



Village of
Acme
est. 1910

CANDIDATE GUIDE TO MUNICIPAL ELECTIONS

*Next General Election
Monday, October 20, 2025*

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Amendments made to this guide:

No amendments to date.

2025 General Election

Introduction

This guide serves as a supplement to Municipal Affairs' publication, [Running for Municipal Office: A Guide for Candidates](#), and the new [2025 Municipal Election Prospective Candidates Video Series](#). It is designed to provide information for individuals considering nomination for the office of Village of Acme Councillor. The guide includes details on election procedures and other key information candidates should know. This handbook will provide:

- Information about the Village of Acme
- Eligibility of Candidates
- Roles and Responsibilities of the Village of Acme Council
- Managing a campaign in the Village of Acme
- Village of Acme election procedures
- Candidate Checklists

This guide is intended to assist potential candidates in their decision to run for Councillor at the Village of Acme. This document is not inclusive of all information required for running as a municipal candidate in the October 20, 2025, election.

Items in this handbook could potentially change. If that happens, administration will do their best to update the information in a timely matter. The updated version of this handbook will list all the changes on the front cover. It is your responsibility to view the most recent copy.

It is also the candidate's responsibility to read and understand all legislation concerning elections and to seek legal and accounting advice from professionals or to contact Municipal Affairs regarding requirements under provincial legislation.

The Village of Acme assumes no responsibility for any candidate's failure to comply with any legislated requirement.

General election information can be obtained through the Village of Acme website at www.acme.ca/2025-election, or through the Municipal Affairs website at www.alberta.ca/municipal-elections-overview. Information on the websites about running for municipal office may change. It is your responsibility to stay up to date with any new information.

About The Village of Acme

Situated in central Alberta, the Village of Acme is a small municipality that was incorporated in 1910. The Village of Acme has a population of roughly 700.

Contact Information

Returning Officer

Questions or information relative to elections, contact:

Juanita Waugh, Returning Officer

Box 299

615A Pacific Avenue

Acme, AB T0M 0A0

Phone: 403-546-3783

Email: elections@acme.ca

Municipal Affairs

Phone: 780-427-2732

Toll Free: 310-0000 before the phone number (in Alberta) Email: lgsmail@gov.ab.ca

King's Printer

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:

King's Printer

5th Floor Park Plaza Building

10611-98 Avenue

Edmonton, AB T5K 2P7

Telephone: 780-427-4952

Email: kings-printer@gov.ab.ca

Online: https://kings-printer.alberta.ca/Laws_Online.com

Key Election Dates

IMPORTANT DATES

Nomination Period

Wednesday, January 1, 2025, to 12 pm on Monday, September 22, 2025

Village of Acme Administration Office

Election Signs

Monday, September 22, 2025
Installing Election Signs Election signs may be installed starting at 12:00 noon on Nomination Day.

Removal of Election Signs

Thursday, October 23, 2025

Deadline for Withdrawal of Nomination

September 23, 2025, at noon
Nominations may be withdrawn by written notification to the Returning Officer. See "Withdrawal of Nomination Section" for further details.

Advance Vote Day

Thursday, October 16, 2025

1:00 pm to 9:00 pm

See "Vote in Advance Section" for further details.

Election Day

Monday, October 20, 2025

10:00 a.m. to 8:00 p.m.

Unofficial results will be released as they become available after the voting stations close.

Official Election Results

Friday, October 24, 2025, at 12:00 noon

Returning Officer will post the official election results and declare the candidate(s) who received the highest number of votes to be elected.

Deadline for Filing of Campaign Disclosure Statements

Sunday, March 1, 2026

Candidates for the 2025 Municipal Election shall file Campaign Disclosure Statements and remit any surplus to the Village on or before March 1, 2026.

If elected.....

Regional Council Orientation

Friday, October 24, 2025

Organizational Meeting

Monday, October 27, 2025

Candidate Checklist

As a supplement to this candidate information package and applicable election legislation, a checklist is provided for reference. Please note that this checklist has no legal validity and is by no means exhaustive. Candidates are encouraged to reference all applicable legislation to ensure they have met all requirements.

Before beginning the process of becoming a Candidate you should:	
<input type="checkbox"/>	Learn as much as possible about the Village.
<input type="checkbox"/>	Understand Council's roles, authorities, accountabilities, and responsibilities.
<input type="checkbox"/>	Ensure you can meet the time commitment and workload involved.
<input type="checkbox"/>	Become familiar with the nomination papers and submit them on or before closing of the Nomination Period (12 pm on September 22, 2025). This includes: <ul style="list-style-type: none">• Intent to Run Form• The Nomination Form (Form 4)• Candidate Information Form (Form 5)• The Release of Candidate Information (Form A)
<input type="checkbox"/>	Be familiar with signage and campaign rules.
<input type="checkbox"/>	Be familiar with the requirements for reporting election-related contributions and expenses.
<input type="checkbox"/>	Visit www.acme.ca/2025-election regularly for election notices and updates.

