



*Killam*

ALBERTA

*Life*  
WITHOUT  
COMPROMISE

***2025***  
***MUNICIPAL***  
***ELECTION***

***Monday, October 20, 2025***

***INFORMATION PACKAGE***  
***FOR POTENTIAL CANDIDATES***

## ***INTRODUCTION***

This information package has been assembled for your assistance. The contents are based on questions most frequently asked by potential candidates, as well as some of the lesser-known facts important to those considering running for public office. **This document has no legislative sanction.**

As a candidate, it is your responsibility to ensure that you comply with all laws that govern the election process. Please refer to the Municipal Government Act and the Local Authorities Election Act.

Selected excerpts from the Local Authorities Election Act have been included numerically in the back of this manual for your reference. This is certainly not inclusive and any person wishing concise information should consult the relevant statutes, regulations and bylaws.

Copies of Alberta Acts such as the *Local Authorities Election Act*, and the *Municipal Government Act* are available from:

King's Printer  
Suite 700, 10611-98 Avenue NW  
Edmonton, Alberta T5K 2P7  
Phone: (780) 427-4952  
Web: <https://www.alberta.ca/alberta-kings-printer>

Should you wish to obtain copies of Town Bylaws or if you have questions on the Civic Election, contact the Returning Officer at (780) 385-3977.

Kimberly Borgel  
CAO/Returning Officer

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## I. OFFICES

The following offices (or positions) are elected for a 4-year term:

COUNCILLORS            5 Positions

## II. RETURNING OFFICER

### **Returning Officer Jurisdiction**

Section 13 of the *Local Authorities Election Act* "An elected Authority may by resolution, appoint a returning officer for the purpose of conducting elections under this Act."

### **Returning Officer**

The Returning Officer for the Town of Killam is:

Kim Borgel  
Chief Administrative Officer  
(780) 385-3977    [cao@town.killam.ab.ca](mailto:cao@town.killam.ab.ca)

## III. ROLES & RESPONSIBILITIES – Elected Officials

The positions of Council are at-large elections, meaning that each person elected represents the Town as a whole and not a particular ward or section of the Town.

Beginning at the October 2025 General Municipal Election and thereafter, the Town of Killam shall be comprised of five (5) Councillors, where one (1) to be appointed from within the acclaimed elected officials to be the Chief Elected Official, known as the Mayor for the Town of Killam.

The Councillor with the highest number of votes from the General Election will be appointed to the Chief Elected Official at the Organizational Meeting after the General Election and will be called the Mayor. In the event the Councillor with the highest number of votes in the General Election cannot carry out the duties, the Councillor with the second highest number of votes in the General Election will be appointed Chief Elected Officer and so on until a Chief Elected Officer is appointed. In the event Councillors have an equal number of votes, the Returning Officer will address the matter in accordance with section 99 of the *Local Authorities Election Act*.

The following information presents an overview of your responsibilities as a municipal Councillor and is intended to help you to understand the powers and duties of municipal Council as a whole and you as an individual Councillor.

Before taking part in your first Council meeting or performing any Council duty, you will be required to make and subscribe to the official oath of office. By taking the oath, you swear or promise that you will diligently, faithfully and to the best of your ability, fulfill the duties of the office to which you have been elected.

Council's principal roles in the municipal organization are detailed in the *Municipal Government Act* section 201.

The Council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The *Municipal Government Act* provides that Councils can only exercise power of the municipal corporation in the proper form, either by bylaw or resolution.

The Councillor's job is to work with other Council members to set the overall direction of the municipality through their role as a policy maker. The policies that Council sets are the guidelines for administration to follow as it does the job of running the municipality. A Councillor will spend a lot of time on Council creating new policies and programs or reviewing the current ones to make sure they are working as they should.

### **The Councillors:**

Under the *Municipal Government Act*, Councillors have the following duties:

- ✓ To consider the welfare and interested of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality;
- ✓ To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- ✓ To participate generally in developing and evaluating policies and programs of the municipality;
- ✓ To participate in Council meeting and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- ✓ To obtain the information about the operation and administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;

- ✓ To keep in confidence matters discussed in private (Closed Sessions) at a Council or Council Committee meeting until discussed at a meeting held in public;
- ✓ To adhere to the code of conduct established by Council;
- ✓ To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

### **The Mayor (Chief Elected Official):**

In addition to performing the duties of a Councillor, the Mayor must:

- ✓ Preside when in attendance at a Council meeting unless a bylaw provides that another Councilor or other person is to preside, and;
- ✓ Perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.

### **A. Time Commitment**

The demands on your time will be significant. The term begins when elected candidates take the official Oath of Office at the first meeting of council after the election.

Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Town. Council determines this meeting schedule at the annual organizational meeting that must be held. In the recent years, Council Meetings have been held on the third Thursday of the month at 7 p.m. Special Meetings are also called, when necessary, by the Mayor.

As well as attending meetings, you will also need to spend time reading material and talking with residents, the CAO and others as part of your meeting preparation to help you to make informed decisions. You need to balance this with your personal life and work. To allow Council members to prepare for these meetings, an agenda is delivered to members the Friday before the meeting.

The *Municipal Government Act* provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend performing their duties. This is left to the discretion of each member of Council.

## B. Committees

Each Council member will also be appointed by Council to serve on various Boards & Committees. Following is a list of Boards & Committees that Council sits on, along with their typical meeting dates and times:

<b>Committee Name</b>	<b>Dates of Meetings</b>	<b>Times/Places of Meetings</b>
Adult Housing	At call of Mayor	Council Chambers
Business/ Economic Development	At call of Mayor	Council Chambers
Go East of Edmonton Tourism	AGM in November	Daytime meeting
Chamber of Commerce	First Thursday of month	8:30am/ various member locations
Community Advisory (CAC)	Currently on hold	Flagstaff County Office
Flagstaff Regional Emergency Services (FRESS)	6 meetings/yr – Usually Wednesday evening	7pm/ Alternates at each firehall
Flagstaff Family & Community Services (FFCS)	Second Wednesday of every other month	6pm/ FFCS Building in Killam
Flagstaff Regional Housing Group	First Tuesday of every other month	5pm/ Big Knife Villa in Forestburg
Flagstaff Waste Management	Last Monday of each month	7pm/ Flagstaff Landfill
Killam Public Library	Third Monday Of each month	6pm/ Killam Library
Killam Recreation Board	First Monday of each month	7pm/Killam Agriplex MPR
Medical Attraction & Recruitment	Couple times per year	Daytime/ Flagstaff County Office
Sedgewick Killam Natural Gas System (SKNGS)	Quarterly	Town of Killam Council Chambers

## **C. Compensation**

In accordance with the Town of Killam Council Remuneration Policy A002 as of November 2024, a Councillor currently receives \$8,000.00 per year plus approved expenses and the Mayor receives \$14,000 per year plus approved expenses.

Registration fees and expenses (with receipts) for approved out of town travel will be reimbursed by the Town of Killam. There is a per diem (revenue replacement) of \$200.00/day (4 or more hours) or \$100.00/half day (less than 4 hours) for daytime meetings where an elected official must take time away from his/her fulltime job. There is a mileage allowance for use of a personal vehicle while on Town business of \$0.58/km.



## IV. ELECTION PROCEDURE

### A. Eligibility

A person may be nominated as a candidate in any election under this Act if on nomination day the person:

- a) Is eligible to vote in that election;
- b) Has been a resident of the local jurisdiction for the 6 consecutive months immediately preceding nomination day (prior to **March 22, 2025**);
- c) Is not otherwise ineligible or disqualified.

There are several reasons why a person may be ineligible to be nominated. Please refer to Section 22, 23, 24, 25 of the *Local Authorities Elections Act* for details.

A person is NOT eligible to be nominated as a candidate in the election if on nomination day they are:

- The auditor of the local jurisdiction
- They are an employee of the local jurisdiction (unless on leave of absence)
- They are indebted to municipality for taxes for more than \$50, excluding current taxes or consolidation agreement
- They are indebted to municipality for more than \$500 and in default for more than 90 days
- They have been convicted of an elections offence within the last 10 years

A person is not eligible to be nominated for more than one office of the same elected authority.

## **B. Notice of Intent**

Individuals who intend to run as a candidate in their local jurisdiction must submit a written Notice of Intent to the Returning Officer.

Once a Notice of Intent Form (Form 29 enclosed) is accepted by the Returning Officer, an individual is allowed to be a candidate, accept contributions, or incur campaign expenses according to the rules set out in the *Local Authorities Election Act* and the *Expense Limits Regulation*.

