



Candidate Package - General Election 2025 Three (3) Councillor Positions

Returning Officer Contact:

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Municipal Nomination & Election Dates:

- **Nomination Day:** July 5th, 2025 from 10:00 a.m. to noon.
 - *As per the Municipal Government Act, The Candidate or Agent must appear on Nomination Day with the applicable nominations forms between 10:00 a.m. to Noon at the Municipal Office, #1 Sands Street.*
- **Election Day:** August 2 – 10:00 a.m. to 7:00 p.m. **Voting at the Rochon Sands Provincial Park Office.** (The Rochon Sands Community Hall is booked for a wedding on Election Day)

What You Should Know About Being a Council Member

An Overview

It is critical to understand that being a council member requires a lot of your time and energy. Being elected as a councillor is a four-year commitment to public service. Council members put in significant hours to serve in their roles and meet their responsibilities.

During your four-year term as councillor, you are required to attend many meetings. You will spend a considerable amount of time reading and preparing for meetings so you can make informed decisions. You'll be expected to attend numerous functions and events as dignitaries, representatives and officials during the day, evening, and occasionally on weekends.

To assist you in performing your duties, more and more meeting agendas/packages are being provided electronically to council members. You will be expected to use a smartphone, computer and tablet to receive email messages and receive your Council agendas.

Being a Council member becomes a lifestyle; one in which you are always interacting with the community while representing the municipality. When you're in the public eye, many people will want to approach you and discuss Summer Village matters. You will receive phone calls regularly during the day, in the evening, and on weekends. The demand on your time is something to seriously consider, as Council members must also find time for their personal life, work, etc.

Under the Municipal Government Act (MGA), Councillors have the duty 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;
- participate generally in developing and evaluating the policies and programs of the Municipality;
- participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the Council;
- obtain information about the operation or administration of the municipality from the chief administrative officer;
- keep in confidence matters discussed in private at a Council meeting until discussed at a meeting held in public;
- perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Term of Office

Summer Village Councillors serve a four-year term. This term begins at the first meeting of the Council (August) following the election in 2025.

Meetings

The Summer Village of Rochon Sands Council meets once a month for regular Council meetings. However, a Special Council meeting may be booked as required.

As per Section 192 of the MGA, the organizational meeting must be completed by August 31, and at this meeting Council members will be appointed to various committees.

The first meeting of Council after the election is the Organizational Meeting, which is scheduled for Tuesday, August 12, 2025, at 6:00 p.m. At the Organizational Meeting, council members will appoint the Mayor and Deputy Mayor. Each council member will also be appointed by Council to serve as a member or alternates on various boards and committees.

Those committees are:

- Rochon Sands Hall and Recreation Association Board
- County of Stettler Housing Authority
- Stettler Waste Management Authority (SWMA)
- Shirley McClellan Regional Water Service Commission (SMRWSC)
- Buffalo Lake Intermunicipal Planning Committee
- Stettler Regional Fire Advisory Committee
- Stettler and District Ambulance Authority
- Buffalo Lake Management Team
- Parkland Community Planning Services (PCPS)
- Parkland Regional Library System Board
- County of Stettler Regional Recreation Board
- Emergency Management Committee (Council as a Whole)
- Stettler Regional Emergency Management Agency (SREMA)
- Intermunicipal Collaboration Committee

Committee meetings may or may not be held during daytime hours, and there will be evening meetings to attend as well. Some committees meet more often than others.

The first regular Council meeting of the newly elected council will follow immediately after the Organizational Meeting on August 12, 2025.

Mandatory Orientation Training

As per the Municipal Government Act (MGA), all Council members, newly and re-elected in 2025, will be required to attend mandatory orientation training sessions.

Part One training must be held before or on the same day as the first organizational meeting which as per the MGA is to take place before the end of August. Summer Village of Rochon Sands Administration has arranged to provide the **Part One** training prior to the Organizational/Council meeting of Council on August 12 at 6pm.

Part Two training, which again is mandatory under the MGA, will be held on Saturday, September 13, 9:00 am to 4:00 pm. All Council members must be available for this training. The training will take place from 9:00 am – 4:00 pm and will be provided by the Elected Officials Education Program which is a non-profit operated through a partnership of Alberta Municipalities and the Rural Municipalities of Alberta. This Munis 101 Course will include:

- Role of municipalities
- Municipal organization and function
- Roles and responsibilities of council
- Roles and responsibilities of councillors
- Code of conduct
- Roles and responsibilities of the CAO and staff
- Key municipal plans, policies and projects
- Budgeting and financial administration
- Public participation
- Any other topic prescribed by the regulations

Council Remuneration

Council remuneration is calculated as an annual sum of \$3000.00 for each of the three elected officials of the Summer Village of Rochon Sands and shall be reimbursed for expenses incurred during the performance of duties as a member of Council.

