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Relevant legislation should be accessed from the original source.

Visit www.delburne.ca/election for up-to-date election information.

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INTRODUCTION

Available Positions

The Village of Delburne five Councillors who represent the residents. The Councillors then choose the Mayor.

Five (5) Councillors

Sources for Information

This package is provided for convenience and to provide some of the relevant information for potential candidates. It contains excerpts from specific acts that are publicly available. Candidates are advised that official Statutes, Regulations and Bylaws should be consulted in their entirety to ensure fullness of information for the purposes of their campaign. Copies of provincial legislation including the *Municipal Government Act* and the *Local Authorities Election Act* are available from King's Printer at:

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

Email: kings-printer@gov.ab.ca

Toll Free Phone: 310.0000

Phone: 780.427.4952

Returning Officer Information

A Returning Officer is the person appointed for the purpose of conducting an election under the *Local Authorities Election Act*. If you require additional information regarding the election, please contact:

Returning Officer

Karen Fegan
Phone: 403-749-3606
Email:
karen.fegan@delburne.ca

Substitute Returning Officer

Helen Overwater
Phone: 403-749-3606
Email: helen.overwater@delburne.ca

Important Dates

Nomination Period	January 1, 2025 – September 22, 2025
Nomination Day (Close of Nominations):	September 22, 2025 at 12:00 p.m. noon
Election Day:	October 20, 2025

Changes were made to the *Local Authorities Election Act* in 2024.

An updated *Forms Regulation* has not yet been released by the Government of Alberta.

Candidates wishing to obtain forms should contact the Returning Officer.

Purposes, Powers, and Capacity of Municipalities

The *Canadian Constitution* delegates responsibility for municipalities to the provinces. The province of Alberta provides the structure for local governments by statute with the *Municipal Government Act* being the primary set of rules under which municipalities operate. The purposes, powers and capacity of municipalities are stated in the *Municipal Government Act* as follows:

Municipal Government Act:

Municipal purposes

- 3 *The purposes of a municipality are*
- (a) *to provide good government,*
 - (a.1) *to foster the well-being of the environment,*
 - (b) *to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,*
 - (c) *to develop and maintain safe and viable communities; and*
 - (d) *to work collaboratively with neighboring municipalities to plan, deliver and fund Intermunicipal services.*

Corporation

- 4 *A municipality is a corporation.*

Powers, duties and functions

- 5 *A municipality*
- (a) *has the powers given to it by this and other enactments,*
 - (b) *has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy, and*
 - (c) *has the functions that are described in this and other enactments.*

The role of Councillors in the Village of Delburne is stated in the *Municipal Government Act* as follows:

Municipal Government Act:

Council's principal role in municipal organization

- 201 (1) *A council is responsible for*
- (a) developing and evaluating the policies and programs of the municipality;*
 - (b) repealed 2015 c8 s20;*
 - (c) 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.*

CORE GOVERNMENT FUNCTIONS

Understanding how Council and Administration work together is the fundamental core of our governance model. Below are some of the basic principles and simplified understandings of how roles and responsibilities are looked at in our municipality.

GOVERNANCE

Political aspects that involve elected officials

COUNCIL

- Gives direction
- Makes policy decisions
- Represents the public interest

MAYOR

- Representations on behalf of Delburne
- Facilitates Council/ Administrative interface
- Chairs Council Meetings

POLITICAL REALM

STRATEGIC DIRECTION

- Vision for the future
- Organizational Mission
- Shared Values
- Long Term Goals
- Objectives

POUCY CHOICES

- Legislative compliance
- Budget allocations
- Policy Decisions
- Contract commitments
- Short term priorities

ADMINISTRATIVE REALM

SYSTEMS COORDINATION

- Personnel practices
- Information systems
- Financial accountability
- Resource deployment
- Public communication

SERVICE DELNERY

- Action plans
- Production systems
- Resource schedules
- Delivery strategies
- Service assessment

THE ORGANIZATION

The administration including management and staff

ADMINISTRATION

- Implements decisions
- Develop decision making advice
- Provide technical knowledge

CHIEF ADMINISTRATIVE OFFICER

- Coordinate services and systems
- Manage human and financial resources
- Facilitate Administrative/ Council interface

THE ROLE OF COUNCIL

The term of office for Council is four (4) years; October 2025 to October 2029. The Village of Delburne has a Mayor who is elected amongst the Councillors that are elected by the residents.

