



Candidate Information Guide

for Municipal Elections

The following documents offer information for County of St. Paul residents interested in running in the 2025 Municipal Election.

Find more information at:



[County Election
Procedures Bylaw](#)



[Elections Webpage
\(County Website\)](#)



[Municipal Affairs
Website](#)



[Local Authorities
Election Act](#)

2025 General Election

The next general election will be held on Monday, October 20, 2025, when voters will elect the County of St. Paul Council for a four-year term.

As a supplement to the Municipal Affairs' [Runing For Municipal Office: A Guide for Candidates Publication](#), this Candidate Information Guide is designed to provide information to individuals who may be interested in seeking nomination for Office of the County of St. Paul Councillor or Reeve. It contains details on some of the election procedures and other important facts candidates should be aware of.

This Handbook will provide the following information:

- Background on the County of St. Paul
- Roles and Responsibilities of Elected Officials
- Election Procedures
- Voting Options
- Links to Additional Resources

With the nomination period now being nine (9) months, items in this handbook could potentially change. If there is a change, administration will do their best to update the information in a timely manner. It is the responsibility of the candidate to ensure they have the most recent copy.

It is also the candidate's responsibility to read and understand all legislation concerning elections and to contact Municipal Affairs regarding requirements under provincial legislation, if clarification is required.

Background & Historical Information

Municipal elections occur every four (4) years for every local government and school board in Alberta. Municipalities are responsible for running these elections, under legislative guidelines, and for reporting the results to the Province.

The County of St. Paul is governed by a Council of seven (7) members. Six (6) councillors are elected, one from each division, as well as a Reeve who is elected at large. Below is some key information regarding elections in the County of St. Paul.

Roles and Responsibilities of Elected Officials

Municipal Government Act, section 201(1) describes the role of a municipal Council:

A Council is responsible for:

- (a) developing and evaluating the policies and programs of the municipality.
- (b) carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.

MGA section 153 describes the duties of individual councillors:

- (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.

- (b) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities.
- (c) to participate generally in developing and evaluating the policies and programs of the municipality.
- (d) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council.
- (e) 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.
- (f) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- (g) to adhere to the code of conduct established by the Council under section 146.1 (1).
- (h) to perform any other duty or function imposed on councilors by the MGA or any other enactment or by the Council.

Alberta Municipal Affairs has prepared a detailed document outlining the roles of Council and councilors. It can be accessed on their website:

[What every councillor needs to know : a council member's handbook \[2025\] - Open Government.](#)

Policies and Bylaws

Council passes policies and bylaws to establish rules for itself and Administration to follow.

Two of the most significant internal documents governing Council are:

- The County of St. Paul Meeting Procedure Bylaw which details the way Council business is conducted.
- The County of St. Paul Council Code of Conduct Bylaw which governs the conduct of councillors.

These Bylaws can be viewed on the County of St. Paul website under [Governance > Bylaws & Policies](#).

Conflict of Interest

Section 172 of the Municipal Government Act (MGA) establishes rules for the disclosure of pecuniary interest of councillors. Pecuniary interest refers to something which could monetarily affect a councillor, their spouse or adult interdependent partner, children, parents, parents of the councillor's spouse, or a business which employs a councillor or in which they have an interest. A councillor has a pecuniary interest when a matter before Council could be influenced by one of the above factors.

Time Commitment

The Reeve and Councillors are not only committed to Council duties but are also appointed to various Committees at the Annual Organizational Meeting.

Currently the Council meetings are held on the 2nd Tuesday of each month commencing at 10 a.m. and Public Works meetings are held the 4th Tuesday of each month commencing at 10 a.m. from October to March and 9 a.m. between April and September. Electronic packages are provided to members of Council on the Friday prior to the meeting, for review in preparation for the meetings.

In addition to regularly scheduled Council and Public Works Meetings, Council Members will attend Strategic Planning, Levels of Services, and Budget Meetings as well as Special Council Meetings which are scheduled as required.

Council Members are also appointed to serve on boards and committees as outlined in the list below. **There are additional committees that meet infrequently or may be assembled on an ad hoc basis. This is not an exhaustive list.*