Becoming a Candidate

How Do I Become Nominated as a Candidate for the Election?

To qualify for nomination as a councillor in a summer village, a person is not required to be a resident of the summer village but must be entitled to vote in the summer village election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day. Prospective candidates must also meet the voter eligibility requirements and be:

- 18 years or older, a Canadian citizen, and a resident in the local jurisdiction on election day;
- 18 years or older, a Canadian citizen, and named on a certificate of title as a person who owns property within the summer village;
- or 18 years or older, a Canadian citizen, and the spouse or adult interdependent partner of a person who is named on a certificate of title as a person who owns property within the summer village.

The candidate must submit the completed Nomination Paper and Candidate's Acceptance forms to the Returning Officer on July 5, 2025, between 10:00 am and 12 Noon at the Summer Village Municipal Office.

Prospective candidates are strongly encouraged to read and understand Part 5.1 of the Local Authorities Election Act as it pertains to Municipal Election and Finance and Contribution Disclosure requirements. Candidates may be required to register with the Summer Village of Rochon Sands Returning Officer before they accept campaign contributions and report to the Summer Village regarding campaign funding and expenses after the election. Refer to Ministerial Order No. MSD:073/24 makes the Expense Limits Regulation for detailed information as it pertains to the 2025 election.

All required forms to become a candidate will be supplied in the Nomination Package, the Summer Village of Rochon Sands website or the Municipal Office.

It is the candidate's responsibility to ensure that the candidate is fully aware of all the nomination requirements and comply with them. IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO REVIEW THE VALIDITY OF THE INFORMATION CONTAINED IN THE CANDIDATE'S NOMINATION PAPER. That responsibility lies with the courts if your nomination or election is challenged.

Who Can See My Nomination Forms?

Filed Nomination Papers must be made available in a partial or redacted form. Personal information will be redacted and protected from viewing such as the mailing address of the candidates and candidate's official agent, and personal information in the opinion of the Returning Officer would compromise the personal safety of the candidate. Your nomination information will be posted to the website and available for view upon request.

Where can I get my Nomination Paper and Candidate's Acceptance?

A copy of the Nomination Paper and Candidate's Acceptance may be obtained on the Summer Village of Rochon Sands website or from the Municipal Office. Refer to the Nomination Package for all forms related to the nomination process.

What if no Nominations are received?

If no nominations for a position are received during Nomination Day, the Returning Officer will continue to receive nominations. Nominations will continue to be received day-to-day at the same place between the same times until a nomination for the position has been received or six (6) days, including Nomination Day, have passed (whichever is earliest).

What if the Nominations Received by the Returning Officer do not Exceed the Positions Available?

If the number of nominations received does not exceed the number of positions available, the candidate nominated for the position will be declared elected (by acclamation) by the Returning Officer after the close of nominations.

Can I withdraw my Nomination Form once filed?

Yes. The candidate may withdraw their nomination in writing, in person, until 12 p.m. on July 7, 2025.

General Information:

The Summer Village of Rochon Sands does *not* require a deposit from candidates to file nomination forms.

Included in this Package are the Following Forms and Documents:

- **Nomination Form & Candidates Acceptance** (Form 4) – *This completed form must be presented to the Returning Officer on Nomination Day. The form will be sworn/affirmed in the presence of the Returning Officer at this meeting.*
- **Candidate Financial Information** (Form 5) – *This completed form must be presented to the Returning Officer on Nomination Day.*
- **Statement of Scrutineer or Official Agent** (Form 16) – *Must be signed by the Candidate if they wish to have someone present at the Election Polls.*
- **Campaign Disclosures Statement and Financial Statement** ([Form 26](#)) – *On or before March 1, 2026, this form must be filed – even if no funds were raised. This is the responsibility of the candidate to follow the guidelines for legislative requirements*

Please complete and submit the following forms on Nomination Day:

- **Form 4** - Nomination Form & Candidates Acceptance
- **Form 5** - Candidate Financial Information
- **Form 16** - Statement of Scrutineer or Official Agent
- **Form 26** - Campaign Disclosures Statement and Financial Statement

Other Resources:

Local Authorities Election Act:

