



**Mountain View County**



# 2025 Municipal Election Interested Candidates Package



**Mountain View**  
C O U N T Y

# 2025 Municipal Election Interested Candidates Package

This package is provided for information purposes only and is a consolidation of material that is publicly available. The information contained within the package has no legislative sanction. Candidates are advised to consult official Statutes, Regulations and Bylaws in their entirety to ensure that they have the appropriate and complete information for the purposes of their campaign.

## Important Election Dates

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Nomination Period Opens .....	January 1, 2025
Interested Candidates Open House .....	September 13 - 17, 2025 (date TBD)
Nomination Period Closes .....	September 22, 2025 (12:00 pm Noon)
Candidate Forum Dates .....	September 29 - October 3, 2025 (date TBD)
Advanced Polls .....	October 6, 2025 (10:00 a.m. - 3:00 p.m.) October 8, 2025 (3:00 p.m. - 8:00 p.m.) October 11, 2025 (10:00 a.m. - 3:00 p.m.)
Election Day .....	Monday October 20, 2025 (Polls Open: 10:00 a.m. - 8:00 p.m.)
Mountain View County Councillor Orientation .....	October 24, 2025 (9:00 a.m. - 3:00 p.m.) November 5, 2025 (9:00 a.m. - 3:00 p.m.)
Regional Councillor Orientation - Olds .....	October 27, 2025 (8:30 a.m. - 3:00 p.m.)
Organizational Meeting/ Swearing in Ceremony .....	October 29, 2025 (9:00 a.m.)

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## Election Contacts

Christofer Atchison  
Returning Officer  
403-335-3311 ext 114  
587-436-4136  
catchison@mvcounty.com

Jeff Holmes  
Substitute Returning Officer  
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# Introduction

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## INFORMATION SOURCES

This information package has been compiled for convenience and to provide relevant information for potential candidates. However, although Mountain View County always strives to provide current and correct information, Provincial Legislation changes may affect the completeness or accuracy of this document. As such, readers are encouraged to consult official legislation for their uses.

Other pieces of legislation that may be relevant for review may be purchased from the Alberta King's Printer or accessed online.

### **The Kings Printer for Alberta:**

Suite 700, Park Plaza  
10611 – 98 Avenue  
Edmonton, AB T5K 2P7  
Telephone: 780-427-4952  
Email: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
Website: <https://kings-printer.alberta.ca/>

### **Municipal Government Act (MGA):**

<https://kings-printer.alberta.ca/documents/Acts/m26.pdf>

### **Local Authorities Election Act:**

<https://kings-printer.alberta.ca/documents/Acts/L21.pdf>

### **Mountain View County Bylaws:**

<https://www.mountainviewcounty.com/p/bylaws>

### **Mountain View County Policies and Procedures:**

<https://www.mountainviewcounty.com/p/policies>



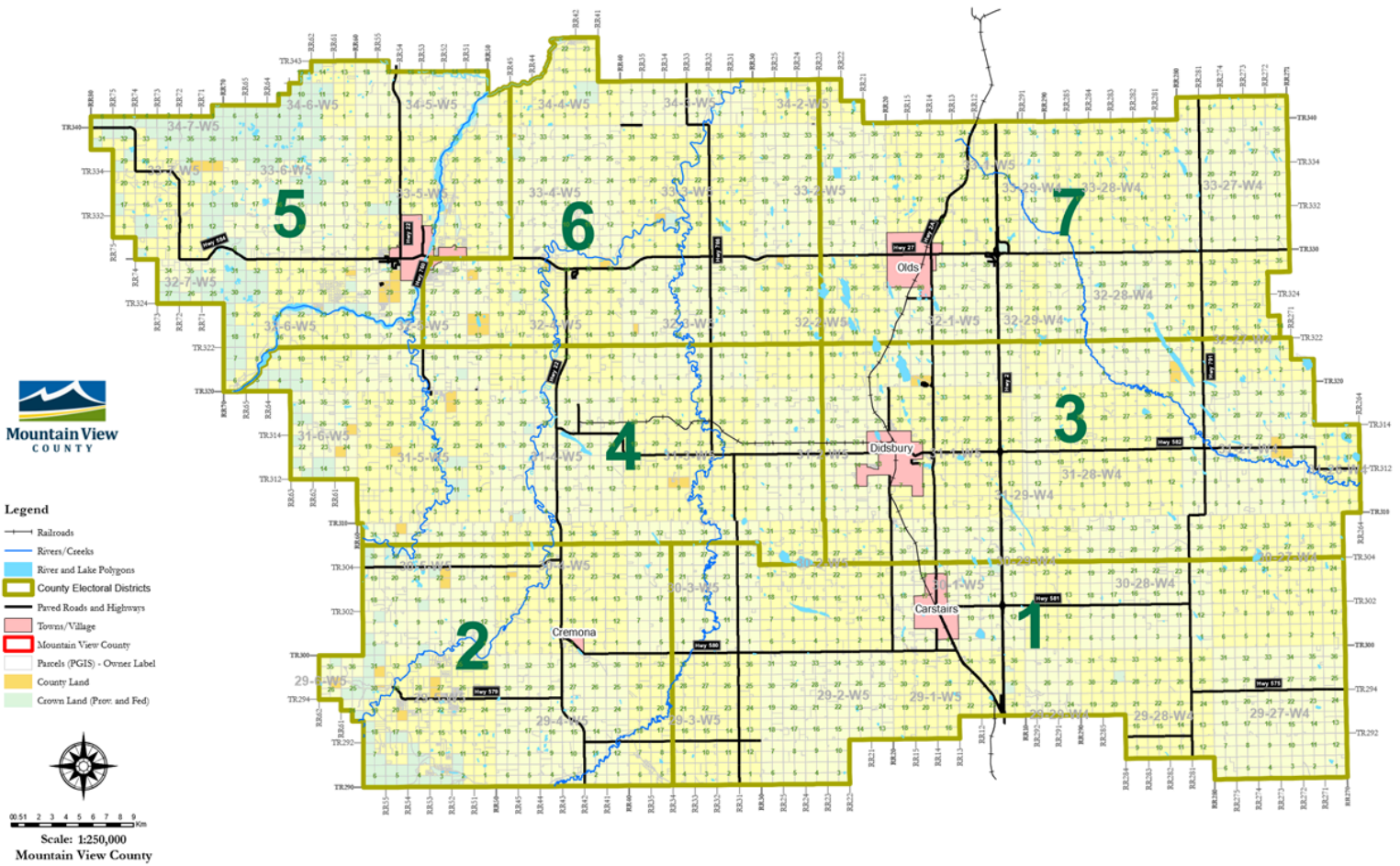
Should you require additional information or clarity on the above legislation, or wish to access other information, please contact the Returning Officer.

