



CANDIDATE'S INFORMATION PACKAGE FOR MUNICIPAL ELECTIONS

OCTOBER 20, 2025



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SECTION ONE

INTRODUCTION

This guide has been developed to answer questions most frequently asked by candidates prior to Nomination Day. It also contains information that candidates for the offices of Mayor or Councillor should be aware of. It is your responsibility to be familiar with the legislation and we urge you to obtain a copy of the Local Authorities Election Act (LAEA) and the Municipal Government Act (MGA). Both Acts can be viewed or ordered from the Alberta King's Printer.

<https://www.alberta.ca/alberta-kings-printer>

Nominations for the 2025 General Election will be accepted at the Whitecourt Administration Office until 12:00 noon on Monday, September 22, 2025:

Town of Whitecourt

5004 52 Avenue, Box 509

Whitecourt AB T7S 1N6

www.whitecourt.ca

election@whitecourt.ca

Hours: 8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m., Monday to Friday

The information in this package is subject to change. Please refer occasionally to our website to view any posted changes, corrections or updated forms.

Note: Municipal Elections are governed by the Local Authorities Election Act (LAEA), R.S.A. 2000, C L-21. The information contained in this document is provided for convenience and as reference only. Additionally, candidates are subject to further requirements in the LAEA. Candidates are advised to refer to the LAEA and obtain legal advice regarding the full extent of their obligations.





SECTION TWO

WHAT YOU SHOULD KNOW ABOUT BEING A COUNCIL MEMBER

An Overview

The Town of Whitecourt conducts a general municipal election every four years for the offices of Mayor and Councillor (six positions). All general municipal elections in Alberta are conducted under the authority of the Local Authorities Election Act. You should be aware of the contents of this Act, as there may be penalties (including fines, imprisonment, and disqualification from elected office) if you are found in breach of its provisions.

It is 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.

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 need to spend a considerable amount of time reading and preparing for meetings so that you can make informed decisions that represent the community you serve. You'll be expected to attend numerous functions and events as dignitaries, representatives and officials during the day, evening, and occasionally on weekends.

To assist you in performing your duties, agendas/packages are 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 municipal matters. You will receive phone calls not only at the Town 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 elected officials must balance these responsibilities with their professional work, and other aspects of their lives.

Mayor

The Mayor has additional responsibilities as head of Council: chairing Council meetings; participating in inter-municipal, inter-government, and regional matters; and representing Whitecourt as its main dignitary and Council spokesperson. The Mayor usually has more office duties and more social obligations than Councillors.

The duties of the Mayor encompass both that of a Councillor and Chief Elected Official as outlined in Sections 153 and 154(1) of the Municipal Government Act.

Councillor

There are six Councillor positions on Whitecourt Town Council. Whitecourt does not follow a ward system.

The duties of a Councillor are outlined under Section 153 of the Municipal Government Act.

Deputy-Mayor

The Deputy Mayor serves as back-up to the Mayor, chairs the Policies and Priorities Committee meetings, and attends other meetings and functions that the Mayor is unable to attend. The position of Deputy Mayor is rotated among Council members throughout the four-year term so that each Councillor is provided an equal opportunity/experience as the Deputy Mayor.

Acting Deputy-Mayor

Occasionally, the Mayor and Deputy Mayor are unavailable, and the Acting Deputy Mayor acts as a representative of Council to fulfill position responsibilities. Procedure Bylaw 1583 allows Council to appoint a Council Member, by motion, to serve as the Acting Deputy Mayor for a defined period of time.





Orientation Training Sessions

Immediately following the official results of the election, all Council Members will be required to attend orientation training sessions. Sessions marked with a * are mandatory for all those elected to office.

- Friday, October 24: 8:30am to 4pm - Council Orientation Session*
- Saturday, October 25: 10am - Oaths of Office Ceremony*
- Monday, October 27: 9am to 1pm - Council Orientation Session*
- November 12-14 in Calgary: All Day - Alberta Municipalities Conference
- Tuesday, November 18: 9am to 4pm - Council Governance Session in partnership with Woodlands County Council

Policy 11-012 – Orientation of Council Members details how and when elected officials will be briefed on all aspects of the municipality's operations, policies and procedures, as well as current and outstanding issues and concerns.

Other Resources for Candidates

Alberta Municipal Affairs – Running for Municipal Office in Alberta – Candidate Guide

- <http://www.municipalaffairs.alberta.ca/documents/Running%20for%20Municipal%20Office%20in%20Alberta%20-%20A%20Candidate%27s%20Guide.pdf>

Training is available for elected officials through the Elected Official Education Program (EOEP). For more information on training opportunities go to <https://eoep.ca/>.