Committee Name	Council Members	Meeting Frequency
Aggregate Levy Committee	2	Quarterly
Agricultural Service Board	3	Up to 6 per year
Community Futures	2	Monthly
County Library Board	2	Quarterly
County of St. Paul Community Association	4	Annually
Elk Point Community Advisory Policing Committee	2	Monthly
Elk Point Community Health Council Steering Committee	2	Monthly
Elk Point Fire Protection	2	Quarterly
Elk Point Municipal Library Board	1	Quarterly
Elk Point/County Joint Transfer Station	2	Bi-Annually
Elk Point Regional Allied Arts Committee	1	Monthly
Elk Point/St. Paul Regional Water Commission	3	Monthly
Evergreen Regional Waste Management Services Commission	1, 1 alternate	Monthly
FCSS Regional Board Committee	2	8-10 per year
Fort George and Buckingham House	1	Quarterly
Heavy Oil Committee	3	Annually
Highway 28/63 Regional Water Commission	1, 1 alternate	Monthly
HUB	1, 1 alternate	Bi-monthly
Lakeland Agricultural Research Association (LARA)	1, 1 alternate	Monthly
MD of St. Paul Foundation	3	Bi-monthly
Muni Corr	1, 1 alternate	Monthly
North Saskatchewan Watershed Alliance	1, 1 alternate	Quarterly
Northern Lights Library System	1, 1 alternate	Quarterly
Policy Committee	4	Bi-monthly
Regional Emergency Advisory Committee	2	Quarterly
Regional Tourism Initiative Committee	1	Monthly
Riverland Recreation Committee	1, 1 alternate	Quarterly
St. Paul Airport Committee	2	Quarterly
St. Paul Chamber of Commerce	1	Monthly
St. Paul Fire Protection Committee	3	Quarterly
St. Paul Municipal Library Board	1	Monthly
St. Paul Municipal Seed Cleaning Plant Board	2	Quarterly
St. Paul Transfer Station Committee	2	Quarterly
STEP Economic Development Alliance	1	Bi-monthly
Town of St. Paul Recreation Board	2	Monthly

In addition to attending Council and Committee meetings, conferences and events, being elected also requires that members review agenda packages, respond to citizen inquiries, and liaise with the County CAO. Elected officials also represent the County of St. Paul by attending community events including ceremonies, grand openings and open houses. Additional information is available in HR-7 Conference and Education Attendance Policy on the County website under [Governance > Bylaws & Policies](#).

First Meeting following the Election

The first meeting after the Municipal Election will be the Organizational Meeting, which is legislated to be held between Monday, October 27 and Monday, November 3, 2025. The date is yet to be determined. During this meeting, Council will elect a Deputy Reeve and appoint members of Council to the various committees for a one-year term or a four-year term, depending on the committee. See list of potential committees above.

Mandatory Orientation Training

As per section 201.1(1) of the Municipal Government Act, orientation training is now mandatory for all Elected Officials. Training must be held prior to or on the same day as the organizational meeting for the following topics:

1. Role of Municipalities in Alberta
2. Municipal Organization and Function
3. Roles and Responsibilities of Council and Councillors
4. The Municipality's Code of Conduct
5. Roles and Responsibility of the Chief Administrative Officer and Staff

Training on the following topics must be held prior to or on the same day as the first regularly scheduled Council Meeting:

1. Key Municipal Plans, Policies and Projects
2. Budgeting and Financial Administration
3. Public Participation
4. Any other topic prescribed by the regulations.

A consultant has been hired to provide the Orientation Training on October 30, 2025.

Elected Official Education Program

The Elected Officials Education Program, offered by Rural Municipalities of Alberta, provides module-based training to help elected officials broaden their knowledge and skills in municipal governance. Additional information on the program is available at www.alberta.ca/training-for-municipal-officials

Remuneration

Elected officials are paid to perform their duties. Remuneration includes a base salary, committee meeting/conference rate and travel time. Members are also provided with a cell phone allowance, compensated for mileage and reimbursed for meals. Registration fees and accommodation are paid on their behalf by the municipality. Rates are reviewed annually at the Organizational Meeting.

Election Procedures

Local Authorities Elections Act (LAEA)

The LAEA is the legislation for municipal elections in Alberta. It outlines the rules and procedures local governments must follow prior to, during, and following an election. It also outlines who is eligible to run for local elected office in Alberta.

The Act can be viewed at www.gp.alberta.ca/documents/Acts/L21.pdf (or scan the QR Code on the cover page).

Qualifications for a Candidate

Section 21 (1) of the Local Authorities Elections Act states the following eligibility criteria:

A person may be nominated as a candidate in the municipal election if on nomination day they:

- (a) are eligible to vote in that election,
- (b) has been a resident of the local jurisdiction and the division for the six (6) consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

Nomination Period

Nominations will be received at the County Administration from 8:30 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays beginning January 1 and ending September 22, 2025, **at noon**.

Notice of Intent Form

Individuals who plan to run in the 2025 Municipal Election must submit a Notice of Intent to Run Form, and the notice must be accepted by the Returning Officer and added to the County's Register of Candidates before the candidate can accept any campaign contributions or incur any campaign expenses. A candidate is responsible for ensuring they are eligible to run in accordance with the Local Authorities Elections Act.

Nomination Papers

Every nomination of a candidate must:

- Be in the prescribed form (**Form 4, Nomination Paper & Candidate's Acceptance**)
- Be signed by at least five (5) individuals who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- Be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating:
 - That the person is eligible to be elected to the office,
 - The name, address and telephone number of the person's official agent, if one has been appointed,
 - That the person will accept the office if elected,
 - That the person will read and comply with the municipality's code of conduct if elected, and

- That the persons who have signed the nomination are electors who are eligible to vote in the election and resident in the local jurisdiction on the date of signing the nomination,
- Be accompanied by a \$100 deposit.

A candidate who files a nomination shall also submit the **Candidate Financial Information (Form 5)**, which outlines:

- The candidate's full name and contact information,
- The address of the place where records of the candidate are maintained and of the place to which communications may be addressed,
- The name and address of Financial Institution(s) to be used by or on behalf of the candidate for the candidate's campaign account, if applicable
- The name of signing authorities for each account, if applicable.

Eligible electors signing the nomination form must:

- By 18 years of age or older,
- Be a Canadian citizen,
- Be a resident of the County of St. Paul on the date of signing the nomination form, when signing the form for Reeve; or
- Be a resident of the Division on the date of signing the nomination form, when signing the form for Councillor.

All portions of the nomination form must be completed, and the candidate's acceptance must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

Once the nomination form is accepted by the Returning Officer, or designate, the name of the candidate and the office they are seeking will be posted on the County's election website.

Following the election, all candidates are required to file **Form 26, Campaign Disclosure Statement and Financial Statement**, whether or not they receive any financial contributions towards their campaign. This form must be filed on or before March 1, 2026.

Acclamation

At the close of nominations on September 22, 2025 at noon, if there is only one candidate in a division for the office of Councillor or for the office of Reeve, that person will be automatically acclaimed as the elected official for that position.

Withdrawing Your Nomination

A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

At any time within twenty-four (24) hours after the close of the nomination period, a candidate may withdraw provided that enough candidates remain to fill the office for which they have been nominated.

The Returning Officer cannot accept a withdrawal if it would result in less than the required number of candidates for a position.

The withdrawal must be in writing, addressed to the Returning Officer.

Voting Options

Advance Voting

Advance votes are held to allow electors who are unable to vote on Election Day to cast their ballots early.

- For all Divisions
 - St. Paul Legion
 - Thursday, Friday, Saturday October 9, 10, 11, 10:00 a.m. to 8 p.m.
- For Divisions 1, 2, and 3 only
 - Elk Point Seniors Centre
 - Saturday, October 11 from 10 a.m. to 8 p.m.

Election Day (Monday, October 20, 2025)

Polling stations will be open from 10 a.m. to 8 p.m. on Election Day.

Division 1	Elk Point Seniors Centre Heinsburg Seniors Hall
Division 2	Elk Point Seniors Centre Stoney Lake Community Hall
Division 3	Lac Bellevue Hall St. Paul Legion Hall
Division 4	Cork Hall St. Paul Legion Hall
Division 5	Ashmont Legion Hall Boscombe Community Hall
Division 6	Mallaig Seniors Centre St. Lina Community Hall

Unofficial results will be received in the County Office on election night and the results will be released on the County's website and Facebook Page as they become available. Results do not become official until 12 noon on the 4th day after Election Day.

Special Ballots

An Elector who is unable to vote at an Advance Vote or a Voting Station on Election Day may apply to vote by special ballot under the following circumstances:

- a) physical incapacity;
- b) absence from the local jurisdiction, or
- c) being a Returning Officer, Deputy Returning Officer, Candidate, Official Agent or scrutineer who may be located on Election Day at a voting station other than that for the Elector's place of residence.

An application for a special ballot may be made by any one of the following methods between August 1 and 4:30 p.m. on the Tuesday before Election Day (October 14, 2025):

- a) in writing or in person to the Returning Officer, or designate,
- b) by telephone to the Returning Officer, or designate;
- c) by email at the email address specified by the Returning Officer.

The special ballot must be marked and submitted to the Returning Officer before noon on the Friday before Election Day to be included in the ballot count.

2021 Election Voter Turnout

The following is a summary of voter participation for the 2021 Municipal Election:

	Number of Candidates	Number of Votes Cast
Division 1	1	Acclaimed
Division 2	3	312
Division 3	5	618
Division 4	1	Acclaimed
Division 5	2	534
Division 6	3	397
Reeve at Large	2	2470

Other Resources

More information is available through the Alberta Municipal Affairs' website or contact the County of St. Paul's Returning Officer at returningofficer@county.stpaul.ab.ca.



[Local Authorities
Election Act Q&A](#)



[Roles &
Responsibilities for
Municipal Councillors](#)



[Pecuniary Interest for
Municipal Councillors](#)



[Municipal Affairs: What
Every Councillor Needs
to Know](#)

Appendices

The following forms can be found on the County website under [Governance > 2025 Municipal Election](#).

- [Form 4, Nomination Paper and Candidate's Acceptance Form](#) (2 pages)
- [Form 5, Candidate Financial Information](#) (1 page)
- [Form 26, Campaign Disclosure Statement and Financial Statement](#) (2 pages)