

PROSPECTIVE CANDIDATES PACKAGE

This guide is for all persons seeking to run for municipal council for the
Village of Myram

FOR MUNICIPAL
ELECTION YEAR
2025

Created on March 3, 2025
Updated on May 29, 2025
Updated August 25, 2025
Updated September 16, 2025

PROSPECTIVE CANDIDATES PACKAGE

VILLAGE OF MYRNAM



Welcome to the *Potential Candidate Guide* for the upcoming municipal election in the Village of Myrnam, Alberta. This guide is designed to provide prospective candidates with the essential information they need to navigate the election process and understand the roles, responsibilities, and expectations of being a member of the municipal council.

In this guide, you will find important details, including:

- **About the Village of Myrnam** – Learn about the rich history and unique qualities of Myrnam. Discover the values, traditions, and community spirit that make our village a great place to live and serve.
- **Council Meetings** – Learn about council meeting dates and times.
- **Committee Meetings** – Stay informed on the dates of various committee meetings that may be relevant to your role as a candidate and future council member.
- **Bylaws & Policies** – Key bylaws such as the *Council Procedural Bylaw* will be outlined, along with links to other important policies, bylaws, and documents.
- **Training and Expectations** – Understand the training requirements and the general expectations for council members.
- **Election Information** – Get familiar with key election dates, eligibility criteria, and how to prepare your candidacy.
- **Important Forms** – Access the necessary forms, including Forms 4, 5, 26, 29, and the Consent Form.
- **Links to Acts and Regulations** – Find direct links to the Municipal Government Act, the Local Authorities Election Act (LAEA) and relevant regulations for further reference.
- **Resources** – Explore a collection of videos, documents, and helpful links that provide deeper insight into the role of a municipal councillor, including topics like community-building, time commitment, governance versus administration, media relations, and more.

We encourage you to read through this guide thoroughly to ensure you are well-prepared for the election process. If you have any questions or need further assistance, the Village of Myrnam Returning Officer and Administration Team is here to support you. We wish you the best of luck as you consider becoming a candidate and serving your community.

About the Village of Myrnam

The Village of Myrnam, located in the heart of Alberta, is a close-knit and vibrant community with a rich history. Originally settled in the early 1900s, Myrnam has grown into a dynamic village that values its agricultural and cultural roots, while also welcoming new residents and adapting to modern changes.



As frustrated residents debated over a potential name for the Village, one resident, wishing for dissension to cease, cried out мир нам (mir nam), which in Ukrainian means "peace to us." This moment marked a turning point for the community. On August 22, 1930, the Minister of Municipal Affairs ordered sections of land to be withdrawn from the Municipal District of Ukraina No. 513 and erected into a village, to be known by the name of the Village of Myrnam (Alberta Gazette, Vol. 26, No. 16, Edmonton, Saturday, August 30, 1930). This is why the dove has been unofficially adopted as the village's icon.

Local organizations play a central role in Myrnam's vibrant community spirit. The Myrnam and District Agricultural Society, for example, organizes events throughout the year that bring residents together, such as the annual Myrnam Fair & Fun Day. The Myrnam Fire Department, not only protects our community, organizes an open house during Fire Prevention Week, and the annual Christmas Tree Lighting. The Myrnam & District Dove Historical and Beautification Society maintains all the flower planters within the Village and created the Dove Park and Dove Connection. The Royal Purple continues to play a key role in our community by their volunteerism, charitable donations, and community service.

In recent years, Myrnam has embraced new development and infrastructure, improving public facilities, enhancing recreational spaces, and fostering community-driven projects. As a result, the village remains a place that values both its history and its future.

As a candidate for municipal office, understanding the history, values, and future direction of Myrnam is essential. A successful candidate will need to appreciate the unique blend of tradition and modernity that makes Myrnam a wonderful place to live and serve. With strong community connections, growing economic opportunities, and a commitment to development, Myrnam is well-positioned for continued progress and growth into the future.

Find out more by visiting our website at www.myrnam.ca.

