Remuneration
- 06 Mandatory Orientation
- 06 Elected Officials Education Program
- 06 More Information

2025 NOMINATION GUIDE

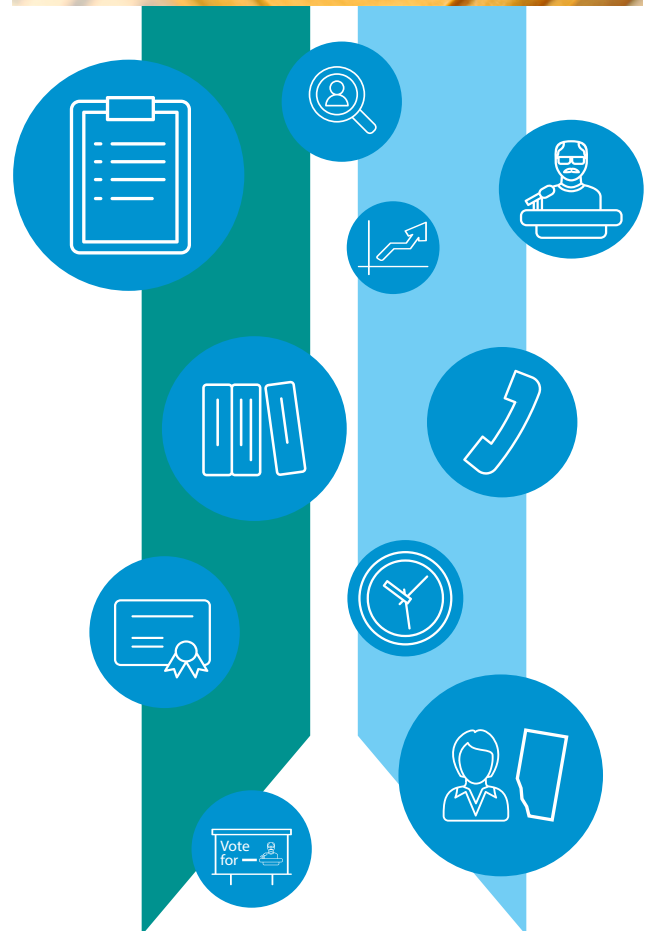
- 07 Candidate
- 07 Qualifications Of A Candidate
- 07 Ineligibility
- 07 Lac La Biche County Employees
- 08 Completion Of Nomination Papers
- 09 Filing Nomination Papers
- 09 Contact Information
- 10 Examination Of Nomination Papers
- 10 Insufficient Nominations
- 10 Withdrawal of Nomination
- 10 Election by Acclamation

ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE

- 11 Campaign Period
- 11 Responsibility Of Contributors
- 11 Limitations on Contributions
- 12 Candidate Duties
- 12 Campaign Disclosure Statements
- 13 Campaign Surplus/Deficit

CAMPAIGNING

- 13 Contraventions
- 13 Signage
- 14 Campaign Personnel
- 14 Access for Campaigners
- 14 Permanent Electors Register



Elected Officials: Duties & Responsibilities



General Duties of Council

Lac La Biche County, like other Alberta municipalities, is subject to the rules and regulations of the Municipal Government Act. Under this piece of legislation, municipalities are responsible:

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

County Council is the elected governing body that is responsible for developing and evaluating the policies and programs of the municipality, along with carrying out the powers, duties and functions expressly given to it under legislation.

County Council consists of 9 members, including a Mayor elected-at-large and 8 Ward Councillors, who represent 7 wards. The Hamlet of Lac La Biche is represented by 2 Councillors. Order in Council 259/2017 establishes the ward boundaries for the County, and the ward maps can be viewed on Lac La Biche County's website: [Elections | Lac La Biche County](#).

The Municipal Government Act sets out the duties and responsibilities of the Mayor, Deputy Mayor and Councillors. In addition to the provisions of the Municipal Government Act, Council has adopted position descriptions, by way of policy, that outline many of the expectations and responsibilities of Council Members. For more information on Council's governance policies, please visit the Policies and Procedures page on the County's website: [Policies | Lac La Biche County](#).

