



2025 MUNICIPAL ELECTION

**CANDIDATE INFORMATION
PACKAGE**

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1. Introduction

Municipal Council Positions

The Town of Lamont Council consists of a Mayor and 6 Councillors who are elected for a term of 4 years.

Information Sources

This information package has been assembled to assist Candidates and potential Candidates in preparing for October 20, 2025 municipal election.

The package has been prepared based on available content from the Municipal Government Act (MGA), Local Authorities Election Act (LAEA), Alberta Municipal Affairs, and questions most frequently asked by Candidates. Contents include information on positions to be elected, Candidate eligibility, nomination procedures, election processes, campaign disclosure requirements, and other legislative requirements.

This package is intended to provide a general overview of basic information. Candidates should know about the legislation which governs municipal elections and the election process. This is NOT a substitute for the actual legislation. Candidates are responsible for reading and understanding any election-related material. It is recommended that Candidates consult relevant statutes, regulations, and bylaws, or obtain legal advice for clarification.

All Candidates and campaigns should be aware of the contents of the LAEA, as there may be severe penalties (including fines, imprisonment, and disqualification from elected office) if you are found to be in breach of its provisions.

As this package is not inclusive of all the information contained within the relevant pieces of legislation, any person wishing to obtain a copy of the LAEA, the MGA, the School Act or any other piece of legislation should contact:

Alberta King's Printer
Park Plaza
Suite 700, 10611 – 98 Ave
Edmonton, AB T5K 2P7

Phone: 780-427-4952
Toll Free: 310-0000
Email: kings-printer@gov.ab.ca

If you have any questions respecting this material or the election process, please contact:

Returning Officer: Betty Malica (780) 895-2010 e-mail: general@lamont.ca
Substitute Returning Officer: Dawn Nielsen (780) 895-2010 e-mail: general@lamont.ca

If you wish to run for school trustee and require further information, please contact:

Returning Officer: Karen Baranec (780) 417-8169

2. Understanding the Position

Do you understand the Position?

Councillors

As a member of the Council, you will have the opportunity to consider and promote the welfare and interests for the future of your community. Develop and evaluate policies and programs for the municipality; participate in Council meetings, Council committee meetings and meetings of other bodies as appointed by Council; obtain information about operation or administration of the municipality from the Town's CAO; keep in highest confidence matters discussed in-camera at a Council or Council committee meeting until discussed at a public meeting; and perform any other duty or function imposed on Councillors by Council, the MGA, or any other enactment. As a member of council, you have only one employee and that is the CAO. The CAO is the head of the municipality who will advise and inform Council on direction and manage the operations of the Town.

All decisions are made at council meetings held in public at which a quorum is present. As an individual member of the Council, you do not have the power to commit your municipality to any expenditure or to direct the activities of municipal employees. Any promise you make as part of your election campaign that involves municipal expenditures or activities of employees can only be carried out if a majority of Council votes in favor of the matter in a meeting.

The Town of Lamont is governed by a Council Procedural Bylaw and the Municipal Government Act. It is imperative that the provisions of the Bylaw and the Act be adhered to when making decisions at the local level.

Mayor

In addition to performing the duties of a Councillor, the Mayor also has the following duties:

- To preside, when in attendance, at a Council meeting, unless another enactment or bylaw of Council provides that another Councillor is to preside over the meeting.
- Liaison with senior staff
- Ex Officio member on various boards and committees
- Key representative with regards to ceremonial responsibilities
- Liaison with other levels of government
- To perform any other duty imposed on the Mayor by another enactment, resolution, or bylaw of Council.

Deputy Mayor

Unless otherwise decided by Council, the Deputy Mayor is appointed during the annual Organizational Meeting. In the absence of the Mayor, the Deputy Mayor chairs Council meetings, attends ceremonies, banquets, speaking engagements, etc. If the Deputy Mayor is not available, another member of Council may be called upon to carry out these duties.

Council and Committee of the Whole Meetings

Regular Council meetings are held on the 2nd and 4th Tuesday of each month commencing at 7:00 p.m. Closed-session (in-camera) meetings may be held during the Council meeting at a determined time depending on content. In preparation for the meeting, electronic agenda packages will be available for members of Council on the Friday prior to the meeting for review.

Following the municipal election, successful Candidates will be sworn-in as members of Council for the Town of Lamont. The swearing-in will take place in Town Council Chambers on Tuesday October 28, prior to the start of the organizational meeting and regular council meeting.

Council holds an annual Council Organizational meeting on the second Council meeting date in October.

The 2025 organizational meeting will be held on Tuesday, October 28 at 7:00 p.m., with the regular Council meeting to follow.