## COUNCIL COMPOSITION

Mountain View County Council is composed of seven Councillors elected from the following seven divisions:

<b><u>Division</u></b>	<b><u>Area</u></b>
Division 1:	Rural Carstairs
Division 2:	Rural Cremona / Water Valley
Division 3:	Rural Didsbury
Division 4:	Bergen / Zella
Division 5:	Rural Sundre
Division 6:	Eagle Valley / Harmattan
Division 7:	Rural Olds

# Mountain View County Division Map



Following the election of the seven Councillors, annually at the County Organizational Meeting, Council elects a Reeve and Deputy Reeve from the Council Members.

## RETURNING OFFICER INFORMATION

The Returning Officer is responsible for all activities required to conduct the election in accordance with the Local Authorities Election Act. All election inquiries, comments, or issues should be directed to the Returning Officer, or in their absence, to the Substitute Returning Officer.



The following is the contact information for the Returning Officer and Substitute Returning Officer:

Christofer Atchison  
 Returning Officer  
 403-335-3311 ext 114  
 587-436-4136  
 catchison@mvcountry.com

Jeff Holmes  
 Substitute Returning Officer  
 403-335-3311 ext 179  
 403-559-7211  
 jholmes@mvcountry.com

# Candidate information

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## PURPOSES OF A MUNICIPALITY

In accordance with the Municipal Government Act (s.3) the purposes of a Municipality are:

- Provide good government,
- Foster the well-being of the environment,
- Foster the economic development of the municipality,
- Provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality,
- Develop and maintain safe and viable communities,
- Work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

## ROLES/DUTIES OF A COUNCILLOR

In a general sense, it is Council's role to provide policy direction to Administration, which then implements that direction, to obtain the purposes of a municipality as identified above.

The Municipal Government Act (s.153) outlines the following 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 neighbouring 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.

## REMUNERATION

Mountain View County Council has established Policy 1004 which outlines the remuneration provided to Councillors during their term.

Remuneration is split into the following components:

**Basic Rate:** The monthly rate paid to Councillors for attendance at the following:

- Regularly scheduled Council Meetings, or Special Council Meetings,
- Meetings with residents and Community groups (include open houses and public meetings),
- Council workshops that occur on a regularly scheduled Council date,
- Meetings with residents and Community groups (include open houses and public meetings),
- Informal meetings with the CAO and staff and Councillors (eg. employee service awards, safety kick-off, Christmas party and farewell lunches/dinners for staff and Councillors),
- Preparation for Council and Committee meetings,
- Attendance at meetings and social functions as dignitaries representing the County. (eg. Premier's Breakfast/Dinner, Remembrance Day ceremonies, Chamber of Commerce events, grand openings within the County boundary).

**Per Diem:** The daily rate paid to Councillors for attendance at the following:

- Council Committee meetings, outside Board and Committee meetings or Commissions for which no other per diem is paid,
- Conferences,
- Conventions,
- RMA District Meetings,
- Meetings with other municipalities,
- Meetings with other government agencies and businesses,
- Training sessions,
- Grand openings outside the County, if formally invited to present a verbal or written presentation,
- RMA Ad Hoc Committees (if no remuneration from RMA),
- Attendance as an alternate at the first committee meeting following the annual organizational meeting,
- All other meetings approved by Council,
- Council Workshops that occur on a non Council date.

### 2025 REMUNERATION RATES

Base Rate Annually:

Councillor:	\$45,425.49
Deputy Reeve:	\$51,103.68
Reeve:	\$77,278.18

Per Diem:

Full Day:	\$358.77
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**The complete Council Remuneration and Compensation Policy 1004 may be found at:  
[www.mountainviewcounty.com/p/policies](http://www.mountainviewcounty.com/p/policies) under 1000 - Council & General Government.**

Councillors also receive reimbursement for mileage and expenses incurred while on Councillor related business.

## Council Meetings / Time Commitment

Mountain View County currently holds Council Meetings twice per month on the 2nd and 4th Wednesday of each month at the Mountain View County Office beginning at 9:00 am. The duration of these meetings varies, but are typically planned to end by 4:00 pm. This meeting schedule is reviewed by Council annually during their Organizational Meeting and can be changed at Council’s direction.

Council has historically taken a break between the end of July and beginning of August but has the ability and flexibility to call additional Council Meetings as required to conduct their business.