Deciding to Run & Eligibility

Thinking About Running for Council?

Council reflects the diversity of views and opinions that naturally reside within the Municipality. As a Councillor you have a chance to be a leader in your community.

Visionary thinking, strong communication skills (speaking and listening), conflict resolution skills, an ability to be persuasive and accept opposing views and enthusiasm are great attributes to bring to the Council table.

Council's responsibility is to provide governance, not micro-manage or perform any administrative duties.

Making an Informed Decision

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local Council members therefore have the opportunity to significantly influence the future of our community. This can make a Council member's job both rewarding and demanding.

Before casting your hat into the ring, it is important to figure out whether or not you have the adequate time to devote to the position, and to make sure the job will meet your expectations. See ["Time Commitment Section"](#) for more details.

Why Should I Run?

For governments to be representative of, and responsive to, the needs of their constituents, their make-up should reflect the demographics of the constituency. As an elected official, you will:

- Bring the perspective of your demographic to the decision-making table;
- Influence changes that benefit your community and ensure its sustainability;
- Put forward new ideas for debate and possible implementation and change;
- Make a positive difference in the quality of life in your community;
- Provide a voice for your community with other levels of government; and
- Be part of a team that makes decisions that affect all aspects of community life.

Do I Have the Skills and Knowledge?

It is not crucial to have an education or experience in a government setting to run as a candidate. You likely have skills, knowledge, and abilities that are transferable to the elected official's role.

Things that you can do prior to running for Council:

- Read Council agendas and minutes, and talk with current Councillors;
- Attend Council meetings, this is a great opportunity for you to see the Municipal Council in action;
- Talk to Gary Sawatzky, Village of Acme's Chief Administrative Officer. He is a resource that would be happy to answer any questions you might have about municipal operations. His email is cao@acme.ca and his phone number is 403-546-3783.
- Connect with former and current elected officials in your community to learn about their experiences
- Meeting with local community groups to learn more about the important and top of mind issues in the area.



Candidate Eligibility

Sections 21 to 23 of the Local Authorities Election Act cover the eligibility requirements for municipal candidates and list conditions for disqualification.

A candidate must swear or affirm an affidavit (Form 4- Nomination Paper and Candidate's Acceptance) before the Returning Officer or a Commissioner for Oaths confirming that they have reviewed the legislation and are eligible to be elected.

To Become a Candidate, You Must:

- Be at least 18 years of age on nomination day;
- Be a Canadian citizen; and
- Has been a resident of Village of Acme, for six consecutive months immediately preceding nomination day.
(Nomination day is 4 weeks before election day)
- Pay the \$100.00 deposit fee to Village of Acme

A CANDIDATE MUST BE:	
<input type="checkbox"/>	AT LEAST 18 YEARS OLD
<input type="checkbox"/>	A CITIZEN OF CANADA
<input type="checkbox"/>	A RESIDENT OF THE VILLAGE OF ACME
<input type="checkbox"/>	AND CANNOT BE OTHERWISE INELIGIBLE OR DISQUALIFIED

You Are Not Eligible to Run if You:

- Are an employee of the Village of Acme
(unless you are granted a leave of absence prior to nomination day);
- Are employed by the office of the Ombudsman
(unless you are granted a leave of absence prior to nomination day);
- Are an auditor for Village of Acme;
- Are more than \$50 in arrears on your property taxes, or you are more than 90 days in default of any debt to Village of Acme in excess of \$500 (if you are not sure about this, please call 403-546-3783 to find out if you have any amounts owing); or
- Have been convicted of an offence under the Local Authorities Election Act, the Elections Act, the Canada Elections Act, or the Elections Finances & Contributions Disclosure Act within the last 10 years.
- A report was presented or transmitted under section 147.8(1) in the last eight years.
- On or after the time the person gives written notice or was required to give written notice under section 147.22, the person uses or expends a contribution in contravention of section 147.23.

There may be other instances that will result in your ineligibility to be nominated as a candidate. It is the candidate's responsibility to ensure the candidate is not in violation of the conditions of eligibility. For the inclusive instances, please refer to Sections 22 and 23 of the *Local Authorities Election Act*.

Time Commitments

Council members will serve a four-year term. The 2025 Council members will be sworn in a week after the general election and serve until October 2029.

Being a municipal Councillor is considered a part-time job. However, hours will vary depending on the time of year, complexity of issues at hand and what committees or boards you have been appointed to.

Regular Council Meetings

Village of Acme Council meetings are currently held the second and fourth Monday of each month at 6:00 pm and often run for 2-2.5 hours. You will be required to prepare for these meetings by reviewing an agenda that will be provided to you prior to the meeting.