Mandatory Orientation Training

As per the MGA Section 201.1(1) A municipality, in accordance with the regulations, must offer, and each councillor must attend orientation training within 90 days of the election.
The Town of Lamont has scheduled the mandatory training October 24, 29 & 30, 2025.
Emergency Management Local Authorities Elected Officials Course is scheduled for November 26, 2025.

Council Attire

The Town does not have a formal dress code for Council or Committee of the Whole meetings. Council members are expected to dress in a professional manner which respects the position. Other committee appointments may vary depending on their nature.

Council Member Organizational Appointments

At the organizational meeting, members of Council are appointed to a number of organizations (boards, committees, and commissions). These organizations may be Council-established or established externally (these entities which are established externally, but which Council has the authority to appointment). Please contact the CAO if you wish to obtain more detailed information on these internal and external organizations.

Each member of Council is expected to sit on approximately 3 to 4 of the organizations noted below. The time commitment for the appointed member will vary depending on the specific organization.

Council members are appointed on the following organizations:

Governance and Priorities Committee
Parks & Recreation Committee
RhPAP Attraction & Retention Committee
Economic Development Board
Weed Control Act Appeal Committee
Agricultural Pest Act Appeal Committee

External Boards, Committees and Commissions

Lamont Catering Club
Lamont County Housing Foundation
Lamont Public Library Board
Northern Lights Library System Board
St. Michael Regional Solid Waste Commission
John S. Batiuk Regional Water Commission
Lamont County Regional Mayors and Administrators Committee
Lamont County Inter-Municipal FCSS Regional Board
Educational Liaison Elementary
Educational Liaison Secondary
Fort Saskatchewan & District Chamber of Commerce Liaison
Alberta Hub
Regional Emergency Advisory Committee

3. Remuneration

Council

The current remuneration for a Councillor is \$10,848.00 per year.

Mayor

The Mayor chairs all the meetings of Council. The mayor signs, along with the CAO, all bylaws, minutes, as well as contracts and agreements which the Town enters into.

The current remuneration for the Mayor is \$18,687.00 per year and Deputy Mayor \$12,048.00.

Mayor and Council remuneration is fully taxable.

4. Before you file

Qualification of a Candidate

Section 21 of the LAEA outlines qualifications of a Candidate. Eligibility requirements for a person to be nominated as a Candidate on Nomination Day (from January 1, 2025 to noon on September 22, 2025) include:

The potential Candidate is eligible to vote in the election when the Candidate:

- a. is at least 18 years old,
- b. is a Canadian citizen, and

- c. resides in the Town of Lamont on Election Day;

The potential Candidate has lived in the Town of Lamont for 6 consecutive months (March 19, 2025) immediately before Nomination Day; and

The potential Candidate is not otherwise ineligible or disqualified.

The Nomination Paper and Candidate Acceptance (Form 4) must be completed and requires the Candidate to sign an affidavit confirming:

- a. that they are eligible to be elected;
- b. will accept the office if elected; and
- c. have reviewed the LAEA.

The Candidate must swear or affirm the affidavit before the Returning Officer or a Commissioner for Oaths and return the form to the Returning Officer.

The nominated Candidate **is responsible for ensuring that the nomination paper filed is fully completed and meets the requirements of the LAEA.** If a nomination is challenged, the courts will assess eligibility.

In accordance with Section 151 of the LAEA it is an offence for a Candidate to sign a Candidate's Acceptance Form that contains a false statement, which is subject to a fine of not more than \$1,000.

Ineligibility for Nomination as a Candidate

Sections 22 and 23 of the LAEA provide an overview of instances when a person is ineligible to be nominated as a Candidate in a municipal election. Some of those instances include when:

- a. the person is an auditor for the Town;
- b. the person is an employee of the Town, unless that person takes a leave of absence;
- c. the person's property taxes are more than \$50 in arrears, not including current taxes or previous taxes addressed in a consolidation agreement
- d. the person owes the Town any amount exceeding \$500 for more than 90 days; or
- e. the person has, within the previous 10 years, been convicted of an offence under the LAEA, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*.

As this information does not detail all instances of ineligibility, Candidates are responsible for consulting the LAEA. **It is the Candidate's responsibility to ensure they are eligible for nomination.**

5. Nominations and Filing

Nomination Day

Nominations for the offices of Mayor and Councillor will be accepted by the Returning Officer beginning on **January 1, 2025 until 12:00 noon on Monday, September 22, 2025**. Nomination forms must be filed at the Town of Lamont Administration Office. The Returning Officer is unable to accept nominations before January 1, 2025 or after 12:00 noon on Nomination Day. Facsimiles and electronically submitted copies will not be accepted.

After 12:00 noon on Nomination Day, any person may make a request to examine the filed nomination papers by contacting the Returning Officer to make arrangements.

