



## 2025 MUNICIPAL ELECTION AUGUST 16, 2025

### CANDIDATE INFORMATION PACKAGE FOR OFFICE OF COUNCILLOR

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## Summer Village of Val Quentin

**Please contact the Returning Officer if you have any questions:**

Returning Officer - Cathy McCartney

Phone: 780-266-3287

Email: [svvqelections@gmail.com](mailto:svvqelections@gmail.com)

For election information updates please visit:

<https://valquentin.ca/>

This booklet is intended to help people who are thinking about running for councillor. It does not include all the details about the role, election process, or laws. Candidates are responsible for following all the relevant rules, regulations, and bylaws.

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## ELECTION 2025

Section 12 of the Local Authorities Election Act (the Act) requires Summer Villages to determine a Nomination Day, to occur in June or July of 2025. If the number of candidates nominated exceeds the number of candidates required, then there is an election 4 weeks after nomination day.

### **Summer Village of Val Quentin 2025 General Municipal Election dates if an election is required.**

**Nomination Day:** July 19, 2025, from 12:00 p.m. until 1:00 p.m. at the Alberta Beach Village Office Council Chambers (4935-50 Avenue).

**Advance Vote:** August 9, 2025, from 9:00 a.m. until 1:00 p.m. at the Alberta Beach Village Office Council Chambers (4935-50 Avenue).

**Election Day:** August 16, 2025, from 10:00 a.m. until 7:00 p.m. at the Alberta Beach Village Office Council Chambers (4935-50 Avenue).

## A GUIDE FOR CANDIDATES

Dear Potential Candidates:

Thank you for your interest in running for Summer Village of Val Quentin Council. Council members have an important responsibility to effectively represent their constituents and an important privilege to provide direction for the community's future.

Serving on the Summer Village Council can be one of the most rewarding ways to contribute to our community. Council members are elected every four years and set public policy and direction for the Summer Village of Val Quentin, adopt bylaws, and set strategic priorities.

Regular SV Council meetings are held on the third Wednesday of every month at 7:00 p.m. at the Alberta Beach Village Office in Council Chambers located at 4935 – 50 Avenue, Alberta Beach.

This guide is designed to give prospective candidates an understanding of the process and legislative requirements for running for municipal office.

By reading this information package, we hope that you will be able to make a more informed decision on whether to run for office. If you decide to run, we wish you the best of luck in your campaign.

### **Local Authorities Election Act**

*The Local Authorities Election Act* (LAEA) is the primary legislation that guides the conduct of a municipal or school board election or by-election.

All definitions, procedures and processes outlined in this guide are from the LAEA. If you require clarification on anything, please check the LAEA, call a Municipal Advisor, or seek an independent legal opinion.

## ***Municipal Government Act***

The *Municipal Government Act* (MGA) is the primary legislation that governs municipalities.

Alberta Municipal Affairs made several changes to the [\*Local Authorities Election Act\*](#) and the *Municipal Government Act* in 2024. These changes will impact both voters and candidates alike.

### ***Changes to the Local Authorities Election Act (fact sheets) – 2024***

Please visit: <https://open.alberta.ca/publications/changes-to-laea-2024>

### ***Changes to the Municipal Government Act (fact sheets) – 2024***

Please visit: <https://open.alberta.ca/dataset/changes-to-mga-2024>

General election information is available on the Municipal Affairs website at <https://www.alberta.ca/municipal-elections-overview>

Copies of Provincial Legislation, including the *Local Authorities Election Act (LAEA)* and the *Municipal Government Act (MGA)*, can be obtained from:

Alberta King's Printer

Park Plaza

Suite 700, 10611 – 98 Avenue

Edmonton, AB N5K 2P7

780-427-4952

[https://kingsprinter.alberta.ca/1266.cfm?page=L21.cfm&leg\\_type=Acts&isbncln=9780779850150](https://kingsprinter.alberta.ca/1266.cfm?page=L21.cfm&leg_type=Acts&isbncln=9780779850150)

[https://kingsprinter.alberta.ca/1266.cfm?page=m26.cfm&leg\\_type=Acts&isbncln=9780779849932](https://kingsprinter.alberta.ca/1266.cfm?page=m26.cfm&leg_type=Acts&isbncln=9780779849932)

### **Alberta Municipal Affairs**

Municipal Services Branch

17<sup>th</sup> Floor, Commerce Place

10155-102 Street

Edmonton, AB T5J 4L4

780-427-2732

[www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

**Please contact the Returning Officer if you have any questions:**

Returning Officer - Cathy McCartney

Phone: 780-266-3287

Email: [svvqelections@gmail.com](mailto:svvqelections@gmail.com)

**Please Note:** As a candidate, it is your responsibility to ensure that you comply with the laws governing elections and to obtain any necessary legal advice.