Council has established a Procedural Bylaw which outlines the process for conducting Council Meetings which is available on Mountain View County’s website at [www.mountainviewcounty.com/p/bylaws](http://www.mountainviewcounty.com/p/bylaws) under Procedure and Conduct of Council Meetings Bylaw 29/23.

Council also has a number of workshops, strategic planning session, and other meetings directly related to their position with Mountain View County. In 2024, that included eight additional meetings that ranged from 3 to 8 hours in addition to the regularly scheduled Council Meetings and Committee Meetings.

Councillors also have frequent conversations with the Chief Administrative Officer for updates on projects or other topics of interest within their division, as well as communications with ratepayers or attendance at community events throughout the year.

November 2024						
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December 2024						
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January 2025						
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February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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July 2025						
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August 2025						
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31						

September 2025						
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October 2025						
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26	27	28	29	30	31	

**Legend:**

Statutory Holidays
Regular Council /Special Council (Governance Review) Meeting
Organizational (and Regular) Meeting
Grant Review Committee
Fall/Spring RMA Conventions
Winter/Summer Breaks
ASB Conference
FCM Conference
Municipal Election

## Approved 2024 - 2025 Council Calendar



## COMMITTEE APPOINTMENTS

Annually, at Council's Organizational Meeting, Council reviews the list of Committees that are eligible for appointment and selects Councillors to sit on those Committees. The role of Councillors on these Committees will vary depending on the specific scope of each Committee, but may range from being a liaison between the County and the organization, to being a Member of the Board making budgetary decisions.

Council currently appoints Councillors to the following Committees below. Some Mountain View County Committees require participation, while others are filled by voluntary appointment. Meeting frequencies for both types of committees may vary and are subject to change.

### Required Council Committees/Boards (Legislated/Agreement/Bylaw/Policy)

Permanent Committees	Meeting	Frequency	Councillor Appointment Required	Scope
Agricultural Service Board	Monthly - Third Monday	11-12/yr	Yes	The Agricultural Service Board through County Council provides services that promote and enhance agricultural production within the County in accordance with provincial legislation and County policies.
Appeal Board [Subdivision and Development]	Call of the Chair	as needed	Yes	The Appeal Board hears appeals to decisions made by the Municipal Planning Commission; Complaints on non-compliance issues to legislation with Animal Control, Pest Control, Soil conservation, Unsightly Premises, and Weed Control.
Audit Committee	Call of the Chair	2/yr	Yes	The Audit Committee assists Council in it's monitoring of the County's financial reporting and disclosure.
CRMA (CAAMDC)	Spring/ Fall	2/yr	Yes	Central Rural Municipalities of Alberta discuss issues of concern among the Central Zone members and to set the agendas for the Spring and Fall Zone meetings.
Cremona FCSS	Monthly	10/yr	Division 2 Councillor	A Council representative participates on the Cremona Family and Community Support Services committee.
Cremona & District Recreation Board	Call of the Chair	1/yr	Yes	The Cremona & District Recreation Board approves the granting of funds allocated to Cremona and District under the County's Recreation and Culture Funding Policy.
Fire Guardians	Call of the Chair	as needed	Yes	All Councillors and CAO or Designate are appointed by virtue of their office to enforce the provisions as Fire Guardians under the Forest and Prairie Protection Act.
Inter-governmental Communications Committee	Call of the Chair	as needed	Yes	The Intergovernmental Communications Committee develops and maintains communication pieces used to inform and educate provincial MLA's of Mountain View County's issues and priorities.

Inter-municipal Collaboration Committee - Urbans (ICC)	Call of the Chair	as needed	Yes	The ICC make decisions that better serve and provide quality of life to the residents of the Urban Centres and Mountain View County by ensuring that growth management, land use planning, programs and services are effectively, efficiently and economically delivered. There is 1 ICC for each of the 5 urban communities in Mountain View County.
Inter-municipal Collaboration Committee - Rurals (ICC)	Call of the Chair	as needed	Yes	The ICC is to achieve the Inter-municipal Collaboration requirement in Part 17.2 of the Municipal Government Act with surrounding rural municipalities. There is 1 ICC for each of the 5 rural communities surrounding Mountain View County.
Library Board (5) Each Urban Municipality	Call of the Chair	Monthly	At Council's Discretion	The Library Board operates the local municipal libraries. The Library Boards within the Mountain View County boundary are established by the Urban Centers.
Mountain View Regional Waste Management	Monthly	11-12/yr	Yes	The Mountain View Regional Waste Management operates the regional waste management system including the Didsbury landfill.
Mountain View Seniors Housing	Fourth Wednesday	6/yr	Yes	The Mountain View Seniors Housing operates the Seniors Lodges located within the boundaries of Mountain View County.
Municipal Emergency Advisory Committee	Call of the Chair	as needed	All Council Members	The Municipal Emergency Advisory Committee advises the development of emergency plans and programs.
Municipal Planning Commission	Biweekly - first & third Thursdays	23-24/yr	At Council's Discretion	The Municipal Planning Commission make decisions on subdivision and development applications within Mountain View County.
Parkland Regional Library	Quarterly- Thursdays	4/yr	At Council's Discretion	The Parkland Regional Library sets guidelines and provide resources for the municipal libraries in the area.
South Red Deer Regional Wastewater Commission	Monthly	11-12/yr	Yes	The South Red Deer Regional Wastewater Commission manages the wastewater pipeline which runs from Olds through to the City of Red Deer sewage treatment facility.
Westward Ho Campers Association	Call of the Chair	as needed	Division 6 Councillor	The Division Councillor is to provide support to the non-profit organization operating the Westward Ho Campers Association.