School Trustee nomination forms are not accepted by the Town of Lamont. They must be delivered to the appropriate School Board Returning Officer.

The Candidate is responsible for ensuring that the nomination filed meets the requirements of the LAEA.

Nomination Form 4

Every nomination of a Candidate shall be completed through the submission of a Nomination Paper and Candidate's Acceptance. Each nomination form must be fully completed and include the signatures of a minimum of 5 eligible Electors. To ensure validity of nominations, a Candidate may submit more than the required 5 Electors' signatures. If a nomination is not signed by at least 5 Electors, the Returning Officer cannot accept the form.

Notice of Intent

All candidates must submit a Notice of Intent. Submitting the Notice of Intent does not mean a person is nominated. Candidates who plan to run in the 2025 Municipal Election can only accept campaign contributions and incur campaign expenses once their Notice of Intent is complete.

Filing of Nomination Papers

The Town of Lamont does collect a deposit of \$100.00 upon filing of nomination papers. Fee can be paid by certified cheque, money order, cash or debit.

The candidate's deposit shall be returned to the candidate:

- a. if the candidate is declared elected,
- b. if the candidate obtains a number of votes at least equal to half of the total number of votes cast for the candidate elected to the office with the least number of votes, or
- c. if the candidate withdraws as a candidate in accordance with section 32.

If a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.

If a candidate does not obtain the number of votes as described above, the deposit shall be paid into the general revenue of the local jurisdiction for which the deposit requirements have been established.

Withdrawal of Nominal Papers

Within 24 hours of the close of Nomination Day at 12:00 noon on September 22, 2025, a Candidate may withdraw their nomination, provided that more than 1 Candidate for Mayor or 6 Candidates for Councillors have been nominated. The Returning Officer is unable to accept a withdrawal if it would result in less than the required number of Candidates for that office.

If a Candidate wishes to withdraw their nomination papers, a written notice must be provided to the Returning Officer no later than 12:00 noon, September 23, 2025.

6. Election Process

Election by Acclamation

If at the close of Nomination Day at 12:00 noon on September 22, 2025, the number of Candidates nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the Candidates to be acclaimed to the offices for which they were nominated.

Advance Voting

The Returning Officer will be scheduling Advance Voting dates, however those details have not yet been confirmed.

Election Day

Election Day is Monday October 20, 2025

Voting Stations

Voting Stations open at 10:00 a.m. and will remain open until 8:00 p.m. Once the Voting Station

is declared closed at 8:00 p.m., any Elector in the Voting Station who wishes to vote will be permitted to do so, but no other person will be allowed to enter the Voting Station.

Voting Station Locations

For the purpose of a municipal election the Town of Lamont typically has one main Voting Station which is at the Lamont Recreation Centre Hall.

Elector Eligibility

A person is eligible to vote in the municipal election if the person:

- a. is at least 18 years old;
- b. is a Canadian citizen; and
- c. has resided in Alberta for 6 consecutive months before Election Day (April 20, 2025), and is a resident of the Town on Election Day.

Every person who arrives at a Voting Station for the purpose of voting shall verify their eligibility to vote by completing an Elector Register (Form 13). Once an Elector Register is completed, the Elector will then be given a ballot.

Elector identification will be required for the municipal election. The identification requirement sets a uniform standard of one piece of picture identification **or** one piece of identification authorized by the Chief Electoral Officer under the *Election Act*.

Elector Identification Eligibility Requirements

The LAEA establishes the requirements for verification of an Elector's identity and current residence, as stated in the signed Voting Register. The Elector must produce one piece of photo identification with their name and address, issued by a Canadian government (federal, provincial, local, or an agency thereof), or one piece of identification authorized by the Chief Electoral Officer under the *Election Act*, including the Elector's name and address.

Any of the following documents that include the Elector's name and address on it will be accepted as valid proof:

- a. Photo identification issued by a Canadian government or agency, whether federal, provincial or local;
- b. Bank/credit card statement or personal cheque;
- c. Correspondence issued by a school, college or university;
- d. Government cheque or cheque stub;
- e. Income/property tax assessment notice;
- f. Insurance policy or coverage card;
- g. Letter from a public curator, public guardian or public trustee;
- h. Pension Plan statement of benefits, contributions or participation;
- i. Residential lease or mortgage statement;
- j. Statement of government benefits: e.g. employment insurance, old-age security, social assistance, disability support, or child tax benefit;
- k. Utility bill: e.g. phone, public utilities commission, television, electricity, gas or water;
- l. Vehicle ownership, registration or insurance certificate; or

Official Agents, Campaign Workers, and Scrutineers

As per Section 68.1(1) of the LAEA, when filing the Nomination Paper and Candidates Acceptance, a Candidate may appoint an Elector to be their Official Agent. The Official Agent:

- a. cannot have been convicted of an offence under the LAEA, the *Election Act*, or *Canada Elections Act* within the previous 10 years;
- b. must only act on behalf of one Candidate per election; and
- c. will only be assigned any duties by the Candidate.