Special Meetings of Council

Additional Council meetings are scheduled from time to time to deal with time sensitive matters.

Social and Other Events

These events can range from attending local fundraisers, to giving welcome speeches at conferences, to representing the Municipality at social functions, among a host of other things. Time commitments in this area are usually heavier for the Mayor, and will depend on the interest and availability of various Council members.

Background Work

The various Council meetings you will be attending each come with an agenda package. This consists of reports and correspondence intended to help you prepare for the decisions required at the meeting.

You will need to have time to thoroughly read the information before attending each meeting. You will also want to have some time to meet occasionally with the Chief Administrative Officer (CAO), who is Council's only employee, and who is in charge with the task of implementing Council's policies and programs.

Board and Committee Meetings

Village of Acme partners with a number of regional municipalities and organizations to provide essential services to the community. Members of Council provide Village representation to these boards and committees. These representatives are chosen by Council at the Organizational Meeting in October.

Below is a listing of the boards and committees. Meeting times vary, and can be biweekly, monthly, or less frequent depending on the situation.

Boards and Committees

Acme & District Agricultural Society

Acme Hall Board

Acme Municipal Library Board

Acme Parent/School Council (PAC)

Asset Management Committee

Aqua 7 Regional Water Commission

Canadian Badlands

Communication Committee

Community Futures Wild Rose (CFWR)

Doctor Recruitment and Retention

Drumheller and District Solid Waste Association

Family & Community Support Services (FCSS)

Intermunicipal Collaboration Framework

Intermunicipal Development Plan

Intermunicipal Subdivision and Development Appeal Board

Kneehill Housing Corporation

Kneehill Regional Partnership Steering Committee

Medical Clinic Stabilization Committee

Medical Recruitment and Retention Task Force

Municipal Planning Commission

Palliser Economic Partnership

Palliser Regional Municipal Services (PRMS)

Red Deer River Municipal User Group

Regional Emergency Management Advisory Committee

Sports Day Committee

Conferences and Training

Village of Acme is part of certain associations and committees that hold annual conferences each year. A listing of Council's 2025 Professional Development form can be found in the appendices section. The plan lists the events and conferences to which members of Council are permitted to attend.

Alberta Municipalities

Village of Acme is part of the [Alberta Municipalities](#) (AB Munis). The association holds an annual conference in the fall of each year that provides networking and learning opportunities. Members of Council will be expected to attend.

Federation of Canadian Municipalities

Village of Acme is also part of the [Federation of Canadian Municipalities](#) (FCM). The FCM holds a three-day annual conference every year in June that provides networking and learning opportunities.

Council Orientation and Training

The first couple of months of being a newly elected official will be onerous. There will be numerous New Councillor Orientations scheduled on top of your usual Councillor duties. Throughout the four-year term there will also be opportunities to attend the Elected Official Education Programs (EOEP). These courses are offered on-line or added onto the RMA Conference for Councillors to further their elected official education.

Strategic Planning Sessions

Council holds a number of working sessions throughout the year for corporate planning initiatives such as strategic and business planning. All elected officials are expected to commit a minimum of two full weekdays for these types of initiatives.

General Information for Elected Office

Municipal Council Positions

Village of Acme residents elect 5 Councillors.

Councillors are elected for a term of four years and the position of Mayor and Deputy Mayor are selected annually by the Council members at the annual Organizational Meeting.

Duties of a Member of Council

The Municipal Government Act (MGA) outlines the following general duties and principles for Mayor and Councillors:

- Consider and promote the welfare and interests of the municipality.
- Develop and evaluate municipal policies and programs.
- Participate in Council meetings, Council committee meetings, and meetings of other bodies to which they have been appointed.
- Obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO).
- Keep in confidence matters discussed in private at a Council or committee meeting until discussed at a public meeting.
- Adhere to the Code of Conduct established by Council.
- Perform any other duty or function imposed on Council members by the MGA, any other enactment or by Council.

Duties of Mayor

The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and chief elected official. In addition to performing the duties of a member of Council, the MGA requires the chief elected official (Mayor) to:

- Preside at Council meetings; and
- Perform other duties imposed on the Mayor by the MGA or any other enactments or bylaw.

The Mayor is a member of all Council Committees and all bodies to which Council has the right to appoint members under the Municipal Government Act.

The Mayor is selected by the Council members at the annual Organizational Meeting.

Duties of Deputy Mayor

In the absence of the Mayor, the Deputy Mayor will perform the Mayor's role as required. The Deputy Mayor is selected by the Council members at the annual Organizational Meeting.

The Chief Administrative Officer, CAO

Every Council must establish, by bylaw, the position of Chief Administration Officer (CAO). The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing Council on the operation of the municipality, performing other duties as assigned by Council, and ensuring appropriate staffing is in place.