## Council Committees/Boards (Not required by Legislation or Agreement)

Permanent Committees	Meeting	Frequency	Scope
Aviation Advisory Committee	Call of Director of Legislative Services	2-4/yr	The Aviation Advisory Committee is focused on providing the County guidance on the management, maintenance, and development of the Olds/Didsbury Airport and the Sundre Airport.
BearSmart Society Committee	Call of the Chair	as needed	BearSmart Society Committee works within the community to minimize conflict between humans, bears and other wildlife. As a not-for-profit society, Mountain View BearSmart strives to promote bear and wildlife awareness through education, public information, notification systems and works in collaboration with residents, tourists, industry, and government agencies to achieve its goals.
Cremona Community Engagement Site	As required	10/yr	The Cremona Community Engagement Site is governed by an elected board of directors from the school division, local business and community. There is a shared passion for the importance of lifelong learning.
Economic Development Action Committee (Town of Olds)	Quarterly	4/yr	The mandate of the Economic Development Action Committee is to provide strategic advice and make recommendations to the Council on economic and business development matters in Olds and area.
Greenwood Neighbourhood Place	Monthly	11-12/yr	The Greenwood Neighbourhood Place provide social services and programming to the Sundre community and surrounding area. This is a non-profit society, with a volunteer governing Board of Directors that allocates funding to social services and operational services.
Olds and Area Health Professionals Attraction and Retention	Monthly	11-12/yr	The Olds and Area Health Professionals Attraction and Retention Committee develops and launches a collaborative strategy for Health Care Professional attraction and retention in Olds and area.
Olds Regional Exhibition Vision 250	Quarterly	4/yr	The Olds Regional Exhibition has invited Councillor participation to form an advisory group responsible for reviewing and developing the ORE's Strategic Plan and long term vision.
Parkland Airshed Management Zone	Monthly	11-12/yr	Parkland Airshed Management Zone works with industry to review data of the air emissions within the area.
Red Deer River Municipal Users Group	Bimonthly	6/yr	The purpose of the group is to establish and maintain a comprehensive information base that will provide consistent and current information pertaining to water issues. The forum is for municipalities to discuss water supply, water use and water quality; to serve as an advocate of municipal interests in the supply, use, delivery and quality of water; to ensure that reliable quality water supplies are available for a sustainable and growing economy in each of our municipalities and to continually work toward a healthy and balanced aquatic ecosystem.

Red Deer River Watershed Alliance	Bimonthly	6/yr	The Red Deer River Watershed Alliance contribute and promote the good use and proper management of water within the Red Deer River watershed.
Sundre Community Wellness Advisory Group	Call of the Chair	as needed	The Sundre Community Wellness Advisory Group is established to provide support in advocacy efforts relative to the Myron Thompson Health Centre and other health initiatives within Sundre and area.
Sundre Hospital Futures Committee	Call of the Chair	as needed	The Sundre Hospital Futures Committee provides local support in recruiting and retaining physicians in the area along with ensuring the future sustainability of the Myron Thompson Health Centre.
Sundre Hospital Steering Committee	Call of the Chair	as needed	The Sundre Hospital Steering committee will work with P3 Capital Partners Inc. to identify and recommend to Council a method and process to negotiate and attract capital with partners in a P3 agreement for a new health/hospital complex.
Sundre Petroleum Operators Group	Monthly	11-12/yr	The Sundre Petroleum Operators Group is a policy making board that sets the goals and directions for SPOG and the subsequent committees that fall under the SPOG umbrella.
Sundre Public Involvement Round Table	Quarterly	4/yr	The Sundre Public Involvement Round Table is an advisory group that provides reason for acceptance, modification or rejection relating to all forestry activities to ensure that integrated forest resource management is practiced to sustain the health and integrity of the land and forests for future generations.

# Nomination Information

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## QUALIFICATION/ELIGIBILITY OF CANDIDATES

Prior to submitting their nomination package, Candidates are encouraged to review the Local Authorities Election Act and to confirm their eligibility. It should be noted that it is not the Returning Officer's role to determine or question a Candidate's eligibility. Section 21 of the Local Authorities Election Act currently provides the following qualification requirements:

- 21(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person
- (a) is eligible to vote in that election,
  - (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
  - (c) is not otherwise ineligible or disqualified.

**Note: Six months before Nomination Day is: March 22, 2025**

The Local Authorities Election Act, Section 22, provides a lengthy list of reasons as to why a Candidate may be ineligible to run for Council. In the event that an interested Candidate is unsure of their eligibility, it is advisable for them to discuss their situation with the Returning Officer and/or receive legal advice prior to submitting their nomination paper.

**The Local Authorities Election Act Section 22 may be found at:**  
<https://kingsprinter.alberta.ca/documents/Acts/L21.pdf> on pages 21 - 24

## CAMPAIGN PERIOD

The Local Authorities Election Act allows for Candidates to begin their campaign beginning on January 1st of the year immediately following a general election and ending on December 31st immediately after the election.

The Campaign Period for the 2025 Municipal Election is presently open and will conclude on December 31st 2025.

No individual is able to accept a contribution or incur a campaign expense unless the individual has given notice of their intent to run to the Returning Officer. That form has been attached for use to satisfy the requirements contained within Part 5.1 of the Local Authorities Election Act. A registry of candidates will be maintained publicly on the County's Corporate website.

## NOMINATION PERIOD

Nomination Forms can be submitted by Candidates at the County Office during regular business hours from January 1, 2025, until Nomination Day, Monday, September 22, 2025, with a submission deadline of 12:00 p.m. (noon).

To avoid any delays, candidates are strongly encouraged to schedule an appointment with the Returning Officer, as their availability may be subject to change. After the nomination period begins, all filed nomination papers will be available for public review upon request.

