



Municipal Election
October 20, 2025
Candidates
Package

Welcome



We are thrilled that you are considering running in the municipal election! Your interest in serving Flagstaff County speaks to your commitment to shaping a stronger, more vibrant community for our residents.

As the Flagstaff Region stands at a crossroads, facing both challenges and opportunities, strong and visionary leadership will be essential to ensuring a thriving future for generations to come. The role you are contemplating is one of immense responsibility and reward, offering the chance to make a lasting impact.

This Candidate Information Package is designed to equip you with key insights into the County, the responsibilities of a municipal Councillor, the process of running for office, and voter eligibility. Inside, you'll also find valuable resources and links to help you learn more about the upcoming Municipal Election, Flagstaff County, and the services we provide.

We encourage you to attend Council meetings to gain a deeper understanding of the issues facing the County and the role you could play as an elected official. Visit our website at www.flagstaff.ca for the meeting schedule, agendas, minutes, bylaws, and additional information about the County.

Together, we can work toward achieving the Council's approved Vision, guiding our region toward a brighter future. Thank you for stepping forward to consider this vital role in our community's journey!

Vision & Principles

Vision

To be a strong, vibrant, and sustainable regional Community of communities, contributing to a rural essence and quality of life.

Principles

Collaboration - The County will endeavor to work collaboratively with the communities within Flagstaff County, their neighbours, local businesses, non-profit organizations and through provincial and federal programs in the delivery of programs and services.

Fiscal Leadership - Flagstaff County will balance the servicing and program needs of the community with consistent, prudent and transparent financial management.

Environmental Responsibility - The County will consider environmental impacts on all planning and development decisions and in the operations of their programs and services.





Overview

Flagstaff Region

Located two hours southeast of Edmonton, the Flagstaff Region and the 10 communities within it create an area that boasts an affordable cost of living, exciting recreational opportunities, friendly people, and a quiet rural lifestyle. Whether you're looking for a place to raise a family, buy a house or own your own business, each community has something special to offer its residents and visitors.

The Flagstaff Region covers nearly one million acres and has an extremely rich and diverse landscape. About 87 per cent of the region's land is under agriculture production. The area economy thrives on its agricultural base and energy sector.

Programs & Services

Department	Operations
Corporate Services	Finance, Payroll, Information Services/GIS, Assessment
Community Services	Planning and Development, Economic Development, Protective Services, Fire Protection, Emergency Management, Family Community Services, Public Health, Recreation, Culture
Municipal Services	Agriculture, Fleet Management/Shop, Transportation, Utilities, Facilities Maintenance, Parks