Council & Council Committee Meetings

The first meeting of Council after the 2025 Municipal Election will be the Organizational Meeting which is scheduled for Monday, October 27, 2025 at 4:00 p.m. At the Organizational Meeting, the Mayor will appoint Council Members to various Council Committees.

The first regular Council Meeting of the newly elected Council will follow immediately after the Organizational Meeting on October 27, 2025.

Regular Council Meetings take place on the second and fourth Monday of each month at 4:00 p.m. in Council Chambers at the Forest Interpretive Centre (3002 – 33 Street); with the exception of July, August and December where one meeting per month is scheduled per policy.

Policies & Priorities Committee

Policies and Priorities Committee meetings take place the third Monday of each month (except for July, August and December) at 4:00 p.m. in the Town Office large boardroom (5004 – 52 Avenue). The Committee provides a forum for all members of Council to discuss bylaw and policy development, business and financial planning, and other key issues facing the municipality.

Council Committees

Each Council Member will be appointed to serve as a Council representative on internal and external Council Committees. These appointments are made at the Organizational Meeting of Council held in October of each year.

The Mayor is an ex-officio member of all Council Committees. (The Subdivision and Development Appeal Board is an exception, unless the Mayor is specifically appointed.)

Council 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. For further details, refer to Council Committees Bylaw 1570.

The Mayor and Councillors are actively involved in the selection process of public committee members. Recruitment for public committee members usually commences in September or October of each year.



SECTION THREE

COMPENSATION & BENEFITS

Council Member Compensation

Council members are paid a base salary and per diems, as provided by Policy 11-006 – Honorariums and Per Diem Council Compensation, Benefits and Allowances.

- Members of Council are eligible for mileage and reimbursement of expenses incurred for Council business.
- Council remuneration is adjusted annually by cost of living. The Council Compensation Committee reviews Council compensation and benefits prior to each general election.

Council Member Benefits

Council members are given the opportunity to join the Town of Whitecourt Sunlife Benefit Plan provided they incur 35% of benefit plan costs.

Other Compensation

Council members will be provided with a mobile phone and a computer (laptop or tablet), or receive \$100 monthly allowance for mobile devices (where this equipment is made available there will be no allowance).





SECTION FOUR

BECOMING A CANDIDATE

Candidate Nomination

For the 2025 General Election, a person may file a nomination to become a candidate between January 1, 2025 and 12:00 noon on September 22, 2025. Nominations will be accepted at the Town Administration Office (5004 52 Avenue).

Individuals who intend to submit nomination papers should review the Local Authorities Election Act to understand the rules prior to submitting nomination papers.

Am I eligible to be a candidate?

You are eligible to be nominated as a candidate for Town of Whitecourt Mayor or Councillor if, on Nomination Day (Monday, September 22, 2025), you meet the Local Authorities Election Act requirements.

All candidates must:

- Be eligible to vote per Section 47 of the Local Authorities Election Act;
- Have been a resident of the municipality for 6 consecutive months immediately preceding Nomination Day; and,
- Are not otherwise ineligible per Section 22 of the Local Authorities Election Act.

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. Further information on this is detailed in Section 9 of this document.

How do I become Nominated as a Candidate for the Election?

To become a candidate, you must:

- Meet the Local Authorities Election Act nomination requirements.
- Complete Notice of Intent (Form 29)
- Have your Nomination Paper and Candidate's Acceptance (Form 4) signed by at least five (5) electors eligible to vote in this election and who are residents of the Town of Whitecourt, on the day they sign the Nomination Paper. Candidates are encouraged to acquire more than five eligible signatures for assurance. A candidate may appoint an elector as the Candidate's Official Agent; the role of official agent is not mandatory. The candidate assigns the duties of an official agent.
- Complete Candidate Financial Information (Form 5).
- Complete the Candidate Information Disclosure Form.
 - The Returning Officer will receive requests from the media and general public on how to contact a candidate; therefore, we are asking each candidate to complete a Candidate Information Disclosure Form when they submit their Nomination Paper. Emails for the candidates will be posted on Whitecourt's website. The contact information provided on this form may also be used by the Returning Officer to communicate any important messages or details to candidates during the course of the election.
- Submit the completed Nomination Paper and Candidate's Acceptance (Form 4); Candidate Financial Information (Form 5), Notice of Intent (Form 29), and Candidate Information Disclosure Form to the Returning Officer at the Town Office.

It is your responsibility to ensure that you are fully aware of all 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.

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.





When and where do I submit my Nomination Forms?

Nominations will be accepted at the Town Office between January 1, 2025 and 12:00 noon on September 22, 2025. Nomination forms will not be accepted by email, and original nomination papers must be received at the Town Office.

Candidates who do not have their nomination papers sworn by a Commission of Oaths should contact the Town Office ahead of time to ensure a Commissioner is available.

Per Section 147.221(2), a register of candidates for the election will be posted on www.whitecourt.ca.