Council only has one employee – the Chief Administrative Officer (CAO). The CAO is the administrative head of the municipality and:

- Ensures that the policies and programs of the municipality are implemented.
- Advises and informs Council on the operation and affairs of the municipality.
- Performs the duties and functions and exercises the powers assigned in accordance with the *Municipal Government Act* and the *Chief Administrative Officer Bylaw* (Bylaw No. 1193/2023). This can be found online:
https://www.delburne.ca/application/files/8316/9454/0224/Bylaw_No._1193-2023_CAO_Bylaw.pdf

Understanding the Position

Being a council member is a four-year commitment to public service which requires a significant amount of time and energy.

A COUNCIL MEMBER WILL:

- Have opportunity to significantly influence the future of the Village of Delburne.
- Assume a leadership role to represent the people in the Village of Delburne.
- Provide direction on the policies and service level for programs offered by the Village of Delburne.

A COUNCIL MEMBER MAY NOT:

- Individually commit the Village of Delburne to any expenditure
- Individually direct the activities of the Village's employees

Any promise you make as part of your election campaign that involves Village expenditures, or the activities of Village employees can only be carried out if it is within the jurisdiction of

Council and a majority of Council votes in favour of the matter in a meeting that has quorum and is open to the public.

All candidates are encouraged to read Council agendas and minutes; as well as review budget and planning documents.

Duties of all Elected Officials

The general duties of Councillors and the Chief Elected Official (Mayor) are stated in the *Municipal Government Act* as follows:

Municipal Government Act:

General duties of councillors

(153) *Councillors have the following duties:*

- (a) *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;*
- (a.1) *to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;*
- (b) *to participate generally in developing and evaluating the policies and programs of the municipality;*
- (c) *to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;*
- (d) *to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;*
- (e) *to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;*
- (e.1) *to adhere to the code of conduct established by the council under Section 146.1(1);*
- (f) *to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

Each member of Council has a responsibility to:

- Comply with the Municipal Government Act
- Comply with all applicable provincial legislation

- Comply with Village of Delburne Bylaws including *Council Code of Conduct* Bylaw No. 1180/2022 (link to online: https://www.delburne.ca/application/files/5916/7027/6702/Bylaw_No._1180-2022_-_Council_Code_of_Conduct_Bylaw.pdf)
- Comply with Village of Delburne policies

Failure to meet these responsibilities may result in a member of Council being sanctioned or removed from office.

Mayor - Additional Responsibilities

In addition to the duties of Councillors, the Mayor has the duties below. Councillors are appointed to the role of Deputy Mayor on a rotating basis and may be asked to take on duties of the Mayor during their rotation.

Municipal Government Act:

General duties of chief elected official

- (154) (1) *A chief elected official, in addition to performing the duties of a councillor, must*
- (a) *preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and*
 - (b) *perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.*
- (2) *Repealed 2022 c16s9(40)*
- (3) *The chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.*

The Mayor's role is a leadership role and is responsible for the day-to-day business with the CAO. The Mayor is the primary spokesperson for Red Deer County.

- The Mayor is the primary liaison with other levels of Government and other municipalities.

Effective communication, relationship building, critical thinking, and decision-making skills are key leadership skills.

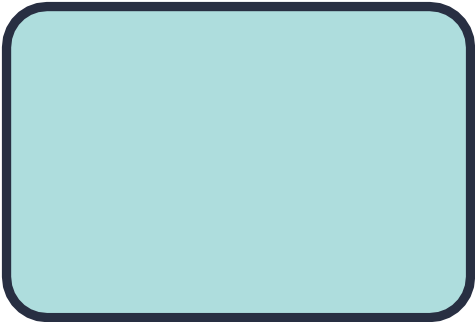
- The Mayor represents the Village of Delburne at ceremonial and public relation events.
- The Mayor is the signing authority on behalf of the elected officials of the Village of Delburne.

