

2025 Municipal Election Town of Beaverlodge Handbook For Potential Candidates

First Released – February 14, 2025



Table of Contents

Introduction.....	6
Our Vision	6
Our Mission	6
Purpose, Power and Capacity of Local Jurisdictions.....	6
Roles and Responsibilities	7
Chief Elected Official – Mayor:.....	7
Council:.....	8
Chief Administrative Officer:.....	8
Council Meetings:.....	9
Organization and Group meetings:.....	10
Mayor:.....	11
Councillor:.....	11
Remuneration	11
Expenses allowance.....	12
Election Information	13
Key Dates for 2021 Election.....	13
Candidates Eligibility: (LAEA s.21(1))	13
Candidates Checklist	14
Nomination	15
Nomination Paper (LAEA 27).....	15
Candidate’s Acceptance.....	15
Nomination Day (LAEA 28-30)	15
Withdrawal of Nominations (LAEA 32)	16
Campaign	16
Allowable election expenses (LAEA 147.1)	16
Duties of candidate (LAEA 147.3).....	17
Campaign Advertisement (LAEA 14(5)8, 152(1)).....	17
Campaign Funding (LAEA 147)	18
Candidate self-funded election campaign (LAEA 147.(2)4).....	18
Limitations on contributions (LAEA 147.2).....	18
Campaign disclosure statements (LAEA 147.4).....	18
Campaign surplus (LAEA 147.5)	18
Late filing period/penalties (LAEA 147.7)	19

Official Agent and Scrutineers.....	19
Official Agent (<i>LAEA 68.1</i>)	19
Scrutineers (<i>LAEA 69-71</i>)	19
Voter Eligibility and Identification.....	20
Voter eligibility (<i>LAEA 47</i>)	20
Voter identification	20
Rules of residence (<i>LAEA 48</i>)	20
Voting	21
Advance Polling.....	21
Election Day Voting.....	22
What You Should Know About Election Day	22
Election Results.....	23
Last Day for a Recount of Ballots	23
First Council (Inaugural) Meeting	23
.....	23
Appendix A	24
Appendix B – Forms – Info Release, Form 4 and Form 5	40

DISCLAIMER:

The material that follows is the Town’s interpretation of the meaning of the legislation. This summary is not intended to replace the candidate’s responsibility for reading and understanding this legislation, or to seek appropriate legal or accounting advice from professionals as required. The candidate is responsible for ensuring that his or her campaign complies with all provincial laws.

Your interest in becoming a candidate for the coming election is most welcomed by the Town of Beaverlodge. This handbook is intended to provide a summary of information and resources to assist your candidacy, ultimately becoming a member of the Council.

This handbook will provide a brief overview of the governing structure and its roles and responsibilities of the Town of Beaverlodge council and councillors, your requirements of being a candidate, and the process and procedure of the Election Day. Also included is the Information extracted from *Local Authorities Election Act (LAEA)*; please refer to the Act for specific requirements, the Act may be found by following the link below (Alberta Municipal Affairs).

Please note that you are responsible for ensuring your compliance with the laws governing elections and for obtaining any necessary legal advice.

INFORMATION SOURCES

It is advised that you should obtain a copy of the *LAEA* and *Municipal Government Act* from the following source:

Alberta King's Printer
Park Plaza
Suite 700, 10611 98 Avenue
Edmonton AB T5K 2P7
780-427-4952
www.alberta.ca/alberta-kings-printer

Municipal Advisory Services /AB Municipal
10155 – 102 Street, 17th Floor
Edmonton AB T5J 4L4
780-427-2225 / 310-0000 (Toll free; AB only)
www.alberta.ca/municipal-affairs

WEBSITE RESOURCES

Town of Beaverlodge	http://www.beaverlodge.ca
Alberta Municipal Affairs	http://www.alberta.ca/municipal-elections
King's Printer	www.alberta.ca/alberta-kings-printer
Alberta Urban Municipalities Association	http://www.auma.ca
Federation of Canadian Municipalities	http://www.fcm.ca

For more information, please visit our website which will be updated on a regular basis.