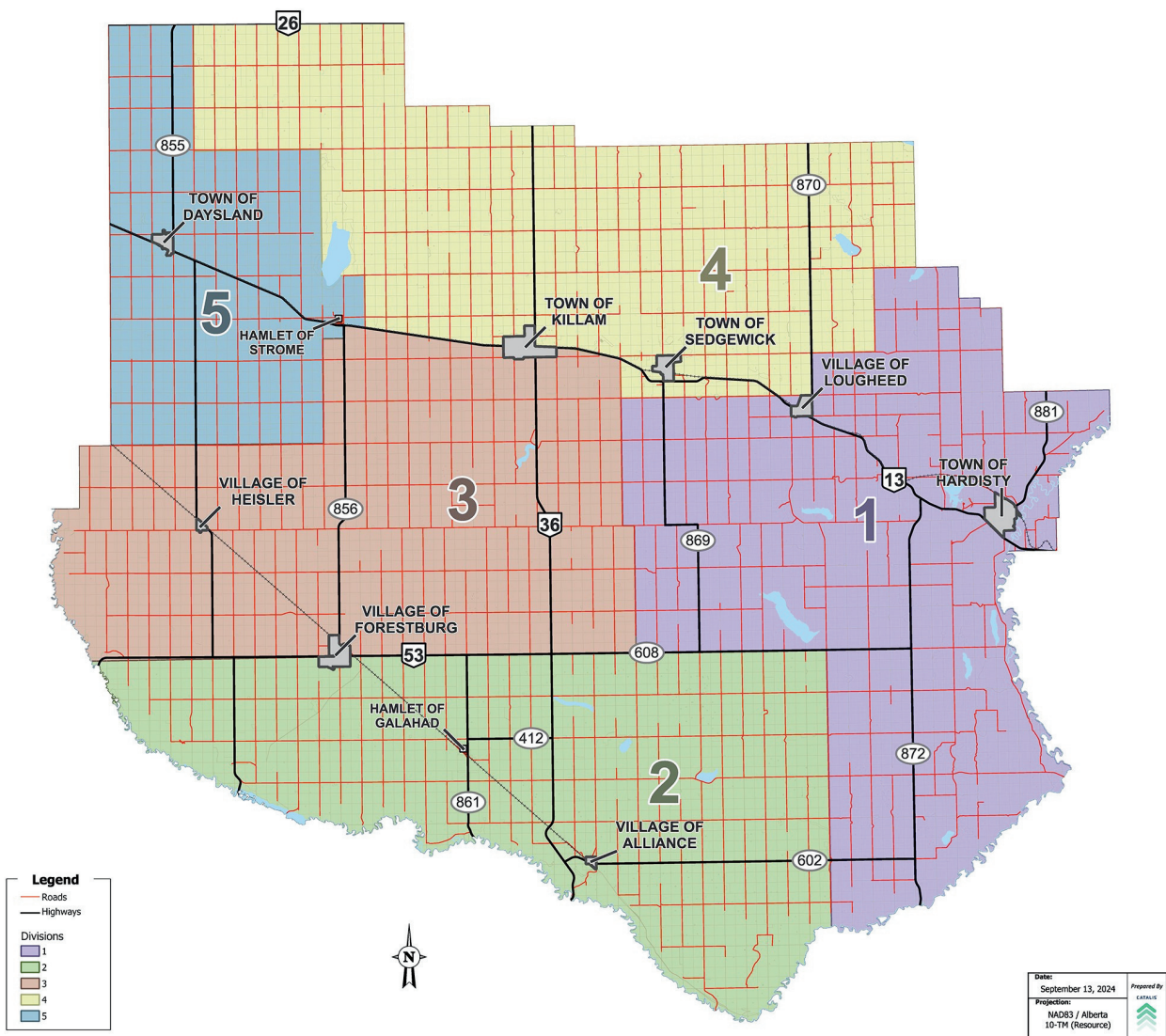
NEW

Electoral Divisions

The County will now be reducing the number of electoral divisions from seven (7) to five (5) divisions, as per Bylaw 08/24. The new electoral boundaries become effective October 20, 2025.

Each division is represented by one Councillor, elected for a term of four (4) years.

The Councillors appoint one Councillor to serve as the Reeve. The Reeve serves for one year and is reappointed annually at the Organizational meeting.



A full detailed map will be available at www.flagstaff.ca

Councillors

Serving as a member of the Council presents a unique opportunity to shape the future of your community. Your effectiveness in this role hinges on your ability to actively collaborate as part of a team, contributing to informed decision-making and strategic direction.

Under the Municipal Government Act (MGA), Council can only exercise its authority as a municipal corporation through formal processes—either by bylaw or resolution.

As a Councillor, your primary responsibility is to work alongside fellow Council members to establish the municipality's overall direction through policy development. These policies serve as guiding principles for municipal administration in managing day-to-day operations. A significant portion of your role will involve reviewing, refining, and implementing new policies and programs. Additionally, Council engages in extensive discussions each year to develop the Annual Business Plan and Budget, ensuring the municipality's long-term sustainability and growth.

Elected to represent the entire municipality, Councillors must approach decision-making with a broad perspective. While it may sometimes be challenging, decisions should always prioritize the best interests of the community as a whole. Effective governance requires balancing local input with a municipality-wide vision, ensuring that every decision contributes to the greater good.

The Municipal Government Act is the guide to how municipalities operate, and is one of the most significant and far-reaching statutes in Alberta. The MGA affects everyone in Alberta, the private sector and every ministry in the Government of Alberta.

The full MGA can be found online at:

<https://kings-printer.alberta.ca/documents/Acts/m26.pdf>

Flagstaff County Policies can be found online at:

<https://www.flagstaff.ca/council/policies/>

Councillors

As per Section 153 of the MGA, duties of a Councillor are to:

1. 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;
2. Promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
3. Participate generally in developing and evaluating the policies and programs of the municipality;
4. Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
5. Obtain information about the operation or administration of the municipality from the Chief Administrative Officer (CAO) or a person designated by the CAO;
6. Keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
7. Adhere to the code of conduct established by the council under section 146.1(1);
8. Perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

As per Section 201 of the MGA, Council's principal roles in the municipal organization are:

1. 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 this or any other enactment.
2. A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or designated officer.