Council meetings

In accordance with the current Council Procedural Bylaw, Council meetings are held monthly on the third Thursday at 9:00 AM.

Councillors receive a Council Package the week before each meeting to familiarize themselves with the agenda items. This package includes documents and materials that inform their decision-making, such as reports, proposals, and relevant background information.

Any requests for agenda items must be submitted to the Chief Administrative Officer with as much notice and detail as possible to ensure they are properly included in the Council Package.

To gain a deeper understanding of the issues discussed and decisions made, we encourage potential candidates to review past council meeting minutes and, even better, attend a council meeting to see firsthand how the decision-making process works.

[Link to past council meetings minutes](#)

Council will occasionally meet formally other times for Special Meetings, Budget Meetings, CAO Performance Evaluation, and other public meetings.

Committee meetings

Council committees are external boards or organizations that elected officials are appointed to focus on specific areas of governance and community service. These committees include:

- Alberta Central East (ACE) Regional Water Board
- Eagle Hill Foundation
- Emergency Management
- Family and Community Social Services (FCSS)
- Regional Economic Development (HUB and local)
- Regional Landfill
- Tourism (e.g. GoEast, Alberta Lakeland)

As an elected official, you may be appointed to one or more of these committees to represent the village's interests and contribute to decision-making on regional and community matters. The frequency of committee meetings varies. The majority of committees have monthly meetings whereas some meet less frequently.

Bylaws and Policies

In Alberta, bylaws are formal laws passed by the municipal council that are legally binding and enforceable, regulating various issues such as zoning, public health, and property maintenance. In contrast, policies are internal guidelines created by the council or municipal staff to provide direction for decision-making and operations. While policies are not legally enforceable, they ensure consistency in how the municipality functions. Bylaws regulate behavior within the municipality, while policies help guide administrative actions and day-to-day operations.

As a candidate, understanding these frameworks is important, as they ensure consistency, transparency, and accountability in the decision-making process. As an elected official, you'll work within these guidelines to represent the community, make informed choices, and contribute to effective governance.

While all bylaws are significant, one key bylaw specifically apply to council operations: the [Council Procedural Bylaw](#). Other bylaws include:

- Animal Control
- Borrowing (Short and Long Term)
- Business License
- Franchise Agreements
- Intermunicipal Agreements (Fire, Seniors Housing, Boards)
- Land Use
- Master Rates, Incentives, Penalties, and Payment Programs
- Public Disturbance
- Public Notification
- Tax Rates
- Traffic
- Unsightly Premise
- Utilities (Water, Wastewater, and Garbage)
- Urban Hen

Some policies are public facing, meaning they relate to services provided to the public, while others are internal policies that guide staff on how to carry out their duties and manage day-to-day operations. Policies include:

- Attendance at Social Functions
- CAO Evaluation
- Confined Space
- CTEC Rental
- Elected Officials Appts to Boards
- Elected Officials Remuneration and Expenses
- Financial Reports
- Inspection and Maintenance of Roads
- Mileage for Council and Staff and Appointed Members
- Operation and Maintenance of Equipment
- Personnel
- Public Participation
- Sanding, Snow and Ice Clearing
- Sidewalk, Curb, and Gutter Maintenance

All bylaws and public related policies are located on the village website.

[Link to Bylaws and Policies](#)

Training and Expectations

As an elected official in a municipality in Alberta, you are entrusted with the responsibility to represent the interests of your constituents and contribute to the effective governance of your community. The role requires a deep understanding of municipal operations, policies, and the legal framework within which local government functions. To ensure that you can perform these duties effectively, there are specific training opportunities and expectations associated with being an elected official.

