



2025 MUNICIPAL ELECTION

Candidate Information Package

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General Information

This is an information package only and has no legislative sanction. For certainty, the *Local Authorities Election Act* (LAEA), *Municipal Government Act* (MGA), and other relevant statutes and regulations should be consulted.

To ensure that the Town of Edson remains impartial in the nomination process, the Town cannot assist candidates in preparing their nomination papers. Candidates are required to ensure that their nomination papers comply with all requirements of the LAEA and the Town of Edson's Elections Bylaw.

Freedom of Information and Protection of Privacy Act (FOIP)

The personal information that is being collected under the authority of the LAEA will be used for the purposes of the LAEA. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions, contact the FOIP Coordinator at 780-728-5233 or foip@edson.ca.

Being a Town Councillor

What does it mean to be a Councillor?

A Town Council sets the vision and direction for their municipality. It does so by adopting policies and bylaws that encompass these goals, and by approving the municipal budget. Administration is responsible for administering and carrying out the policies set by Council. Council may work through their one employee, the Chief Administrative Officer (CAO), to ensure the organizational objectives are being met.

As a Councillor you will have the occasion to put forward ideas and opportunities for the betterment of your community. However, decisions or monetary commitments may not be made individually and must be made by a majority of Council through a resolution. If a decision made by a majority of Council does not align with your opinion, you must be able to respect the difference of opinion and demonstrate a unified front.

As a Councillor, you are a leader and a representative of the Town of Edson. As such, when you are in public, you should conduct yourself in a manner that appropriately aligns with these responsibilities.

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Duties of Council

Under section 153 of the MGA, all Councillors have the following duties:

- To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- To participate generally in developing and evaluating the policies and programs of the municipality;
- To participate in Council meetings, Council committee meetings, and meetings of other bodies to which they are appointed by the Council;
- To obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO;
- To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public;
- To adhere to the code of conduct established by the Council under section 146.1(1) of the MGA; and
- To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Duties of the Mayor (Chief Elected Official)

The Mayor has the same powers, duties, and responsibilities as any member of Council.

The Mayor has no veto power over a decision of Council.

Additional responsibilities of the Mayor include:

- Preside over Council meetings unless otherwise provided for by Bylaw;
- Is an official member of all Council committees and all bodies to which Council has the right to appoint members;
- Providing Council with guidance interpreting Town Policies and procedures;
- Representing the Town and Council to outside agencies and communities; and
- Providing Council with overall leadership and direction.

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Time Commitment

During your four-year term as a Councillor, you will be required to attend many meetings and events which can be demanding on your time. These include:

- Regular Town Council meetings, which are held on the first and third Tuesday of every month at 7:00 p.m.
- Regular Committee of the Whole meetings, which are held on the second Tuesday of every month at 7:00 p.m.
- Meetings of other boards and agencies to which you are appointed as a Council representative. These meetings can take place in the Town, the County, and throughout the region. Time commitment varies from a few hours per year to monthly meetings.
- Various conferences (e.g. Alberta Municipalities and Federation of Canadian Municipalities), conventions, seminars, and workshops for training and discussion.
- Events: Council receives invitations every month to attend local events and engagements. Many of these take place in the evenings and on weekends.

A Councillor must also spend time reading the agenda and preparing for the respective meetings, as well as, speaking with members of the public, the CAO and other parties related to the municipality. There may also be events promoting Edson where Councillors receive invitations to attend.

Oath of Office (MGA s. 156)

Before taking part in your first Council meeting, you will be required to make and subscribe to the official oath. By the oath, you swear or declare that you will diligently, faithfully, and to the best of your ability, fulfill the duties of the office to which you have been elected.

Organizational Meeting (MGA s.159 and 192)

The first meeting of Council will be the Organizational Meeting. This marks the official commencement of your term of office and the completion of the previous Council's term. This meeting allows Council to address preliminary matters and appointing Councillors to the various committees and other bodies associated with Council. Following the adjournment of the Organizational meeting, the first regular meeting of Council will be convened and recorded as a separate meeting.