After January 1, 2025, candidates can submit their nomination forms and notice of intent at the same time.

### How to submit your Notice of Intent form

Submit your completed Notice of Intent form to the Returning Officer at 4923-50<sup>th</sup> Street, Killam. This form must be signed in front of the Returning Officer, a Commissioner of Oaths or a Notary Public. Once submitted, the name of the candidate will be included on the Register of Candidates and posted publicly in accordance with the *Local Authorities Election Act*.

# Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: TOWN OF KILLAM, 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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

## C. Nominations

The Returning Officer will receive nominations from **January 2, 2025 until Nomination Day: Monday, September 22, 2025 at 12:00 p.m.** (Noon) at the Town of Killam Office.

Although not required, the Candidate should file the Nomination paper personally to afford the opportunity to amend the document if required. It is recommended that you complete the Nomination Paper and present it to the Returning Officer for administration of the oath.

In the event you are unable to file personally on Nomination Day, your agent can file the completed Nomination Paper on Nomination Day provided the form is fully completed. In this case the Nomination Form must be signed by a Commissioner of Oaths or Notary Public ahead of time.

The person who is filing a nomination is responsible for ensuring it meets the requirements of the *Local Authorities Election Act*.

A Town of Killam Nomination Paper (Forms 4 and 5) has been provided for your assistance.

Facsimile or email transmissions cannot be accepted.

The Candidate is responsible for the validity of a nomination form.

To ensure validity, a candidate must have a minimum of five (5) electors or signatures but may submit more. An additional form is available from the Returning Officer. It is not necessary to file multiple nomination papers.

Town Council nominations do not require payment of a deposit.

**WHERE**      Town of Killam Office  
4923-50<sup>th</sup> Street  
Killam, AB T0B 2L0  
(780) 385-3977

**Nomination Checklist:**

	Ensure your eligibility to become a candidate
	Print and complete Form 29 Notice of Intent (ensure Returning Officer or Commissioner of Oaths signs form)
	Print and Complete Form 4 Nomination Paper and Candidates Acceptance (ensure Returning Officer or Commissioner of Oaths signs form)
	Print and complete Form 5 – Candidate Financial Information

# Nomination Paper and Candidate's Acceptance

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

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

**RETURNING OFFICER** \_\_\_\_\_ **780-385-3977**  
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: \_\_\_\_\_ **TOWN OF KILLAM** \_\_\_\_\_, PROVINCE OF ALBERTA

We, the undersigned electors of \_\_\_\_\_ **TOWN OF KILLAM** \_\_\_\_\_, nominate  
 Name of Local Jurisdiction and Ward (if applicable)

\_\_\_\_\_ of  
 Candidate Surname Given Names  
 \_\_\_\_\_ as a candidate at the election  
 Complete Address and postal code

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;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 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;
- THAT I am appointing

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

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT 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      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  
or Notary Public in and for Alberta  
(Also include printed or stamped name and expiry date)

\_\_\_\_\_  
Commissioner for Oaths Stamp

**RETURNING OFFICER'S ACCEPTANCE**

Returning Officer 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**

**Candidate Financial Information**

*Local Authorities Election Act*  
(Section 27)

**Note:** The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

**RETURNING OFFICER**

**780-385-3977**

\_\_\_\_\_  
Title of the Responsible Official

\_\_\_\_\_  
Business Phone Number

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.



## **Withdrawal of Nomination**

Candidates may withdraw their nomination by advising the Returning Officer in writing before 12 noon on Tuesday, September 23, 2025. After that time, the candidate's name must appear on the ballot.

Candidates may only withdraw if there are more than enough candidates.

## **D. Campaign Information**

### **1. Campaign Signage**

Campaign Literature and Signage are covered in sections 150, 152, and 153 of the *Local Authorities Election Act*.

### **2. Campaign Literature**

It is not necessary to include the printer's name on your literature or to include the generic statement "Produced by the committee to elect John Doe".

The use of a form of Ballot in campaign literature is prohibited under the *Local Authorities Elections Act* section 148 and the applicable fine is identified in section 148(7).

Campaign material is not permitted in Voting Stations or inside or on the outside of a building used for a voting station.

Campaign buttons must be removed when visiting Voting Stations. Refer to section 152 of the *Local Authorities Elections Act*.

### **3. Agents**

Candidates' Agents are regulated in section 69 of the Local Authorities Election Act. Agents must be at least 18 years of age and be appointed by the Candidate in writing using the Statement of Candidate's Agent Form 11 (sample copy is in the Resource Section).

Voting Stations will be open from 10:00 a.m. to 8:00 p.m. An Agent or candidate may observe the conduct of the Vote subject to provisions of section 150 of the Local Authorities Election Act.

You may be represented by yourself or one Agent at each Voting Station.

#### **a) Candidate and Campaign Worker Identification (Form 12)**

The Local Authorities Election Act provides that all candidates and campaign workers have identification provided by the elected authority, which indicates the role of the person if they will be visiting any residents to assist in your campaign.

To comply with this requirement candidates are required to provide the Returning Officer with a list of their campaign workers. Once this list is provided, the campaign workers are required to see the Returning Officer to obtain identification required by legislation. Refer to the *Candidate Campaign Workers Disclosure* attached in the Resource Section.

**b) Election Day Authorization (Form 16)**

Agents must present to the presiding Returning Officer, the Statement of Candidate's Agent Form, which has been signed by the Candidate. One form is provided in the Resource Section of this package. Additional forms may be obtained from the Returning Officer.

**Enumerator, Candidate or Official Agent Proof  
of Identification for Section 52 Access**

*Local Authorities Election Act  
(Section 52)*

LOCAL JURISDICTION: TOWN OF KILLAM, PROVINCE OF ALBERTA

ELECTION DATE: OCTOER 20, 2025

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes as identification for \_\_\_\_\_

Name

of \_\_\_\_\_

Complete Address and Postal Code

serving in the capacity of \_\_\_\_\_

Office

This appointment is in effect for the 20\_\_\_\_ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Signature of Returning Officer or Deputy Returning Officer

\_\_\_\_\_  
Signature of Enumerator, Candidate, or Official Agent Named Above

# Campaign Worker Proof of Identification

*Local Authorities Election Act*  
(Section 52)

LOCAL JURISDICTION: TOWN OF KILLAM, PROVINCE OF ALBERTA

ELECTION DATE: October 20, 2025

VOTING SUBDIVISION OR WARD (If Applicable): \_\_\_\_\_

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this constitutes identification for \_\_\_\_\_  
Name

of \_\_\_\_\_  
Complete Address and Postal Code

serving in the capacity of \_\_\_\_\_  
Office

This appointment is in effect for the 20 \_\_\_\_ campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Worker's Signature

Statement of Scrutineer or Official Agent

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

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 16(2), 68.1, 69 and 70 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act.

RETURNING OFFICER

780-385-3977

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION: TOWN OF KILLAM, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): October 20, 2025

I, Name of Scrutineer or Official Agent

of Complete Address and Postal Code

in the Province of Name of Province, 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

(Check [x] 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 [x] 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

### **Agent Role on Election Day**

Once the Statement of Agent form is produced to the Presiding Officer at a voting station, the Agent is required to sign an Oath of Agent and then they will be directed to an authorized area and given a name tag.

Candidates and agents may observe the voting process from the designated area. Candidates and agents must comply with sections 150 and 152 of the *Local Authorities Election Act*.

Upon leaving the voting station, the Agent returns the name tag to the presiding officer.

Candidates are allowed one Agent to witness the ballot count. Agents will be provided with a location to view the count, but may not interfere with the counting process. Agents must bring their own tally sheets and supplies.

Once the doors of the voting station close at 8:00 p.m., no further people will be permitted into the station. If an agent leaves the voting station after 8:00 p.m., they will be denied access back into the area.

#### **4. Advanced Poll**

By a motion of Council, Advanced Votes will be held. New this year in the *Local Authorities Election Act*, anyone can vote at the advance vote. It is no longer limited to those unable to vote on Election Day.

##### **Advanced Poll for 2025 Election:**

\* Monday, October 6, 2025 from 10am - Noon.



## **E. Candidate Events**

### **1. All-Candidates Forum**

An All-Candidates Forum may be held as an opportunity for the public to hear from the individuals running for office. The Forum may involve candidates being asked to present their platforms or may be conducted in a question/answer format whereby members of the public can ask questions to which the candidates respond. The All-Candidates Forum is not a part of the legislated election.

