

## CITY OF COLD LAKE 2025 MUNICIPAL ELECTION

# Prospective Candidate Information Package

Alberta is made up of cities, towns, villages, hamlets, summer villages, municipal districts and specialized municipalities, all of which are considered municipalities under the legislative framework outlined in the *Municipal Government Act, RSA 2000, c M-26 (MGA)*. The purpose of a municipality is to provide good government, to foster the well-being of the environment, to provide services, facilities and requirements for the municipality, to develop and maintain safe and viable communities, and to work collaboratively with neighbouring municipalities for inter-municipal services. Power is granted to a municipality to carry out the legislative requirements of the *MGA* and other enactments. A municipality has the duty to carry out those legislative requirements.

All municipal elections are conducted under the authority of the *Local Authorities Election Act, RSA 2000, c L-21 (LAEA)*. 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.

In addition to the *LAEA* and the *MGA*, *Bylaw No. 682-AD-20, Election Bylaw* establishes the rules for the City's municipal election.

All questions respecting this material or the election process, please contact:

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## GENERAL INFORMATION FOR ELECTED OFFICE

City of Cold Lake Council consists of 1 Mayor and 6 Councillors. The term of office for the Mayor and Councillors is 4 years. As required, an election is conducted every 4 years. The Mayor and Council are elected "at large"; each elected official represents every resident of the City.

### Responsibilities of a Member of Council

- Pursuant to section 153 of the *MGA*, the general duties of a member of Council are to (see diagram to the right):
- In addition to the duties listed in the diagram to the right, the Mayor must also preside when in attendance at a Council meeting and perform any other duty imposed by legislation, any other enactment or bylaw.
- *Bylaw No. 618-AD-18, Council Code of Conduct Bylaw* establishes the standard of behaviour and governs the conduct of the Mayor and Councillors in accordance with section 146.1(1) of the *MGA*.



## Renumeration and Benefits

[Policy No. 123-AD-10, Council Compensation Policy](#) sets out the compensation structure for Mayor and Council. Mayor and Councillors receive a base honorarium:

	At present	Effective January 1, 2025	* = plus any annual Alberta CPI Indexing
Annual Council Honorarium	*\$30,508.00	*\$32,033.40	
Annual Mayor Honorarium	*\$65,950.00	*\$69,247.50	

Additionally, Mayor and Councillors receive per diem compensation for meetings and conferences, expense reimbursement, and benefits in accordance with Policy No. 123-AD-10 and Human Resources Policy 23.0.

## Time Commitment

Mayor and Council positions are part-time, however, carrying out Council duties requires a significant investment of time, often in the evenings and on weekends. The time commitment will vary depending on the time of the year, the number of boards, committees, and commissions the member represents. Additionally, there is a significant amount of time required for reading agendas and other material in preparation for scheduled events. Often, these documents can be technical in nature and require significant preparation time. Often, Council is also contacted to listen to resident questions, concerns or feedback. In the event of an emergency, members of Council may be called upon to serve the community.

A [calendar](#) of tentative scheduled events for October to December 2025 is included. Please note that attendance at the scheduled council orientation sessions is mandatory according to section 201.1(a) and 201.1(b) of the MGA.

## ELECTION

The Election Day is October 20, 2025. Additionally, the City will establish Advance Poll dates (tentatively set as October 6, 2025, October 8, 2025, October 10, 2025, October 15, 2025, and October 17, 2025), institutional voting, and special ballot voting in accordance with the LAEA.

Unofficial election results may be published following the close of all polls and when all the votes have been counted.

Official election results will be published at 12:00PM noon on October 24, 2025 on the City's website and at City Hall.

## NOMINATIONS & QUALIFICATIONS FOR CANDIDATES

### Eligibility and Nominations for Mayor or Councillor:

Eligibility	How to Submit your Nomination
<p>All potential candidates for Mayor or Council are responsible to ensure they meet all eligibility requirements for nomination, including:</p> <ul style="list-style-type: none"> <li>• Be eligible to vote in the election (at least 18 years old, a Canadian Citizen, resident of Cold Lake)</li> <li>• Must have lived in the City since March 20, 2025</li> <li>• Not otherwise ineligible or disqualified (as per Sections 22 and 23 of the LAEA)</li> </ul>	<p>Nominations will be received at City Hall from January 1, 2025 to <u>12:00 noon on September 22, 2025</u> and must include:</p> <ul style="list-style-type: none"> <li>• Fully completed, sworn before a commissioner or the Returning Officer, <a href="#">Form 4: Nomination Paper and Candidate's Acceptance</a></li> <li>• Deposit of \$200 payable to the City of Cold Lake in the form of cash, certified cheque or money order. The deposit will be returned to candidates in accordance with the LAEA.</li> <li>• <a href="#">Form 5: Candidate Information</a></li> <li>• <a href="#">Release of Candidate Information</a></li> <li>• <a href="#">Release of Official Agent Information Form</a> (if an Official Agent is appointed)</li> <li>• <a href="#">Form 16: Statement of Scrutineer or Official Agent</a> (if an Official Agent or Scrutineer is appointed)</li> <li>• <a href="#">Notice of Intent Form</a></li> </ul>