## FILING A NOMINATION FORM

When a candidate is prepared to submit their form during the Nomination Period, there are considerations that they must ensure are met prior to filing the form. These include:

1. Completion of the correct form
2. Signed by at least 5 eligible electors in your division
3. Signed by the candidate
4. Filed with the \$200.00 nomination deposit
5. Filed with a completed Form 5 “Candidates Information/Notice of Intent to Run”

**Section 27 of the Local Authorities Election Act may be found at:  
<https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on pages 26 - 28.**

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. These additional signatures can be placed on the back of the Nomination Paper or attached as a separate document. **As a reminder, it is crucial that electors signing the nomination paper are eligible to vote in the upcoming election.**

The Nomination Form 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 adhered to prior to filing the form.

**Note: Mountain View County Municipal Elections Bylaw provides that a Nomination Form shall be submitted with a deposit of \$200.00 which can be paid in cash, debit card, credit card, certified cheque, e-transfer or money order payable to Mountain View County.**

Your deposit will be returned to you in the event that you are elected or if you receive at least one-half the number of votes that the elected Councillor in your division received.

### Notes:

1. As Mountain View County uses a Division Structure for Elections, Elector Signatures are required to be from the Division that the Candidate intends to run in.
2. Form 4 “Nomination Paper and Candidates Acceptance” is attached to this Package for use to satisfy Section 27(1) of the Local Authorities Election Act.
3. Form 5 “Notice of Intent to Run - Candidates Information” is attached to this Package for use to satisfy Section 27(1.1) of the Local Authorities Election Act.

**NOMINATION DAY IS MONDAY SEPTEMBER 22, 2025 AT 12:00 PM (NOON)  
COUNTY OFFICE: 1408 – TWP RD 320**

**\*\*ANY NOMINATION FORMS SUBMITTED AFTER 12:00 PM (NOON), OR BY EMAIL OR FAX,  
CANNOT BE ACCEPTED BY THE RETURNING OFFICER \*\***

## **POST NOMINATION DAY PROCESS**

### **WITHDRAWING A NOMINATION**

At any point during the Nomination Period, a Candidate can withdraw their nomination paper by submitting a request, in writing, to the Returning Officer.

Within 24 hours of the close of Nomination Period, a Candidate can only withdraw their nomination paper if the number of nominations exceeds the numbers of vacancies. In the event that only one Nomination Form for a Division is received, that Candidate is unable to withdraw their nomination paper.

After 24 hours of the close of Nomination Period, a nomination form cannot be withdrawn.

**Section 32 of the Local Authorities Election Act outlines this process in detail and may be found at: <https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on pages 31 - 32.**

### **INSUFFICIENT NOMINATIONS**

Section 31 of the Local Authorities Act outlines the process in the event that there are not enough Nomination Forms received.

**Section 31 of the Local Authorities Election Act may be found at: <https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on page 31.**

### **ACCLAMATION/NOTICE OF ELECTION**

In the event that following Nomination Day, only one nomination form is received for a particular division, the Returning Officer shall declare that Candidate elected as the Councillor for that division.

In the event that 24 hours after Nomination Day, there is more than one nomination remaining in a division, the Returning Officer will declare that an election will be held for that respective division.

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# Campaign Information

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## CAMPAIGN FINANCING

Candidates are advised to review the Campaign Financing sections of the Local Authorities Election Act very closely to ensure compliance. Specifically, the following Sections of the Local Authorities Election Act will have the greatest relevance:

- Limitations on Contributions - Section 147.2 on pages 92 - 94.
- Notice required re: contributions and expenses Section 147.22 on page 94.
- Duties of candidate - Section 147.3 on page 96.

**These sections may be found at: <https://kings-printer.alberta.ca/documents/Acts/L21.pdf>.**

## CAMPAIGN DISCLOSURE STATEMENTS

Candidates are also advised to review the requirements for Campaign Disclosure sections of the Local Authorities Election Act with attention that the Act now requires that **EVERY CANDIDATE** is responsible to track and disclosure expenses by **March 1, annually** regardless of the source of funding or amount of funding used during their campaign. As such, it is advisable for all candidates to begin tracking expenses and any revenue received immediately after the submission of their nomination papers.

**Section 147.4 of the Local Authorities Election Act outlines this process in detail and may be found at: <https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on pages 98 - 100.**

## SCRUTINEERS AND OFFICAL AGENTS

Candidates are able to appoint an Official Agent, on their nomination form, to assist them with specific duties that they assign to their agent. Further, Candidates may wish to appoint a Scrutineer to observe the election process at a voting station. It should be noted that only one of the Candidate, Official Agent, or Scrutineer can be in a voting station at any given time. Section 68.1(1) and Section 69(1) provides more detail on the appointment of Official Agents and/or Scrutineers if the Candidate is interested in pursuing this option further. Candidates are encouraged to communicate with the Returning Officer their desire to appoint these positions to ensure that appropriate forms and documentation, satisfactory to the Returning Officer, are filled out and submitted (Specifically Form 11 and Form 16RSE).

**Section 68.1 and 69 of the Local Authorities Election Act outlines this process in detail and may be found at: <https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on pages 47 - 49.**

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## ELECTION SIGNAGE

In the course of their campaign, Candidates may choose to place election signage near roadways. Mountain View County does not have specific regulations relative to the placement of traditional election signage but does have regulations relative to other signage types with some signage prohibited (such as the placement of election signage on trailers). If you have questions relative to your proposed signage, please contact Mountain View County's Planning and Development Department for guidance.

Candidates are required to obtain landowner permission prior to placement of election signage on private property.