### **2. Meet with CAO**

The Candidates may choose to meet with the Chief Administrative Officer to discuss their mandate and responsibilities.

## F. Election Day

- **MONDAY, October 20, 2025**  
**10:00 A.M. TO 8:00 P.M. at the Killam Town Office**

### 1. Voting Station

Electors vote in the area (municipality) in which they live.

The Town of Killam does not compile Voter's Lists for Town Elections. All Electors will be required to sign a Declaration of Eligibility at the voting station.

The Town of Killam has one voting station:  
**Town of Killam Office      4923-50<sup>th</sup> Street**

### 2. Election Night Results

As election results are received, they can be posted by the Returning Officer.

The candidate receiving the highest number of votes shall be declared elected.

In the case of a tie, the two names are written on identical pieces of paper and a third party draws one name. The name drawn is deemed to have received one more vote. (Section 99 in the *Local Authorities Election Act*)

The Returning Officer shall announce or post a statement of the results of the voting at 12 noon on the 4<sup>th</sup> day after the election.

### 3. Recount Procedures

#### a) Returning Officer's Recount

An application made under section 98 of the Local Authorities Election Act may be made during the 44 hours immediately following the closing of the voting stations but may not be made afterwards.

The Returning Officer at the Town of Killam office, must receive any recount applications by:

**4:00 p.m. on Wednesday, October 22, 2025**

**b) Judicial Recount (Section 103 of *Local Authorities Election Act*)**

At any time within 19 days of the close of the voting stations on Election Day, any elector may apply to the Court by notice of motion for a recount after the elector has:

- i) filed an affidavit with the clerk of the Court alleging reasonable grounds for believing that the Returning Officer or Deputy or other officer presiding at the voting station, in counting ballots given at the election, improperly counted or rejected ballots, and
- ii) deposited with the Clerk of Court \$300 in cash, or by certified cheque or cash order, or by money order, as security for the payment of costs and expenses.

## **G. Election Finances and Contributions Disclosure**

As per Section 147 of the Local Authorities Election Act, all Canadians are required to complete Form 26, Campaign Disclosure Statement and Financial Statement. Form 26 (Enclosed) must be completed and returned to the Returning Officer by the following dates:

Contributions/Expenses up to and including December 31, 2024 –  
Deadline to submit Form 26 is March 31, 2025.

Contributions/Expenses up to and including December 31, 2025 –  
Deadline to submit Form 26 is March 31, 2026.

# Campaign Disclosure Statement and Financial Statement

Local Authorities Election Act  
(Sections 147.3, 147.4)

NOTE: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 147.4 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact

RETURNING OFFICER

780-385-3977

Title of the Responsible Official

Business Phone Number

LOCAL JURISDICTION TOWN OF KILLAM, PROVINCE OF ALBERTA

Full Name of Candidate \_\_\_\_\_

Candidate's Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_, Alberta

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

### Pre-Campaign Period Report

- 1. Pre-Campaign Period Contributions (up to a limit of \$5,000 per year or \$10,000 from candidate's own funds per year) \_\_\_\_\_
- 2. Pre-Campaign Period Expenses \_\_\_\_\_

### Campaign Period Revenue

#### 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
- 10. Total Campaign Period Revenue (add lines 4 and 9) \_\_\_\_\_ \$0.00

#### Campaign Period Expenditures

- 11. Total Campaign Period Expenses      Paid \_\_\_\_\_      Unpaid \_\_\_\_\_      TOTAL \_\_\_\_\_ \$0.00

The Candidate must attach an Itemized expense report to this form.

Campaign Period Surplus (Deficit) (deduct line 11 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**

This is to 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

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**

## V. FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIP)

The *Freedom of Information and Protection of Privacy Act* was first introduced in Alberta in 1995. The Act applies to all public bodies, which are directed by government legislation.

The Act addresses two main areas. First of all, it establishes regulations relating to access of information held by a public body. Secondly, the Act sets out regulations relating to the collection, use, protection and disclosure of personal information. The five principles of the Act are as follows:

1. To allow a right of access to any person to the records in the custody or control of a public body subject only to limited and specific exceptions.
2. To control the manner in which a public body may collect personal information and to control the use the public body may make of the information; and to control the disclosure by a public body of that information.
3. To allow individuals, subject to limited and specific exceptions, the right to have access to information about themselves, which is held by the public body.
4. To allow individuals the right to request corrections to information about themselves held by a public body.
5. To provide an independent review of decisions made by a public body under the legislation.

## VI. RESOURCE MATERIALS

- *Local Authorities Election Act Extracts* (Provided for convenience purposes only. It is recommended that candidates obtain a complete copy of the Act through Queen's Printer.)
- Calendar of Important Dates to Remember
- Running for Municipal Office in Alberta. A Guide for Candidates from Alberta Municipal Affairs.



## **Local Authorities Election Act Extracts**

**PLEASE REMEMBER THIS INFORMATION IS NOT INCLUSIVE. FOR CONCISE INFORMATION, THE RELEVANT STATUTES, REGULATIONS AND BYLAWS SHOULD BE CONSULTED.**

Provincial Statutes and Regulations are available from  
King Printer Bookstore - phone 427-4952  
Town of Killam Bylaws are available from the Town of Killam (780) 385-3977 or  
[www.town.killam.ab.ca](http://www.town.killam.ab.ca)

### **Qualification of candidates**

**21(0.1)** In this section, “city” means a municipality whose formation order specifies that municipality to be a city or whose status is changed to a city after its formation.

(1) A person may be nominated as a candidate in any election under this Act if on nomination day the person

- (a) is eligible to vote in that election,
- (b) has been a resident of the local jurisdiction and the ward, if any, for the 6 consecutive months immediately preceding nomination day, and
- (c) is not otherwise ineligible or disqualified.

(2) Notwithstanding subsection (1), in the case of a city, a candidate for councillor is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the city.

(3) Notwithstanding subsection (1), a candidate for trustee of a board of a school district that is wholly or partly within the boundaries of a city is not required to be a resident of the ward in either a general election or a by-election, but must be a resident of the school district.

(4) If the boundaries of a local jurisdiction are altered by the addition of land, a person who has been a resident of the added land for at least the 6 months immediately preceding nomination day is deemed, for the purposes of this Act, to have been a resident, during that time, of the local jurisdiction to which the land was added.

RSA 2000 cL-21 s21; 2012 cE-0.3 s276; 2018 c23 s10; 2024 c11 s1(9)

### **Criminal record check**

**21.1** An elected authority, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, may require a person seeking to be nominated as a candidate to provide a criminal record check.

2024 c11 s1(10)

### **Ineligibility**

**22(1)** A person is not eligible to be nominated as a candidate in any election under this Act if on nomination day

- (a) the person is the auditor of the local jurisdiction for which the election is to be held;
- (b) subject o subsection (4) the person is an employee of the local jurisdiction for which the election is to be held unless the person takes a leave of absence under this section;

- (c) the person is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50, excluding from that amount
  - (i) any indebtedness for current taxes, and
  - (ii) any indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality, unless the person is in default in the payment of any money due under the agreement;
- (d) the person is indebted to the local jurisdiction for which the election is to be held for any debt exceeding \$500 and in default for more than 90 days;
- (d.1) the person has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act*, the Election Finances and Contributions Disclosure Act or the Canada Elections Act (Canada)
- (e),(f) repealed 2006 c22 s13.

**(1.1)** A person is not eligible to be nominated as a candidate for election as a trustee of a school board if on nomination day the person is employed by

- (a) a school division,
- (b) a charter school, or
- (c) a private school,

in Alberta unless the person takes a leave of absence under this section.

**(1.11)** A person is not eligible to be nominated as a candidate for election as a councillor or as a trustee of a board of a school division if on nomination day the person is employed by the Office of the Ombudsman unless the person takes a leave of absence under this section.

**(1.2)** A person is not eligible to be nominated as a candidate for election as a councillor or a school board trustee if

- (a) a report transmitted under section 147.8(1) in respect of the person,
- (b) the Court did not dispense with, or extend the time for, compliance with section 147.4 by an order under section 147.8(3), and
- (c) subject to subsection (1)(d.1), nomination day for the election occurs within
  - (i) the 8-year period following the day on which the secretary transmitted the report to council, or
  - (ii) where the disclosure statement required by section 147.4 has been filed with the municipality, the 3-year period following the day of filing,

whichever period expires first.