Should you wish a copy of any Town Bylaw, or if you have questions related to the 2025 Municipal Election, please do not hesitate to contact the following individuals:

Returning Officer: Jeff Johnston
780-354-2201 ext. 1016
jjohnston@beaverlodge.ca

Deputy Returning Officer: Tina Letendre
780-354-2201 ext. 1011
tletendre@beaverlodge.ca



Introduction

Beaverlodge is a community full of history and opportunities, with a stable economy and a healthy quality of life. The town has celebrated over 100 years of history and its over 2,000 residents share a strong sense of belonging and a collective pride of place.

In 2022, Council and senior staff collaborated to develop a new vision and mission statement, goals and strategies for a Beaverlodge Community Strategic Plan, 2022-2026. Annually during the budget development and deliberations Council will establish specific areas of focus. The plan can be found in Appendix A in this document.

Our Vision

To be a welcoming, innovative and creative community working for the benefit of residents and business ... a place to build dreams.

Our Mission

Being a leader in managing ethical, responsible and innovative ideas in community economic development.

Purpose, Power and Capacity of Local Jurisdictions

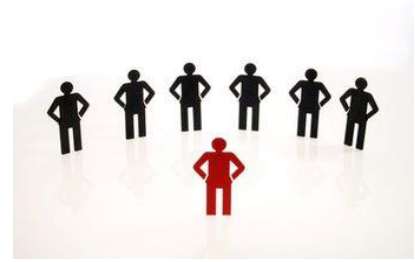
Within Canada there are three levels of government:

- Federal - Elected representatives referred to as Members of Parliament (MPs)
- Provincial - Elected representatives referred to as Members of the Legislative Assembly (MLAs)
- Local - Elected representatives referred to as Mayor and Councillors.

Individuals elected to the Federal and Provincial governments typically represent a particular political party with the party having the most representatives elected forming the government. There is no formal party system at the municipal level.

Overview of Council

The Town of Beaverlodge Council consists of the Mayor and six (6) Councillors. Town Council is the main governing and legislative body for the town. Mayor and Councillors are required to attend the regular Council meetings and are also expected to sit on various committees, boards and external bodies. The term of office is 4 years. The Town does not run on a ward or district system; this means each member of Council represents the Town as a whole and not a particular neighborhood.



Roles and Responsibilities

Councillors:

Under the *Municipal Government Act (Section 153)*, 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 and 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 Chief Administrative Officer
- To keep in confidence matters discussed in private at a council 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)
- To perform any other duty or function imposed on councillors by this or any other enactment, or by the council.

Chief Elected Official – Mayor:

The Mayor, in addition to performing a councillors duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The Mayor is a member of all council committees and bodies to which council has the right to appoint members under the *Municipal Government Act*, unless council provides otherwise. The Mayor must also perform any other duty imposed under the *MGA* or any other enactment. In practice, the Mayor is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The Mayors role, unless a bylaw prescribes otherwise, includes:

- Chairperson of council
- Review council agendas with Chief Administrative Officer
- Consensus seeker amongst members of council
- Liaison with senior elected officials (other municipalities, provincial, federal),
- Ex officio member on various boards and all committees
- Key representative with regard to ceremonial responsibilities
- Liaison with other levels of government
- Advice with regard to policy development

Council:

Under the *Municipal Government Act (Section 201)*, a council is responsible for:

- (1)(a) Developing and evaluating the policies and programs of the municipality;
 - (b) Carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a Designated Officer.



Chief Administrative Officer:

The *Municipal Government Act (Section 207)* states the responsibilities of the Chief Administrative Officer are as follows:

- a) is the administrative head of the municipality;
- b) ensures that the policies and programs of the municipality are implemented;
- c) advises and informs the council on the operation and affairs of the municipality; and
- d) performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by this and other enactments or assigned by council.