Time Commitment

The *Municipal Government Act* does not indicate the minimum or maximum number of hours per week Council spends performing their duties. The Mayor position is often described as a full-time flexible commitment. While it is not necessary for the Mayor to be in the office all day, every day, the Mayor is essentially “on call.”

During the four-year term, Council is required to attend many meetings. Council will need to spend a considerable amount of time reading and preparing for meetings so they can make informed decisions. Additionally, Council will be expected to attend numerous functions and events as dignitaries and representatives during the day, evening, and occasionally on weekends.

The meeting schedule is set by Council annually and can be changed at Council’s direction. Red Deer County Council has historically taken a break between the end of July and beginning of August; as well as in the latter part of December; but has the ability to call additional Council Meetings if needed to conduct their business.



Remuneration

Council Remuneration is set through the Councillor Remuneration Policy. For complete information, please view Councillor Remuneration Policy No. 2-003.

Current remuneration rates:

Honorarium	
Mayor	\$450 per month plus meetings (Average of \$20,000/year)
Councillor	\$350 per month plus meetings (Average of \$15,000/year)
Annual budget for Conference/ Seminar/ Workshop Participation	
Mayor	\$6,000 per year
Councillor	\$4,000 per Councillor per year

Disqualification of Councillors

There are provisions in the *Municipal Government Act* outlining when a Councillor is disqualified from Council.

Municipal Government Act:

Reasons for disqualification

174(1) A councillor is disqualified from council if

- (a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the Local Authorities Election Act;*
- (b) the councillor ceases to be eligible for nomination as a candidate under the Local Authorities Election Act;*
 - (b.1) the councillor*
 - (i) fails to file a disclosure statement as required under section 147.4 of the Local Authorities Election Act before the end of the time period referred to in section 147.7 of the Local Authorities Election Act, and*
 - (ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the Local Authorities Election Act;*
- (c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;*
- (d) the councillor is absent from all regular council meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed, unless subsection (2) applies;*
- (e) the councillor is convicted*
 - (i) of an offence punishable by imprisonment for 5 or more years, or*

(ii) of an offence under section 123, 124 or 125 of the Criminal Code (Canada);

(f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;

(g) the councillor contravenes section 172;

(h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;

(i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;

(j) the councillor becomes an employee of the municipality;

(k) the councillor is liable to the municipality under section 249.

(2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if

(a) the absence is authorized by a resolution of council passed at any time

(i) before the end of the last regular meeting of the council in the 60-day period, or

(ii) if there is no other regular meeting of the council during the 60-day period, before the end of the next regular meeting of the council, or

(b) the absence is in accordance with a bylaw under section 144.1.

(3) For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.

(4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the Local Authorities Election Act.

RUNNING FOR PUBLIC OFFICE

STEPS FOR RUNNING FOR PUBLIC OFFICE

1. Confirm your eligibility.
2. Familiarize yourself with the role and responsibilities. Recommended resources include:
 - video from Municipal Affairs regarding candidate training (link to online: <https://www.youtube.com/watch?v=e0wgtcDvumA>.)
 - relevant legislation (link to online: <https://www.alberta.ca/alberta-kings-printer>)
 - Council agendas and minutes (link to online: www.delburne.ca/about-delburne/council)
3. Complete nomination forms – including the names of **at least** five (5) electors who support your candidacy.
4. Contact the Returning Officer to confirm their availability to review and receive your nomination forms.

Candidate Eligibility

A person may be nominated as a candidate if they are:

- at least 18 years old
- a Canadian citizen
- have been a resident of the Village of Delburne 6 consecutive months prior to September 22, 2025

and are not otherwise ineligible or disqualified.

Full eligibility requirements are found in the *Local Authorities Election Act*. Each potential candidate is encouraged to review it to confirm their eligibility.

Getting Nominated

- Have nomination forms signed by **no less than 5** people who are
 - At least 18 years old
 - A Canadian citizen
 - a resident of the Village of Delburne

Candidates are encouraged to submit **more than** the 5 required elector signatures where possible to ensure that they have adequate signatures in the event that one of the signatures they obtain is not eligible.

- Additional signatures can be placed on the back of the Nomination Paper or attached as a separate document.

Any person nominated as a candidate is responsible for ensuring requirements in the *Local Authorities Election Act*:

NOTE: the public can request to examine nomination papers. Personal information of the candidate and those signing their nomination papers is publicly available.