Training for Elected Officials

The following **mandatory** training opportunities are designed to equip you with the knowledge and skills necessary to navigate your role effectively:

1. **Orientation Training:** Prior to the first organizational meeting all elected officials must take orientation training on the following topics: (i) role of municipalities in Alberta; (ii) municipal organization and function; (iii) roles and responsibilities of council and councillors; and (iv) the roles and responsibilities of the chief administrative officer and staff,
2. **Local Orientation Training:** To be taken on the same day or before the first regularly scheduled council meeting, the following topics must be delivered: (i) key municipal plans, policies and projects; (ii) budgeting and financial administration; (iii) public participation; and (iv) any other topic prescribed by the regulations.
3. **Local Authority Elected Official:** The Local Authority Elected Official (LAEO) course is for elected officials and delegates in Alberta to complete within 90 days of assuming office. It provides background on the fundamentals of emergency management, introduces key emergency management partners, and explains the implications of provincial emergency management legislation for elected officials and delegates as representatives of the local authorities in Alberta.

There are also optional courses available for elected officials, but participation is not required. The Village allocates a small annual budget for elected officials training. Below are some additional training options, with a mix of free and paid options:

- [Alberta Government Training for Municipal Officials](#)
- [Elected Officials Education Program](#)
- [Local Government Academy](#)
- [Economic Development for Elected Official](#)

Expectations of Elected Officials

As an elected official, there are several key expectations to effectively represent your community:

1. **Commitment to the Community:** Prioritize your constituents' needs and actively engage with them. Attend council meetings, participate in public consultations, and be accessible for feedback and concerns.
2. **Knowledge and Understanding:** Continuously educate yourself on municipal matters, policies, and legislation. Stay informed about local, regional, and provincial issues to make decisions that best serve the community.
3. **Collaboration and Teamwork:** Work closely with other council members, staff, and community organizations. Effective collaboration is crucial to achieving the municipality's goals.
4. **Accountability and Transparency:** Be transparent in your actions, ensuring decisions are in the public's best interest. Demonstrate accountability by being open about decisions and managing public funds wisely.
5. **Adherence to Legal and Ethical Standards:** Follow all applicable laws, including the Municipal Government Act, and adhere to ethical guidelines. Maintain integrity and honesty in all dealings.
6. **Commitment to Public Service:** Serving requires a significant time commitment. Attend meetings, participate in committees, and be proactive in acting in the best interest of the public.
7. **Problem Solving and Advocacy:** Advocate for the community's needs and find solutions to challenges, including seeking grants or collaborating with provincial/federal governments or other municipalities.
8. **Continuous Professional Development:** Participate in training and conferences to enhance your understanding of municipal governance and stay updated on emerging trends.

Serving as an elected official is both a privilege and a responsibility. The training provided will equip you with the skills to perform effectively, while the expectations will guide your decisions. By staying informed, engaging with your community, and committing to learning, you can make a meaningful impact and contribute to a better future for all.

Election Information

Important Dates

October 31, 2024	Campaign Period Begins First day for Candidates to submit Notice of Intent to Run
January 1, 2025 – September 22, 2025	Nomination Period
January 2, 2025 – September 22, 2025	Nomination Packages accepted
March 1, 2025	2024 Campaign Disclosure Statements are Due
April 2, 2025	Campaign Disclosure Candidate Late Filing Fees are Due
May 30, 2025	Amended Candidate Campaign Disclosure Statement are Due
TBD	Advance Voting – tentatively October 11, 2025
September 22, 2025	Nomination Day (closes at 12:00 noon)
September 23, 2025	Deadline to withdraw Nomination 12:00 noon
October 20, 2025	Election Day
October 24, 2025	Declaration of Election Results
October 30, 2025	Mandatory Elected Officials Training – Fort Saskatchewan, AB 9 am to 4 pm
November 3, 2025	Swearing In and Organizational Meeting
December 31, 2025	Campaign Period Eds for 2025 Municipal Elections
January 1, 2026	First Day of 2029 Election Campaign Period
March 1, 2025	2024 Campaign Disclosure Statements are Due to Returning Officer

Eligibility

Before prospective candidates submit a notice of intent, they should review the eligibility criteria in the [Local Authorities Election Act \(LAEA\)](#).

All potential candidates are encouraged to read through the election and candidate information on the Village's website and the Alberta Municipal Affairs Election website, both of which are being updated as information becomes available.