**The Summer Village of Val Quentin is not responsible if any candidate fails to follow the rules, procedures, or legislation that govern elections.**

## IMPORTANT INFORMATION FOR CANDIDATES

### Notice of Intent to Run

Candidates intending to run must submit Form 29 Notice of Intent to the Returning Officer via email at [svvqelections@gmail.com](mailto:svvqelections@gmail.com) or in-person to the Returning Officer at the Alberta Beach Village Office located at 4939-50 Avenue, Alberta Beach.

Once confirmed the name of the candidate will be included on the Register of Candidates and posted publicly in accordance with the *Local Authorities Election Act*.

Candidates can begin accepting campaign contributions and incurring expenses ONLY AFTER the Notice of Intent is completed. If the candidate will not be accepting campaign donations the Notice of Intent may be filed on nomination day.

**Note: The Notice of Intent is a new requirement under the legislation and differs from the nomination process.**

## CANDIDATE ELIGIBILITY

You can run for the position of Councillor if you are:

- entitled to vote in the election; and
- have been a resident of Alberta for the 12 consecutive months immediately preceding election day; and
- not otherwise be disqualified

### You may NOT run for office if you:

- are a Summer Village employee (unless you take a leave of absence)
- owe property taxes or other debt to the Summer Village (over \$50)
- have been convicted of an offense under the Election Act in the past 10 years

## VOTER ELIGIBILITY

In the case of a summer village, a person is eligible to vote in a municipal election if the person:

- is eligible to vote under section 47;
- is at least 18 years of age;
- is named on a certificate of title as the person who owns property within the summer village; or
- is the spouse or adult interdependent partner of a person who owns property with the summer village.

***IMPORTANT: it is your responsibility to ensure you are not in violation of any conditions of eligibility.***

## TIME COMMITMENT

As an elected official, the demands on your time can be extensive. You will be elected for a four-year term of office, and during that time, you will be required to attend:

- regular and special meetings of council;
- council committee meetings;
- meetings of other boards and agencies to which you are appointed as a council representative.
- conferences, conventions, seminars and workshops for training and discussion; and
- other events promoting your municipality.

## HOW TO RUN FOR OFFICE

### **Be prepared!**

There's a lot of information available to help you get prepared to run for Summer Village Council and serve the community as a member of Council:

- Familiarize yourself with local bylaws and municipal legislation;
- Read council agendas and minutes;
- Sit in the gallery at council meetings; and
- Talk to the Chief Administrative Officer to find out what other information is available;
- Check out [Alberta Municipal Affairs](#) for legislation related to municipalities in Alberta.

Researching now will help you in your campaign and prepare you for assuming office.

## KEY DATES

Section 12 of the Local Authorities Election Act (the Act) requires Summer Villages to determine a Nomination Day, to occur in June or July of 2025. If the number of candidates nominated exceeds the number of candidates required, then there is an election 4 weeks after nomination day.

**Nomination Day:** July 19, 2025, from 12:00 p.m. until 1:00 p.m. at the Alberta Beach Village Office Council Chambers (4935-50 Avenue).

**Advance Vote:** August 9, 2025, from 9:00 a.m. until 1:00 p.m. at the Alberta Beach Village Office Council Chambers (4935-50 Avenue).

**Election Day:** August 16, 2025, from 10:00 a.m. until 7:00 p.m. at the Alberta Beach Village Office Council Chambers (4935-50 Avenue).

## NOMINATION INFORMATION

The required forms to submit for nomination are included in this handout. These forms must be submitted in person to the returning officer.

Nomination day is July 19, 2025, from 12:00 p.m. until 1:00 p.m. at the Alberta Beach Village Office in Council Chambers located at 4935-50 Avenue, Alberta Beach.

### Forms included:

**Form 4 Nomination Paper & Candidates Acceptance** – this form must be filled out entirely and include the signatures of at least 5 eligible electors.

**Form 5 Candidate Financial Information** – this must be handed in with your nomination papers

**Form 16 Statement of Scrutineer or Official Agent**

**Form 26 Campaign Disclosure Statement & Financial Statement** – this form must be handed in, by all candidates, no later than March 1, 2026.

**Form 29 Notice of Intent** – Candidates must submit a written notice indicating their intention to run for office in the upcoming election. This form can be handed to the Returning Officer at any time, the latest it can be handed in is when your nomination is filed.

**Release of Candidate Information Form** - During the election campaign period, the Returning Officer receives requests for candidate's contact information. The requests come from media, organizers of election forums and the public as well the Minister of Municipal Affairs requires contact information for candidates. In order to release the information, candidates will be asked to complete a Release of Candidate Information Form and provide it to the Returning Officer with their Nomination Paper for the 2025 Municipal General Election.