**(1.3)** Subsection (1.2) applies

**(a)** with respect to a candidate for election as councillor, if a report has been transmitted under section 147.8 (1) (a) respecting a campaign period beginning on or after January 1, 2014 and

**(b)** with respect to a candidate for election as a school board trustee, if a report has been transmitted under section 147.8 (1)(b) respecting a campaign period beginning on or after January 1, 2019.

(1.4) A person is not eligible to be nominated as a candidate for election as a councillor or as a trustee of a board of a school division if, 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.

(2) Repealed 2006 c22 s13.

(3) Subsection (1)(b) to (d) do not apply to a candidate for election as a trustee of a school board.

(4) Subsection (1) does not apply to a person by reason only

(a)-(f) repealed 2018 c23 s11;

(g) that the person is appointed to a position under the *Emergency Management Act*;

(h) repealed 2018 c23 s11;

(i) that the person has received a gratuity or allowance for services on a committee or board appointed by or responsible to the local jurisdiction;

(j)-(l) repealed 2018 c23 s11;

(m) that the person is a volunteer chief, officer or member of a fire, ambulance or emergency measures organization established by a local jurisdiction or that the person is a volunteer for another purpose who performs duties under the direction of the local jurisdiction.

(5) An employee of a municipality who wishes to be nominated as a candidate in an election to be held for that municipality may notify his or her employer on or after July 1 in the year of a general election or on or after the day the council passes a resolution to hold a by-election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.

(5.1) An employee referred to in subsection (1.1) who wishes to be nominated as a candidate for election as a trustee of a school board may notify his or her employer on or after July 1 in the year of an election but before the employee's last working day prior to nomination day that the employee is taking a leave of absence without pay under this section.

(5.2) A person employed by the Office of the Ombudsman who wishes to be nominated as a candidate for election as a councillor or as a trustee of a board of a school division may notify that person's employer on or after January 1 in the year of an election but before the person's last working day prior to nomination day that the person is taking a leave of absence without pay under this section.

(6) Notwithstanding any bylaw, resolution or agreement of a local jurisdiction, every employee who notifies his or her employer under subsection (5) or (5.1) is entitled to a leave of absence without pay.

(6.1) Repealed 2012 c5 s107.

(7) An employee who takes a leave of absence under this section is subject to the same conditions that apply to taking a leave of absence without pay for any other purpose.

(8) If an employee who takes a leave of absence under this section is not elected, the employee may return to work, in the position the employee had before the leave commenced, on the 5th day after election day or, if the 5th day is not a working day, on the first working day after the 5th day.

(9) If an employee who takes a leave of absence under this section is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

(10) If an employee who takes a leave of absence under this section is declared elected but, after a recount under Part 4, is declared not to be elected, the employee may return to work on the first working day after the declaration is made, and subsections (7) and (8) apply.

(11) Subject to subsection (12), an employee who takes a leave of absence under this section and is declared elected continues to be deemed to have resigned that position as an employee if the employee subsequently forfeits the elected office or if the employee's election is adjudged invalid.

(12) If, through no act or omission of the employee, an employee forfeits the elected office or the employee's election is adjudged invalid, the employee may return to work on the first working day after the office is forfeited or the election is adjudged invalid, and subsections (7) and (8) apply.

RSA 2000 cL-21 s22;2001 cC-28.1 s458;2001 c23 s1(11);  
2002 cA-4.5 s52;2002 c23 s1;2006 c22 s13;2007 c12 s12;  
2009 c53 s104;2010 c9 s1;2012 c5 s107; 2018 c23 s11;2024 c11 s1(11)

#### Ineligibility for nomination

**23(1)** A person is not eligible to be nominated for more than one office of the same elected authority.

(2) A member who holds office on an elected authority is not eligible to be nominated for or elected to the same or any other office on the elected authority

- (a) unless the member's term of office is expiring, or
- (b) if the member's term of office is not expiring, unless the member has resigned that office effective 18 days or more before nomination day.

#### Disqualification of candidate

**23.1** A candidate is disqualified and becomes ineligible to continue as a candidate in an election under this Act if, on or after the day the candidate's nomination has been accepted under section 28(5) and on or before election day, the candidate

- (a) is convicted of an offence
  - (i) punishable by imprisonment for 5 or more years, or
  - (ii) under section 123, 124 or 125 of the *Criminal Code* (Canada),
- or
- (b) uses or expends a contribution in contravention of section 147.23.

2024 c11 s1(12)

#### Re-election

**24(1)** A person who held office on a board of trustees under the *Education Act* and

- (a) who resigned that office to avoid making restitution for money the person received that disqualified the person from holding that office pursuant to this or any other Act and has been ordered by a judge to make restitution, or
- (b) who was declared by a judge to be disqualified to hold that office pursuant to this or any other Act,

is not eligible to become a member of that board of trustees until after 2 general elections have occurred after the date on which the person was ordered to make restitution or was declared to be disqualified.

(2) Notwithstanding that a by-election or general election has been held between the time when the disqualification of the member or former member arose and the time when the order or declaration has been made by the judge, subsection (1) applies and, if the person was re-elected, the person is not eligible to remain a member of the board of trustees.

(3) Notwithstanding subsections (1) and (2), a judge

- (a) who has made an order described in subsection (1)(a), or
- (b) who has declared a person to be disqualified

may reduce the period of disqualification.

(4) An appeal against the decision of a judge under this section lies to the Court of Appeal.

RSA 2000 cL-21 s24; 2012 cE-0.3 s276

#### **Nomination day**

**25(1)** Nomination day shall be 4 weeks before election day.

(2) A person may file a nomination to become a candidate

- (a) for a general election, within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day,
- (b) for a byelection, within the period beginning on the day after the resolution or bylaw is passed to set election day for the by-election and ending at 12 noon on nomination day.

RSA 2000 cL-21 s25; 2018 c23 s12; 2020 c22 s5

#### **Notice of nomination day**

**26(1)** The returning officer shall give notice of nomination day in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day.

(2) On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s26; 2003 c27 s9

#### **Form of nomination**

**27(1)** Every nomination of a candidate must

- (a) be in the prescribed form;
- (b) be signed by at least 5 persons who are electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
- (c) be accompanied with a written acceptance worn or affirmed in the prescribed form by the person nominated, stating
  - (i) that the person is eligible to be elected to the office
  - (ii) the name, address and telephone number of the person's official agent, if one has been appointed

- (iii) that the person will accept the office if elected
  - (iv) that the person will read and comply with the municipality's code of conduct if elected and;
  - (v) that the persons who have signed the nomination are electors who are eligible to vote in the election and resident in the local jurisdiction on the date of signing the nomination,
- and
- (b) if required by bylaw, be accompanied with a deposit in the required amount.
  - (c) be accompanied with a written acceptance sworn or affirmed in the prescribed form by the person nominated, stating
  - (d) (i) that the person is eligible to be elected to the office,
  - (e) (ii) the name, address and telephone number of the person's official agent, if one has been appointed,
  - (f) (iii) that the person will accept the office if elected,
  - (g) (iv) that the person will read and comply with the municipality's code of conduct if elected, and
  - (h) (v) that the persons who have signed the nomination are electors who are eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination,
  - (i) (d)if required by bylaw, be accompanied with a deposit in the required amount, and
  - (j) (e)if required by bylaw, be accompanied with a criminal record check.
- (1.1) A person who files a nomination shall also submit, in the prescribed form, the following information to the returning officer:
- a) the full name and contact information of the candidate;
  - b) the address of the place or places where records of the candidate are maintained and of the place to which communications may be addressed.
  - c) The name and address of the financial institutions to be used by or on behalf of the candidate for the candidate's campaign account, if applicable;
  - d) The names of the signing authorities for each account referred to in clause c, if applicable
- (1.2) When there is any change in the information required to be provided under subsection (1.1), the candidate shall notify the local jurisdiction in writing within 48 hours after the change, and on receipt of the notice the local jurisdiction shall update the information accordingly
- (1.3) Notice under subsection (1.2) may be sent by fax or email.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the *Education Act* of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to December 31 of a year before a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) Repealed 2018 c23 s13

RSA 2000 cL-21 s27;2003 c27 s10; 2006 c22 s14;  
2012 cE-0.3 w276; 2017 c13 s4;2018 c23 s13, 2020 c22 s6

### Nominations

**28(1)** Subject to subsection (1.2), nominations shall be submitted at the local jurisdiction office at any time during the nomination period.