Local Authorities Election Act

Form of nomination

- 27 (1) *Every nomination of a candidate must*
- (a) *be in the prescribed form,*
 - (b) *be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,*

- (c) *be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating*
 - (i) *that the person is eligible to be elected to the office,*
 - (ii) *the name, address and telephone number of the person's official agent, if one has been appointed,*
 - (iii) *that the person will accept the office if elected,*
 - (iv) *that the person will read and comply with the municipality's code of conduct if elected, and*
 - (v) *that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and*
- (d) *if required by bylaw, be accompanied with a deposit in the required amount.*

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

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

(1.2) When there is any change in the information required to be provided under subsection (1.1), the candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly.

(1.3) Notice under subsection (1.2) may be sent by fax or e-mail.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the Education Act of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to December 31 of the year before a year in which a general

election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

- (3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.*
- (4) Repealed 2018 c23 s13.*

The Returning Officer is prohibited from accepting certain nominations:

Local Authorities Election Act

Nominations

- 28 (4) *A Returning Officer shall not accept the following for filing:*
- (a) a nomination that is not completed in the prescribed form;*
 - (b) a nomination that is not signed by at least the minimum number of persons required to sign the nomination;*
 - (c) a nomination that is not sworn or affirmed by the person nominated;*
 - (d) if a bylaw has been passed under section 29(1), a nomination that is not accompanied by the deposit required by the bylaw.*
- (5) *If the Returning Officer has not rejected a nomination form under subsection (4), the Returning Officer must sign the form to indicate that the form has been accepted.*
- (6) *At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer, deputy or secretary.*

Nomination Papers filed with the Returning Officer are available to the public. On receipt of nominations for the 2025 election, Village of Delburne will be posting candidate profiles on our

website. Once a candidate has filed their nomination, they may submit the following information for publication:

- Name – will be the name as it is to appear on the ballot from the nomination form
- Contact Information
- Website
- Social Media Accounts
- Profile - maximum 150 words
- Each candidate is permitted to submit a photo of only the candidate. The photo must be a close-up of the head and shoulders of the candidate so the face is the focal point of the photo.
- The Village of Delburne will not publish any information that is deemed inappropriate this includes hate speech, discriminatory language, and defamatory language

Local Authorities Election Act

Nominations

28 (6) *At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer, deputy or secretary.*

Filing Your Nomination

The completed nomination form, candidate information form must be filed with the Returning Officer during the nomination period from January 1, 2025 to September 22, 2025 at 12:00 p.m.

The deadline is precise, and the clock utilized to determine the time will be selected by the Returning Officer. The Returning Officer is available to receive nominations during regular business hours.

VILLAGE OF DELBURNE OFFICE

2111 – 20 STREET
DELBURNE, AB

HOURS

Monday – Thursday (closed holidays)
9:00 a.m. – 4:30 p.m. (closed 12 – 1)
Friday 9:00 to 12:00

If Candidates wish to submit their nomination prior to September 22, they are encouraged to make an appointment with the Returning Officer to ensure the Returning Officer is available to receive the nomination.

The original signed copy of the nomination papers must be filed. It is recommended that these be delivered to the Village office in person.

The forms can be submitted by anybody (does not have to be the candidate) however, it is imperative that the candidate confirm all appropriate sections of the form, and all requirements of the *Local Authorities Election Act* are met prior to filing the form.

Candidates' Official Agent

A candidate may, appoint an elector (a person who is at least 18 years old, a Canadian citizen and a resident of Red Deer County) to be their official agent in accordance with the *Local Authorities Election Act*.

Local Authorities Election Act

Option for Official Agent

- 68.1 (1) *Each person nominated as a candidate may, on the nomination form, appoint an elector to be the candidate's official agent.*
- (1.1) *If it becomes necessary to appoint a new official agent, the candidate shall immediately notify the returning officer in writing of the contact information of the new official agent.*
- (2) *A person who has, within the previous 10 years, been convicted of an offence under this Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada) is not eligible to be appointed as an official agent.*
- (3) *No candidate shall act as an official agent for any other candidate.*
- (4) *The duties of an official agent are those assigned to the official agent by the candidate.*

Candidates' Scrutineers

On Election Day, a candidate may, with written notice appoint a scrutineer at each voting station.