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Key Dates

<i>DATE</i>	<i>DESCRIPTION</i>
October 31, 2024	Municipal Affairs Statutes Amendment Act comes into effect. Campaign period for 2025 Election begins. Candidates able to submit Notice of Intent to Run in Edson.
January 1, 2025	Nomination period begins
March 1, 2025	2024 Campaign Disclosure Statements due
April 2, 2025	Candidate late filing fees due
May 30, 2025	Amended candidate campaign disclosure statements due
September 22, 2025	Nomination Day (nomination period closes at 12 noon)
September 23, 2025	Deadline to withdraw nomination
October 20, 2025	ELECTION DAY
October 22, 2025	Deadline for applications for a recount based on concerns at voting station
October 24, 2025	Statement of Results posted
October 26, 2025	Deadline for applications for a threshold recount (0.5%)
November 10, 2025	Elector deadline to apply for judicial recount
November 12-14, 2025	Alberta Municipalities Convention in Calgary
December 31, 2025	Campaign period ends
January 1, 2026	Campaign period for 2029 Election begins

Additional dates will include mandatory Council Orientation, budget workshop, advanced voting etc.

Training and Orientation

Newly elected Town Councillors are mandated to attend orientation sessions to prepare for their term of office on Council. Attendance at the orientation sessions is required by the MGA and the Town of Edson Council Code of Conduct Bylaw.

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Candidate Eligibility

To become a candidate you must:

- Be at least 18 years of age on nomination day;
- Be a Canadian citizen;
- And have been a resident of the Town of Edson for six consecutive months immediately preceding Nomination Day (September 22, 2025); and
- A resident of Edson on Election Day (October 20, 2025).

Candidate Ineligibility

You are not eligible to run if you:

- Are an employee of the Town of Edson (unless you are granted a leave of absence prior to nomination day);
- Are an auditor of the Town of Edson;
- Are more than \$50 in arrears on your property taxes, or you are more than 90 days in default of any debt to the Town of Edson in excess of \$500 (if you are unsure, please call 780-723-4401 to find out if you have any amounts owing);
- Have been convicted of an offence under the *LAEA*, the *Elections Act*, or the *Canada Elections Act* within the last 10 years; or
- Have been convicted of an offence punishable by imprisonment for 5 or more years.

It is the responsibility of the candidate to confirm eligibility before engaging in the nomination process.

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Candidate Nominations

The nomination period for the 2025 general election begins on January 1, 2025, and runs until 12:00 p.m. on September 22, 2025 (Nomination Day).

Nominations may be submitted at the Edson Civic Centre at any time during the nomination period. Papers may be delivered in person by the candidate or by another person on behalf of the candidate.

Faxed nomination papers cannot be accepted.

The candidate is responsible for ensuring that nomination requirements are complete.

Official Agent

In the nomination form, you may appoint an elector to act as your official agent. This appointment gives this individual the signing authority for the campaign bank account and the ability to manage your campaign under your direction. A candidate may NOT act as an official agent for another candidate.

If you have appointed an official agent, you must include their information on the nomination form. If at any time the information about your official agent changes, you must notify the Returning Officer immediately.

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Notice of Intent to Run

The Notice of Intent to Run process is new for the 2025 municipal election and differs from the Nomination process. Prospective candidates must file the Notice of Intent to Run form before accepting campaign contributions or incurring campaign expenses. Once the Returning Officer receives the completed form, the candidate's name will be added to the Register of Candidates on the Town's website.

After January 1, 2025, candidates can submit their Nomination forms and Notice of Intent to Run at the same time. Nomination forms cannot be submitted without a Notice of Intent to Run.

Please note that submitting a Notice of Intent to Run does not replace the nomination process, which begins on January 1, 2025, nor does it mean a candidate is officially nominated.

Should there be any changes to the information provided in the Notice of Intent to Run, the candidate must notify the Returning Officer within 48 hours.

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

It is an offense under the LAEA to accept campaign contributions or incur campaign expenses without first filing a notice of intent. Candidates who do not intend to accept campaign contributions or incur campaign expenses prior to being nominated as a candidate may file their notice of intent with the Returning Officer at the same time as their nomination papers.

Is Submitting a Notice of Intent to Run the Same as Submitting Nomination Forms?

No. Submitting a Notice of Intent to Run is one step in the process and does not mean you have been nominated and will appear on the ballot.