Roles and Responsibilities of Council vs Administration

Governance (Council) Determines the "what"	Management (Administration) Determines the "how"
"The creation of a setting in which Administration can manage effectively."	"The making of operating decisions by Administration."
Strategic Plan Development <ul style="list-style-type: none"> • Vision • Strategic Priorities • Strategic Objectives 	Strategic Plan Execution <ul style="list-style-type: none"> • Mission • Values • Strategic Actions • Departmental Business Plans
Develop Policies	Implement Policies (development of procedures)
Approve Bylaws	Enforce Bylaws
Approves Budget <ul style="list-style-type: none"> • Total Revenue & Expenditures • Service Area Budgets 	Manages Budget <ul style="list-style-type: none"> • General Ledger Accounts • Financial Reporting
Set Direction	Provide Information & Recommendations
Key Relationships <ul style="list-style-type: none"> • Premiers, Members of Parliament, Members of Legislative Assembly, Cabinet Ministers, Mayors, other municipal Mayors and Councillors 	Key Relationships <ul style="list-style-type: none"> • Deputy Ministers, Provincial & Federal, Administration, Other municipal CAOs & Administration

Elected Officials Salary and Benefits

Village of Acme reviews Council's remuneration policy annually.

Mayor Remuneration

The Mayor will receive an honorarium of \$550.00 per month.

Deputy Mayor Remuneration

The Deputy Mayor will receive an honorarium of \$495.00 per month.

Council Remuneration

Each Councillor will receive an honorarium of \$478.50 per month.

Per Diem

Per diem of \$200.00 per day and \$100.00 per half day.

- Half day remuneration is considered under four hours away from home for a meeting or committee work.
- Full day remuneration is considered over four hours away from home.
- All Council meetings are considered a full day.
- If a Village of Acme Councillor is a Chairman of a Committee meeting then that meeting shall be considered a full day.

Mileage

Mileage is currently paid at \$0.72 per kilometer and adjusted annually according to Revenue Canada Automobile Allowance Rate.

Meals

Meals are reimbursed upon receipt or at the following rate:

- \$125.00 / day

Electronic Devices

At the beginning of the Council term, Village of Acme will provide each Councillor with their choice of laptop/tablet up to the maximum cost of \$1,000.00

Base Salary

Mayor:

\$550.00 / month

Deputy Mayor:

\$495.00 / month

Councillor:

\$478.50 / month

Per Diem

Half Day:

\$100.00

Full Day:

\$200.00

Mileage

\$0.72 / kilometre

Meals

Maximum:

\$125.00 / day

Technology

Per Term:

\$1,000.00

BYLAWS

Council Procedural Bylaw

Bylaw 2022-08 sets out the way that the village conducts its business. The rules governing Council's procedures follow the Municipal Government Act, this bylaw, and Roberts Rules of Order.

For more information, see Bylaw 2025-04.

Council Code of Conduct Bylaw

Bylaw 2025-06 establishes a code of conduct to govern the conduct of Village elected officials. These standards are to ensure that Councillors act with the highest level of integrity and ethical behavior.

For more information, see Bylaw 2025-06.

Chief Administrative Officer Bylaw

Bylaw 2018-01 establishes and defines the duties, and powers and functions of the Chief Administrative Officer of Village of Acme.

For more information, see Bylaw 2018-01

Guiding Policies, Plans & Agreements

Council has established, approved, and committed to a number of bylaws, policies, plans and agreements, most of which are available on the Village's website. While this is not an inclusive list, we have highlighted a few key documents that may be useful to candidates.

Bylaws

Bylaw 2025-04 – Council Procedural Bylaw

Bylaw 2025-06 – Council Code of Conduct

Bylaw 2022-02 – Land Use Bylaw

Bylaw 2021-03 – Municipal Development Plan

Bylaw 2017-09 – Nomination Deposit Requirements

Bylaw 2018-01 – Chief Administrative Officer Bylaw

Bylaw 2025-01 – Master Rates

**Copies of all bylaws can be found online at www.acme.ca/village-bylaws*

Policies

Policy 2024-01C – Council Remuneration

**A copy of this policy can be viewed at the Village Office*

Corporate Plans, Strategies and Reports

[Council Boards and Committee List](#)

[2024-2028 Strategic Plan](#)

[Financial Statements](#)

**Copies of the Committee List and Strategic Plan can be found online at www.acme.ca/village-council and the Financial Statements can be found at www.acme.ca/village-financial-statements*

Nominations

Obtaining Nomination Forms

A nomination package has been developed that details the requirements and process to become nominated as a candidate in the Village of Acme municipal election.

Nomination packages are available online at www.acme.ca/2025-election or Village of Acme, at 615A Pacific Avenue, Acme, AB. T0M 0A0

Filing of Nomination Papers

Nominations must be completed on the prescribed Form 4, Nomination Paper and Candidate's Acceptance. Form 5, Candidate Information must also be completed by the candidate.