(1.1) An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, provide that a returning officer may establish one or more locations, in addition to the local jurisdiction office, where a deputy may receive nominations

(1.2) If an elected authority passes a bylaw referred to in subsection (1.1), nominations shall be submitted to the local jurisdiction office or any location established by the returning officer at any time during the nomination period.

(2) The person nominated as a candidate is responsible for ensuring that the nomination filed under this section meets the requirements of section 27.

(3) Any person may file a nomination described in section 27 in accordance with this section.

(4) A returning officer shall not accept the following for filing:

(a) a nomination that is not completed in the prescribed form;

(b) a nomination that is not signed by at least the minimum number of persons required to sign the nomination.

(c) a nomination that is not sworn or affirmed by the person nominated

(c.1) if a bylaw has been passed under section 21.1, a nomination that is not accompanied with the criminal record check required by the bylaw;

(d) if a bylaw has been passed under section 29 (1), a nomination that is not accompanied by the deposit required by the bylaw.

(5) If the returning officer has not rejected a nomination form under subsection (4), the returning officer must sign the form to indicate that the form has been accepted.

(6) At any time after the commencement of the nomination period until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

6.1) A filed nomination paper referred to in subsection (6) must be made available in a partial or redacted form as necessary to ensure that the following is not disclosed:

- (a) the mailing address of the candidate and of the candidate's official agent;
- (b) any personal information that in the opinion of the returning officer, deputy or secretary would compromise the personal safety of the candidate.

**(6.2)** If a criminal record check accompanies a candidate's nomination papers, the results of the criminal record check must not be withheld or redacted under subsection (6.1) except to ensure that the mailing address of the candidate and of the candidate's official agent is not disclosed.

**(7)** The returning officer or secretary must retain all the filed nomination papers until the term of office to which the papers relate has expired.

**(8)** Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.

**(9)** A statement referred to in subsection (8) may be forwarded by electronic means, including by fax or email

**(10)** Within 48 hours of the close of nominations on nomination day, the returning officer shall post or cause to be posted at the local jurisdiction office the names of all candidates that have been nominated and the offices for which they were nominated.

RSA 2000 cL-21 s28;2003 c27 s11;2006 c22 s15;2012 c5 s108;  
2018 c23 s14;2020 c22 s7;2024 c11 s1(14)

#### **Material to be provided to candidate**

**28.1** The returning officer, on receiving a nomination paper, must, if requested by the candidate, provide to the candidate a sufficient number of copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52.

2006 c22 s16

#### **Deposit**

**29(1)** An elected authority may, by a bylaw passed prior to December 31 of the year before a year in which a general election is to be held, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.

**(2)** An amount fixed in a bylaw under subsection (1) may not exceed

- (a) \$1000, in the case of a local jurisdiction with a population of more than 10 000, or
- (b) \$100, in any other case.

RSA 2000 cL-21 s29;2006 c22 s17;2024 c11 s1(15)

#### **Disposition of deposit**

**30(1)** When a bylaw has been passed to provide for a deposit, the returning officer shall require the deposit to be paid in cash, by certified cheque, by money order, by e-transfer or by debit card or credit card.

**(2)** The candidate's deposit shall be returned to the candidate

- (a) if the candidate is declared elected,
- (b) if the candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes, or



(c) if the candidate withdraws as a candidate in accordance with section 32.

(3) If a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.

(4) If a candidate does not obtain the number of votes described in subsection (2)(b), the deposit shall be paid into the general revenue of the local jurisdiction for which the deposit requirement has been established.

RSA 2000 cL-21 s30;2003 c27 s12;2024 c11 s1(16)

#### **Insufficient nominations**

**31(1)** If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations

- (a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and
- (b) shall continue to remain open and be adjourned in the same manner from day to day until a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

(2) Repealed 2018 c23 s15.

(3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.

(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend to the Lieutenant Governor in Council a change in the status of the local jurisdiction or take any other action the relevant Minister considers necessary.

RSA 2000 cL-21 s31;2018 c23 s15;2024 c11 s1(17)

#### **Withdrawal of nomination**

**32(1)** A person nominated as a candidate may withdraw as a candidate at any time during the nomination period.

(2) Subject to subsection (3), at any time within 24 hours after the close of the nomination period, if more than the required number of candidates for any particular office are nominated, any person so nominated may withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

(3) Repealed 2024 c11 s1(18).

RSA 2000 cL-21 s32;2020 c22 s8;2024 c11 s1(18)

#### **Eligibility to vote**

**47(1)** A person is eligible to vote in an election held pursuant to this Act if the person

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) resides in Alberta and the person's place of residence is located in the local jurisdiction on election day.

(2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

(3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

(4) Repealed 2018 c23 s19

RSA 2000 cL-21 s47;2003 c27 s15;2006 c22 s23; 2018 c23 s19

#### Rules of residence

**48(1)** For the purposes of this Act, the place of residence is governed by the following rules:

- (a) a person may be a resident of only one place at a time for the purposes of voting under this Act;
- (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (1.1), designate one place of residence as the person's place of residence for the purposes of this Act;
- (b) the residence of a person is the place where the person lives and sleeps and to which, when the person is absent, the person intends to return;
- (c) a person does not lose the person's residence by leaving the person's home for a temporary purpose;
- (d) subject to clause (e), a student who
  - (i) attends an educational institution within or outside Alberta,
  - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
  - (iii) has family members who are resident in Alberta and with whom the student ordinarily resides when not attending an educational institution
 is deemed to reside with those family members;
- (e) if a person leaves the area with the intention of making the person's residence elsewhere, the person loses the person's residence within the area.

**(1.1)** For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- (b) the address to which the person's income tax correspondence is addressed and delivered;
- (c) the address to which the person's mail is addressed and delivered.

**(2)** A person who is a resident of a public school district, school division or regional division or of a separate school district, school division or regional division under the *Education Act* is deemed to be a resident of the public school division, or the separate school district, school division or regional division, as the case may be, under this Act.

(3) Repealed 2012cE-0.3 s276

RSA 2000 cL-21 s48;2003 c27 s16;2010 c9 s1; 2012 cE-0.3 s276

**Permanent electors register**

**49(1)** Subject to this section, a municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote that is compiled and revised primarily using information received from the Chief Electoral Officer.

**(2)** A municipality must enter into an agreement with the Chief Electoral Officer under the *Election Act*

- (a) to receive from the Chief Electoral Officer information that will assist the municipality in compiling or revising the permanent electors register, and
- (b) to provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors under the *Election Act*.

**(3)** A municipality may use any other information obtained by or available to the municipality to supplement the information received under subsection (1) in compiling and revising a permanent electors register.

**(3.1)** A municipality must enter in the permanent electors register any information referred to in subsection (5) that is collected under this Act during an election.

**(3.2)** A person may be added to the permanent electors register when the municipality has the information with respect to that person that is referred to in subsection (5)(a), (b) and (e).

**(3.3)** Notwithstanding this section, a summer village may, but is not required to, prepare a permanent electors register and enter into an agreement with the Chief Electoral Officer for the purposes of this section.

**(4)** The permanent electors register may be compiled or revised manually or by means of any computer-based system and may be kept in printed form or may be stored in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.

**(5)** The permanent electors register may contain only the following information about persons ordinarily resident in the municipality who are electors or may be eligible to be electors:

- (a) the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
- (b) the surname, given name and middle initial of the person,
- (c) the residential telephone number of the person,
- (d) the gender of the person,
- (e) the day, month and year of birth of the person, and
- (f) repealed 2018 c23 s20,
- (g) whether the person is a public school resident or a separate school resident.

**(6)** The information referred to in subsection (5)(d) and (e) obtained under this Act may be used only to verify the identification of an elector when compiling or revising the permanent electors register.

(7) Persons are entitled to have access to information in the permanent electors register about themselves or about another person on whose behalf they are authorized to act, to determine whether the information is correct.

(8) No candidate, official agent or scrutineer shall take a photograph or make a copy of the permanent electors register.

RSA 2000 cL-21 s49;2006 c22 s24;2018 c23 s20;2024 c11 s1(22)

**50 and 51** Repealed 2024 c11 s1(23).

#### Access for campaigners

**52(1)** A person to whom a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form indicating that the person is a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

(2) Repealed 2024 c11 s1(24).