**Note: Election signage is prohibited from being placed on properties where voting stations are to be located.**

Subject to the Safety Codes Act, Electrical and Communication Utility System of the Province of Alberta, electrical utility poles and structures shall be kept free of all materials not required for the system. Therefore, election signage cannot be secured to any of those structures.

Alberta Transportation does not require a permit to install an election sign along provincial highways but has outlined provincial guidelines that are required to be followed.

**General Election Sign Guidelines may be found at: <https://www.alberta.ca/election-signs>**

## CAMPAIGN LITERATURE

Candidates may choose to develop campaign literature to distribute to electors. Candidates should note Section 148(5) which prohibits the use of a Ballot printed by the Returning Officer, indicating or showing it to be marked for any candidate. Candidates should also note that the distribution or display of campaign literature is prohibited on a voting day at a voting station as per section 152.1.

**Section 148(5) and 152.1 of the Local Authorities Election Act may be found at: <https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on pages 107 & 109 - 110.**

## USE OF MOUNTAIN VIEW COUNTY LOGO

Mountain View County's Logo Brand or Identity Standards cannot be used by any candidate for use in their campaign, campaign material, or campaign signage.

## VIRTUAL CANDIDATES FORUM

Mountain View County intends to offer a virtual Candidate's Forum with the following format:

- Mountain View County will establish Candidate's Forums for each division based on the number of candidates running in each division. Some forums may have multiple divisions if numbers require.
- Candidates will be invited to attend Council Chambers during their specific division's forum.
- The forum will be moderated.
- Public attendance will not be permitted.
- The public will be encouraged to submit questions prior to the forum for the moderator to consider as well as some pre-established questions.
- Public members will be welcome to watch the forum online.

**Dates of these forums will be determined and take place in September or October following Nomination Day.**

# Election Information

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## ADVANCE VOTE OPPORTUNITIES

Mountain View County is required to have one Advance Vote Opportunity. Additional Advance Vote opportunities may be established at the direction of the Returning Officer. Advance Vote opportunities have been established, as follows:

- October 6, 2025 (10:00 a.m. – 3:00 p.m.)
- October 8, 2025 (3:00 p.m. – 8:00 p.m.)
- October 11, 2025 (10:00 a.m. – 3:00 p.m.)

## SPECIAL BALLOTS (MAIL IN BALLOTS)

For the first time, as required by new amendments to the Local Authorities Election Act, Mountain View County will offer the opportunity for registered electors that are unable to vote at any of the advanced or election day voting opportunities to vote by special ballot. Specifics on how this voting opportunity will occur are under development and will be released in the coming months.

## ELECTION DAY

Election day is Monday October 20, 2025 from 10:00 am to 8:00 pm. The Returning Officer may allow for voting hours to open prior to 10:00 a.m. which will be communicated if that decision is made.

## ELIGIBILITY TO VOTE (SECTION 47)

A person is eligible to vote in an election held pursuant to this Act if the person:

- is at least 18 years old,
- is a Canadian citizen, and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

In Mountain View County, as the Municipality is composed of 7 Divisions, the elector must reside within that respective Division on Election Day.

## RESIDENCE RULES

A person is only able to have one place of Residence for the purposes of voting. If a person has more than one residence in Alberta, the elector shall designate their official place of residence based on:

1. Their driver's license or other identification issues by the Government of Alberta
2. The address to which the person's income tax correspondence is sent
3. Address to which the person's mail is addressed

Section 48 of the Local Authorities Election Act outlines further information for rules of residence.

**Section 48 of the Local Authorities Election Act may be found at:**  
<https://kings-printer.alberta.ca/documents/Acts/L21.pdf> on pages 38 - 39.

## PERMANENT ELECTORS REGISTER

Amendments to the Local Authorities Election Act now require for Mountain View County to develop a Permanent Electors Register. This list is developed based on information that has been submitted previously to Elections Alberta for provincial voting purposes. Electors are encouraged to visit the Elections Alberta Voterlink system to confirm if they are registered to vote or to register.

Electors that are not named on the Permanent Electors Register, and do not register before the registry deadline, are eligible to vote if they sign the prescribed form at the voting station and meet the identification requirements contained in the Local Authorities Election Act.

## ELECTOR IDENTIFICATION

Electors that are on the Permanent Electors Register are still required to provide one piece of identification that has their photograph, name, and address, that is issued by a Federal or Provincial government. As this may be difficult in a rural setting, electors may utilize their mailing address on their motor vehicle Operator's License if that address is within close proximity to the polling subdivision.

An elector whose name is not on the Permanent Electors Register, after signing the prescribed form, may vote after providing one piece of identification as follows:

1. That is issued by a Federal or Provincial Government, that has their photograph, name and address; or
2. That is authorized by the Chief Electoral Officer under the Election Act contained below.