The prescribed nomination form must be signed by a minimum of 5 eligible electors. To ensure validity of their Nomination Papers, a Candidate is encouraged to submit more than the required five (5) electors' signatures. (For more information on who is qualified to sign nomination forms visit [Qualifications of Electors Who Sign Nomination Forms](#) section)

In accordance with Village of Acme's Elections Bylaw, nomination forms must include a deposit of \$100 by cash, debit, credit card, certified cheque or money order payable to Village of Acme.

The Returning Officer must refuse a candidates Nomination Form if:

- It is not on prescribed Form 4;
- It has not been signed by the required number of eligible electors;
- The paper is not accompanied by the required deposit;
- Has not been sworn/affirmed by the person nominated.

Nomination Dates

Nominations Open:

January 1, 2025

Nominations Close:

Monday, September 20, 2025 at noon.

The returning Officer will be available to receive nominations. However, it is recommended to call ahead to confirm her availability at:

Village of Acme Admin Office
615A Pacific Avenue
Acme, AB. T0M 0A0

Nomination Day Checklist

- Signed Intent to Run Form; and
- Completed Form 4, Nomination Paper and Candidate's Acceptance; and
- Completed Form 5, Candidate Information completed
- Minimum of five (5) signatures from eligible electors in Village of Acme
- Form 4 is commissioned by the Returning Officer or a Commissioner of Oaths
- \$100 deposit, payable in cash, debit, credit card, certified cheque, or money order payable to Village of Acme
- The candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner for Oaths or the Returning Officer.

The Returning Officer does not have the authority to challenge the validity of the information provided on the Nomination Paper and Candidate's Acceptance Form.

The candidate's signature on the nomination and candidate's acceptance form must be witnessed by a Commissioner for Oaths or the Returning Officer.

Nominations will be accepted by the Returning Officer starting on January 1, 2025, until the close of nominations at 12 noon on Monday, September 22, 2025, at Village of Acme Administration Building at 615A Pacific Avenue, Acme, AB. While Village staff will do their best to accommodate prospective candidates in submitting their nomination forms, we encourage them to schedule an appointment with the Returning Officer.

At any time after the start of the nomination period and until the term of office to which the filed nomination papers relate has expired, any person may ask to examine the filed nomination papers during regular business hours and in the presence of the Returning Officer.

Your nomination papers will be made available in a partial or redacted form. Certain details will be kept private to protect your safety and privacy unless you choose otherwise. The following will not be shared:

- Your mailing address or your official agent's mailing address
- Any personal information that the returning officer believes could compromise your safety.
- If you sign Village of Acme's Candidate Information Release Form, you authorize the Village to share your information with the media and public.

Qualifications of Electors Who Sign Nomination Forms

For complete information see Section 27 of the Local Authorities Election Act

The *Local Authorities Election Act* requires that a person who signs a candidate's nomination forms be eligible to vote in the ward for which a candidate is being nominated.

An elector (voter) is eligible to sign nomination forms for a candidate if, on the date of signing the nomination:

- they are eligible to vote
- is a resident of the Village of Acme

Withdrawal of Nomination

For complete information see sections 32 of the Local Authorities Election Act.

If a candidate has been nominated during the nomination period, they may withdraw at any time during that period.

If at the close of nominations, there are more candidates for any particular office, a candidate may withdraw within 24 hours of the close of the nomination period. The deadline for candidate withdrawal for the October 20, 2025, election is therefore Tuesday, September 23, 2025, at 12 noon.

Please note that at any time after the close of nomination period, the number of candidates remaining does not exceed the number of vacancies to be filled, the Returning Officer shall refuse to accept further withdrawals.

All notices of withdrawal must be submitted to the Returning Officer in writing.

Deadline for Candidate Withdrawal

**Tuesday,
September 23, 2025,
at 12 noon.**

Note: a candidate may not withdraw if the number of nominations does not exceed the number of positions available.

Insufficient Nominations and Acclamations

Insufficient Nominations

For complete information see section 31 of the Local Authorities Election Act.

If the Returning Officer has not received enough nominations for an office, the Returning Officer will continue to receive nominations the next day at the Village of Acme Administration Building, between the hours of 10:00 a.m. and 12:00 noon. This will continue until, at the end of that time, a sufficient number of nominations are received, or until a period of six days has expired, including nomination day but not including Saturday or Sunday.

Acclamation

For complete information see section 34 of the Local Authorities Election Act.

If at the close of the nomination period the number of persons nominated for any office is the same as the number required to be elected, the Returning Officer shall declare the person(s) to be elected to the office in which they were nominated.

Please note that a candidate may not withdraw his or her candidacy if the number of nominations does not exceed the number of positions available.