All forms will be available for download on the Summer Village website at [www.valquentin.ca](http://www.valquentin.ca). Or you can download the required forms directly from the Municipal Affairs website, <https://www.alberta.ca/municipal-election-forms>.

## REGISTER OF CANDIDATES

The Summer Village required by the *Local Authorities Election Act* to maintain a register listing all individuals who have filed a Notice of Intent to Run in the upcoming general election. The register will be publicly available on the Summer Village's website until December 31, 2025.

## AGENTS, SCRUTINEERS, CAMPAIGNERS

You may ask friends and family to help with your campaign or hire staff to support your efforts. If you do, they must also comply with the Election Act:

- your official agent must be named in your nomination papers; they must not have been convicted of an offense under the Election Act in the past 10 years.
- scrutineers observe voting at a polling station on election day on behalf of a candidate. They must provide written notice (signed by the candidate) to the presiding official at the polling station before they may observe proceedings; they must not have been convicted of an offense under the Election Act in the past 10 years.
- only one scrutineer per candidate is allowed per polling station.
- campaigners must carry proof of identification when campaigning for a candidate.

## INSUFFICIENT NOMINATIONS

If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations:

- shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and
- shall continue to remain open and be adjourned in the same manner from day to day until a period of 6 days, including nomination day, Saturday and Sunday.

## WITHDRAWAL OF NOMINATION

At any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

## ELECTION BY ACCLAMATION

When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they were nominated.

## CAMPAIGN EXPENSES & CONTRIBUTIONS

*The Local Authorities Election Act* sets out all requirements respecting campaign expenses and contributions. A brief summary is provided here; however, all candidates are strongly encouraged to read and understand the provisions of the Elections Act.

\*No contributions may be accepted until a candidate has filed their nomination papers\*.

During the Campaign Period, following the filing of nomination papers:

- a candidate may contribute up to and including \$10,000 to their campaign (this amount may not be reimbursed to the candidate from the candidate's campaign account at the end of the campaign period).
- a candidate may accept contributions of up to \$5,000 from any person who is ordinarily a resident in Alberta.



The Election Act does provide some exceptions to accepting of contributions prior to the Campaign Period:

- a person may accept up to \$5,000 annually in contributions outside of the Campaign Period, and
- a person may contribute up to \$10,000 annually of their own funds outside of the Campaign Period.

Candidates, or those acting on their behalf, should not directly or indirectly solicit contributions if it is known or ought to be known that the potential contributor:

- does not ordinarily reside in Alberta,
- is a prohibited organization, including a corporation or unincorporated organization, or
- will exceed the contribution limits.

Candidates must not accept contributions from anonymous parties. Any anonymous contributions must be returned to the contributor if the contributor's identity can be established. If the identity cannot be established, the candidate shall donate the funds to a registered charity or to the local jurisdiction.

## **Bank Accounts & Tracking**

A candidate must open a bank account in their name or the name of the campaign as soon as the amount of contributions (including self-funded contributions) exceed \$1,000. Money in this account must only be used to pay for campaign expenses.

Contributions of real property, personal property, goods and services must be assigned a value.

Throughout the campaign, receipts must be issued for every contribution received and be obtained for every expense incurred. Further, the name and address of a contributor must be obtained, should their contributions during the campaign period exceed \$50 in total.

All campaign records of contributions and expenses must be kept for a minimum of three (3) years following the date disclosure statements are required to be filed by March 1, 2026.

## **What are allowable Campaign Expenses?**

At a basic level, a Campaign Expenses is an expense a candidate makes in the course of their campaign to help get elected. This includes any expense incurred, or nonmonetary contribution received, by a candidate. Examples are:

- advertising or promotional material,
- the distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period,
- the payment of remuneration and expenses to or on behalf of a person for the person's services on the campaign, or
- cost of a meeting space.

## **More Campaign Expenses & Contributions**

Part 5.1 of the Elections Act gives more detailed information regarding Campaign Expenses & Contributions, and includes information on items not covered in this document such as fundraising functions, campaign surplus/deficit, penalties for breaching campaign expense and disclosure requirements, etc.

## IDENTIFICATION TO VOTE

Every elector who attends the voting station will be permitted to vote if they make a statement that they are eligible to vote in the presence of an officer in the prescribed form. They must produce **one** of the following identifications for inspection:

- photo identification (ID) issued by the government (federal, provincial or local, or an agency of that government) stating your name and current address (an example is a driver's license or provincial ID card);
- the list of acceptable pieces of ID can be found on the Government of Alberta website [\*\*Voter Identification Requirements\*\*](#) as required by section 53 of the *Local Authorities Election Act*.

## VOUCHING

Another elector can no longer vouch for your identity; you must be able to produce an acceptable form of identification.

Another Elector is only permitted to vouch for someone's address, not their identity. An Elector who has been vouched for cannot vouch for another.