Council Meetings:

Regular Council Meetings are generally scheduled to meet two times a month (second and fourth Monday) and begin at 7:00PM. Special meetings would be called, if required to deal with items that are time sensitive. Meetings are open to the public and are held in Council Chambers at the Town Office, 400-10th Street Beaverlodge.

The Mayor is an ex-officio member of all Committees of Council, Organization or Group, which come under the authority of the Municipal Government Act, and has the right to attend any such committee meetings and participate with full voting rights.

Council members are appointed to various Organization, Groups and Committees in which the Town of Beaverlodge is involved. Appointments are made annually at the Organization Meeting of Council. Mayor and CAO are ex-officio members to every committee of the Town.

This table is the standing committees and their schedule:

COMMITTEES OF COUNCIL	MEMBERS	DESCRIPTION	MEETINGS
Beaverlodge Municipal Library Board	1 Councillor	Local Library	5 times per year
Mount View Health Complex	Mayor, 2 Town Councillors, 2 County Councillors and 4 Other Members	Advisory, Planning, Fundraising	As needed
Community Enhancement & Welcoming	2 Councillor and Staff	Beautification – Build-A-Dream, Welcoming/ Enriching Community Working Group	Monthly/Quarterly as per sub-committee need
Community Economic Development	2 Councillors, Staff, Beaverlodge Chamber of Commerce Member and Community Members	Advisory: CED Opportunities & Sustainable Retention, Growth & Development including Town Assets, Tourism, Marketing/Promotion	Quarterly
Finance and Capital	Council as a Whole and Staff	Advisory - Financial Review, Operating/Capital Project Budgets, Compliance/Planning for Council	2 times per year and as needed
Protective Services Committee	2 Councillors, Fire Chief, RCMP Member, and Staff	Fire, Rescue, Bylaw, Enforcement, Emergency Preparedness	Quarterly
HR Committee	Mayor, 2 Councillors and Staff	Town Human Resources	As needed
Subdivision & Development Board	All Council Members except SD&D Appeal Board Member, Staff	Subdivision and Development	As needed

Organization and Group meetings:

The following is the Meeting Schedules for Organization and Group meetings.

ORG/GROUP	MEMBERS	DESCRIPTION	MEETINGS
Regional Landfill	1 Councillor and 1 alternate	Regional Municipal Group	Quarterly
Community Futures	1 Councillor	Business and Development	Monthly
Beaverlodge & District Chamber of Commerce	1 Councillor & Staff - CAO	Regional Strategy	Monthly
FCSS Advisory Committee	1 Councillor and 1 alternate	Social Planning	Quarterly
Grande Prairie Regional Tourism	1 Councillor	Tourism	Monthly
Grande Prairie Regional Emergency Partnership	1 Councillor, 1 Councillor as Alternate and Staff	Emergency Response Planning	Semi-Annually
Grande Spirit Foundation	1 Councillor	Seniors Housing	Monthly
Inter-Municipal Group	All members of Council and CAO	Regional Emerging Items	2 times per year
Peace Library System	1 Councillor	Regional Representation	Quarterly
Community Rail Advocacy/Alliance	1 Councillor and 1 alternate	Provincial	Monthly
South Peace Physician Attraction & Retention Committee	1 Councillor, Public member at large	Regional- recruit/retain physician/health professionals	Quarterly
IDP – Intermunicipal Development Plan	All Councillor and Staff - CAO	Regional Strategy	As needed
Water North Coalition	1 Councillor	Regional	As needed
WASP (Wapiti Area Synergy Partnership)	1 Councillor	Regional	As needed
ICF -Intermunicipal Collaboration Framework	3 Councillors	Intermunicipal Collaboration	As needed
Other Council Committees	Council appointees & ex-officio	Regional	As needed

Time Commitment and Work Load



Mayor:

The position of the Mayor is a significant commitment. The Mayor's time is spent working closely with Council, the CAO, other municipal units and levels of government and community representatives to develop plans, policies and strategies important to Town of Beaverlodge businesses and residents.