To be eligible to be nominated as a candidate, an individual must be:

- At least 18 years of age on nomination day, which is September 22, 2025
- A Canadian Citizen
- A resident of the Village of Myrnam for the 6 consecutive months immediately preceding nomination day, which would be by March 22, 2025.
- A resident of the Village of Myrnam on Election Day, which is October 20, 2025
- Not otherwise ineligible or disqualified under sections 22, 23, and 23.1 of the Local Authorities Election Act (LAEA)

Campaign Expense Limits

New [Expense Limits Regulation](#) under the LAEA introduce province wide campaign expense limits.

Under the LAEA, campaign expenses are any expense or non-monetary contribution used to directly promote or oppose a candidate during a campaign period.

Candidates should review the following materials to ensure they are in compliance with the Regulation and the Local Authorities Election Act.

[Alberta Municipal Affairs
Expense Limits Regulation
Municipal Affairs Alberta Fact Sheet](#)

Election Signs

If you plan to place election signs on provincial highways, read the [provincial guidelines](#) for more information. Please read all of section 9.18 of the [Land Use Bylaw](#) that regulate the placement of campaign signage within the Village of Myrnam.

Nomination Package

Candidate nominations will be accepted in-person starting January 2, 2025 at Village of Myrnam Office during regular business hours. Our regular business hours are from 8:30 a.m. to 3:30 p.m. on non-statutory days, Tuesday through Thursday, with a break for the noon hour. Nominations will also be accepted by mail or courier.

Candidates are encouraged to contact the Returning Officer at 780-366-3910 or email cao@myrnam.ca to schedule a date and time to submit nomination forms. Nomination packages will be accepted until 12:00 p.m. on Nomination Day, Monday, September 22, 2025. It is the sole responsibility of the candidate to ensure their Nomination Package is completed, received, and accepted by the returning officer **prior** to the close of Nomination Day.

Contact Information

Village of Myrnam 5007 50 Street, P.O. Box 278, Myrnam, AB T0B-3K0	
Returning Officer Elsie Kiziak	Phone: 780-366-3910 during regular business hours Cell: 780-614-5428 outside regular business hours Our regular business hours are from 8:30 a.m. to 3:30 p.m. on non-statutory days, Tuesday through Thursday, with a break for the noon hour.
Alberta Municipal Affairs	Phone: 780-427-2225 Email: ma.advisory@gov.ab.ca

Important Forms

As part of the election process, candidates are required to complete and submit certain forms to ensure eligibility and compliance with municipal regulations. These forms are essential for verifying your candidacy and include documents such as nomination papers, disclosure of financial contributions, and other required declarations. For your convenience, all necessary forms are attached to this guide. Please review and complete each form carefully, ensuring all information is accurate and submitted by the specified deadlines. If you have any questions or need assistance with the forms, do not hesitate to reach out for support.

Notice of Intent

A notice of intent is a new process for the 2025 municipal election. Candidates who plan to run in the 2025 election can only accept campaign contributions and incur campaign expenses once their notice of intent is filed with the Village of Myrnam.

Once you file a notice of intent, you will be added to a **Register of Candidates** which will appear on the Village of Myrnam website and at the village Administration office. A Register of Candidates is a record of all candidates who have given notice to the Village of Myrnam that they intend to seek nomination for office in the next municipal election, as required by the Local Authorities Election Act.

Please note, filing a notice of intent does not mean your name will appear on a ballot. For your name to appear on a ballot, you must complete the nomination process during the nomination period, as indicated below.

For more information on a notice of intent, refer to section 147.22 (1) of *the Local Authorities Election Act*.

Deadline to submit: As soon as possible

Form 4 – Nomination Paper and Candidate's Acceptance is a document required for individuals running for municipal office in Alberta. It serves two primary purposes:

1. **Nomination:** The form officially nominates the candidate for election to a specific municipal office (such as councillor). It includes the candidate's personal information, the office they are running for, and signatures from eligible voters who support their candidacy. Five signatures from local voters is required to validate the nomination.
2. **Candidate's Acceptance:** The form also includes a section where the candidate formally accepts the nomination and affirms their eligibility to run for office. By signing, the candidate agrees to run for office, commits to fulfilling the duties if elected, and acknowledges the requirements set out by the municipality and the province.