In general, Members of Council are expected to participate in setting policies and governance planning for the municipality. Each member is required to participate and vote (unless exemptions apply) on issues before them. In addition to regular duties, Members of Council serve on several boards and committees that are comprised of community members, elected officials, and administrative staff.

Prospective candidates may find additional information on municipal office on the Alberta Municipal Affairs webpage at [Municipal government | Alberta.ca](#). In addition to the Municipal Government Act and other government resources, [A candidate's guide: running for municipal office in Alberta \[2020\] - Open Government](#) provides information for prospective candidates.



Time Commitments

The Local Authorities Election Act establishes a term length of 4 years. Those elected in 2025 will serve until the general election held in 2029.

The day-to-day time commitment for Members of Council depends on their position and appointments. Generally, the Mayor is a full-time responsibility, the Deputy Mayor is a three-quarter-time responsibility, and the Councillors are part-time (as set out in the Elected Official Position Descriptions noted earlier).

The regular meeting schedule is determined by Council at the annual organizational meeting. Currently, County Council meets 3 times per month and meetings are generally 4-6 hours in length. However, special meetings are held when required. From 2021 to 2024, there were approximately 50 Council Meetings held annually.

In addition to attending meetings of Council, Council Members attend Strategic Committee of Council meetings, and individual Council Members are also appointed to serve on several boards and committees. The time commitment for these appointments vary (some committees meet monthly, while others may meet quarterly).

The County also holds membership with the Federation of Canadian Municipalities (FCM), Rural Municipalities of Alberta (RMA) and Alberta Municipalities (AM). These groups serve advocacy functions for municipalities and hold regular events and meetings, as well as conventions that Members of Council may choose to attend.

In addition to attending Council and committee meetings, conferences, and events, being elected requires that members review agenda packages, respond to citizen inquiries, and liaise with County Administration. Council Members also represent Lac La Biche County by attending community events including ceremonies, grand openings, and open houses.

All these time commitments result in an “on-call” environment that, though rewarding, can be very demanding.



Remuneration

Elected officials are paid to perform their duties. Remuneration includes an annual salary, daily rates for meetings, health benefits, and a pension plan. Members are also provided with a communication allowance and reimbursed for registration fees, travel, meals, and accommodations.

In coordination with the annual budget, the remuneration of elected officials is guided by the Councillor Remuneration Policy. A copy of the remuneration policy is available on the County's website: [Policies and Procedures | Lac La Biche County](#)



Mandatory Orientation

The Municipal Government Act has made orientation training mandatory for Members of Council and has prescribed topics. October 27-30, 2025 will be dedicated to mandatory training, a swearing-in ceremony and the Organizational Meeting, and Council Members must be available for these dates.



Elected Officials Education Program

The Elected Officials Education Program (a joint venture of RMA and AM) provides module-based training to help municipal officials broaden their knowledge of and skills in municipal governance. More information on the program can be found by visiting: [EOEP | Elected Officials Education Program](#).

In addition to the EOEP, there are other training and learning opportunities, such as legal seminars and workshops, available for Council Members.



More Information

You'll find more information on municipalities and elected officials' general duties on the following websites:

- Alberta Municipal Affairs: [Municipal government | Alberta.ca](#)
- Rural Municipalities of Alberta: Home - [RMA \(rmalberta.com\)](#)
- Alberta Municipalities: [AM \(abmunis.ca\)](#)

NOMINATION GUIDE



Candidate

The Local Authorities Election Act (LAEA), defines a candidate as an individual who has been nominated to run for election in a local jurisdiction as a councillor or school board trustee. (Under the definitions, councillor means member of council).



Qualifications Of A Candidate *s. 21, 47 LAEA*

A person may be nominated as a candidate in Lac La Biche County's municipal election if on Nomination Day (September 22, 2025) they:

- are eligible to vote in that election (they are at least 18 years old and are a Canadian citizen);
- have been a resident of the County in the ward they intend to run in for a least 6 consecutive months immediately preceding nomination day; and
- are not otherwise ineligible or disqualified under the LAEA.