Once a prospective candidate's Notice of Intent to Run submission is complete and they are added to the Register of Candidates, they can accept campaign contributions and incur campaign expenses.

To become a nominated candidate and appear on the ballot, a candidate must complete the nomination process during the Nomination Period from January 1 to September 22, 2025.

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Nomination Paper Requirements: What are the prescribed forms for nomination papers?

Every Candidate must complete and provide the following nomination papers to the Returning Officer by noon on September 22, 2025:

- [Notice of Intent to Run](#)
- Form 4 - Nomination Paper and Candidate's Acceptance
- Form 5 - Candidate Financial Information
- Criminal Record Check and Vulnerable Sector Check
- Minimum of 5 signatures from eligible electors in the Town of Edson

Written Acceptance:

Form 4 contains a candidate's written acceptance and must be commissioned by the Returning Officer or a Commissioner for Oaths. To complete the candidate acceptance, the candidate must be familiar with the following sections of the LAEA:

- Section 21 - Qualification of Candidates
- Section 22 – Ineligibility
- Section 23 & 23.1 – Disqualification of Candidate
- Section 27 – Form of Nomination
- Section 47 – Eligibility to Vote
- Section 68.1 – option for Official Agent
- Section 151 – Offence
- Part 5.1 - Election Finances and Contributions Disclosures

Who can witness my signature on the nomination form?

You must sign the nomination paper in the presence of a Commissioner for Oaths or the Returning Officer.

You can make an appointment with the Returning Officer or Commissioner for Oaths to have your signature witnessed by emailing elections@edson.ca.

Commissioner for Oaths services are also available through any law office.

Can I withdraw my nomination?

A person nominated as a candidate may withdraw as a candidate at any time during the nomination period and up to 24 hours after the close of the nomination period. However, as per LAEA Section 32(3) the Returning Officer shall refuse to accept further withdrawals if, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled.

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How to File Nomination Papers

The LAEA and the Town of Edson's Elections Bylaw outline the requirements for candidate nomination papers. Nomination papers must be completed using the prescribed forms from Alberta Municipal Affairs.

Nomination papers must be filed in-person at the Civic Centre during regular business hours. Candidates are encouraged to contact the Town to book an appointment with the Returning Officer for the filing of nomination papers.

The Town of Edson also encourages candidates to complete an optional Candidate / Official Agent Communications Consent Form to receive official information and updates directly from the Returning Officer throughout the 2025 municipal election.

Please note the Returning Officer CANNOT accept late nomination papers.

Nomination Signatures, Criminal Record Check and Vulnerable Sector Check

The LAEA requires that a candidate's nomination papers are signed by at least five people from the Town of Edson who are eligible to vote in the 2025 municipal election. A candidate's five signatories must be residents of the Town of Edson and eligible voters on the date that they sign the candidate's nomination papers.

The Town of Edson's Elections Bylaw requires a candidate's nomination papers to be accompanied with a Criminal Record Check and Vulnerable Sector Check. Nomination papers filed without the required Criminal Record Check and Vulnerable Sector Check will not be accepted.

The Criminal Record Check and Vulnerable Sector Check must have been completed within the previous six months from the date that the candidate files their nomination papers. It must be completed by the Royal Canadian Mounted Police. Criminal Record Checks and Vulnerable Sector Checks will not be accepted if they are conducted by a third-party provider.

To obtain a Vulnerable Sector Check from the RCMP, the candidate must provide a letter indicating the check is required as, if elected, you may engage with boards, committees, and events involving youth and/or vulnerable populations.

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Campaign Advertising and Signage

Campaign materials must not show a ballot marked for a candidate or use the Town of Edson crest, symbol, logo, or brand.

It is prohibited to place your election campaign signs on any Town owned properties, including (but not limited to) the:

- Civic Centre
- Public Works Building
- Fire Department
- Museum
- RCMP Centennial Park (excluding the outer highway boulevard)
- Edson & District Leisure Centre
- Edson & District Public Library presented by Peyto Exploration and Development Corp.
- Griffiths Park Building
- Airport
- Trail systems

Town owned facilities must remain neutral in an election.