ROLES & RESPONSIBILITIES

Council

Time Commitment

The Local Authorities Election Act specifies that members elected in the 2025 general election will serve a four-year term.

The time commitment required of an elected official is considerable and depends on their position and board/committee appointments. The amount of time spent is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed should a candidate be elected to Council.

In addition to attending Council and board/committee meetings, conventions, and events, being elected requires members to read and review agenda packages, respond to citizen inquiries, and liaise with administration.

Councillors may also represent the municipality by attending community events like fundraisers, grand openings, and parades, etc.

Meeting Schedule

Regular Council Meetings:

All regular Council meetings shall commence at 9:00a.m. and shall be held once per month, with the specific dates for the upcoming year to be established by resolution of Council no later than December of the preceding year.

On average, these meetings last approximately 5 hours.

The remaining Regular 2025 meetings are set as follows:
October 22, November 12, December 10

Additional Council Meetings:

Your time may be required for Special Council meetings and Budget Meetings. Please refer to Flagstaff County Procedural Bylaw 09/24.

ROLES & RESPONSIBILITIES

Committee Board Participation:

Councillors are expected to serve on internal and external committees and boards that promote regional cooperation and uphold the County’s interests. Committee appointments are made annually during the Organizational Meeting in October. Meetings may be held during the day or evening, and time commitments will vary based on the committee and board.

Committee/Board	Meeting Frequency	No. of Councillors
BOARDS		
Agricultural Service Board (ASB)	4 meetings/year	3
Battle River Alliance for Economic Development (BRAED)	6 meetings/year	1 + alternate
Battle River Research Group (BRRG)	6 meetings/year	1 + alternate
Diplomat Mine Museum Society	Annually	1 + alternate
Flagstaff Family & Community Services (FFCS)	12 meetings/year	1 + alternate
Flagstaff Regional Housing Group (FRHG)	4 meetings/year	2 + alternate
Flagstaff Waste Management (FRSWMA)	12 meetings/year	1 + alternate
Parkland Regional Library	4 meetings/year	1 + alternate
Soil Conservation Appeal Board	As required	All Council
Veterans Memorial Highway Association	Annually	1 + alternate
COMMITTEE OF COUNCIL		
Building Committee	Project Orientated	3
Emergency Management Committee	Annually	Reeve, Deputy Reeve
SPECIAL COMMITTEES		
Battle River Watershed Alliance Land & Water	12 meetings/year	1 + alternate
Citizens Advisory Committee	4 meetings/year	1 + alternate
Flagstaff Healthcare Attraction and Retention (FIHAR)	2 meetings/year	1
Flagstaff Regional Emergency Services Society (FRESS)	6 meetings/year	2
Intermunicipal Collaboration Committee	As required	3
Intermunicipal Planning Alliance, Heisler, Lougheed-Committee Daysland-Committee Forestburg-Committee Hardisty-Committee Killam-Committee Sedgewick-Committee MD of Provost-Committee	As required	2 for each committee

ROLES & RESPONSIBILITIES

Council Orientation and Training

Council orientation is mandatory for all members of Council. Council orientation and training will commence in the weeks after the new Council is declared elected.

The orientation provides Elected Officials critical information about their roles and responsibilities, County functions, processes, and plans, as well as allows for an opportunity to become acquainted with fellow Elected Officials, staff, County services, operations, and facilities. Elected Officials will gain an understanding of the business plan and budget.

Convention

The Rural Municipalities of Alberta (RMA) annually holds a convention during the Spring and Fall in Edmonton. The Reeve and Councillors are encouraged to attend both.

The 2025 Fall Convention will be held November 17th – 20th. Newly elected officials should be prepared to attend this convention.



Remuneration

The long-term interest of the community are best served by dedicated, committed and representative elected officials who on behalf of the citizens provide good governance. To attract such individuals ,remuneration should be responsible, fair and equitable.