RSA 2000 cL-21 s52;2003 c27 s18;2006 c22 s26;2018 c23 s21;  
2024 c11 s1(24)

#### Voting time for employees

**58(1)** An employee who is an elector shall, while the voting stations are open on election day, have 3 consecutive hours for the purpose of casting the employee's vote.

(2) If the hours of the employee's employment do not allow for 3 consecutive hours, the employer shall allow the employee any additional time for voting that is necessary to provide the employee the 3 consecutive hours, but the additional time for voting is to be granted at the convenience of the employer.

(3) No employer shall make any deduction from the pay of an employee nor impose on the employee or exact from the employee any penalty by reason of the employee's absence from the employee's work during the 3 consecutive hours or part of it.

(4) Subsections (1), (2) and (3) do not apply if the employer provides for the attendance of an employee who is an elector at a voting station while it is open during the hours of the employee's employment with no deduction from the employee's pay and without exacting any penalty.

1983 cL-27.5 s58

#### Candidate's scrutineer

**69(1)** If, at any time during voting hours, a person who is at least 18 years old presents to the presiding deputy a written notice, in a form acceptable to the returning officer,

- (a) signed by a candidate, and
- (b) stating that the person presenting the notice is to represent that candidate as the candidate's scrutineer at the voting station,

the person presenting the notice shall be recognized by the presiding deputy as the scrutineer of the candidate.

- (1.1) A person who has, within the previous 10 years, been convicted of an offence under this Act, the *Election Act* or the *Canada Elections Act* (Canada) is not eligible to be recognized as a scrutineer.
- (2) Before a person is recognized as a scrutineer, the person shall make and subscribe before the presiding deputy at the voting station a statement in the prescribed form.
- (3) The presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present in a voting station during voting hours.
- (3.1) The presiding deputy shall not permit a candidate to have both an official agent and a scrutineer present at the same time in a voting station during voting hours.
- (4) A candidate or official agent personally may
- (a) undertake the duties that the candidate's scrutineer may undertake, and
  - (b) attend any place that the candidate's scrutineer is authorized by this Act to attend.
- (5) The presiding deputy may designate the place or places at a voting station where a candidate, an official agent or a scrutineer of a candidate may observe the election procedure, and in designating the place or places, the presiding deputy shall ensure that the candidate, official agent or scrutineer can observe any person making a statement under section 53(1)(b) or (2), 77 or 78.
- (5.1) A scrutineer may perform the duties of a scrutineer at more than one voting station.
- (6) When, in the provisions of this Act that relate to the election of a member of an elected authority, expressions are used requiring or authorizing an act or thing to be done or implying that an act or thing is to be done in the presence of an official agent, a scrutineer or a candidate, the expression is deemed to refer to the presence of those an official agents and scrutineers
- (a) that are authorized to attend, and
  - (b) that have in fact attended at the time and place where that act or thing is being done,
- and if the act or thing is otherwise properly done, the non-attendance of an official agent or a scrutineer at that time and place does not invalidate it.
- (7) Except as otherwise provided in this Act, no person may impede a scrutineer from performing the duties of a scrutineer during voting hours.

RSA 2000 cL-21 s69;2006 c22 s33;2012 c5 s113;2018 c23 s26;  
2020 c22 s10;2024 c11 s1(32)

#### **Proof of appointment**

**71** If a person is appointed as a scrutineer under section 70, the person shall

- (a) before being admitted as a scrutineer to the voting station during voting hours, or
- (b) before being permitted to attend at the voting station for the counting of votes,

produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

RSA 2000 cL-21 s71;2003 c27 s23;2006 c22 s35

**Advance vote stations**

**75(1)** When an advance vote is authorized, the returning officer shall establish the number of advance voting stations the returning officer considers necessary.

**(1.1)** If there are wards in a local jurisdiction, the returning officer is not required to establish an advance voting station in each ward but must establish at least one voting station..

**(2)** If there are wards in a local jurisdiction, the presiding deputy shall maintain separate ballot boxes for each elected authority.

**(3)** A vote held at an advance voting station must be conducted in the same manner as a vote on election day except that

- (a) a fresh ballot box must be used on each day of the advance vote, and
- (b) on the completion of each day of the advance vote, the ballot box used that day must be sealed so that no ballots can be deposited in it without breaking the seal, and the ballot box must remain like that and be stored in a secure place until it is opened for the counting of ballots at the close of the voting stations on election day.

RSA 2000 cL-21 s75;2003 c27 s25; 2018 c23 s29

**Recount**

**98(1)** The returning officer may make a recount of the votes cast at one or more voting stations if

- (a) a candidate or an official agent or a scrutineer of a candidate recognized pursuant to section 69 or, in the case of a vote on a bylaw or question, a scrutineer appointed pursuant to section 70(1) shows grounds that the returning officer considers reasonable for alleging that the record of the result of the count of votes at any voting station is inaccurate,
- (b) the returning officer considers that the number of
  - (i) valid ballots objected to, or
  - (ii) rejected ballots other than those on which no vote has been cast by an elector, was sufficient to affect the result of the election if they had not been counted or rejected, as the case may be, or
- (c) the returning officer is of the opinion that there may have been an administrative or technical error that may cause an error in the count of votes.

error in the count of votes.

**(1.1)** The returning officer shall make a recount of the votes cast at one or more voting stations if the returning officer receives an application for a recount under subsection (1.2) and the returning officer is satisfied that,

- (a) where one office is to be filled, the difference between the number of valid ballots marked for the candidate with the highest number of votes and the number of valid ballots marked for the candidate with the 2nd highest number of votes is within 0.5% of the total number of valid ballots marked at the election for that office, or
- (b) where more than one office is to be filled from a pool of candidates, the difference between the number of valid ballots marked for the candidate with the lowest sufficient number of votes to be declared elected to one of the offices and the number of valid ballots marked for the candidate with the highest insufficient number of votes to be declared elected is within 0.5% of the total number of valid ballots marked at the election for those offices.

- (1.2) An application for a recount under subsection (1.1)
- (a) may only be made,
    - (i) in an election for an office referred to in subsection (1.1)(a), by the candidate with the 2nd highest number of votes or the official agent for that candidate, or
    - (ii) in an election for an office referred to in subsection (1.1)(b), by the candidate with the highest insufficient number of votes or the official agent for that candidate,
  - (b) may only be made
    - (i) during the time specified in subsection (4), or
    - (ii) within 48 hours after the statement of results is announced or posted in accordance with section 97(2),
- and
- (c) must be made to the returning officer.
- (2) If the returning officer makes a recount, the returning officer shall
- (a) 12 hours before the recount, notify
    - (i) any candidates who may be affected by the recount or, in the case of a vote on a bylaw or question, one scrutineer in support of the passage of the bylaw or voting in the affirmative on the question and one scrutineer in opposition to the passage of the bylaw or voting in the negative on the question, and
    - (ii) those officers that the returning officer considers necessary to assist in the recount,
  - (b) break the seal of the ballot box, and
  - (c) proceed to count the ballots contained in it in the same manner as the deputy presiding at the voting station is directed to do.
- (3) After the recount, the returning officer shall
- (a) correct the ballot account if necessary,
  - (b) place in the ballot box all the documents contained in it at the time the returning officer broke the seal, and
  - (c) close the ballot box and seal it with the returning officer's seal.
- (4) An application under this section may be made during the 44 hours immediately following the closing of the voting stations but may not be made afterwards.
- (5) The returning officer shall complete the recount
- (a) in the case of an election other than a vote on a bylaw or question, prior to the time set for the declaration of the results under section 97(2), or
  - (b) in the case of a vote on a bylaw or question, within 96 hours of the close of the voting stations on election day.

- (6) A declared vote under section 99 at the original count of ballots shall be counted at the recount of ballots only if the recount confirms the equality of votes among the same candidates as at the original count.
- (7) If the recount results in an equality of votes different from the result of the original count and it is necessary to determine which candidate is elected, section 99 applies.
- (8) If votes have been taken and counted under section 84, a reference in this section to a voting station is deemed to include the place where the votes were counted.
- (9) If a returning officer determines that a recount will be made in a local jurisdiction that is divided into wards or divisions, the returning officer may determine the number of voting stations for which a recount is required in accordance with subsection (1).

RSA 2000 cL-21 s98;2006 c22 s51;2012 c5 s117; 2018 c23 s45

2024 c11 s1(46)

#### Judicial recount application

**103(1)** At any time within 19 days after the close of the voting stations on election day, any elector may apply to the Court for a recount, after the elector has

- (a) filed an affidavit with the clerk of the Court alleging reasonable grounds for believing that the returning officer or a deputy or other officer presiding at the voting station, in counting the ballots given at the election, improperly counted or rejected ballots, and
- (b) deposited with the clerk of the Court \$300 in cash, or by certified cheque or by money order, as security for the payment of costs and expenses.