To meet the expectations of the position, the Mayor will be required to attend some meetings and events during business hours. In addition to performing these duties, the Mayor is the key public representative of Town of Beaverlodge and is called on to represent Town of Beaverlodge and community at meetings, public functions, ceremonies and other events. Evening hours and weekend work will be required.

The Mayor is also the chief spokesperson for Town of Beaverlodge in discussions with elected officials in other municipalities or the provincial or federal governments. Often this involves initiating and building important relationships with decision makers outside of the community.

Councillor:

The position of Councillor is a part-time commitment. Typically, Councillors can expect to commit time during the week to perform their duties (this varies according to time of year, emerging issues, meetings, etc.). A Councillor may spend considerable time doing research, undertaking training, meeting with the public, attending public events and attending a variety of meetings. It is often said that Councillors may have a part-time job but that they are "on call" full time which frequently impacts their personal and family time and their ability to work without interruption.

Remuneration

In accordance to the Town of Beaverlodge Remuneration Policy, the Town shall pay each member of Council a monthly honorarium, a daily honorarium for the attendance of meetings when acting as a representative of Council, and authorized expenses for costs incurred while carrying out Town business. The following table outlines the monthly and daily honorarium. This policy is generally reviewed annually during budget

deliberations. Adjustments to the policy will be made annually on the 1st of January.

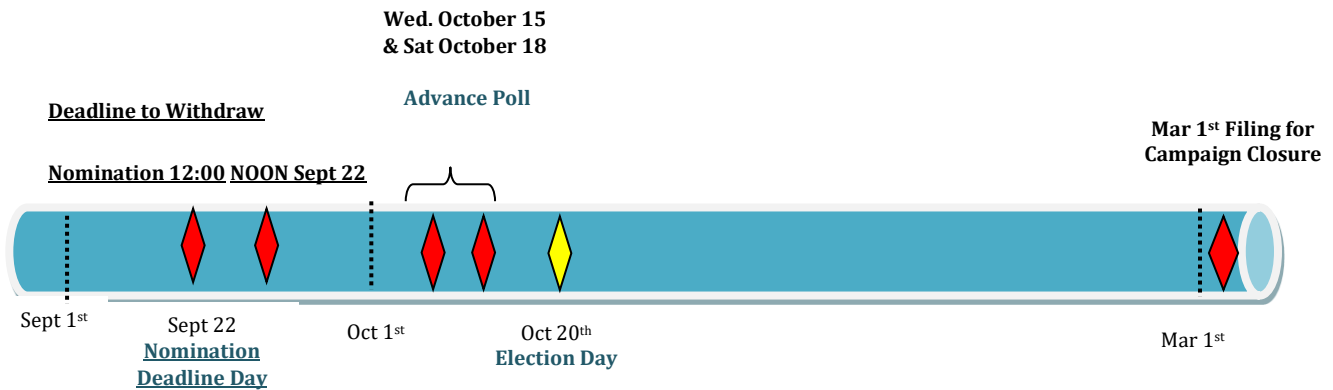
Position	Monthly Honarium	Regular Council Meetings	Half Day Meeting (less than 4 hours)	Full Day Meeting (more than 4 hours)
Mayor	\$1,100.00	\$130.00	\$130.00	\$260.00
Deputy Mayor	\$742.50	\$130.00	\$130.00	\$260.00
Councillors	\$495.00	\$130.00	\$130.00	\$260.00

Expenses allowance

- Councillors will submit a claim form, indicating the name of the committee or organization holding the meeting, the date of the meeting, and a short report or summary of the meeting topics. Councillors may submit mileage claims for attendance at events where per diems are not paid, but prior approval is given for expenses.
- Meeting fees are not paid for attendance at activities such as "grand openings", general public appearances, community events, retirement celebrations, or other purely social events without prior approval. Council does, however, recognize that there are non-meeting events where there is an expectation of Council attendance such as "Coffee with Council" and the "New Comer's Barbecue".
- Meeting fees will be paid for travel days to and from conferences, training seminars, or other Council authorized activities where travel time is estimated to be two hours or more and overnight accommodations are required.