Do I have to pay a deposit?

The Town of Whitecourt does not require deposits for nominations to the offices of Mayor or Councillor.

Who can see my Nomination Forms?

At any time during the nomination period, during regular office hours, a person may request to examine the Nomination Papers. A register of candidates will be available on www.whitecourt.ca.

Where can I get copies of the Nomination Forms?

A copy of Form 4, Form 5, Form 29 and the Candidate Information Disclosure Form may be obtained on our website at <https://www.whitecourt.ca/your-town/election> or from the Town Office. All Local Authority Election Act forms are also available on the Province's website.

What if my circumstances change between filing my nomination papers and Nomination Day? Can I withdraw my nomination?

A candidate may withdraw their nomination between January 1, 2025 and 12:00 noon on September 22, 2025 in written format. The written submission to withdraw nomination must be delivered to the Returning Officer or Deputy Returning Officer in person by the candidate at the Town Office. If a candidate withdraws their nomination, they are still required to complete and submit a Campaign Disclosure Statement and Financial Statement (Form 26).

What if no nominations are received for a particular position?

If no nominations for the position of Mayor or less than six for the office of Councillor are received by 12:00 noon on Nomination Day, the receipt of nominations shall stand adjourned to the next day at the same place at the hour of 10:00 a.m. and shall remain open until 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 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(s) nominated for the position will be declared elected (by acclamation) by the Returning Officer after the close of nominations.

Per the Local Authorities Election Act, the names of those nominated for the office of Mayor and Councillor will be posted at the Town Administration Office within 48 hours of Nomination Day. This information will also be available online at www.whitecourt.ca, and may also be shared on the Town's social media platforms as part of the election advertising process.



SECTION FIVE

OFFICIAL AGENTS AND SCRUTINEERS

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 Returning Officer or Presiding Deputy Returning Officer 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 a candidate be permitted to have both an official agent and a scrutineer present at the same time in a voting station.



A candidate may (if they choose):

- Appoint one official agent (information to be included on Form 4).
- Appoint scrutineers (including the official agent) to attend the voting station (by signing Form 16 for each scrutineer).
- 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:

- Be at least 18 years of age.
- If acting as a scrutineer at a voting station, must present written notice from the candidate (Form 16) to the Returning Officer or Presiding Deputy Returning Officer at the voting station.
- If acting as a scrutineer, sign a statement (Form 16) before the Returning Officer or Presiding Deputy Returning Officer.

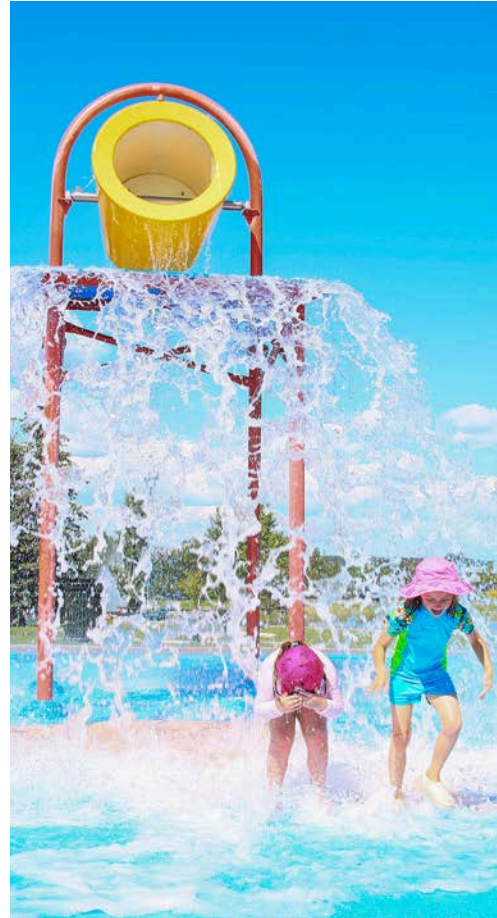
A scrutineer must:

- Be at least 18 years of age.
- Present written notice from the candidate (Form 16) to the Presiding Deputy Returning Officer at the voting station.
- Sign a statement (Form 16) before the Returning Officer or Presiding Deputy Returning Officer at the voting station.

The Returning Officer or the Residing Deputy Returning Officer 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.

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.

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 SIX

CAMPAIGNING

Are there any restrictions on how I campaign?

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 Town bylaws/policies 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 so far as they cover activities that are not permitted. Per Section 152.1 of the Local Authorities Election Act, no person can canvas or solicit votes, or communicate 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 stations is located.

What do I need to know about campaign signs and literature?

Town of Whitecourt Policy 61-009 – Election Signs provides guidelines for the regulation of election signs placed on public lands within the Town of Whitecourt boundaries.