Local Authorities Election Act

Candidate's scrutineer

- 69 (1) *If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,*
- (a) signed by a candidate, and*
- (b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,*
- the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.*
- (1.1) *A person who has, within the previous 10 years, been convicted of an offence under this Act, the Election Act, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada) is not eligible to be recognized as a scrutineer.*
- (2) *Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.*
- (3) *The presiding deputy 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.*
- (3.1) *The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.*
- (4) *A candidate or official agent personally may*

(a) undertake the duties that the candidate's scrutineer may undertake, and

(b) attend any place that the candidate's scrutineer is authorized by this Act to attend.

(5) The presiding deputy 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, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2) or 78.

(6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers

(a) that are authorized to attend, and

(b) that have in fact attended at the time and place where that act or thing is being done,

and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.

Proof of appointment

71 If a person is appointed as a scrutineer under section 70, the person shall

*(a) before being admitted as a scrutineer to the voting station during voting hours,
or*

(b) before being permitted to attend at the voting station for the counting of votes, produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

POST NOMINATION DAY PROCESSES

Withdrawals

Withdrawals may be filed with the Returning Officer **no later than noon on September 23, 2025**. The withdrawal will be accepted provided more than the required number of candidates have been nominated for that office. If you wish to withdraw, you must provide written notice to the Returning Officer.

Local Authorities Election Act

Withdrawal of a nomination

- 32 (1) A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.
- (2) Subject to subsection (3), 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.
- (3) If, after one or more candidates have withdrawn in accordance with subsection (2), the number of remaining candidates does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

Insufficient Nominations

Local Authorities Election Act

Insufficient nominations

- 31 (1) *If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations*

(a) 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

(b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the Interpretation Act, has elapsed.

(2) Repealed 2018 c23 s15.

(3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.

(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.

Acclamation

Local Authorities Election Act

Election by acclamation

34 (1) *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.*

(2) *Forthwith after having declared a person elected, the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected and of the offices to which they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.*

(2.1) Repealed 2006 c22 s18.

(3) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(4) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the nomination papers relate has expired.

CAMPAIGN INFORMATION

Campaign Literature (including signs)

Candidates may choose to develop campaign literature to distribute to electors. When developing literature (including signage) keep the following in mind:

- X** Use of the Village of Delburne logo or brand elements is prohibited.
- X** Campaign literature cannot be secured to electrical utility poles and structures (as per *Safety Codes Act* and related regulations).
- X** Displaying or distributing campaign material inside a voting station or on the property where a voting station is located is not allowed on voting days. This includes apparel such as shirts and buttons.
- X** May not include any form of ballot showing it to be marked for any candidate(s).

The *Local Authorities Election Act* states the following:

Local Authorities Election Act

Prohibitions

- 148 (5) *No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.*
- (6) *Notwithstanding anything in this section, the returning officer may at any time after nomination day cause a facsimile of the ballot for chief elected official, member of an elected authority, bylaw or question to be published as often as the returning officer considers necessary in a newspaper circulating in the area, for the information of the electors.*
- (7) *A person who contravenes subsection (1), (2), (3), (3.1), (4) or (5) is guilty of an offence and liable to a fine of not more than \$10 000 or to imprisonment for not more than 6 months or to both fine and imprisonment.*

Election Signs

General

The Village's *Land Use Bylaw* defines "Election Sign" to mean "any sign used to promote a candidate or party during a municipal, school board, provincial or federal election or any election held pursuant to the *Local Authorities Election Act*." The Village of Delburne **does not** require a sign permit for election signs.

However, all election signs must comply with **regulations which vary by sign type**. All signs must conform to the regulations in the *Land Use Bylaw* (link to online:

[https://www.delburne.ca/application/files/9017/1224/8875/Bylaw No. 1190-2023 Land Use Bylaw.pdf](https://www.delburne.ca/application/files/9017/1224/8875/Bylaw_No._1190-2023_Land_Use_Bylaw.pdf)) The maximum size permitted by Alberta Transportation is 1.5 square metres.