Official Agents and Scrutineers

Official Agents

For complete information see sections 68.1 and s. 27(1)(c)(ii) of the Local Authorities Election Act.

When filing nomination papers, candidates may appoint an official agent. The duties of the official agent are those assigned by the candidate.

An individual cannot be appointed as candidate's official agent if:

- that person is also candidate; or
- that person is under the age of 18 years; or
- that person has been convicted of an offence under the *Local Authorities Election Act*, The Alberta Election Act or the Canada Elections Act within the previous 10 years.

If you need to appoint a new official agent, you must notify the Returning Officer in writing and provide the official agent's name and contact information.

Scrutineers

For complete information see sections 69 and 71 of the Local Authorities Election Act.

Candidates may appoint a scrutineer for the Advance Vote and Election Day to observe the processes at the voting stations if you or the Official Agent cannot attend.

Candidates must complete the Candidate Scrutineer Appointment Form to provide written authorization of appointment.

Upon attending a voting station, a scrutineer is required to report to the election official at the voting station and provide them with signed Statement of Scrutineer Appointment Form.

The election official will provide the Scrutineer with a name tag and will show them where they can observe the voting process.

The Candidate, Official Agent and/or Scrutineer are not permitted to observe the marking of a ballot in a voting station.

At the voting station, a candidate may only have one representative at the voting station at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time. The presiding deputy at the voting station will inform candidates, scrutineers, and official agents where they may observe the voting process.

At the Voting Station

A candidate may only have one representative at a voting station at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time.

The election official at the voting station will inform candidates, scrutineers, and official agents where they may observe the voting process.

Managing Your Campaign

As a candidate, you are responsible for ensuring that your campaign is conducted in accordance with all applicable legislation. While this section is not a comprehensive inventory of all the items to keep in mind, there are a few requirements that we would like to highlight.

Campaign Finances

Campaign finances and disclosure provisions are found in Part 5.1 of the *Local Authorities Election Act*. This legislation includes requirements for:

- self-funded election campaigns
- limitations on contributions
- registration of candidates
- duties of candidates
- campaign disclosure statements
- campaign surplus/deficit
- late filing period and penalties; and
- non-compliance.

It is important for you to read and understand these requirements, as failure to comply may leave you guilty of an offence, ineligible to run in future elections administered under the *Local Authorities Election Act* and liable to significant fines.

Although forms and statements must be submitted to either the returning officer or the municipality, it is not the responsibility of the municipality to review and ensure correctness.

Candidates are encouraged to review Alberta Municipal Affairs' publication *Running for Municipal Office: A Candidates Guide* and part 5.1 of the *Local Authorities Election Act* for more information on campaign finance requirements.

Candidates are encouraged to review the following Alberta Municipal Affairs publications resources for information on running for the office of Councillor:

- [*Running for Municipal Office: A Candidate's Guide*](#).
- [*2025 Municipal Election Prospective Candidates Video Series*](#) (new for 2025).

Additionally, candidates should refer to [*Part 5.1 of the Local Authorities Election Act*](#) for detailed information on campaign finance requirements.

Campaign Contributions

Before any person can accept a campaign contribution or incur a campaign expense, they need to have given written notice or have filed their nomination papers with Village of Acme's Returning Officer.

The Village of Acme will maintain a register of candidates that have given notice and have submitted their nomination papers on our website.

The *Local Authorities Election Act* defines a campaign contribution to include money, personal property, real property, or services provided to or for the benefit of a candidate's election campaign. This does not include volunteer services provided to the campaign.

Contribution Limits

In a campaign period, a person ordinarily a resident in Alberta (including a candidate) may contribute up to \$5,000 per candidate. An individual may make as many contributions to as many candidates in Alberta as they wish so long as each contribution does not exceed \$5,000.

A candidate may contribute up to \$10,000 to their own campaign during the campaign period.

Campaign contributions may not be accepted by a resident outside of Alberta, anonymous contributor, trade union, or employee organization other than an Alberta Trade union or Alberta employee organization.

All candidates and every person acting on behalf of a candidate shall make every reasonable effort to advise perspective contributors on the rules regarding campaign contributions.

It is imperative that you read and understand the limitations on contributions, as well as the disclosure requirements, prior to accepting any campaign contributions.

Duties of Candidates Regarding Election Finances

- A campaign account in the name of the candidate is opened as soon as possible after the total amount of contributions exceed \$1,000.
- All contributions of money are deposited into the campaign account.
- Money in the campaign account shall only be used for the payment of campaign expenses.
- Receipts are issued for every contribution and obtained for every expense.
- Records are kept of contributions and campaign expenses and are retained by the candidate for a period of three (3) years following the day of the election.
- Proper direction is provided to the candidate's official agent and other person who is authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

What are campaign expenses?