Election Information

Key Dates for 2025 Election



Nomination Deadline Day: September 22th 9:00 a.m. to 12 p.m. noon

Advance Vote: Wednesday October 15 from 4 p.m.- 8 p.m.

Saturday October 18 from 10 a.m. – 4 p.m.

Election Day: Monday, October 20th - 10 a.m. to 8 p.m.

Candidates Eligibility: (LAEA s.21(1))

To be eligible as a candidate for the upcoming election, you must:

- be 18 years of age or older
- be a Canadian citizen
- have been a resident of the local jurisdiction for the six (6) consecutive months preceding Nomination Day (September 22nd)

Ineligibility for Nomination as a Candidate (LAE A s.22)

- You are not eligible to become a candidate under any of the following circumstances;
- if you are the auditor of the municipality;
- if your property taxes are more than \$50 in arrears;
- if you are in default for any other debt to the municipality in excess of \$500 for more than 90 days; or
- if within the previous 10 years you have been convicted of an offense under the Local Authorities Election Act, or the Canada Elections Act.

If you are a municipal employee and you wish to run for municipal office, you must take a leave of absence as outlined in the *LAEA*. You may notify your employer on or after July 1 in the election year (on or after the day council passes a resolution setting Election Day in the case of a by-election) but before the last working day prior to Nomination Day.

Please Note:

It is your responsibility to ensure you are fully aware of all of the nomination requirements and to comply with them. It is not the Returning Officer's responsibility to review the validity of the information contained in the candidate's nomination paper. That responsibility lies with the Courts if the candidate's nomination or election is challenged. Under the Criminal Code, it is an offense to make a false affidavit, punishable by up to 14 years imprisonment. You are advised to obtain legal advice if necessary.



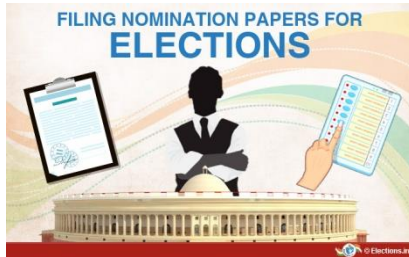
Candidates Checklist

It is advised that you learn as much as possible about the Town Of Beaverlodge. This checklist is intended to address some common questions raised during previous election campaign preparations. It has no legal validity and is by no means exhaustive. Please use the *LAEA* to understand your duties & responsibilities.

- Visit the Town of Beaverlodge website at www.beaverlodge.ca to acquire more election information
- Complete your Notice of Intent to Run and submit to the Returning Officer
- Complete your Nomination Paper before September 22, 2025
- Provide Release of Candidate Information Form to the Returning Officer on Nomination Day
- List your Official Agent information if applicable
- Provide all your designated Scrutineers with a signed Appointment of Scrutineer Form for use on Election Day
- Remove all election signs within 48 hours after election
- Nomination deposit of \$100 to accompany Nomination Paper in the form of cash, certified cheque or money order
- 5 signatures (Refer to Nominator Eligibility)
- Attend Council meetings



Nomination



Your nomination must be filed using the prescribed form (Form 3 – Nomination Paper and Candidate’s Acceptance). All forms can be downloaded from the province of Alberta website, <http://www.alberta.ca/municipal-election-forms>. If you have questions on filling out the form accurately, please contact Returning Officer, or Deputy Returning Officer listed at the begin of this guide.

Nomination Paper (LAEA 27)

Your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be of people who are residents in the municipality on the date of signing the nomination, and include the voter’s name, address (street address or legal description of residence) and signature.

Candidate’s Acceptance

The acceptance is an affidavit that must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

Note: Under the Criminal Code (Canada), it is an offence to make a false affidavit and is punishable by up to 14 years imprisonment.

Nomination Day (LAEA 28-30)

Completed nomination form must be hand delivered and filed with the Returning Officer no later than between 9 a.m. and 12 noon on Nomination Deadline Day September 22nd. You, as the candidate, are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under section 27 of the Local Authorities Election Act.