If a sign is in contravention of these guidelines, a peace officer or a person authorized by the Village of Delburne or Alberta Transportation may, without notice or compensation, remove the sign. Neither the Village of Delburne or Alberta Transportation will not be responsible for any signs damaged for any reason.

Election signs:

- ✓ Must be maintained in a proper state of repair by the Candidate and removed within 3 days of the election.
- ✓ Permitted **only** between September 1 of an election year and the date of the election.
- ✓ Permitted in all land use districts except for those zoned as Public Service or Public Utility.
- ✓ May be placed on private property with the permission of the landowner.

Safety Precautions

Individuals installing election signs must use safety precautions to ensure their safety and prevent driver distraction.

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www.albertaonecall.com

1. Reflective vests and bright clothing must be worn when working near a road.
2. Election signs can only be installed during daylight hours.
3. Every effort should be made to minimize the impact to drivers when transporting and installing election signs.
4. Vehicles should always be parked as far as possible from the travel lanes (preferably on an approach) with four-way hazard warning signals in operation.

Sign Location Guidelines

Signs must comply with the Village of Delubrne Land Use Bylaw AND Alberta Transportation Guidelines

ALBERTA TRANSPORTATION – PROHIBITED SIGN TYPES

Election signs must not:

- display an intermittent flashing, rotating or moving light
- be floodlit which could distract drivers
- have any moving or rotating parts
- imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield
- imitate or resemble a traffic control device, such as a stop sign

ALBERTA TRANSPORTATION – LOCATION GUIDELINES

Election signs should be placed as far from the shoulder line as practical, always allowing drivers to have an unobstructed view of the road.

When placing election signs, consider:

- signs must be placed no closer than 2 m from the edge of pavement (or, in the case of gravel roads, no closer than 2 m from the shoulder of the road)

- during winter conditions, there is a high probability that signs less than 6 m from the road will be either covered with snow or damaged during snow removal and sanding operations

No election signs:

- are allowed within the median of a divided provincial highway
- can be mounted on highway signs or sign posts (these signs will be removed immediately)
- can be placed in or within 500 m of construction zones
- are allowed to obstruct a driver's view of an intersection in an urban area or within 250 m of an intersection in a rural area

When the removal of an election sign is necessary due to safety or operational concerns, Alberta Transportation or the Village of Delburne will notify the candidate to take the required action to remove/relocate the sign. Failure to respond within the specified time will result in the sign being removed. Signs will be stored either at the nearest highway maintenance facility or Alberta Transportation office or at the Village of Delburne office. The candidate will be notified to arrange to have the sign(s) picked up.

Removal of Signs

Candidates are responsible for ensuring that all signs are removed from both public and private property immediately following the election (**within 3 days**). Removal of signs includes removal of the sign panel, supporting structure and any tie wire used to install and support the sign; cleaning up of the site, and filling of any holes created by the sign installation.

CAMPAIGN CONTRIBUTIONS

Part 5.1, Election Finances and Contributions Disclosure, of *the Local Authorities Election Act*, provides the requirements related to candidates receiving contributions from third parties and the candidate's responsibilities related to the disclosure of this information.

Some of the effects of this legislation on municipal election candidates are as follows:

- Limitations and restrictions are placed on campaign contributions and who is eligible to contribute to an election campaign.
 - Limitations and restrictions regarding candidates incurring campaign expenses.
 - Candidates are required to file a disclosure statement that includes information regarding the campaign contributions received and campaign expenses incurred.
 - Requirements on how surplus campaign funds are to be disposed of.
 - Documents filed are available to the public.
- **All Candidates and contributors** should read part 5.1.
 - Candidates are responsible for ensuring they are following proper process with regard to Campaign Contributions and Expenses.
 - Failure to comply can lead to a fine, and if elected, disqualification of the Councillor.

Responsibility of contributors

- 147.13 (1) *A prospective contributor is responsible for ensuring, before making a contribution under this Act, that the contributor is not prohibited from making a contribution and is not making a contribution that is in excess of the limit prescribed by section 147.2(3).*
- (2) *Every candidate and every person acting on behalf of a candidate shall make every reasonable effort to advise prospective contributors of the provisions of this Part relating to contributions.*

If a candidate is planning to accept campaign contributions from other parties or is planning to incur any campaign expense, a Nomination Paper must be filed prior to accepting the contributions or incurring any campaign expense (s. 147.22 of the LAEA).