## *Withdrawal of Nomination*

A nominated candidate may withdraw their nomination:

- ▶ Anytime between January 1, 2025 and 12:00 noon on September 22, 2025
- ▶ Between 12:00 noon on September 22, 2025 and 12:00 noon on September 23, 2025 only if more than 1 candidate for Mayor or 6 candidates for Councillors have been nominated. The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates for office.

## *Election of Acclamation*

If 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.

## *Release of Information to the Public*

The Returning Officer may receive requests from the media, organizers of election forums, and the general public for candidates contact information and/or their Official Agent's contact information. In order for the Returning Officer to release contact information, candidates are requested to submit the [Release of Candidate Information Form](#) and [Release of Official Agent Information Form](#). Contact information for candidates and their Official Agents may be posted on the City website.

## CAMPAIGN ADVERTISING

### ***Restrictions on Campaigning, Campaign Materials, and Election Signage:***

Restrictions on Advertising & Campaign Materials	Restrictions on Campaigning
<p>Candidates must not use:</p> <ul style="list-style-type: none"><li>• City of Cold Lake logos or themes (or anything meant to resemble the logo) in campaign materials.</li><li>• a representation of the ballot produced for Election Day in their advertising (use of the candidate's name and an "X" beside it does not constitute a form of the ballot).</li></ul> <p>Candidate advertising on Election Day is not permitted inside or outside of a voting station.</p>	<p>Campaigning must not take place within any City building by an individual or group of candidates.</p>

### ***Campaign Signs may be posted subject to the following:***

Campaign signs may be posted on Private Property or City Boulevards with the permissions of the property owner
<ul style="list-style-type: none"><li>• <b>Signs may only be posted from August 25, 2025 to October 22, 2025</b></li><li>• Must obtain the permission of the property owner</li><li>• Signs must be at least 7.5 meters from intersections.</li><li>• The City Bylaw Officer may remove or request the removal of any campaign signs that become unsightly or impinge on the safety of pedestrians or traffic.</li></ul>

## CAMPAIGN CONTRIBUTIONS

The LAEA sets out rules for campaign contributions. It is the responsibility of candidates to ensure their campaign finances comply with the LAEA. Rules include responsibilities of contributors, restrictions on who can make a contribution to a candidate, maximum contribution amounts, when contributions can be accepted, duties of candidates, and expense limits. General summarized rules include:

- ▶ **A person can only accept campaign contributions or incur a campaign expenses if the person has been nominated as a candidate.** There are two exceptions to this rule: (1) a potential candidate can accept contributions up to \$5,000 per year before January 1, 2026 for their campaign and/or (2) a candidate can contribute up to \$10,000 per year to their own campaign from the candidate's own funds.
- ▶ **Limitations on contributions:**
  - Only individuals ordinarily resident in Alberta can contribute to a candidate.
  - Prohibited organizations (corporations, unincorporated organizations, trade union and employee organizations) and individuals ordinarily resident outside Alberta cannot make a contribution to a candidate.
  - In the campaign period, campaign contributions cannot exceed:
    - \$5,000 from any individual to any candidate
    - \$10,000 from a candidate to their own campaign
- ▶ **Bank account:** Candidates must open a bank account for the election campaign when nominated or as soon as possible after total contributions exceed \$1,000. When opened, all financial contributions must be deposited to this account.
- ▶ **Fundraising functions:** The gross income from any fundraising function must be recorded.
- ▶ **Receipts:** Candidates must issue receipts for all campaign contributions.
- ▶ **Disclosure:** On or before March 1 of each year, a candidate who has received contributions in the previous year must file a disclosure statement in respect of the previous year.  
On or before September 30 of a year in which a general election is to be held, a candidate who has received contributions in the period beginning on January 1 and ending on July 31 of that year must file a disclosure statement in respect of that period.