## ADVANCE VOTING

Any person authorized to vote on Election Day is authorized to vote at an Advance Vote. The Summer Village of Val Quentin Advance Voting will take place:

Date	Time	Location
Saturday, August 9, 2025	9:00 a.m. to 1:00 p.m.	Alberta Beach Village Office in Council Chambers, 4935 – 50 Avenue, Alberta Beach, AB

## ELECTION DAY – VOTING STATION

The Voting Station have been established for the electors of the Summer Village of Val Quentin and will be located on Election Day as follows:

Date	Time	Location
Saturday, August 16, 2025	10:00 a.m. to 7:00 p.m.	Alberta Beach Village Office in Council Chambers, 4935 – 50 Avenue, Alberta Beach, AB

Polling stations close at 7:00 p.m. Saturday, August 16, 2025. Candidates, and the community will know who has been elected to serve on Summer Village of Val Quentin Council as soon as all votes have been

counted. Results will be shared via the Summer Village website and Social Media as soon as they are available.

The Summer Village Returning Officer handles implementation of all aspects of Election Day: polling stations, ballots, the voting process, updating of elector register, counting votes and declaring results.

## AFTER ELECTION DAY

Once the votes are counted after election day, the Summer Village of Val Quentin Returning Officer declares the official results. Candidates who have been elected are invited to the Council orientation session, so they are prepared to serve on the Summer Village Council for the next four years.

Candidates who are not successful are thanked for their efforts.

## Contributions/Expenses Disclosure

After the election, all candidates must complete and submit Form 26 identifying sources and amounts of campaign funding, to the Summer Village on or before March 1, 2026. This includes a candidate who has withdrawn their nomination or was self-funded. The Disclosure Statement Form is included in this handout and is available on the Summer Village website at [www.valquentin.ca](http://www.valquentin.ca). Failure to submit a disclosure statement within the prescribed time, may result in the candidate receiving a fine.

## IF YOU ARE ELECTED

As a member of Council, it is your duty to establish policy for the Summer Village. The Chief Administrative Officer (CAO) — Council's only employee — is an important bridge between Council and Administration. The CAO ensures Council has all the information it needs to make sound policy decisions and ensures the municipality's work is carried out according to approved policy.

The CAO oversees municipal operations and ensuring Council's priorities and strategic goals are achieved in the most effective way. The CAO's experience and understanding of Summer Village operations will be an important resource for you.

## MANDATORY COUNCIL ORIENTATION

Municipality must offer, and councillors are required to attend, training on:

- the roles of municipalities;
- municipal organization and function;
- roles and responsibility of council and councillors;
- roles and responsibility of the chief administrative officer and staff; and
- the municipality's code of conduct.

This training must take place prior to the first organizational meeting. In the case of a councillor elected at a by-election, the training must be provided before the day that the councillor takes the oath of office.

In addition, prior to the first regularly scheduled council meeting after a general election, the municipality must offer, and the councillors must attend, training on:

- key municipal plans, policies, and projects;
- budgeting and financial administration; and
- public participation.

The deadline for training on this second group of topics may be extended by up to 90 days by council resolution. If elected through a by-election, the councillor must attend training on these topics within 90 days of taking the oath of office.

## ELECTION FORMS ATTACHED

- **Form 4 Nomination Paper & Candidates Acceptance**
- **Form 5 Candidate Financial Information**
- **Form 16 Statement of Scrutineer or Official Agent**
- **Form 26 Campaign Disclosure Statement & Financial Statement**
- **Form 29 Notice of Intent**
- **Release of Candidate Information Form**

## ADDITIONAL INFORMATION ATTACHED

Council Code of Conduct Bylaw #265-18  
Council Procedural Bylaw #275-20  
What Every Councillor Needs to Know

### Province of Alberta Website Link

<https://www.alberta.ca/municipal-elections-overview#jumplinks-4>

[Municipal Elections Overview](#)

[Running for Municipal Office in Alberta: A Candidate's Guide](#)

[Roles and Responsibilities for elected officials and administrators](#)

[Municipal Government Act](#)

[Local Authorities Election Act](#)

[Municipal Councillor Guidelines for Conflict of Interest](#)

[What Every Councillor Needs to Know](#)

Video resources for prospective candidates – YouTube

[https://www.youtube.com/playlist?list=PLgou\\_qQG9\\_mMOmp-3qmwE0HzsvhBbzjcU](https://www.youtube.com/playlist?list=PLgou_qQG9_mMOmp-3qmwE0HzsvhBbzjcU)

Please check the Summer Village of Val Quentin website regularly, as information is subject to change and/or additional information may be posted. This information is provided as a courtesy to the candidates and the Summer Village of Val Quentin is in no way responsible for errors or omissions.