In summary, Form 4 ensures that the candidate is officially entering the race, has the required support from the electorate, meets all eligibility criteria, and agrees to the legal responsibilities associated with running for and holding public office.

Deadline to submit: On or before 12 Noon, September 22, 2025

Form 5 – Candidate Financial Information is also a new process for the 2025 municipal election. This form is a means of collecting financial and banking information of candidates.

Deadline to submit: On or before 12 Noon, September 22, 2025

Form 26 – Campaign Disclosure Statement and Financial Statement

The purpose of Form 26 is to ensure transparency and accountability in the campaign financing process. Candidates are required to list all contributions received, including donations, and provide a breakdown of campaign expenditures, such as advertising costs, supplies, and other campaign-related expenses. This form must be submitted to the municipality within a certain timeframe after the election, as stipulated by the Alberta Local Authorities Election Act.

Deadline to submit: March 2, 2026

Candidate Consent Form

Boost your visibility and increase your chances in the 2025 Municipal Election! By signing the Candidate Consent Form, you give the Village of Myrnam permission to share your personal information with the Province of Alberta, media outlets, organizations, and on the Village office and website. Get noticed and let everyone know you're in the race!

Please note, certain information will still be provided as required by legislation, regardless of your consent.

Deadline to submit: Preference is to submit this form along with the Notice of Intent.

Checklist

Ensure that all prescribed forms and documents are completed and included in your submission. Use the checklist to ensure you have completed all the requirements in the nomination package.

- ☐ Notice of Intent to Run and Register of Candidates
- ☐ Form 4 - Nomination Paper & Candidate's Acceptance
- ☐ Form 5 - Candidate Financial Information
- ☐ Candidate Consent Form

Links to Municipal Government Act, Local Authorities Elections Act and Regulations

The **Alberta Municipal Government Act (MGA)** is a comprehensive piece of legislation that provides the legal framework for municipalities in Alberta, Canada. It outlines the powers and responsibilities of municipal governments, including the authority to enact bylaws, regulate land use, and deliver essential services. The MGA also defines the governance structure of municipalities, setting the roles of elected officials and establishing processes for municipal elections and decision-making. It governs financial management, requiring municipalities to manage budgets, levy taxes, and ensure financial transparency. Additionally, the Act emphasizes public participation, accountability, and the resolution of disputes, ensuring municipalities operate efficiently, responsibly, and in the best interest of their communities.

- [Municipal Government Act and Regulations](#)

The **Local Authorities Election Act (LAEA)** is legislation in Alberta that governs the conduct of municipal elections. All provincial Acts and Regulations can be found at the King's Printer. The LAEA outlines the rules and procedures for:

1. Election Administration: Defines the roles and responsibilities of election officials, including the process for nominations and voting.
2. Voting Procedures: Establishes guidelines for different voting methods, such as in-person, mail-in, and advance voting.
3. Candidate Eligibility: Specifies who can run for office, including age, residency, and other qualifications.
4. Campaign Regulations: Sets rules for campaign financing, advertising, and conduct to ensure fair and transparent elections.
5. Voter Rights: Protects the rights of voters, ensuring access to the election process and safeguarding against discrimination.