Remuneration, Expenses and Benefits:

As per Flagstaff County Policy LE 003 Council Remuneration, Expenses and Benefits, County Council will receive an annual salary for their time and service.

Mileage, Meals and Accommodation:

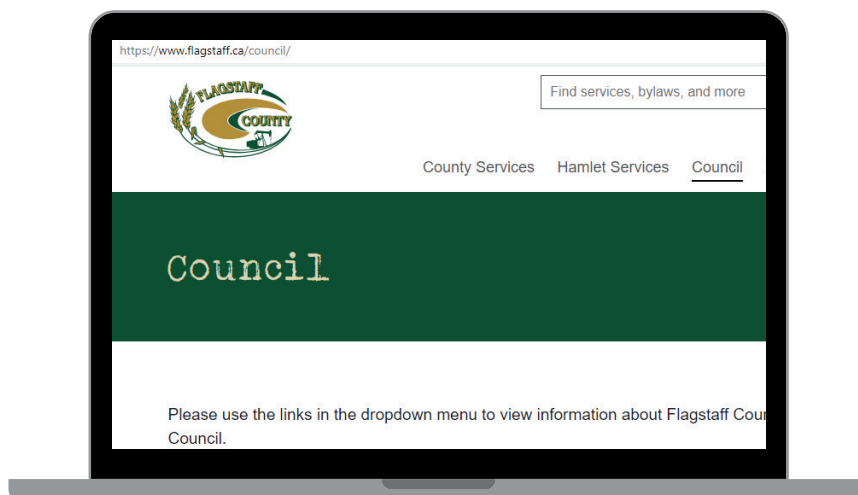
While representing the municipality on business beyond the boundaries of Flagstaff County, reimbursement will be provided in accordance with Policy HR 006 – Mileage and Subsistence and the Fees and Charges Schedule.

Required Equipment Provided:

Councillors will be provided with an electronic device (ie. tablet or laptop). This equipment is to be returned to the County upon resignation or at the end of their term on Council.

Compensation for high speed internet is provided at \$30 per month. Please refer to Policy CP 005 – Systems and Data Security for proper use of Flagstaff County equipment.

Policies can be found here: <https://www.flagstaff.ca/council/policies/>



CANDIDATE

Running for Council



Qualifications of Candidates

You may be nominated as a candidate in the October 2025 election if, by Nomination Day, you meet all of the following criteria: (21, 47 (1), Local Authorities Election Act (LAEA))

- a) You are eligible to vote in that election,
- b) You have been a resident of Flagstaff County and the electoral division, for the 6 consecutive months immediately preceding Nomination Day, and
- c) You are not otherwise ineligible or disqualified.

Ineligibility

A person is not eligible to be nominated as a candidate in any election under the Local Authorities Election Act if on Nomination Day:

(22, 23, 23.1 (LAEA))

- the person is the auditor of Flagstaff County;
- the person is an employee of Flagstaff County, unless the person is on a leave of absence without pay;
- the person is indebted to Flagstaff County for taxes in default exceeding \$50;
- the person is indebted to Flagstaff County for any debt exceeding \$500 for more than 90 days; or
- the person has, within the previous 10 years, been convicted of an offence under this Act, the Elections Act, the Elections Finances and Contributions Disclosure Act or the Canada Elections Act (Canada).

CANDIDATE

Nominations

All forms can be found on the Flagstaff County's website:

<https://www.flagstaff.ca/council/county-council/2025-municipal-election-information/> or in person at the Flagstaff County Administration Office.



Notice of Intent

New for the 2025 election, prospective candidates are required to file a Notice of Intent to run. The notice must be filed before accepting campaign contributions or incurring campaign expenses. Once the notice is processed, the individual's name will be added to the register of candidates on Flagstaff County's website.

Completion of Nomination Forms

Nominators must be electors who are eligible to vote in that election and reside in the local jurisdiction on the date of signing the nomination.

At least 5 eligible voters are required to sign your Nomination Paper and Candidate's Acceptance form to make it valid. Voters must be:

- eligible to vote in that election;
- a resident of the local jurisdiction for the 6 consecutive months immediately preceding Nomination Day, and
- not otherwise ineligible or disqualified.