The Town encourages you to file the Nomination Paper in person on Nomination Day to provide an opportunity to amend the document if required. **Fax and/or e-mail transmissions will not be accepted.** In the event that you are unable to file in person, the “Candidate’s Acceptance” portion of the Nomination Paper must be sworn (or affirmed) before a Commissioner for Oaths or Returning Officer. A representative may file the Nomination Paper on your behalf on Nomination Day.

There is a \$100 deposit required to accompany nominations. It must be paid, in full, at the time you file your nomination form. A deposit must be payable to the Town of Beaverlodge and may be paid using:

- Cash;
- Certified cheque;
- Money Order;
- E-transfer; or
- Debit card.

Your deposit will be returned to you if you are:

- Elected;
- If you get at least one-half the number of votes of the person elected to office, with the least number of votes: or
- Any other reason prescribed under the *LAEA*.

Withdrawal of Nominations (*LAEA 32*)

You may withdraw your nomination form within 24 hours from the close of nominations. If you choose to withdraw, you must provide written notice, in person, to the Returning Officer by September 23rd before 12 noon. A fax or e-mail transmission will not be accepted for withdrawal of nomination.

After that time, your name will still appear on the ballot. The Returning Officer shall refuse to accept further withdrawal if the candidate has been declared elected by acclamation.

Campaign

The following is an extract of information from the Local Authorities Election Act (LAEA), please refer to the Act for the detail.



Allowable election expenses (*LAEA 147.1*)

You, as a candidate, are lawfully allowed to incur expenses during the campaign. The expenses are covered under LAEA but not limited to following:

- (a) the actual personal expenses of the candidate;
 - (b) the cost of acquiring premises, and services used for election campaign purposes;
- and
- (c) payments for the fair cost of printing and advertising

Duties of candidate (LAEA 147.3)

As a candidate, you shall ensure to:

- (a) open a campaign account;
- (b) all contributions of money are deposited into the campaign account;
- (c) money in the campaign account shall only be used for the payment of campaign expenses;
- (d) contributions of real property, personal property and services are valued;
- (e) receipts are issued for every contribution and obtained for every expense;
- (f) disclosure statements are filed in accordance with section 147.4; and
- (g) records are kept of campaign contributions and campaign expenses and are retained by the candidate for a period of 3 years;
- (h) proper direction is given to your official agent and any other person who is authorize to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

Campaign Advertisement (LAEA 14(5)8, 152(1))



It is an offence that candidates print or distribute any advertisement in a form of ballot printed by the Returning Officer. Any advertisement indicating or showing an “X” marked next to any candidate or candidates name is prohibited.

No advertisement or candidate’s election signs can be displayed inside or on the outside of a building used as a voting station on Election Day. In accordance with this Act, you may be guilty of an offence and liable to a fine of not more than \$500.

The Town does not have an Election signage Bylaw. Please seek permission prior to installing signage. Do not impede line of sights on roadway or create unsafe conditions. Alberta Transportation also has guidelines for campaign signage on Alberta highways, which can be found at <http://alberta.ca/election-signs> .

Campaign Funding (LAEA 147)



Candidate self-funded election campaign (LAEA 147.(2)4)

A candidate may contribute up to \$10,000 during the campaign period of the candidates' own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period.

Note that when your campaign is self-funded, you must not accept any campaign contributions from any person, corporation, trade union or employee organization.

Limitations on contributions (LAEA 147.2)

Contributions to a candidate can only be permitted from persons residing in Alberta and are limited to \$5000 per year.

A candidate may contribute a maximum of \$10,000 of their own funds to their own campaign in a given campaign period.

Campaign disclosure statements (LAEA 147.4)

If you are not self-funding the campaign, you are required to file with the town a disclosure statement after the end of the Election and before March 1, 2026. The statement should include all financial transactions during the campaign. Please refer to the act for the detail.