Local Authorities Election Act

Acceptance of contributions

- 147.22 (1) *No person shall accept a contribution or incur a campaign expense unless the person has been nominated as a candidate.*
- (2) *No candidate and no person acting for a candidate shall accept a contribution except during the campaign period.*
- (3) *Subsections (1) and (2) do not apply to the following:*
- (a) a person who accepts not more than \$5000 in the aggregate per year in contributions outside the campaign period;*
 - (b) a candidate who makes a contribution of not more than \$10 000 in the aggregate per year to the candidate's own campaign from the candidate's own funds.*

Local Authorities Election Act

Duties of candidate

- 147.3 (1) *A candidate shall ensure that*
- (a) a campaign account in the name of the candidate or the candidate's election campaign is opened at a financial institution for the purposes of the election campaign at the time of nomination or as soon as possible after the total amount of contributions first exceeds \$1000 in the aggregate,*
 - (b) if a campaign account has been opened in accordance with clause (a), 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) *records are kept of contributions and campaign expenses and are retained by the candidate for a period of 3 years following the date on which disclosure statements were required to be filed under section 147.4, and*
- (g) *proper direction is given to the candidate's official agent and any other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.*

(2) *A candidate shall not knowingly make a false or misleading statement in any disclosure statement or financial statement or other information required to be filed under this Part.*

Disclosure Statements

Local Authorities Election Act

Campaign disclosure statements

- 147.4 (1) *On or before March 1 immediately following a general election or, in the case of a by-election, within 120 days after the by-election, a candidate shall file with the secretary of the candidate's local jurisdiction a disclosure statement in the prescribed form, which must include*
- (a) *the total amount of all contributions received during the campaign period that did not exceed \$50 in the aggregate from any single contributor,*
 - (b) *the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the campaign period exceeded \$50 in the aggregate,*

- (c) the total amount of all contributions received as referred to in section 147.22(3),*
 - (d) the total amount from fund-raising functions,*
 - (e) the total amount of other revenue,*
 - (f) the total amount of campaign expenses,*
 - (g) an itemized campaign expense report setting out the campaign expenses incurred by the candidate,*
 - (h) the total amount paid by the candidate out of the candidate's own funds not reimbursed from the candidate's campaign fund,*
 - (i) the total amount of any campaign surplus, including any surplus from previous campaigns, and*
 - (j) the amount of any deficit.*
- (2) A candidate who has incurred campaign expenses or received contributions of \$50 000 or more shall file a review engagement with the disclosure statement referred to in subsection (1).*
- (3), (4) Repealed 2020 c22 s17.*
- (5) With respect to the period during which a candidate is nominated, this section applies to a candidate who withdraws as a candidate.*
- (6) If a candidate becomes aware that any of the information reported in the disclosure statement required under subsection (1) or the review engagement required under subsection (2) has changed or has not been completely or accurately disclosed, the candidate shall, within 30 days, submit a supplementary statement in the prescribed form to the local jurisdiction.*

- (7) *The local jurisdiction must ensure that all documents filed under this section are available to the public during regular business hours for a period of 4 years after the election.*

Third Party Advertising

The *Local Authorities Election Act* also applies to third party advertising.

Local Authorities Election Act

Registration of third parties

- 163 (1) *Subject to subsection (1.3), a third party shall apply for registration in a local jurisdiction under this section*
- (a) *when it has incurred expenses of at least \$1000 or plans to incur advertising expenses of at least \$1000 for election advertising, or*
 - (b) *when it has accepted advertising contributions of at least \$1000 or plans to accept advertising contributions of at least \$1000.*

Eligibility To Vote

Excerpts from the *Local Authorities Election Act*:

Local Authorities Election Act

Eligibility to vote

- 47 (1) *A person is eligible to vote in an election held pursuant to this Act if the person*
- (a) is at least 18 years old,*
 - (b) is a Canadian citizen, and*
 - (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.*
- (2) *Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.*
- (3) *If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.*

Permanent Elector Register

New in 2025, the Village of Delburne will be using a permanent elector register (also known as a voters list). The elector register is created using information provided by Elections Alberta. All electors that haven't already done so are encouraged to register with Elections Alberta

by phone at 1.780.427.7191 or online: <https://www.voterlink.ab.ca>.