(2) The deposit of \$300 shall not be paid out by the clerk without the order of a judge.

RSA 2000 cL-21 s103;2003 c27 s37;2009 c53 s104

#### Prohibitions

**148(1)** No person shall

- (a) without authority supply a ballot to any person,
- (b) fraudulently put into a ballot box any paper other than a ballot that the person is authorized by this Act to deposit,
- (c) fraudulently take a ballot out of the voting station,
- (d) without authority destroy, take, open or otherwise interfere with any ballot box or packet of ballots then in use for the purpose of an election.

(2) No person shall

- (a) request a ballot in the name of some other person, whether the name is that of a person living or dead or of a fictitious person, or
- (b) having voted once, request at the same election a ballot in the person's own name.

(3) No person shall vote knowing that the person has no right to do so.

(3.1) No person shall obstruct any person carrying out an inquiry, investigation or examination under this Act or withhold from that person or conceal or destroy any books, papers, documents or things relevant to the subject-matter of the investigation or examination.



(4) No person shall make or sign a false statement for any purpose related to an election or vote held or to be held under this Act.

(5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.

(6) Notwithstanding anything in this section, the returning officer may at any time after nomination day cause a facsimile of the ballot for chief elected official, member of an elected authority, bylaw or question to be published as often as the returning officer considers necessary in a newspaper circulating in the area, for the information of the electors.

(7) A person who contravenes subsection (1), (2), (3), (4) or (5) is guilty of an offence and liable to a fine of not more than \$10 000 or to imprisonment for not more than 6 months or to both fine and imprisonment.

1983 cL-27.5 s148;1988 c31 s10;1991 c23 s2(61);  
1994 cM-26.1 s642(42);1997 c15 s32

#### Offences – Integrity of the vote

**150(1)** Every returning officer, deputy, candidate, constable, official agent and scrutineer in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.

(2) No person shall interfere with or attempt to interfere with an elector when the elector is marking the elector's ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.

(3), (4) Repealed 2024 c11 s1(68).

(5) No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.

(6) No person shall communicate at any time to any person any information obtained at a voting station as to which candidate any elector at that voting station is about to vote or has voted for.

(7) No returning officer, deputy, official agent or scrutineer in attendance at the counting of the votes shall communicate or attempt to communicate any information obtained at that counting as to which candidate or candidates any vote is given for.

(8) No person shall directly or indirectly induce an elector to display the elector's ballot, after the elector has marked it, so as to make known to any person the name of any candidate for whom the elector has or has not marked the elector's ballot.

(9) A person who contravenes this section is guilty of an offence and liable to a fine of not more than \$5000 or to imprisonment for a term not exceeding 2 years or to both fine and imprisonment.

RSA 2000 cL-21 s150;2006 c22 s57;2024 c11 s1(68)

#### Offence – candidate's acceptance

**151** A candidate for elective office who signs a candidate's acceptance form that contains a false statement is guilty of an offence and liable to a fine of not more than \$1000.

1983 cL-27.5 s151

#### Advertisement distribution

**152(1)** Subject to subsection (2), a person who, on election day,

- (a) displays inside or on the outside of a building used for a voting station, or
- (b) distributes within a building used for a voting station,

an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper except those posted by the deputy in accordance with this Act is guilty of an offence and liable to a fine of not more than \$500.

(2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.

(3) Repealed 2018 c23 s53..

(4) Where a person displays an advertisement, handbill, placard, poster, circular, pamphlet, newspaper or other paper contrary to subsection (1), the deputy may cause it to be removed, and neither the deputy nor any person acting under the deputy's instructions is liable for trespass or damages resulting from or caused by the removal.

RSA 2000 cL-21 s152;2006 c22 s58; 2018 c23 s53; 2020 c22 s20

#### **Campaign activities at a voting station**

**152.1(1)** Subject to subsection (2), a person who, at an advance vote or on election day, canvasses or solicits votes, or communicates with any person for the purpose of influencing that person's vote, in a voting station or within the boundaries of the land on which a building used for a voting station is located is guilty of an offence and liable to a fine of not more than \$500.

(2) When a voting station is located in a building containing a complex of interlocking offices, stores or other facilities, the prohibition in subsection (1) applies only to the store, office or facility comprising the area used as a voting station.

(3) If a person contravenes this section, the deputy may issue one or more of the following directions to the person:

- (a) to cease all conduct that constitutes a contravention;
- (b) to leave a location referred to in subsection (1) or (2);
- (c) to move to a location specified by the deputy.

(4) A person who, on receiving a direction under subsection (3), fails to immediately comply with the direction is guilty of an offence and liable to a fine of not more than \$500.

(5) If a person contravenes this section, the deputy may request the assistance of a peace officer

- (a) to aid the deputy in maintaining unobstructed public access to the voting station, and
- (b) to remove a person who has refused to comply with a direction referred to in subsection (3) from a location referred to in subsections (1) and (2).

2018 c23 s54;2020 c22 s21

#### **Interference with posted documents**

**153** A person who, without authorization, takes down, covers up, mutilates, defaces or alters any notice or other document required to be posted under this Act is guilty of an offence and liable

- (a) if the person is an officer, to a fine of not more than \$1000, and

(b) in any other case, to a fine of not more than \$200.

1983 cL-27.5 s155;1997 c15 s36

Candidate guide – running for municipal office



# A Candidate's Guide:

## Running for Municipal Office in Alberta

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Elections during the COVID-19 pandemic

This guide is only applicable for the 2021 general election year

*Alberta* ■

**NOTE: This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year only.**

A Candidate's Guide: Running for Municipal Office in Alberta

Published by Alberta Municipal Affairs

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It is important to recognize that this guide has been developed as a reference for, and as an explanatory document to the *Local Authorities Election Act*. This guide is not legal advice, and it cannot be used in place of consulting with a lawyer. This guide cannot anticipate every aspect, circumstance or situation that municipalities or candidates may encounter while working through their specific election process. If a municipality or candidate needs help finding a lawyer, please visit the Law Society of Alberta website. Should this guide conflict with the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, or the **Local Authorities Election Act** in word or interpretation, the legislation shall prevail.

December 2020

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## Introduction

Per Ministerial Order MSD:103/20, the following section of the *LAEA* is modified to address challenges presented by the COVID-19 pandemic and ensure municipalities have the tools necessary to adhere to public health orders while conducting the municipal general election in 2021:

- Section 30(1) is modified to allow the deposit to be provided to the returning officer by in-person payments using a debit card or a credit card.

This modification is in effect only for the 2021 general election year. For all other election events, please refer to the regular version of this guide.

A copy of the Ministerial Order can be viewed at: [gp.alberta.ca](http://gp.alberta.ca)

Alberta Education may have another Ministerial Order that is specific for School Board Trustee candidates for the 2021 general election.

This guide is designed to give prospective candidates an understanding of the process and legislative requirements for running for municipal office in Alberta.

It is important candidates read and understand the offences in the *Local Authorities Election Act* as they relate to their campaign. Offences are in place to ensure candidates run their campaigns on a level playing field and to ensure that candidates are being held to a high standard. Offences are not taken lightly, and if found guilty of an offence, candidates can face fines, imprisonment, disqualification from office, and the inability to run in future elections. If there are any questions regarding compliance with the legislation, candidates are encouraged to seek out independent legal counsel.

This guide is not legally binding and we recommend you obtain a copy of the *Local Authorities Election Act* and other relevant statutes and regulations.

**NOTE:** This guide reflects modifications made to the *Local Authorities Election Act (LAEA)* in light of public health orders and/or recommendations from the Chief Medical Officer of Health regarding the COVID-19 pandemic. As such, the information in this guide is specific to the 2021 general election year only.

## Local Authorities Election Act

The *Local Authorities Election Act (LAEA)* is the main legislation that guides the conduct of a municipal election or by-election. Copies can be obtained through the Alberta Queen's Printer, [gp.alberta.ca](http://gp.alberta.ca), 780-427-4952 (toll-free by first dialing 310-0000).