Campaign surplus (LAEA 147.5)

If your disclosure statement shows a surplus, you shall pay the surplus to the town and the town will hold the surplus in trust under your name.

Late filing period/penalties (LAEA 147.7)

If you failed to file the disclosure statement or pay surplus to the town within 30 days after their respective deadlines, you must pay a late filing fee of \$500. Upon failure to pay this penalty and comply by sections 147.4 and 147.5, you are guilty of an offence and liable to a fine of \$5,000.

Official Agent and Scrutineers

Official Agent (LAEA 68.1)

When filing nomination papers, you may appoint an official agent and assigned duties as you wish. An individual cannot be appointed as your official agent if:

- that person is also a candidate; or
- that person has been convicted of an offence under the *Local Authorities Election Act*, the *Alberta Election Act* or the *Canada Elections Act* within the previous 10 years.

If you need to appoint a new official agent, you must notify the Returning Officer in writing, and provide the official agent's name and contact information. For more information see section 68.1 of the *Local Authorities Election Act*.

Scrutineers (LAEA 69-71)

- You may also appoint a scrutineer for the advance vote and Election Day to observe the processes at the voting stations on your behalf. You must complete the Candidate's Scrutineer Appointment Form to provide written authorization of appointment. A scrutineer has to be 18 years old and has never been convicted of any offence under the *Local Authorities Election Act*, the *Alberta Election Act* or the *Canada Elections Act* within the previous 10 years.

Upon attending a voting station, a scrutineer is required to report to the presiding Deputy Returning Officer or designate at that voting station. The presiding Deputy will examine the Candidate's Scrutineer Appointment Form, and the scrutineer will be required to complete Form 16, Statement of Scrutineer or Official Agent, prior to commencing scrutineer duties at that voting station. For more information see sections 69 and 71 of the *Local Authorities Election Act*. **Scrutineers cannot interfere with the election processes.**

The form can be found in Alberta Municipal Affairs website,
<http://www.alberta.ca/municipal-elections-forms>

Voter Eligibility and Identification

Voter eligibility (*LAEA 47*)

Individuals can vote in the Town of Beaverlodge municipal election if they:

- are at least 18 years old;
- are a Canadian citizen;
- are a resident of the Town of Beaverlodge on Election Day (October 20, 2025);
- began living in Alberta on or before April 20, 2025;
- have presented acceptable identification; and
- have not already voted in the current election.

If a candidate, a candidate's official agent, or a scrutineer believes the voter is not eligible to vote, the objection will be noted on the voting register. Voting more than once is a punishable offense under the Local Authorities Election Act. Offenders face up to six months of imprisonment, a maximum fine of \$10,000, or both.

Voter identification

In order to vote, an individual must produce one piece of authorized identification that establishes both name and current residential address.

This includes the following but not limited to:

- Driver's License
- Passport
- Bank/credit card statement or personal cheque
- Income/property tax assessment notice
- Utility bill: i.e. – telephone, television, electricity, gas or water
- Vehicle ownership, registration or insurance certificate

For more information on Voter Eligibility and Identification Requirements, please see sections 47, 53 and 148(2) of the *Local Authorities Election Act* posted in the Alberta Municipal Affairs website, alberta.ca/municipal-elections-overview.

Rules of residence (*LAEA 48*)

For the purposes of the *LAEA*, the place of residence is governed by the following rules:

- a) A person may have only one place of residence.
- b) The residence of a person is the place where he/she lives and sleeps and to which, when he/she is absent, intends to return.
- c) A person does not lose his/her residence by leaving his/her home for a temporary

purpose.

- d) Subject to clause (e), a student who
 - i. attends an educational institution within or outside Alberta;
 - ii. temporarily rents accommodation for the purpose of attending an educational institution, and
 - iii. has family members who are residents in Alberta and with whom the student ordinarily resides when not attending an educational institution is deemed to reside with those family members.
- e) If a person leaves the area with the intention of making his residence elsewhere, the person loses the person's residence within the area.