REGISTER TO VOTE
Elections Alberta
Phone: 1.780.427.7191
online: <https://www.voterlink.ab.ca>.

Voters who are not registered prior to the production of the elector register will be permitted to register at the Voting Station. It will take additional time to get the voter registered.

Voters who have incorrect or missing information will be able to have the information corrected at the Voting Station. It will take additional time to update information.

The Village of Delburne does not currently have access to the Registered Voters.

Identification Requirements

“Jurisdiction” in section 47(1)(c) above means the area within the boundaries of the local municipality.

To vote, an elector is required to produce identification that contains both their name and physical address. This is often more difficult in a rural environment where electors utilize their mailing address for the majority of their day-to-day interactions. In some instances, a resident's mailing address may be utilized however, this will be decided at the time of voting. To avoid issues evidence of a physical address is recommended.

For the purposes of establishing their identification, electors can provide one piece of identification that has both their name and physical address from the following list:

- Driver's License
- Alberta Identification Card

OR any other card issued by a Canadian government (federal, provincial/territorial or local) with your photo, name and current address.

Alternate Voting Opportunities - Advance Vote

Village of Delburne residents will have an advanced vote option. Details on advance vote opportunities are still being confirmed. When the details are confirmed, this document will be updated and posted online.

ELECTION DAY

Monday, October 20, 2025
10:00 a.m. – 8:00 p.m.

Every voting station will open promptly at 10:00 a.m. and will be kept open continuously until 8:00 p.m. It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside the voting station or on the property where the voting station is located (this includes apparel).

2025 Voting Station

The voting station will be at the Delburne Community Hall on Election Day, however, for an advanced vote, the details will be updated once the decision has been made where the voting station will be for the advanced vote.

Election Night

Candidates, members of the public and media are invited to be in attendance at the Delburne Community Hall for preliminary results on the night of the election.

POST ELECTION DAY PROCESSES

Vote Count at the Delburne Community Hall

A candidate may have one person present for a vote count. This person may be a candidate, official agent or scrutineer.

At the Community Hall, scrutineers, official agents or candidates wishing to be in attendance to view the counting of ballots must be **in the community hall** prior to closing (8:00 p.m.). No one will be permitted to enter voting stations after 8:00 p.m.

The results of the count conducted in the community hall shall not be publicly disclosed until after 8:00 p.m. on Election Day.

Recounts

The Returning officer may make a recount of the votes cast at one or more voting station if:

- A candidate, official agent or scrutineer shows grounds that the Returning Officer considers reasonable for alleging that the record of the result is inaccurate.
- The Returning Officer considers that the number of valid ballots objected to or rejected ballots was sufficient to affect the result of the election.
- The Returning Officer is of the opinion that there may have been an administrative or technical error.

The Returning Officer must make a recount at the Delburne Village Office if the Returning Officer receives an application for a recount and is satisfied that the difference between the number of valid ballots marked for the candidate with the highest number of votes and the candidate with the second highest number of votes is within 0.5% of the total number of valid ballots. The application for a recount may only be received by the candidate with the second highest number of votes or their official agent.

A candidate who may be affected by a recount will be notified of a recount.

Official Results

The election will remain as unofficial until the 4th day following Election Day. At 12:00 pm (Noon) on the 4th day after the election, the Returning Officer will make those results Official.

Beginning of Term

The 2025 Organizational Meeting will take place on Tuesday, October 28 in the evening where each Councillor will take the Oath Of Office, choose the Mayor and choose their committees.

Important dates:

- Regional Orientation in Blackfalds with George Cuff – all day Tuesday, Oct 28 – **Mandatory**
- Delburne Council Orientation Meeting – Tuesday, October 28 - 6:00 PM – **Mandatory**
- Fall Convention – November 12 – 14 in Calgary
- A Council retreat will be held at some point that is mutually agreed upon by Council. This will include More detailed orientation for Delburne and training opportunities will be discussed then. Our Land Use Bylaw will also be reviewed in 2026.