Ineligibility *s. 22, 23 LAEA*

A person is not eligible to be nominated as a candidate if on Nomination Day:

- the person is an auditor of Lac La Biche County;
- the person is an employee of Lac La Biche County, unless the person takes a leave of absence;
- the person is indebted to Lac La Biche County for taxes in default exceeding \$50, excluding current taxes;
- the person is indebted to Lac La Biche County for any debt equalling or exceeding \$500 for more than 90 days; and
- the person has, within the 10 previous years, been convicted of an offence under the LAEA, the Election Act, the Election Finances and Contributions Disclosure Act, or the Canada Elections Act (Canada).

A person is not eligible to be nominated for more than one office.

The above represents a summary of sections 22 and 23. Refer to these sections of the Local Authorities Election Act for the complete listing of ineligibility. It is the candidate's responsibility to ensure they are eligible to be nominated.



Lac La Biche County Employees *s. 22 LAEA*

Lac La Biche County employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given as early as Jan. 1 in the year of a general election, and no later than the employee's last working day before Nomination Day. Under the LAEA, the employer must grant the leave of absence without pay.

If the employee is not elected, they may return to work on the fifth day after Election Day (October 20, 2025). If the fifth day after Election Day is not a working day, they may return to work on the first working day after the fifth day.

If the employee is elected, they are deemed to have resigned their position as an employee the day the employee takes the official Oath of Office as an elected official.



Notice of Intent *s. 147.22 LAEA*

Individuals who plan to run in the 2025 Lac La Biche County Municipal Election must submit a Notice of Intent to Run, and that notice must be accepted by the Returning Officer and added to the County's Register of Candidates before accepting any campaign contributions or incurring any campaign expenses. A candidate is responsible to ensure they are eligible to run in accordance with the Local Authorities Elections Act.

A Notice of Intent to Run may be submitted at any time during a campaign period.



Completion of Nomination Papers *s. 27, 47 LAEA*

Every nomination of a candidate must:

- be in the prescribed form;
- be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination;
- be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating:
 - that the person is eligible to be elected to the office;
 - the name, address and telephone number of the person's official agent, if one has been appointed
 - that the person will accept the office if elected;
 - that the person will read and comply with the municipality's code of conduct if elected; and
 - that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination.
- be accompanied with a deposit in the amount of \$100.

A person who files a nomination shall also submit, in the prescribed form, the following information to the Returning Officer:

- the full name and contact information of the candidate;
- the address of the place or places where records of the candidate are maintained and the place to which communications may be addressed;
- the name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
- the names of the signing authorities for each account, if applicable.

Eligible electors signing the nomination form must:

1. be 18 years of age or older;
2. be a Canadian citizen;
3. meet the following residency requirements by being:
 - a resident of Lac La Biche County on the date the voter signed the nomination form (for nomination for Mayor); or
 - a resident of Lac La Biche County and the specific ward the candidate seeks to run in on the date the voter signed the nomination form (for nominations for Councillor).



All portions of the nomination form must be completed and the candidate's acceptance sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

The candidate is responsible for understanding and complying with the nomination requirements.



Filing Nomination Papers s. 28 LAEA

The nomination, including the \$100 deposit, must be filed with the Returning Officer between January 1, 2025 and 12 Noon on September 22, 2025, at:

2nd Floor, McArthur Place
10307 - 100 Street
Lac La Biche, Alberta

The Returning Officer shall not accept the following for filing:

- a nomination that is not completed in the prescribed form;
- a nomination that is not signed by at least the minimum number of persons required to sign the nomination;
- a nomination that is not sworn or affirmed by the person nominated;
- a nomination that is not accompanied by the \$100 deposit.

Please note:

- A Notice of Intent must be filed and accepted by the Returning Officer before any contributions can be accepted or expenses incurred.
- The nomination form can only be filed during the nomination period and must be received before the close of nominations at 12 noon on September 22, 2025;
- McArthur Place business hours are Monday to Friday, excluding holidays, from 8:30 am to 4:30 pm;
- Filing of the nomination papers up until Nomination Day may be done by appointment, but on Nomination Day appointments will not be required;
- Candidates may mail or courier the nomination package, or someone acting on behalf of the candidate may file the nomination form, but the candidate is responsible to ensure the nomination form is complete and is sworn before a Commissioner for Oaths before filing;
- Emailed or faxed nomination papers will not be accepted; and
- Once the nomination form is accepted by the Returning Officer, or designate, the name of the candidate and the office they are seeking will be posted on the County's election website.