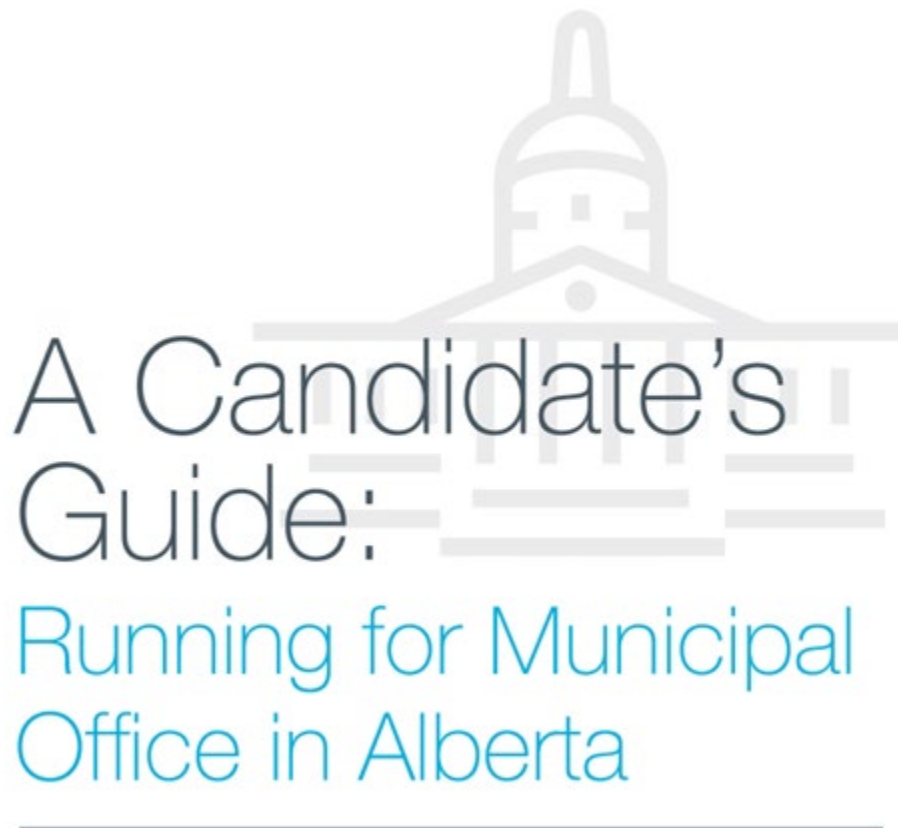
The act aims to promote fair democratic practices at the municipal level, ensuring that elections are conducted smoothly and transparently.

- [Local Authorities Elections Act and Regulations](#)

Resources

Prospective Candidates Guide

While the Village of Myrnam provides this more intimate guide for potential candidates considering running for council for the Village of Myrnam, the Province of Alberta, through the Ministry of Municipal Affairs, provides a “*A Candidates Guide: Running for Municipal Office in Alberta (2020)*”.



As the provincial guide in its current format (last checked on March 3, 2025) is only applicable for the 2021 general election year. Although the majority of the information is the same, there have been a significant number of changes to the Municipal Government Act and Local Authorities Election Act in since 2021.

To ensure you're referencing the most up-to-date version of the guide, visit the website below. We hope the Ministry of Municipal Affairs will release an updated guide soon.

<https://open.alberta.ca/publications/candidates-guide-running-for-municipal-office-in-alberta>

Additional resources:

- The joy of community-building: Why you should run for office ([link to YouTube video](#))
- One vote, many voices: Skills councillors need ([link to YouTube video](#))
- Decisions, decisions!: What I wish I knew before I was elected? ([link to YouTube video](#))
- Timing is everything: Time commitment of being a councillor ([link to YouTube video](#))
- The learning never ends: tips for getting up to speed as a councillor ([link to YouTube video](#))
- Knowing your role: Governance versus administration ([link to YouTube video](#))
- Mayors and reeves: What's their role? ([link to YouTube video](#))
- Media Relations: tips for engaging with media ([link to YouTube video](#))
- Communication is Key: Communicating with residents and balancing priorities ([link to YouTube video](#))
- Roles and responsibilities of municipal officials ([link on Alberta Government website](#))
- Pecuniary Interest for Municipal Councillors ([link to PDF document](#))
- What Every Councillor Needs to Know! ([link to PDF document](#))
- Munis 101 The Essentials of Municipal Government ([link to website](#)). Note that this course will be mandatory in some form for all elected officials after the election.
- Pecuniary Interest for Municipal Councillors ([link to PDF](#))
- A Guide for Women Candidates ([link to PDF](#))

~end of document~