Additionally, signs may not be attached to utility poles, light poles, utility boxes, trees, planters, benches, waste receptacles, newspaper boxes, mailboxes, or other similar fixtures. Any signs found in these areas shall be removed and may be discarded.

Candidates may place signs on any private land, providing they receive permission from the legal landowner. Signs may also be placed along the highway boulevards, but must not block site lines and must adhere to Alberta Transportation's Guidelines.

Candidates are not permitted to solicit votes or place campaign ads in voting stations or within the boundaries of land on which the voting station is situated.

Following the election, please ensure all signage is removed within 72 hours.

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Campaign Expenses and Contributions

The LAEA sets out all requirements respecting campaign expenses and contributions. A brief summary is provided below; however, ***all candidates are strongly encouraged to read and understand the provisions of the LAEA.***

Campaign Contribution and Limits

A campaign contribution is defined 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 that candidate. This does not include voluntary services when the individual receives no compensation directly or indirectly. The value of a contribution, other than money, is the fair market value of the contribution at the time it is provided.

- Candidates may self-contribute up to \$10,000 in the campaign period.
- Receipts must be issued for all contributions.
- A separate bank account must be opened once contributions reach \$1,000.

For information regarding prohibited contributors please see the LAEA s.147.1(1)(f).

Campaign Expenses

Campaign expenses are any expenses incurred, or non-monetary contributions received to promote or oppose a candidate during the campaign period.

What are allowable campaign expenses?

At a basic level, a "campaign expense" is an expense a candidate makes during a campaign to help get elected. Technically, this includes any expense incurred, or nonmonetary contribution received, by a candidate to the extent that it is used to directly promote or oppose a candidate during a campaign period. Campaign expenses include:

- Advertising or promotional material;
- The distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset;
- The payment of remuneration and expenses to or on behalf of a person for the person's services on the campaign;
- Securing a meeting place; or
- The conduct of opinion polls, surveys or research during a campaign period.

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Campaign Disclosure Statements

Every candidate must file a campaign disclosure statement. Candidates who accept campaign contributions, including those that are self-funded, are required to file campaign disclosure statements (form 26).

- Campaign contributions accepted in 2024 must be filed by March 1, 2025
- Campaign contributions accepted in 2025 must be disclosed by March 1, 2026.

Campaign contributions that must be identified in the disclosure statements include:

- Contribution totals and list of contributors for donations exceeding \$50
- Fund-raising function contributions
- Campaign expense totals and itemized report
- Candidate's own contributions
- Campaign surplus or deficit

It is the responsibility of the candidate to review all campaign expense, disclosure, and contributions legislation and regulations.

Third Party Advertisers

Please see Part 8 of the LAEA & Expense Limits Regulation for more information.

Candidates must follow the election finance rules set out in Part 5.1 of the LAEA and the Expense Limits Regulation. Part 5.1 of the LAEA gives more detailed information regarding the above, and includes information on items not covered in this document such as Fundraising Functions, Campaign Surpluses/Deficits, penalties for breaching campaign expense and disclosure requirements, etc.

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Additional Information and Resources

Local Authorities Election Act

Recently, the Government of Alberta amended the *Local Authorities Elections Act*. The LAEA and related regulations can be viewed on the Alberta King's Printer website. Candidates are encouraged to visit the following:

[Local Authorities Election Act - Open Government](#)

[Bill 20 Municipal Affairs Statutes Amendment Act, 2024, Fact Sheet](#)

[Expense Limits Regulation - Open Government](#)

[Election 2025: The Town of Edson](#)

[What every Councillor needs to know: A Council member's handbook](#)

Alberta Government Municipal Affairs Election Overview: [Municipal elections – Overview | Alberta.ca](#)

Town of Edson

Candidates are encouraged to visit the Town of Edson website and familiarize themselves with the Town of Edson Bylaws, previous Council/Committee of the Whole Meeting Agendas and Minutes: <https://edson.civicweb.net/portal/>.

Specifically related to Council, candidates should also review:

- [Bylaw No. 2275 - Council Code of Conduct Bylaw](#)
- [Bylaw No. 2281 - Meeting Procedures Bylaw](#)
- [Bylaw No. 2312 Elections Bylaw](#)

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