Nominations

Completion of Nomination Forms Continued

The Candidate's Acceptance requires you to swear or affirm that:

- you are eligible to be elected under sections 21 and 47 of the Local Authorities Election Act;
- you are not disqualified under section 22 or 23 of the Local Authorities Election Act;
- you have read and understand sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the Local Authorities Election Act; and
- if elected, you will accept the office for which you are a candidate.

The Nomination Paper and Candidate's Acceptance form must be completed in full. The Candidate's Acceptance must be sworn or affirmed before a Commissioner for Oaths or the Returning Officer.

The Candidate is responsible for understanding and complying with the nomination requirements. The Returning Officer cannot rule on the validity of the information on the form. However, the Returning Officer must refuse forms that do not contain the required number of nominating signatures or have not been completed in the prescribed form.

Filing Nomination Papers

Nomination papers can be submitted to the Returning Officer at the Flagstaff County Administration Office during regular business hours throughout the nomination period, which commences January 1, 2025, through to 12:00 PM (noon) on Nomination day which is September 22, 2025.

Nomination papers must be submitted at the Flagstaff County Administration Office by 12:00 PM on Nomination Day. Please note that:

- If the Nomination Paper and Candidate's Acceptance Form will be filed by someone other than the Candidate themselves, the Candidate must ensure that they have signed the Oath before a Commissioner for Oaths.
- Nomination papers must be filed in-person with the Returning Officer.

Faxed or emailed copies of nomination papers WILL NOT be accepted.

CANDIDATE

Campaign Rules

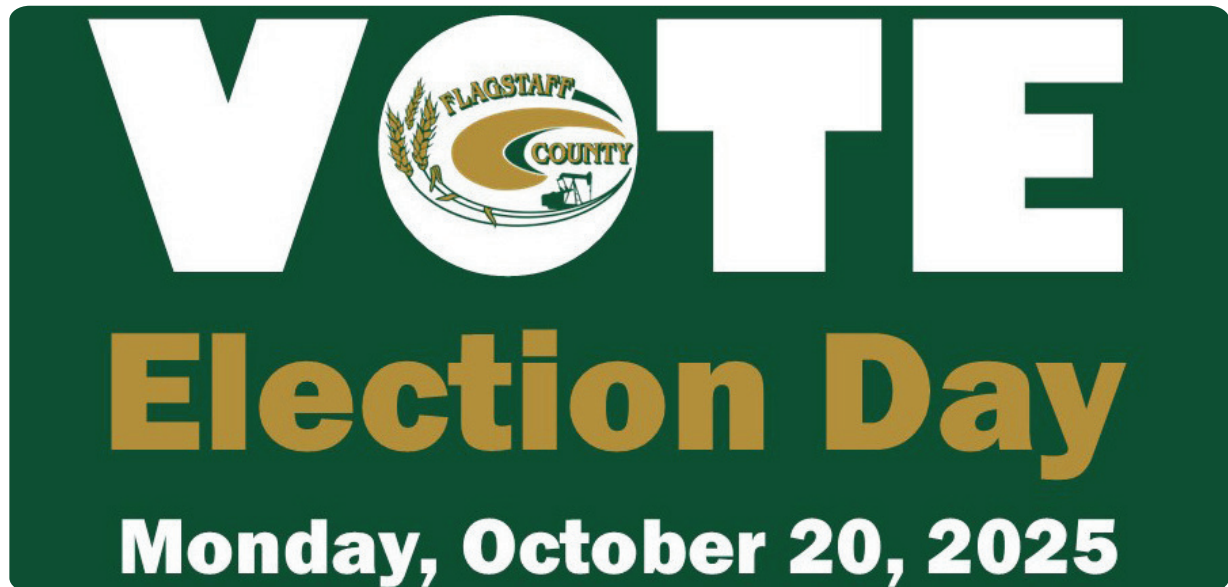
Candidates are responsible for ensuring that their campaign complies with the Local Authorities Election Act (LAEA). Elections Finances and Contributions Disclosure requirements are specifically outlined in Part 5.1 of the LAEA. It is strongly recommended that Candidates review the Act to ensure they understand fully the requirements that apply to Election Finances, Disclosure, and Reporting. Failure to comply with this legislation could result in significant penalties for both candidates and contributors. This information is not intended to serve as a legal document but only provides general information about the disclosure requirements. It is not a replacement for consulting the actual legislation or obtaining independent legal advice.