They are any expense or non-monetary contribution used to directly promote or oppose a candidate during a campaign period. This includes:

- The production of advertising/promotional material and any distribution, broadcasting or publication in the media;
- The salary or expenses for services of a chief financial officer;
- Meeting place rentals; and
- Conduction election surveys/research.

Campaign Expense Limits for Election Year

Councillor candidates are allowed to spend, where there are wards, up to \$1 per person based on the average population of the wards in the municipality, or \$20,000, whichever is greater.

Campaign Expense Limits for Non-Election Years

During the year prior to an election year, all candidates will be allowed to spend up to \$0.50 per person based on the average population of the wards, or \$10,000, whichever is greater.

Candidates will not be allowed to incur expenses during the two years following an election year.

Campaign Disclosure

Campaign Disclosure Statements

All candidates must submit a campaign disclosure statement, using Form 26, Campaign Disclosure Statement and Financial Statement, in accordance with Section 147.4 of the *Local Authorities Election Act*, on or before March 1, 2026.

A candidate who received contributions in the previous year of a general election shall file a disclosure statement, on or before March 1 of the next year.

All Campaign Disclosure Statements will be made available on our website for public display.

Late Filing

All campaign disclosure statements submitted after the deadline will incur a late filing fee of \$500.

A failure to file a disclosure statement will result in the CAO filing a report with Council, which will also be made public.

Deadline to File Campaign Disclosure Statement

On or Before

Sunday, March 1, 2026

Form 26 - Financial disclosure statements are required from all candidates, including self-funded campaigns

Campaign Advertising

For complete information see sections 152.1 of the Local Authorities Election Act.

Advertising is not permitted inside or outside of a voting station; nor is soliciting or canvassing votes at a voting station. Any such campaigning will be removed or stopped by a Presiding Deputy or Peace Officer. Advertising violations under the *Local Authorities Election Act* carry fines up to \$500.

Election Signs

Candidates must adhere to provincial and municipal requirements with respect to election signage.

You can find the regulations for installing election signs along provincial highways and on provincial land at alberta.ca/election-signs.

Along municipal roads and on municipal land, election signs must be removed within 15 days following the election. No permit is required, however there are several limitations and guidelines Candidates must follow that are outlined in Section 9 of Village of Acme's Land Use Bylaw # 2022-02.

On private land, election signs must be removed within 15 days following the election. Permission from the landowner is required.

Village of Acme Maps

While campaigning, you might want to request a Village of Acme map at the administration building. Maps can be picked up at Reception, Monday to Friday from 8:00-12:00 & 1:00-4:30 excluding holidays.

Voter Information

Election day is Monday, October 20, 2025

Voter Eligibility

For complete information see sections 47 and 48 of the Local Authorities Election Act.

Individuals can vote in Village of Acme's municipal election if they:

- are at least 18 years old;
- are a Canadian citizen;
- are a resident of the Village of Acme and resides in the ward on Election Day (October 20, 2025);
- are on the Permanent Elector List;
- have presented acceptable identification (see [voter identification](#) for more information); and
- have not already voted in the current election.

Voting more than once is a punishable offense under the Local Authorities Election Act. Offenders face up to six months of imprisonment, a maximum fine of \$10,000, or both.

Voter Identification

For complete information see sections 53, 53.02 and 148(2) of the Local Authorities Election Act.

In order to vote, every person needs to be registered on the Alberta Elections permanent electors register, and that they produce one piece of identification issued by a Canadian government, which contains a photograph of the person.

If they are not registered on the Permanent Electors List, they will need to make a statement that they are eligible to vote, which also includes providing the elector's current address.

Every elector must also provide one piece of government issued identification containing the elector's photograph, current residential address and name.

Voter eligibility requirements are important for the correct completion of your nomination papers. The nomination paper must be signed by 5 eligible electors.

Voting Opportunities

The Returning Officer is required to establish voting stations for electors in Village of Acme. Voting stations are selected based on geographic location, parking, safety and accessibility. You can vote in advance at the locations and times shown below.

Vote in Advance

Electors can vote in any of our advance voting opportunities:

Advance Voting Date	Voting Location	Address	Start	End
Thursday, October 16, 2025 <i>(Proposed Date pending Council Resolution)</i>	Village of Acme Administration Building	615A Pacific Avenue Acme, AB	1:00 p.m.	9:00 p.m.

Special Ballots

*Special Ballots are pending Council Resolution.

If Council Resolution allows for Special Ballots, the rules for voting by Special Ballots will be as follows:

Any eligible voter can vote by Special Ballot. The voter must be on the Permanent Elector's Register. If they are not on the register, they may apply to be added. Information on applying to be added to the register will be added as soon as it becomes available through the Alberta Government.

An application for Special Ballot may be made:

- In writing to the Returning Officer, Box 299, Acme, AB, T0M 0A0, or email election@acme.ca.
- In person at the Village of Acme Administration Office, at 615A Pacific Avenue, Acme, AB during regular business hours.