Alberta Transportation is the authority for all highways within the Town of Whitecourt. Please review [Alberta Transportation's Guidelines for the Installation of Election Signs](#) to ensure your signs comply with their requirements.

Per the Local Authorities Election Act, campaign activities and advertising within the boundaries of land on which the building is located for the use of a voting station is prohibited. The Act also prohibits activities in and around a voting station that would involve soliciting votes or communicating for the purpose of influencing votes.

DO NOT USE the Town of Whitecourt's logo(s) or phone number(s) in your campaign advertising. The use of Whitecourt's official logo(s) on any campaign materials, including signs or brochures, is strictly prohibited. Do not use Town of Whitecourt phone numbers or email addresses on any of your contact information for elections.



SECTION SEVEN

VOTING

Advanced Voting

Advance Votes are permitted as an alternative date(s) for voting. Voters are permitted to vote at the Advance Vote without declaring special circumstances. All Advance Votes are counted after the close of the polls (8:00 p.m.) on Election Day.

Advance Votes are scheduled at the St. Joseph Parish Hall (5538 Mink Creek Road) on Tuesday, October 14 and Saturday, October 18 from 10:00am to 7:00pm.

Institutional Vote

The Town of Whitecourt has conducted Institutional Votes in previous elections. Conducting an Institutional Vote will require a resolution of Council. Dates, times and locations will be announced in 2025.

Special Ballots

The Town of Whitecourt has provided for Special Ballots in previous elections. A resolution of Council providing for Special Ballots will be required prior to Nomination Day. Details on Special Ballots will be communicated to the public once confirmed and closer to Election Day.

Election Day

Election Day will be held on October 20, 2025 from 10:00 a.m. to 8:00 p.m. at the St. Joseph Parish Hall (5538 Mink Creek Road).



Election Results

Unofficial election results of the ballot count will be released as soon as possible after the voting station closes. Per the Local Authorities Election Act, all ballots will be counted manually. The unofficial results will be published in a press release and displayed on election night at the Town Office and on the Town of Whitecourt's website and social media platforms.

Official election results will be posted by the Returning Officer at 12:00 noon on Friday, October 24, 2025 at the Town Office and posted on the Whitecourt website and social media platforms.

Under what conditions may there be a recount?

Please refer to Section 98 and 103-115 of the Local Authorities Election Act for information on recount procedures.

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 manually counted.



SECTION EIGHT

CAMPAIGN DISCLOSURE STATEMENT

All candidates must be familiar with the legislation regarding campaign disclosure and financial statements, and reporting campaign contributions.

- Prior to January 1, 2025, Individuals who intend to run as a candidate must submit a written notice of intent to the Returning Officer at the Town Administration Office. Once a notice of intent form is accepted as complete by the local jurisdiction, an individual is allowed to be a candidate, accept contributions, or incur campaign expenses according to the rules set out in the Local Authorities Election Act and the Expense Limits regulation.
- As of January 1, 2025, all candidates must have submitted nomination papers prior to accepting contributions or incurring campaign expenses.
- Candidates for the 2025 Municipal Election will be required to submit campaign disclosure statements. Please refer to Section 147.4 for details.

Candidates must be aware that Section 147.1(1)(a) defines campaign expenses as any expense incurred (including a non-monetary contribution received) by a candidate to the extent that the property or service is used to directly promote or oppose a candidate during a campaign period.

Section 147.3(1) requires all candidates, including self-funded candidates, to open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their campaign.

Section 147.3(e) requires that candidates obtain receipts for all expenses incurred and every contribution received.

Per Section 147.4(7), all campaign disclosure statements filed with the Town of Whitecourt for the 2025 General Election will be posted on www.whitecourt.ca.



SECTION NINE

REFERENCES

- **Municipal Government Act**
- **Local Authorities Election Act**
- **Alberta Municipal Affairs – Running for Municipal Office in Alberta – Candidate Guide**
- **Training is available for elected officials through the Elected Official Education Program (EOEP). For more information on training opportunities go to <https://eoep.ca/>.**
- **Bylaw 1583 - Council Procedure**
- **Bylaw 1570 - Council Committees**
- **Town of Whitecourt Policy Manual (policies of note):**
 - **Policy 11-001 – Meetings of Council**
 - **Policy 11-003 – Council Committees**
 - **Policy 11-006 – Honorariums and Per Diem Council Compensation, Benefits and Allowances**
 - **Policy 11-012 – Orientation of Council Members**
 - **Policy 61-006 – Election Signs**
- **Form 4 - Nomination Paper and Candidate Acceptance**
- **Form 5 - Candidate Financial Information**
- **Candidate Consent to be Contacted Form**
- **Form 26 - Notice of Intent Form**

QUESTIONS? CONTACT US



780-778-2273

www.whitecourt.ca

election@whitecourt.ca

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