Voting

Advance Polling

The Town of Beaverlodge has established an advance voting opportunity to allow residents increased voting flexibility. The following dates and time for the Advance Vote are as follow:

Wednesday October 15 from 4 PM - 8 PM

Saturday October 18 from 10 AM – 8 PM

The Advance Vote will be held in the Community Center, 1016-4th Avenue Beaverlodge.

Incapacitated Elector

Section 79 of the LAEA provides that the elected authority may by resolution provide for the attendance of election staff at the residence of the elector, in order to take the vote of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote.

The process generally is as follows:

- Elector requests incapacitated voting at their place of residence.
- If the Returning Officer is satisfied the elector is unable to attend a voting station due to the physical incapacity their name is added to the list of incapacitated electors.
- The Returning Officer advises the elector has been accepted or rejected, if rejected reasons must be provided.
- Electors are informed the approximate time 2 Deputies will attend their residence.

Incapacitated voting would occur only upon request, prior to October 13th, from Wednesday October 15th to Friday October 17th, between the hours of 10 a.m. and 4 p.m.

Institutional Voting

Section 80 of the LAEA allows the local authority by resolution to establish a voting station in a senior's accommodation facility such as Amisk Court. This is being recommended on Election Day October 20th at Amisk Court between the hours of 2 p.m. and 4 p.m.

It should be stressed **only individuals who are residents** of the facility are allowed to vote at this voting station.

Election Day Voting

Location: Community Center, 1016 4th Avenue

Time: 10:00 am – 8:00 pm

What You Should Know About Election Day

The *LAEA* describes the procedures for Election Day voting stations. The following is a brief summary of the day's events:



- At 10:00 am the voting station will open to voters and remain open continuously until 8:00 pm.
- The presiding Deputy or another person presiding at voting station, will immediately after the opening of the voting station, display the empty ballot box(es) to all present and then close and seal the ballot box(es). These boxes will remain closed and sealed during the hours of voting.
- To receive a ballot, each voter must register on the Permanent Elector Register prior to May 1, 2025 or register at the voting station by showing proof of identification and sign the prescribed voting registration form which states they:
 - Are at least 18 years of age;
 - Are a Canadian citizen;
 - Have resided in Alberta for the previous 6 consecutive months immediately preceding election day;
 - Are a resident of the municipality on Election Day;
 - Have not voted previously in this election; and

(Signing the Voting Register is a requirement under the LAEA. Any person who does not comply with this requirement will not be permitted to vote.)

- The voter will take the ballot to the voting booth, mark the ballot and return the ballot to the Deputy supervising the voting poll. The Deputy will verify the initials and ask the voter to insert the ballot into the ballot box. Once the ballot has been deposited, the voter exits the voting station.
- At 8:00 pm the Presiding Deputy Officer will announce that the voting station is closed. When all the voters inside the voting station at the time the station closed have voted and left, the ballots will be counted.

Election Results

Unofficial election results should be available after the polls close and be posted at Town Hall and on our website www.beaverlodge.ca/election

However, the Election Results are not considered official. The official results will be made available at 12 noon on October 24, 2025 under the *LAEA Section 97*, the 4th day after election. The official results will be posted at the Town Hall and also posted on our website www.beaverlodge.ca/election

Last Day for a Recount of Ballots

The Returning Officer may make a recount if a candidate, official agent or a scrutineer shows grounds that the count of votes is inaccurate. The Returning Officer may also consider the number of rejected ballots, valid ballots objected to, or any administrative or technical errors. If a recount is requested, a recount application must be made by 4:00 p.m. on October 22, 2025. (44 hours) Any elector may ask for a judicial recount by filing a notice of motion for a recount with the clerk of the Court of Queen's Bench before November 8, 2025. See sections 98 and 103 of the *Local Authorities Act*.

First Council (Inaugural) Meeting

The 1st Council meeting will be held on Monday October 27th, 2025. All members of Council will be sworn in and celebrated.



Appendix A

Beaverlodge – Strategic Plan Summary 2022-2026