If it becomes necessary to appoint a new Official Agent, the Candidate must immediately notify the Returning Officer in writing of the contact information of the new Official Agent.

The Official Agent must complete and present the Enumerator, Candidate or Official Agent Proof of Identification (Form 11), provided by the Candidate and signed by the Returning Officer to the Presiding Deputy Returning Officer at each Voting Station attended.

A Campaign Worker is required to complete the Campaign Worker Proof of Identification (Form 12), which must be signed by the Candidate and Campaign Worker.

Official Agents are required to also complete and present to the Presiding Deputy Returning Officer a Statement of Scrutineer or Official Agent (Form 16).

Section 52 of the LAEA states that a Campaign Worker who has produced sufficient identification must not be obstructed with, interfered with, or cause or permit an obstruction, when campaigning.

Scrutineers must be at least 18 years old and must present the Presiding Deputy Returning Officer with a completed Statement of Scrutineer or Official Agent Form.

A person who has, within the previous 10 years, been convicted of an offence under the LAEA, the *Election Act* or the *Canada Elections Act* is not eligible to be appointed as a Scrutineer.

Voting Station Attendance

Voting Hours

Section 69(3.1) of the LAEA states an Official Agent and a Scrutineer must not be present at the same time in a Voting Station during voting hours. Official Agents and Scrutineers may change Voting Stations throughout the day.

The Presiding Deputy Returning Officer may designate the place or places at a Voting Station where a Candidate, Official Agent or Scrutineer of a Candidate is permitted to observe the election procedure. The Candidate, Official Agent or Scrutineer is not permitted to observe the marking of a ballot by an Elector. The Presiding Deputy Returning Officer must ensure that the Candidate, Official Agent or Scrutineer is able to observe any person making a statement on Elector eligibility.

A Candidate, Official Agent or Scrutineer may make an objection to an Elector being permitted to vote as per Section 54(1) of the LAEA. The Presiding Deputy Returning Officer must note the reason for the objection and the name of the Candidate, Official Agent or Scrutineer making the objection in the voting register, however the Elector is permitted to cast a vote. A judge in a judicial recount may evaluate objections. A Candidate, Official Agent or Scrutineer may only make an objection under Section 54(1) of the LAEA at the time the person makes the statement.

Ballot Count Attendance

The Town of Lamont will be conducting the municipal election ballot count manually.

Candidates, Official Agents, or Scrutineers in attendance for the counting of ballots must be present in the Voting Station before 8:00 p.m., when the Voting Station closes. No individuals are permitted to enter the Voting Station after 8:00 p.m.

Candidates, Official Agents, and Scrutineers are permitted to observe the count process; however, Section 85(2) of the LAEA stipulates that **only one representative from each campaign is permitted to be present at each Voting Station.**

Election Results

Unofficial Election Results

Following the close of Voting Stations at 8:00 p.m., unofficial election results will be available for the convenience of Candidates and the public through the following sources:

- a. Town website, located at www.lamont.ca
- b. [Facebook Page](#)

These sources will be updated throughout the evening as results are received from the Voting Stations. As it is difficult to determine when the unofficial election results will be available, your patience is appreciated while election staff work towards providing timely and accurate results.

Official Election Results

At noon on Friday, October 24, 2025, the Returning Officer will post the official election results on the Town's website and Facebook page.

Recounts

Recounts Before Official Results

If required, recounts called immediately after Election Day must be completed before the posting of the official election results. Therefore, recounts must be completed before noon on Friday, October 24, 2025.

Returning Officer Recount

On the Tuesday following Election Day, the Returning Officer will examine the results from every Voting Station in conjunction with the unofficial results. A recount may be conducted if the Returning Officer believes there has been an administrative or technical error made.

Candidate or Agent Recount Request

A Candidate, Official Agent or Scrutineer may request a recount by submitting a notice to the Returning Officer within 44 hours (4:00 p.m. Wednesday, October 22, 2025) of the close of Voting Stations. The notice must show grounds, which the Returning Officer considers reasonable to allege that the results of the count may be inaccurate.

Candidate Notification on Recount

Candidates who are affected by a recount will receive at least 12 hours' notice of the recount.

Recount Procedures

The procedure for a recount will be the same as for Election Day. After completion of the recount, the ballot account will be adjusted if necessary.

Good Luck to all candidates running!