### Authorized Identification with Elector's Name

- Alberta Assured Income for the Severely Handicapped (AISH) card
- Alberta Forestry Identification card
- Alberta Health Care Insurance Plan (AHCIP) card
- Alberta Health Services Identification Band (patient wrist identification band)
- Alberta Natural Resources (conservation) ID card
- Alberta Service Dog Team ID card
- Alberta Wildlife (WIN) ID card
- Baptismal Certificate
- Birth Certificate
- Canadian Air Transportation Security Agency (CATSA) ID card
- Canadian Blood Services card
- Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card
- Canadian Border Services Agency Free and Secure Trade (FAST) card
- Canadian Border Services Agency Nexus card
- Canadian Forces Civilian ID card
- Canadian Forces Health card
- Canadian Forces Identity card
- Canadian Passport
- Citizenship card
- Canadian National Institute for the Blind (CNIB) ID card
- Confirmation Certificate
- Credit/Debit card
- Employee/Staff card
- Firearm Possession and Acquisition Licence or Possession Only Licence
- Fishing, Trapping or Hunting Licence
- Hospital/Medical card
- Library card
- Marriage Certificate
- Membership card: Service clubs, fitness/health club, political party or retail outlet
- Métis Nation of Alberta membership card
- Old Age Security card
- Outdoors or Wildlife card/licence
- Pleasure Craft Operator (PCOC) card - Government of Canada
- Prescription bottle insert
- Public Transportation card
- Secure Certificate of Indian Status (SCIS) card
- Social Insurance Number card
- Student ID card
- Veteran's Affairs Canada Health card

### Authorized Identification with Elector's Name and Address

- Attestation of Identity and Ordinary Residence for Tenant Elector issued by an authorized representative of a property manager
- Attestation of Identity and Ordinary Residence for Incarcerated Elector issued by the authorized representative of a correctional institution
- Attestation of Identity and Ordinary Residence issued by the authorized representative of a First Nations band or reserve
- Attestation of Identity and Ordinary Residence for Post-Secondary Student Elector in Residence issued by the authorized representative of a post-secondary institution
- Attestation of Identity and Ordinary Residence for Homeless Elector issued by the authorized representative of a facility that provides services to the homeless
- Attestation of Identity and Ordinary Residence for Elector in Long Term Care or Supportive Living Facility issued by the authorized representative of a supportive living facility or treatment centre
- Bank/credit card statement or personal cheque
- Correspondence issued by a school, college or university
- Government cheque or cheque stub
- Income/property tax assessment notice
- Insurance policy or coverage card
- Letter from a public curator, public guardian or public trustee
- Pension Plan statement of benefits, contributions or participation
- Residential lease or mortgage statement
- Statement of government benefits:  
E.g. Employment insurance, old-age security, social assistance, disability support, or child tax benefit.
- Utility bill:  
Telephone, public utilities commission, cable, power, gas or water
- Vehicle ownership, registration or insurance certificate

## **POST ELECTION PROCESSES**

### **ELECTION NIGHT**

Candidates, Candidate Representatives, media, and members of the public are invited to Mountain View County's Official Election Headquarters at the County Office on Election Night. This will be the location for voting stations to send in their unofficial results as polls close and votes are counted. Results will be made available upon final completion of counting on the County's website and social media channels.

### **COUNTING CENTRE**

The Returning Officer has determined that the Mountain View County Main Office will serve as a Counting Centre, under section 85.1 of the Local Authorities Election Act. Beginning at 7:30 p.m., all Special Ballots and Advance Vote Ballots will be counted at the Counting Centre. Candidates, or their agent, will be permitted to attend the Counting Centre to observe the counts.

### **OFFICIAL RESULTS**

The results from Election Night will remain as unofficial until the 4th day following the Election (October 24, 2025). At 12:00 pm (Noon) on the 4th day after the election, the Returning Officer will make those results official.

### **BEGINNING OF TERM**

All successful Candidates will begin their term once they are sworn in at the County's Organizational Meeting which is scheduled to be held on October 29, 2025.

# NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

*Local Authorities Election Act*  
(Sections 12, 21, 22, 23, 23.1, 27, 28,  
47, 68.1, 151, 158.3, Part 5.1)  
*Education Act* (Sections 4(4), 74)

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Business Title/Organization \_\_\_\_\_ Business Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City or Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

We, the undersigned electors of \_\_\_\_\_,  
Name of Local Jurisdiction and Ward (if applicable)

nominate \_\_\_\_\_ of  
Candidate's Surname and Given Names

\_\_\_\_\_ Complete Address and Postal Code

as a candidate at the election about to be held for the office of \_\_\_\_\_  
Office Nominated for

of \_\_\_\_\_  
Name of Local Jurisdiction

The candidate's local political party or slate is \_\_\_\_\_ (if applicable).

Provide signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

**CANDIDATE’S ACCEPTANCE**

I, the above-named candidate, solemnly swear (affirm) that

I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office,

I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*,

I will accept the office if elected,

I have read sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents,

I am appointing \_\_\_\_\_  
Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent  
as my official agent (if applicable),

I have provided a criminal record check with my nomination package (if applicable),

I will read and abide by the municipality’s code of conduct if elected (if applicable), and

The electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

(Print name as it should appear on the ballot.)

\_\_\_\_\_  
Candidate's Surname

\_\_\_\_\_  
Candidate's Given Names  
(may include nicknames, but not titles, i.e. Mr., Ms, Dr.)

SWORN (AFFIRMED) before me

at the \_\_\_\_\_ of \_\_\_\_\_ ,  
in the Province of Alberta,  
this \_\_\_\_\_ day of \_\_\_\_\_ , 20 \_\_\_\_\_ .