## OFFICIAL AGENTS, CAMPAIGN WORKERS, AND SCRUTINEERS

**Candidates may wish to (but are not required to) appoint:**

<b>Official Agent</b>	<p>When filing the candidate's nomination, a candidate <u>may</u> appoint a person to be their Official Agent, who is assigned duties by the candidate:</p> <ul style="list-style-type: none"> <li>• Official Agents must be an elector, and cannot have been convicted of an offence under the <i>LAEA</i>, the <i>Election Act</i>, or <i>Canada Elections Act</i> within the previous 10 years, and shall act on behalf of only one candidate per election.</li> <li>• If a candidate chooses to appoint a new Official Agent, the candidate must notify the Returning Officer in writing of the contact information for the new Official Agent.</li> <li>• Must provide to the Returning Officer at each voting station attended:           <ol style="list-style-type: none"> <li>1. <a href="#">Form 11: Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access</a></li> <li>2. <a href="#">Form 16: Statement of Scrutineer or Official Agent</a></li> </ol> </li> </ul>
<b>Scrutineer</b>	<p>A candidate may appoint a person to be their scrutineer:</p> <ul style="list-style-type: none"> <li>• Scrutineers must be at least 18 years old and cannot have been convicted of an offence under the <i>LAEA</i>, the <i>Election Act</i>, or <i>Canada Elections Act</i> within the previous 10 years.</li> <li>• Must provide to the Returning Officer at each voting station attended:           <ol style="list-style-type: none"> <li>1. <a href="#">Form 11: Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access</a></li> <li>2. <a href="#">Form 16: Statement of Scrutineer or Official Agent</a></li> <li>3. <a href="#">Appointment of Scrutineer Form</a> signed by the candidate</li> </ol> </li> </ul>
<b>Campaign Worker</b>	<p>Campaign workers are required to complete:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Form 12: Campaign Worker Proof of Identification.</a></li> </ol>

The *LAEA* provides rules for attendance of Official Agents and Scrutineers at the voting stations. The Returning Officer may designate the place or places within a voting station where a candidate, official agent or scrutineer may observe the election procedure.

Candidates, official agents or scrutineers in attendance for the tabulation of ballots must be present in the voting station when the voting station closes; no one is permitted to enter the voting station after that time. Only one person from each campaign is permitted to be present at each voting station.



# October 2025

*\*All dates are tentative\**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 TBD ADVANCE POLLS	7	8 TBD ADVANCE POLLS	9	10 TBD ADVANCE POLLS	11
12	13	14 Regular Council Meeting 6:00 - 9:30 pm	15 TBD ADVANCE POLLS	16	17 TBD ADVANCE POLLS	18
19	20 ELECTION DAY 10:00 am - 8:00 pm Energy Centre	21	22 Deadline to Request an Election Recount 4:00 pm	23	24 Official Election Results Posted 12:00 pm (noon)	25
26	27	28	29 Administrative Forms 5:00 - 7:00 pm	30 Legal Orientation (MANDATORY) 5:00 - 9:00 pm	31 Halloween	



# November 2025

*\*All dates are tentative\**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Swear In & Organizational Mtg (MANDATORY) 5:00 - 6:00 pm CAO's Orientation (MANDATORY) 6:00 - 9:00 pm	4 Admin Orientation Corporate Services, Planning/ Development (MANDATORY) 6:00 - 9:00 pm	5 Admin Orientation Corporate Services, Planning/ Development (MANDATORY) 6:00 - 9:00 pm	6 Facility Tours (MANDATORY) 9:00 am - 5:00 pm	7 Facility Tours (MANDATORY) 9:00 am - 5:00 pm	8
9	10	11 <i>Remembrance Day</i>  Travel to Calgary	12 AB Munis Convention – Calgary	13 AB Munis Convention – Calgary	14 AB Munis Convention – Calgary	15
16	17 Service Level Reviews 6:00 - 9:00 pm	18 Service Level Reviews 6:00 - 9:00 pm	19 Service Level Reviews 6:00 - 9:00 pm Strategic Planning Session 8:30 am - 4:30 pm	20 Service Level Reviews 6:00 - 9:00 pm Strategic Planning Session 8:30 am - 4:30 pm	21	22
23	24 Budget Deliberations 5:00 - 9:00 pm	25 First Regular Council Meeting 6:00 - 9:30 pm	26 Budget Deliberations 5:00 - 9:00 pm	27 Budget Deliberations 5:00 - 9:00 pm	28	29
30						



# December 2025

*\*All dates are tentative\**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1</b> Budget Deliberations 5:00 - 9:00 pm	<b>2</b> Budget Deliberations 5:00 - 9:00 pm	<b>3</b> Budget Deliberations (if required) 5:00 - 9:00 pm	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Regular Council Meeting Budget Approval 6:00 - 9:30 pm	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Corporate Priorities Committee Mtg	<b>17</b>	<b>18</b> Elected Official AEMA Mandatory Training 6:00 pm	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Christmas Eve City Hall closes at 12:00 pm	<b>25</b> Christmas Day	<b>26</b> Boxing Day	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			