All Special Ballots must be completed and returned to the Village of Acme Administration Office by 4:30 p.m. on Friday, October 17, 2025. After this time, Special Ballots will not be accepted by the Returning Officer. The full requirements for this process will be set out on Village of Acme's website when made available.

Ballot Count Attendance

Any Special Ballots and Advance Day ballots will be counted at the Voting Station on election day after polls close.

The count of the ballots on election day will take place at the polling station after the polls close.

Candidates, Official Agents, or Scrutineers are welcome to attend and witness the count as per Section 85 of the Local Authorities Election Act.

Vote on Election Day

The voting station on election day will open at 10:00 a.m. and will be kept open until 8:00 p.m. If there are any electors in line in the voting station when it is declared closed at 8:00 p.m., they are allowed to vote; however, after the voting station is closed, no other person is allowed to enter or to vote.

The voting station for election day will be located in the Main Auditorium at the Acme Community Centre, 139 Allison Street, Acme, AB.

Voting Station Accessibility

All voting stations will be wheelchair accessible.

If a voter is unable to read or does not understand the English language, an interpreter may be permitted to read or translate the statement and voting instructions to them. The interpreter and the elector will be required to make a statement at the voting station.

If voters are blind or have any other condition that would prevent them from marking the ballot, they may request that the Presiding Officer, or a friend or relative over the age of 18, assist them in marking their ballot. The individual assisting and the elector will be required to make a statement before they may accompany them into a voting compartment to assist.

For more information on voting station accessibility, please contact the returning officer.

Election Results

Unofficial Results

The unofficial election results will be provided at www.acme.ca/2025-election as the results are forwarded from each voting station.

Official Results

Official election results will be released by Friday, October 24, 2025. The official results will be posted at the Village of Acme Administration Building and at www.acme.ca/2025-election.

Ballot counting on election day will occur at the polling stations after polls close.

Candidates, official agents, and scrutineers may attend the vote count at the polling station, but they must arrive before the doors are locked at 8:00 p.m.

The counting of Special Ballots and Advance Day Ballots will commence with the counting of regular ballots at the Voting Station after polls close. Only one individual—either a Candidate, Scrutineer, or Official Agent—is permitted to be present to observe the process as per Section 85(2) of the Local Authorities Election Act.

Recounts

For complete information see Section 98 & Part 4 of the Local Authorities Election Act.

A candidate, official agent, or scrutineer may request that the Returning Officer conduct a recount within 44 hours after the close of voting stations. The individual requesting the recount shall present the Returning Officer with reasonable grounds for alleging that the record of the result is inaccurate. The Returning Officer will consider the request and determine if a recount is necessary.

A candidate, official agent, or scrutineer who is the runner-up may request a recount to the Returning Officer when the margin is within 0.5 percent of the total votes within 48 hours after the statement of results was announced or posted and the Returning Officer shall make a recount of the votes.

The deadline to apply to the Returning Officer for a recount is 4:00 p.m., October 22, 2025.

An elector may, within 19 days after the close of voting stations on election day (on or before November 8, 2025), apply by affidavit to a judge for a recount alleging reasonable grounds for believing that the returning officer or another officer presiding at a voting station improperly counted or rejected ballots. A payment of \$300 must accompany the affidavit.

After the Election

The newly elected Councillors will be sworn in at the first regular meeting of Council after the declaration of the official results of the election, which is set to take place on October 27, 2025. However, if the results of the election are under review, the Councillor for that Division will not have been officially declared and the swearing in for that Divisional Councillor will take place at the first regular Council meeting after a Councillor is declared.

Organizational Meeting

Monday, October 27, 2025

Swearing in of new Councillors will take place on October 27, 2025 at the Village of Acme Organizational Meeting

Council Orientation

For complete information see Section 201.1 (1) & (2) of the Municipal Government Act.

New to the Municipal Government Act, is legislation that states that municipalities must provide mandatory Council training on or before the Organizational Meeting. The topics need to include:

- Role of Alberta Municipalities
- Municipal organization & Function
- Roles and responsibilities of Council and Councillors
- Code of Conduct
- CAO & Staff roles & responsibilities

A full-day regional orientation session with Village of Acme's neighboring municipalities is planned for Friday, October 24, 2025.

Orientation on the following topics will be provided to you within 90 days of taking your oath of office.

- Key municipal plans
- Budgeting & financial administration
- Public participation
- Any other topic prescribed by regulations.

Election Campaign Finances

Candidates are reminded to reconcile their election campaign finances following the 2025 election. For more information, please refer to:

- Part 5.1 of the *Local Authorities Election Act*
- Running for Municipal Office: A Candidate's Guide
- The [Managing a Campaign](#) section of this handbook