\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Returning Officer or  
Commissioner for Oaths

\_\_\_\_\_  
Commissioner for Oaths Stamp

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT  
OR A FORM THAT CONTAINS A FALSE STATEMENT**

**RETURNING OFFICER’S ACCEPTANCE**

Returning Officer signals acceptance by signing this form:

\_\_\_\_\_  
Signature of Returning Officer

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Business Title/Organization \_\_\_\_\_ Business Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City or Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Candidate's Full Name \_\_\_\_\_

Candidate's Address and Postal Code \_\_\_\_\_

Address(es) of Place(s) where Candidate Records are Maintained \_\_\_\_\_

Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

# CANDIDATE OR OFFICIAL AGENT PROOF OF IDENTIFICATION FOR ACCESS

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: \_\_\_\_\_ , PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If applicable): \_\_\_\_\_

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification

for \_\_\_\_\_  
Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of \_\_\_\_\_  
Office

This appointment is in effect for the 20 \_\_\_\_\_ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is a candidate, an official agent or a campaign worker, shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Signature of Returning Officer or Deputy Returning Officer

\_\_\_\_\_  
Signature of Candidate or Official Agent named above



**CAMPAIGN WORKER PROOF OF IDENTIFICATION**

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: \_\_\_\_\_ , PROVINCE OF ALBERTA

ELECTION DATE: \_\_\_\_\_

VOTING SUBDIVISION OR WARD (If applicable): \_\_\_\_\_

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification

for \_\_\_\_\_  
Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of \_\_\_\_\_  
Office

This appointment is in effect for the 20 \_\_\_\_\_ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is a candidate, an official agent or a campaign worker, shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Worker's Signature

# Campaign Disclosure Statement and Financial Statement

*Local Authorities Election Act  
(Sections 147.3, 147.4)*

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact

Business Title/Organization \_\_\_\_\_ Business Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City or Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

LOCAL JURISDICTION: \_\_\_\_\_, PROVINCE OF ALBERTA

Calendar year of disclosure: \_\_\_\_\_

Full Name of Candidate: \_\_\_\_\_

Candidate's Mailing Address: \_\_\_\_\_

\_\_\_\_\_, Alberta

Postal Code: \_\_\_\_\_

**This form, including any contributor information from line 2, is a public document.**

## Campaign Revenue for Calendar Year

### CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less \_\_\_\_\_

2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) \_\_\_\_\_

**NOTE:** For lines 1 and 2, include all money and valued personal property, real property or service contributions.

3. Deduct total amount of contributions returned \_\_\_\_\_

4. NET CONTRIBUTIONS (line 1 + 2 - 3) \_\_\_\_\_ **\$0.00**

### OTHER SOURCES:

5. Total amount contributed out of candidate's own funds \_\_\_\_\_

6. Total net amount received from fund-raising functions \_\_\_\_\_

7. Transfer of any surplus or deficit from a candidate's previous election campaign \_\_\_\_\_

8. Total amount of other revenue \_\_\_\_\_

9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \_\_\_\_\_ **\$0.00**

### TOTAL REVENUE

10. Total campaign revenue for calendar year (add lines 4 and 9) \_\_\_\_\_ **\$0.00**

## Campaign Expenditures for Calendar Year

11. Total paid campaign expenses \_\_\_\_\_

12. Total unpaid campaign expenses \_\_\_\_\_

13. Total campaign expenses (add lines 11 and 12) \_\_\_\_\_ **\$0.00**

**The candidate must attach an itemized expense report to this form.**

**Campaign Surplus (Deficit) for Calendar Year (deduct line 13 from line 10) \_\_\_\_\_ **\$0.00****

**A candidate who has incurred campaign expenses or received contributions of \$50 000 or more must attach a review engagement statement to this form.**

**ATTESTATION OF CANDIDATE**

I certify that to the best of my knowledge this document and all attachments accurately reflect the information required under section 147.4 of the *Local Authorities Election Act*.

---

Date yyyy-mm-dd

Signature of Candidate

Forward the signed original of this document to the address of the local jurisdiction in which the candidate was nominated for election.

**IT IS AN OFFENCE TO FILE A FALSE STATEMENT**



**Mountain View**  
C O U N T Y

**NOTICE OF INTENT TO RUN**

*Local Authorities Election Act  
Section 27 (1.1), Section 147.22*

**CANDIDATE DECLARATION**

I, \_\_\_\_\_ of  
*Candidate First Name* *Candidate Surname*

\_\_\_\_\_  
*Complete Physical Address*

\_\_\_\_\_  
*Complete Mailing Address incl. Postal Code*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

hereby declare my intention to run in the 2025 Municipal Election

as a candidate for the office of Councillor for Division \_\_\_\_\_ of Mountain View County.

**CANDIDATE CONTRIBUTIONS INFORMATION**

**Location(s) of Records Management**

<i>Physical Address</i>	<i>Town, Province</i>	<i>Mailing Address incl. Postal Code</i>	<i>Contact Name and Phone</i>

**Financial Institution(s) of Campaign Funding Management**

<i>Institution</i>	<i>Physical Address, Town, Province, Postal Code</i>	<i>Signing Authority(s) for each depository</i>

*The personal information on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and Section 27(1.1) and Section 147.22 of the Local Authorities Election Act for the purpose of administering the provisions of the Local Authorities Election Act. Any Inquiries relative to the collection or use of this information may be directed to Mountain View County's FOIP Coordinator: 1408 Twp Rd 320, Postal Bag 100, Didsbury AB T0M 0W0.*

*Individuals are notified that personal information submitted on this form is required to be made public in an unredacted form except as noted in Section 6.1 of the Local Authorities Election Act.*

**NOTICE OF INTENT TO RUN**

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**CANDIDATE CONTACT INFORMATION**

**Name and Contact Information for Communications** *(if different than indicated above)*

---

*Contact Name*

---

*Complete Mailing Address incl. Postal Code*

---

*Phone*

*Email*

---

Candidate's Signature

---

Date

*The personal information on this form is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and Section 27(1.1) and Section 147.22 of the Local Authorities Election Act for the purpose of administering the provisions of the Local Authorities Election Act. Any Inquiries relative to the collection or use of this information may be directed to Mountain View County's FOIP Coordinator: 1408 Twp Rd 320, Postal Bag 100, Didsbury AB T0M 0W0.*

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