<https://www.qp.alberta.ca/documents/Acts/L21.pdf>

- Specific Sections to Review: Summer Villages S12
- Eligibility to Run S21, 22 Form of Nomination S27

A candidate's guide : running for local elected office in Alberta

<https://open.alberta.ca/dataset/414558d5-63cd-4c14-99d0-6eb9589018f1/resource/dad9801b-783f-4ab0-926a-ea05068d0f82/download/ma-candidates-guide-running-for-local-elected-office-in-alberta.pdf>

What Every Councillor needs to Know

<https://open.alberta.ca/dataset/d2ad5ce4-5e86-45ea-8cb9-d67ead21e7ae/resource/0db6f9cf-f41d-46f9-9329-a93bcace7412/download/ma-what-every-councillor-needs-to-know-council-members-handbook-2025.pdf>

Summer Village of Rochon Sands Bylaws & Policies:

<https://www.rochonsands.net/bylaws-and-governance.html>

- [Code of Conduct for Council of Rochon Sands, Bylaw 234-18](#)
- [Council Procedural Bylaw 230-17](#)

Municipal Government Resources:

<https://www.alberta.ca/municipal-government-resources#jumplinks-6>

Municipal elections – Overview -

<https://www.alberta.ca/municipal-elections-overview>

2025 Municipal election prospective candidates:

https://www.youtube.com/playlist?list=PLgou_qQG9_mMOmp-3qmwE0HzsvhBbzjU

Rural Municipalities of Alberta:

<https://rmaalberta.com/advocacy/municipal-election-awareness/>

Roles and Responsibilities of Municipal Officials

<https://www.alberta.ca/roles-and-responsibilities-of-municipal-officials>

Election Day

Election day is Saturday, August 2, 2025. Voting Stations will open at 10:00 a.m. and close at 7:00 p.m. More details will be provided soon. Voting will take place at the **Rochon Sands Provincial Park Office**. *(The Rochon Sands Community Hall is booked for a wedding on Election Day)*

Nominations

Nomination Day is from 10:00 am to 12:00 Noon. on Saturday July 5, 2025. Summer Village of Rochon Sands Municipal Office.

NOMINATION PAPER AND CANDIDATE'S ACCEPTANCE

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

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

Returning Officer - Holly Chappell Benoit

403-742-4717

Business Title/Organization

Business Phone Number

#1 Hall Street

Rochon Sands

AB

TOC 3B0

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: Rochon Sands, PROVINCE OF ALBERTA

We, the undersigned electors of Summer Village of Rochon Sands,
 Name of Local Jurisdiction and Ward (if applicable)

nominate _____ of
 Candidate's Surname and Given Names

Complete Address and Postal Code

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

of Summer Village of Rochon Sands.
 Name of Local Jurisdiction

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

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

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

CANDIDATE’S ACCEPTANCE

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

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

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

I will accept the office if elected,

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

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

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

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

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

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

Candidate's Surname

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

SWORN (AFFIRMED) before me

at the _____ of _____,
in the Province of Alberta,
this _____ day of _____, 20_____.



Signature of Candidate

Signature of Returning Officer or
Commissioner for Oaths

Commissioner for Oaths Stamp

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

RETURNING OFFICER’S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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403-742-4717

Business Title/Organization

Business Phone Number

#1 Hall Street

Rochon Sands

AB

T0C 3B0

Address

City or Town

Province

Postal Code

Candidate's Full Name

Candidate's Address and Postal Code

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

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

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

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

Statement of Scrutineer or Official Agent

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

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403-742-4717

Business Title/Organization

Business Phone Number

#1 Hall Street

Rochon Sands

AB

TOC 3B0

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: Summer Village of Rochon Sands , PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): August 2, 2025

I, _____ ,
Name of Scrutineer or Official Agent

of _____
Complete Address and Postal Code

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

(a) For the purposes of an election, will act as scrutineer on behalf of _____
Name of Candidate
for the office of Councillor
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

(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

(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

Campaign Disclosure Statement and Financial Statement

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

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Returning Officer - Holly Chappell Benoit

403-742-4717

Business Title/Organization

Business Phone Number

#1 Hall Street

Rochon Sands

AB

TOC 3B0

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: **Summer Village of Rochon Sands**, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____, Alberta

Postal Code: _____

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

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

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

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

3. Deduct total amount of contributions returned _____

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

OTHER SOURCES:

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

6. Total net amount received from fund-raising functions _____

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

8. Total amount of other revenue _____

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

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

11. Total paid campaign expenses _____

12. Total unpaid campaign expenses _____

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

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

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

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd

Signature of Candidate

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT