

Election Nomination Package

2025

Updated January 2025





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Candidate Preparation Checklist

Before filing your nomination papers, ensure you're fully informed and prepared.

- ☐ Learn as much as you can about Lethbridge County and the division you're running in.
- ☐ Become familiar with what it means to be on Council (e.g., roles, authorities, accountabilities and responsibilities).
- ☐ Take time to make sure you can manage the time commitment and workload involved.
- ☐ Read through the entire nomination package and check out the additional resources on lethcounty.ca
- ☐ Submit your nomination package before September 22, 2025, at 12 p.m., ensuring you have fully filled out Forms 4, 5 and 16.
- ☐ Pay your \$100 nomination deposit.
- ☐ Study and abide by the campaign guidelines received upon nomination submission.
- ☐ Study and abide by the campaign contribution and reporting guidelines (included with campaign info).
- ☐ Check the Lethbridge County website and social media regularly for election notices and updates.

Questions? Contact the Returning Officer.

Candice Robison | crobison@lethcounty.ca | 403.328.5525



About Lethbridge County

We're home to 10,120 people who live in our hamlets, subdivisions and rural areas. As you know, those who call Lethbridge County home are hard-working, community-minded and take great pride in making the County an excellent place to live, work and invest.

Rooted in Agriculture

The agriculture industry is an economic driver not only for the County, but the entire region, generating nearly \$4 billion annually. We have seen tremendous growth in agriculture since the County's incorporation in 1964, and well before that, too. Irrigation has allowed for high-value crops to be grown (potatoes, corn, canola) alongside dryland staples like wheat and barley. We're also home to one of the highest concentrations of feedlots and livestock in Canada.

Organizational Structure

County staff are responsible for executing Council's vision and strategic plan. The CAO oversees all staff and their activities, either directly or through department directors.

The County consists of the following departments:

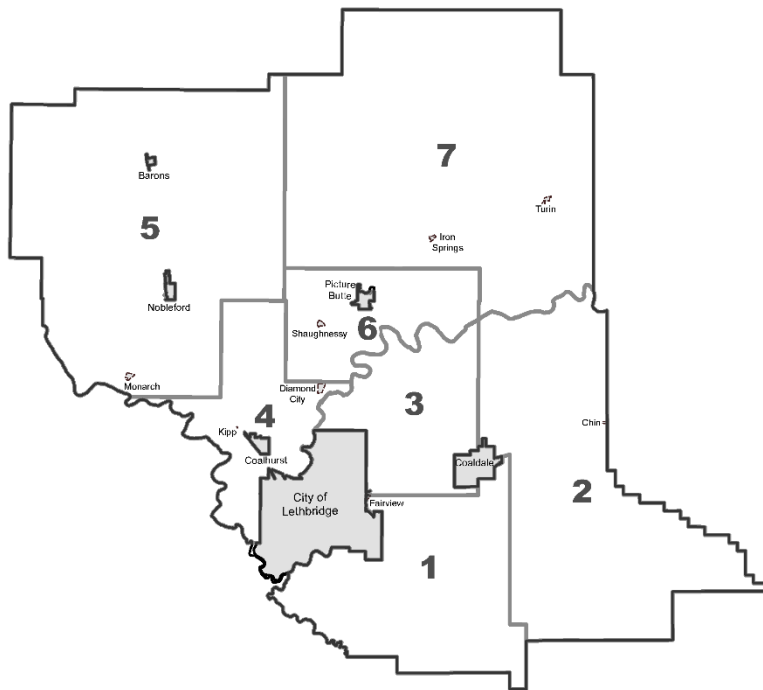
- Operations (ag services, public works, fleet/equipment)
- Corporate Services (finance and accounting, assessment, information technology, customer service)
- Infrastructure and Planning (utilities, land use planning and development, bylaw enforcement)
- People and Culture (human resources, payroll)
- Emergency Services (fire services, emergency and disaster management)
- Communications and Marketing

Each department plays a pivotal role in the daily operations of the County, providing services to our ratepayers and other stakeholders



The Role of Reeve and Councillor

Lethbridge County Council is comprised of seven (7) Councillors elected for a term of four (4) years. Each Councillor represents a Division in the County.



In October, an Organizational Meeting is held where the seven members of Council elect a Reeve. This position still serves as Councillor for their Division but has added duties which involves a higher public profile and commitment of time and availability.

Council's role is to set policies and provide a vision which form the guidelines for the daily operations of the County. Council has only one employee – the Chief Administrative Officer (CAO). The CAO is directly responsible for ensuring operations are conducted in a manner that follow and support Council's policies and vision. Council is **not** responsible for how the day-to-day operations of the municipality are conducted.

How Council is Governed

The Province provides the structure for local governments through legislation known as the *Municipal Government Act*. <https://www.qp.alberta.ca>

All Councillors will submit to and sign a Councillor Code of Conduct agreement (Bylaw 17-004).

Time Commitment

Council Meetings: Two Council Meetings are scheduled per month. Additional meetings may be called to address emergent matters. Meeting preparation, including reviewing agenda materials, reports and other related communications, is expected.

Council Committees: Councillors are appointed annually to serve on various Committees at the Organizational Meeting, based on members' interest in the committee, as well as maintaining a balance and

commitment of time. Committee schedules vary; some meet more frequently than others and are scheduled at different times (i.e. during the day, during the evening).

Council Orientation and Training: Newly elected officials are now required by the Province to take Elected Official Training upon taking oath of office. This training is coordinated by Lethbridge County and is mandatory for all elected candidates.

Conferences & Conventions: Rural Municipalities of Alberta (RMA) holds two annual conventions in the Spring and Fall. RMA plays a key role in representing municipal interests to the Provincial government. In an election year, the convention will focus on educating new Reeves and Councillors. For this reason, newly elected officials should be prepared to attend this conference. There may be other conferences throughout the year.

Public Appearances: Councillors are expected to represent Lethbridge County at various public events. Due to the position, the Reeve will typically attend more public appearances. These can include award ceremonies, parades, celebrations, etc.

Communication: Councillors are expected to read and respond to communication from ratepayers, stakeholders and the CAO in a timely manner.

Councillor Remuneration

As per Administration Policy #183 – Council Remuneration, Council's Honorarium and Allowances are as follows:

- Basic Honorarium for each individual Council member: \$3,750 per month
- Allowances:
 - Reeve Allowance: \$2,500 per month for all months acting as Reeve
 - Deputy Reeve Allowance: \$500 per month for all months acting as Deputy Reeve
- Travel and Meal Allowance:
 - Councillors: \$125 per month
 - Deputy Reeve: \$250 per month
 - Reeve: \$375 per month

Important Dates

- **Nomination Period**

- Wednesday, January 1, 2025, to Monday, September 22, 2025, at 12 p.m. at the Lethbridge County Administration Building.

- **Nomination Withdrawal Deadline:**

- September 23, 2025, no later than 12 p.m. at the Lethbridge County Administration Building.

- **Advance Voting Day:**

- TBD

- **Election Day:**

- Monday, October 20, 2025, from 10 a.m. to 8 p.m.

Official Election Results will be announced on October 24, 2025 at 12 p.m. Last Day for Recount Request is November 8, 2025. All eligible voters must show valid identification.

Nomination Papers

Nomination papers are to be received by the Returning Officer between 8:30 a.m. on January 2, 2025 and 12 p.m. (noon) on September 22, 2025 at the Lethbridge County Administration Building (100, 905 – 4 Avenue South, Lethbridge).

Nomination papers will only be accepted in person. However, you may have someone drop them off on your behalf.

Nomination papers may be examined by any person in the presence of the Returning Officer, Deputy or Secretary at any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired. The examination of nomination papers must be done during regular business hours (8:30 a.m. – 4:30 p.m., Monday – Friday).

Nomination forms can be picked up at the Lethbridge County Administration Building.



Candidate Eligibility

According to Section 21 of the *Local Authorities Election Act*, an individual is **eligible** to be nominated if the person is:

- Is at least 18 years old
- Is a Canadian Citizen
- Has been a resident of the local jurisdiction (Division) for the six months immediately preceding Nomination Day (since March 20, 2025)
- Are not otherwise ineligible or disqualified

According to Sections 22 and 23 of the *Local Authorities Election Act*, an individual is **not eligible** to be nominated as a candidate if the person:

- Is the auditor of the County
- Is an employee of the local jurisdiction, unless granted a leave of absence
- Is indebted to the municipality for property taxes exceeding \$50
- Is indebted to the municipality for any other debt exceeding \$500 and in default for more than 90 days
- Has within the previous 10 years been convicted of an offence under the *Local Authorities Election Act*, *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).
- Is, after their nomination is accepted, convicted of: an offence punishable by imprisonment of 5 or more years; an offence related to municipal corruption, influencing a municipal official, or financial abuse of an elected office; or, using or expending anonymous or unauthorized contributions.

*Note that the candidate is responsible for ensuring that they are eligible for nomination and that the nomination papers filed meet the requirements of the LAEA. **Not all instances of ineligibility have been outlined here, so candidates should consult the LAEA.***

Voting Station

- Voting Stations to be determined and will include all facilities which share the same building, grounds, parking lot and public sidewalk around the facility.
- On Election Day, no candidate or either their agent or scrutineer is permitted to greet voters at the voting station. However, a designated area will be available for all candidates and either their agent or scrutineer, to observe the election process.
- An agent must be designated in advance on the authorized form.
- The candidate or agent may be present during the counting of the ballots. Only one representative for each candidate may be present.



FORM 4 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)

Note: The personal information requested on this form is being collected under the authority of Section 4(c) of the *Protection of Privacy Act (POPA)*. The information will be used for the purpose for which it was collected. For further information about the collection and use of this information please contact Lethbridge County by email atippcoordinator@lethcounty.ca or call 403-328-5525.

Lethbridge County 403.328.5525
#100, 905 4 Avenue South Lethbridge, Alberta T1J 4E4

LOCAL JURISDICTION: LETHBRIDGE COUNTY, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of
Candidate 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

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 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);
- 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; and
- I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

Print name as it should appear on the ballot

Candidate's Surname

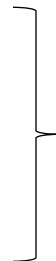
Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

At the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



Candidate's signature

Signature of Returning Officer or Commissioner for Oaths

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

Acceptance Signature of Returning Officer

Commissioner for Oaths Stamp



FORM 5 Candidate Information

Local Authorities Election Act (Section 27)

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Lethbridge County

403.328.5525

#100, 905 4 Avenue South

Lethbridge, Alberta

T1J 4E4

Candidate's Full Name _____

Candidate's Address and Postal Code

Address 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.

FORM 16 Statement of Scrutineer or Official Agent

Local Authorities Election Act (Sections 16(2), 68.1, 69, 70)

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Lethbridge County

403.328.5525

#100, 905 4 Avenue South

Lethbridge, Alberta

T1J 4E4

LOCAL JURISDICTION: LETHBRIDGE COUNTY, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____

Name of Scrutineer or Official Agent

of _____

Complete Address and Postal Code

in the Province of Alberta, am at least 18 years of age and,

(a) For the purposes of an election, will act as scrutineer on behalf of _____

Name of Candidate

for the office of _____

Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

a. (Check [☒] One)

☐ promoting the passing of Bylaw No. ☐ opposing the passing of Bylaw No.

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in

a. (Check [☒] One)

☐ voting in the positive on the question set out. ☐ voting in the negative on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

IT IS AN OFFENCE TO SIGN A FALSE STATEMENT