The \$100 deposit is to be provided in cash, by certified cheque, by money order (payable to Lac La Biche County) by e-transfer or by debit card or credit card. The deposit will be returned to the candidate if the candidate is elected, if the candidate withdraws in accordance with section 32 of the Local Authorities Election Act, or if the candidate receives at least one-half the number of votes cast for the candidate that was elected.



Contact Information

The County often receives requests from the media or the public for candidate contact information. To authorize the County to release this information, you may complete a Release of Candidate Information form which allows the County to share your contact details. The candidate contact information may also be posted to the County's website.



Examination of Nomination Papers *s. 28 LAEA*

At any time after the commencement of the nomination period a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer or deputy.

A filed nomination paper referred to in sub-section 6 must be made available in partial or redacted form as necessary.



Insufficient Nominations *s. 31 LAEA*

If the required number of nominations are not received at the close of Nomination Day, the Returning Officer will continue to receive nominations in the same manner until the required number of nominations have been received, or for a period of 6 days, including Nomination Day, but excluding Saturday and Sunday, has elapsed.



Withdrawal of Nomination *s. 32 LAEA*

A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

A candidate can also withdraw within 24 hours after the close of nomination if enough candidates remain to fill the office for which they are nominated.

Any withdrawal must be in writing addressed to the Returning Officer.



Election by Acclamation *s. 34 LAEA*

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.

ELECTION FINANCES AND CONTRIBUTIONS DISCLOSURE



Candidates are responsible for ensuring that their campaign complies with the Local Authorities Election Act. This information is not a replacement for consulting the actual legislation, or for obtaining legal advice.



Campaign Period s. 147.1 LAEA

The campaign period for the 2025 municipal election is October 31, 2024 to December 31, 2025.



Responsibility of Contributors s. 147.13 LAEA

A prospective contributor is responsible for ensuring, before making a contribution, that the contributor is not prohibited from making a contribution and is not making a contribution in excess of the limit prescribed.

Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions under the LAEA.



Limitations on Contributions s. 147.2, 147.22, 147.23, 147.24 LAEA

Candidates may not accept contributions from:

- individuals residing outside of Alberta;
- prohibited organizations, as defined in the LAEA;
- anonymous individuals; and
- individuals contributing funds not belonging to that individual, corporation, trade union or employee organization.

During the campaign period (October 31, 2024 – December 31, 2025):

- no person shall accept a contribution or incur a campaign expense unless the person has given written notice in accordance with s. 147.22.
- An individual ordinary resident in Alberta shall not exceed \$5,000 in the aggregate to all candidates in a particular municipality per year.
- a candidate may contribute an amount of up to \$10,000 to the candidate's own campaign expenses.

Candidates should carefully review the Local Authorities Elections Act and the Expense Limits Regulation to ensure they are in compliance.



Candidate Duties *s.147.3 LAEA*

Candidates shall ensure that:

- a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purpose of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1,000 in the aggregate;
- if a campaign account has been opened, all contributions are deposited into the campaign account;
- money in the campaign account shall only be used for the payment of campaign expenses;
- contributions of real property, personal property and services are valued;
- receipts are issued for every contribution and obtained for every expense;
- records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date of the election to which they relate;

Campaign Contribution Receipts shall include:

- the date of contribution;
 - the name of the individual contributor;
the address of the individual contributor; and
 - the amount contributed.
- proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.



Campaign Disclosure Statements *s. 147.4, LAEA*

On or before March 1 of each year, a candidate who received contributions in the previous year shall file a disclosure statement in the prescribed form, which must include:

- the total amount of all contributions received during the year that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the year exceed \$50 in the aggregate;
- the total amount of all contributions received under s. 147.2(4);
- the total amount from fund-raising functions received in the year;
- the total amount of other revenue received in the year;
- the total amount of campaign expenses incurred in the year;
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate in the year;
- the total amount of any campaign surplus, including any surplus from previous years; and
- the total amount paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund.