In accordance with section 27 of the LAEA, when filing Nomination Papers, candidates will also be required to submit Candidate Information (Form 5), which confirms locations where candidate records are maintained, as well as the names and addresses of financial institutions where campaign contributions will be deposited, along with the name of signing authorities for the depository accounts.



ELECTION INFORMATION

Election Date



Eligible electors may cast their vote at the established voting station, unless voting at an advance vote. Election Day is Monday, October 20, 2025.

The Voting stations will be open between the hours of 10:00 a.m. and 8:00 p.m. on Monday, October 20, 2025.

Voting Station locations will be announced by June 2025.

Advance Voting

Details regarding advance vote location, times and dates will be published in the local media and on the Flagstaff County's website closer to the date of the election. All eligible voters may vote in the advance vote.

Results

On election day, after all voting stations have reported, the unofficial results will be posted on the Flagstaff County's website and social media accounts and forwarded to the media.

Election results become official at noon on Friday, October 24, 2025. Official results will be posted at the Flagstaff County's Office and on the Flagstaff County website and social media accounts.

VOTING

Eligibility to Vote

Eligibility to Vote

A person is eligible to vote in Flagstaff County if the person is:

- at least 18 years old;
- a Canadian citizen; and
- resides in Alberta and the person's place of residence is located in the local jurisdiction on election day. Electors can only vote for a candidate running in the division in which the elector resides.



Identification

All voters are required to produce identification to verify the voter's name and current address. The person is named on the electors register, and produces one piece of identification issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person; or Produces two pieces of identification; one issued by a Canadian government, whether federal, provincial, or local, or an agency of that government, that contains a photograph of the person, and the second piece of identification from the list of approved identification and completes a Form 13 - Elector Registry.

CANDIDATE

Important Resources

The following resources will assist you in obtaining more information about the County, the election process and applicable legislation:

Flagstaff County Business Plan and Budget

<https://www.flagstaff.ca/council/business-plans/>

Flagstaff County Strategic Plan

<https://www.flagstaff.ca/council/strategic-plan/>

Flagstaff County Municipal Election Information

<https://www.flagstaff.ca/council/county-council/2025-municipal-election-information/>

Alberta Municipal Affairs

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

Alberta Municipal Government Act

<https://open.alberta.ca/publications/l21>

Local Authorities Election Act

<https://open.alberta.ca/publications/l21>

Chief Administrative Officer

Shelly Armstrong

780-384-4101

sarmstrong@flagstaff.ab.ca

Returning Officer

Charlene Sutter

780-384-4121

returningofficer@flagstaff.ab.ca



Other Opportunities for Candidates

Attend upcoming Regular Council Meetings

February 12, 2025

March 12, 2025

April 16, 2025

May 7, 2025

June 11, 2025

July 16, 2025

August 13, 2025

September 10, 2025

All meetings are held at the Flagstaff County Administration Office in Council Chambers with meetings starting at 9:00 a.m.

Past meeting agendas and minutes can be found here:

<https://www.flagstaff.ca/council/meetings-and-minutes/>

Meeting with CAO, Shelly Armstrong

We encourage Candidates to book an appointment to meet with Shelly Armstrong prior to the Election Date.

To book an appointment please

email: sarmstrong@flagstaff.ab.ca

phone: 780-384-4101



Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: Flagstaff County _____, PROVINCE OF ALBERTA

Election Date: October 20, 2025
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

Flagstaff County-Division _____

name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title Candidate Last Name Candidate First Name

Gender Telephone Number Email Address

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):

SWORN (AFFIRMED) before me at the _____

of _____, in the Province of Alberta, this _____

day of _____, 20 ____

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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 your local 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

FOIP Coordinator, Flagstaff County

780-384-4118

Business Title/Organization

Business Phone Number

12435 TWP RD 442

Flagstaff County

AB

TOB 4C0

Address

City or Town

Province

Postal Code

LOCAL JURISDICTION: Flagstaff County, PROVINCE OF ALBERTA

We, the undersigned electors of Flagstaff County, Division # _____,
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 Flagstaff County.
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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FOIP Coordinator, Flagstaff County

780-384-4118

Business Title/Organization

Business Phone Number

12435 TWP RD 442

Flagstaff County

AB

T0B 4C0

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.