Candidates are responsible to stay abreast of any changes to the legislation and processes.

There are late filing fees or other consequences under the LAEA for not filing the required campaign disclosure statement.



Campaign Surplus/Deficit s. 147.5, 147.52 LAEA

If the candidate's disclosure statement in respect to the year in which a general election was held shows a surplus or a deficit, there are legislated actions under the LAEA. Please consult the applicable sections.

CAMPAIGNING

Lac La Biche County logos (including but not limited to the corporate logo, Bold Centre logo, Lac La Biche Region logo and election icon) shall not be used by candidates on campaign materials or for other purposes. Candidates are encouraged to use original photographs, images, and slogans to which they own the rights.



Contraventions

No person shall print or distribute (or have anyone else print or distribute) campaign materials that show a form of a ballot to be marked for any candidate (s. 148, LAEA). This means that campaign materials cannot show an image of a ballot (including candidate names) indicating the selection of a candidate.

No person shall canvas or solicit votes in a building where the voting station is located (when the voting station is open) (s. 150, LAEA).

No person shall make any communication to an elector in a voting station about the election. No person shall canvas or solicit votes or communication with any person for the purpose of influencing that person's vote, in a voting station or within the boundaries of the land on which a building used for a voting station is located (s. 150, 152.1 LAEA).

Candidates should review Part 6 — Offences of the LAEA in full.



Signage

Candidates must comply with federal, provincial and municipal requirements with respect to election signage.

Lac La Biche County's Land Use Bylaw (Bylaw 17-004) states elections signage shall be displayed or placed no earlier than 6 weeks prior to Election Day (September 8, 2025) and shall be removed within 7 days after the election. The County's Election Sign Bylaw 21-025 further supplements the sign requirements set out in the Land Use Bylaw. Please consult the sign provisions in the Land Use Bylaw and the full text of the Election Sign Bylaw to understand your obligations.

Election signs are permitted within the right-of-way of municipally controlled Highways, but not within the Roadway. This means election signs can be placed in ditches and boulevards of municipal roads, but not in the traveling lanes, shoulders or medians. There is a minimum



spacing of 20 metres between the same candidate's signs and signs shall not be placed to obstruct signs placed by other candidates.

As well, election signs shall not be displayed or placed:

- at any location that affects the safe or orderly movement, or sight lines, of vehicles and pedestrians;
- within a marked or active construction zone;
- within 30 m of a signalized intersections, or within 15 m of an unsignalized intersection;
- on any traffic control device;
- on any physical road infrastructure including bridges, guardrails, retaining walls, concrete barriers, fire hydrants or light pole; or
- within any other municipal property including parks, or within a playground zone.

On provincial highways, all election signs must be removed within three days following the election. Please review the Alberta Transportation election signs regulations: [Election signs | Alberta.ca](#)



Campaign Personnel

Official Agent s. 68.1 LAEA

Candidates may, when filing nomination papers, appoint an official agent. The duties of the official agent are those assigned by the candidate. No candidate may act as an official agent for any other candidate. A person who, within the previous 10 years, has been convicted of an offence under the Local Authorities Election Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada) is not eligible to be appointed as an official agent.

Should it become 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.

Campaign Worker s. 52, LAEA

The prescribed form can be completed by the candidate and provided to campaign staff as identification.



Access for Campaigners s. 52, LAEA

Candidates and campaign personnel that require access to residences in a building containing two or more residences or to each residence in a mobile home park, require identification. Completion of the prescribed form meets the identification requirements.



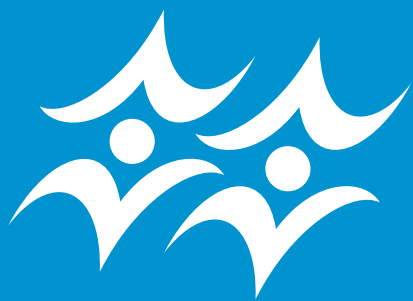
Permanent Electors Register s. 49, LAEA

No candidate, official agent or scrutineer shall take photographs or make copies of the permanent electors register, in whole or in part.

Election Guide Update History



Updated Jan. 23, 2025 (Pages 7-8)



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