All definitions, procedures and processes outlined in this guide are from the LAEA. Should you require further clarification on any definitions, procedures or processes you are encouraged to review and consult the legislation, ask the returning officer in your municipality, or seek an independent legal opinion. All forms required by legislation can be found in the *Local Authorities Election Act Forms Regulation*, on the Government of Alberta website, or by contacting your municipality.

## Municipal Government Act

The *Municipal Government Act (MGA)* is the primary legislation that governs municipalities. Copies can be obtained through the Alberta Queen's Printer, [gp.alberta.ca](http://gp.alberta.ca), 780-427-4952 (toll-free by first dialing 310-0000).

Section references noted throughout the document refer to:

- *Local Authorities Election Act*, RSA 2000, c L-21 (LAEA)
- *Municipal Government Act*, RSA 2000, c M-26 (MGA)

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## Before Filing Nomination Papers

This section provides a brief overview of what to take into consideration prior to running for municipal office.

### Accepting Contributions or Incurring Expenses

As of January 1, 2019, candidates are no longer required to register or file a notice of intent to run with their municipality prior to filing nomination papers.

If candidates have previously filed a notice of intent to run with the municipality they intend to run in, candidates will still be required to file a nomination paper in order to be a candidate under the *Local Authorities Election Act*. As of January 1, 2019, the notice of intent to run no longer enables candidates to accept contributions.

**LAEA  
s.147.22**

**A candidate may not accept contributions OR incur campaign expenses until the candidate files a nomination paper with the municipality or school board that they intend to run in (with some exceptions under section 147.22(3)). A nomination may not be filed until:**

**LAEA  
s.25(2)**

- January 1 of the election year, for general election candidates,
- The day a resolution or bylaw is set for a by-election, for by-election candidates.

**LAEA  
s.21(1)**

### Are you qualified to become a candidate?

To become a municipal candidate you must be at least 18 years of age on nomination day, a Canadian citizen, and you must have been a resident of the local jurisdiction for the six consecutive months immediately preceding Nomination Day.

**LAEA  
s.21(1)**

### Qualification Requirements in a Ward System

In a municipality, other than a city, with a ward system, you must be a resident of the ward or the electoral division in which you intend to run for the six consecutive months immediately preceding nomination day.

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**LAEA  
s.21(2)**

### **Qualification Requirements in a City with a Ward System**

In a city with a ward system, it is required that you have been a resident of the city for six months immediately preceding nomination day, not necessarily the ward in which you wish to run.

**LAEA  
s.12(b)  
s.12(h)**

### **Qualification Requirements in a Summer Village**

The requirements to become a candidate in a summer village election differ than those in other municipalities. Candidates are encouraged to review the LAEA to understand the eligibility requirements in summer villages. Candidates must:

- meet the voter eligibility requirements
  - o 18 years or older,
  - o a Canadian citizen, and
  - o named or have a spouse/partner who is named as owner on the title of property within the summer village), and
- have been a resident of Alberta for the 12 consecutive months immediately preceding Election Day.

It is not necessary to be a full-time resident of the summer village but candidates must meet the requirements to vote in a summer village.

**LAEA  
s.25(1)  
s.25(2)(a)**

### **When is Nomination Day?**

In the case of general elections, Election Day occurs on the third Monday in October every four years. Candidates can begin to file nomination papers on January 1 in the year of the election, up until Nomination Day, four weeks prior to Election Day. If a municipality has passed a bylaw under section 11(2) of the *Local Authorities Election Act*, which allows for Election Day to be held on the Saturday immediately before the 3<sup>rd</sup> Monday in October, the last day to file nomination papers would then fall on the Saturday, four weeks prior to Election Day. Nomination Day is the last day a person may file a nomination to become a candidate in the election.

**\*If a senate election or provincial referendum is held in conjunction with the municipal election, municipalities are not permitted to hold their general election on Saturday.**

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**LAEA  
s.25(2)(b)** In the case of a by-election, Election Day will be set through a resolution of council. Candidates can begin to file nomination papers the day following when the resolution was passed up until Nomination Day, four weeks prior to Election Day.

**LAEA  
s.12(a)(f)  
s.12(d)** In the case of a summer village, Nomination Day must occur in June and/or July and Election Day occurs four weeks following Nomination Day. Nomination Day is set by council resolution.

**s.22(1)** **Ineligibility for Nomination**

**No one is eligible to become a candidate under any of the following circumstances:**

- if you are the auditor of the municipality;
- if your property taxes are more than \$50 in arrears (excluding indebtedness on current taxes, and indebtedness for arrears of taxes for which the person has entered into a consolidation agreement with the municipality);
- if you are in default for any other debt to the municipality in excess of \$500 for more than 90 days; or
- if within the previous 10 years you have been convicted of an offense under the *Local Authorities Election Act*, the *Election Act*, *Election Finances and Contributions Disclosure Act*, or the *Canada Elections Act*.

**MGA  
s.174(1)(c)** If you are a judge, Member of the Senate or House of Commons of Canada, or Member of the Legislative Assembly, you must resign that position before you take office as a member of a municipal council.

**LAEA  
s.22(1.2)** A person will be ineligible for nomination if they have failed to comply with the campaign finance and disclosure requirements of the LAEA and:

- the secretary (chief administrative officer) transmitted a report in respect to that person, and/or
- the court did not dispense with, or extend the time for compliance.

A person is deemed to be ineligible under these circumstances for either an eight-year period following the day that a report was transmitted by the secretary, or a three-year period following the day the disclosure statement was filed with the municipality (which ever period expires first).

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**LAEA  
s.22(1.1)  
s.22(5)  
s.22(5.1)**

*NOTE: If you are a municipal employee and you wish to run for local office, or a school board employee running for election as trustee of a school board, you must take a leave of absence without pay as outlined in the LAEA. This point does not apply if you perform duties for a jurisdiction in a volunteer capacity. You may notify your employer on or after July 1 in the election year (on or after the day council passes a resolution setting Election Day in the case of a by-election) but before the last working day prior to Nomination Day. Any employee who requests a leave of absence without pay in accordance with those conditions must be granted it.*

## Other Considerations

### Time Commitment

The demands on your time while being an elected official can be heavy. You will be elected for a four-year term of office and during that time you will be required to attend:

- regular and special meetings of council;
- council committee meetings;
- meetings of other boards and agencies to which you are appointed as a council representative;
- conferences, conventions, seminars and workshops for training and discussion; and
- other events promoting your municipality.

Time should also be spent reading agenda material and talking with residents, the chief administrative officer and other relevant stakeholders. This work will all be part of the necessary preparation for meetings so you can make informed decisions.

### Remuneration

Elected officials generally receive remuneration or other financial compensation for the time and energy they have devoted to their community. As the remuneration varies in each municipality, check with your local municipal office to find out about remuneration for elected officials in your jurisdiction.

### Roles and Responsibilities of an Elected Official

As a member of council, you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of council depends on your ability to be an active member of the team and to respectfully persuade the other members of council to

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adopt and support your view. Decisions of council may only be made by resolution or bylaw and must be made at public meetings, at which a quorum is present. As an elected official, you will also have to find the balance between representing the views of those who elected you and your own individual convictions.

As an individual member of council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees alone. Any promise you make as a part of your election campaign that involves municipal expenditures or the activities of employees can only be carried out if you can obtain the support of your fellow council members in carrying out that promise.

The Canadian Constitution grants responsibility for municipal institutions to the provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to municipal councils. The legislation you will refer to most often is the *Municipal Government Act* as this is the legislation that allows for many decisions that council can make.

**MGA  
s. 7**

In accordance with the *Municipal Government Act*, a municipal council may pass legislation in the form of municipal bylaws. These bylaws remain in effect until they are amended or repealed. You will not be starting with a blank slate and creating your ideal municipality from scratch. If you are running with some kind of reform in mind, you will have to become familiar with what exists, how it has been created – by bylaw, resolution or policy – and why it exists before you will be able to start discussing proposed changes.

Municipalities often make local bylaws available to the public through their municipal websites. Otherwise, you can ask for copies at the municipal office.

## **Administration of a Municipality**

As a member of council, it will be your duty to establish policy for your municipality. It is the job of the administration to implement the policy direction. Alberta municipalities have competent and dedicated administrators. The chief administrative officer (CAO) is often said to be the only direct employee of Council, and you will rely on the support, advice and assistance of your CAO if you are to be an effective member of council. The CAO's training, experience and understanding of how and why things have developed the way they have will be an important resource for you.

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## **How else can I prepare?**

The best way to find out what the job is all about is to spend some time reading relevant municipal documents and talking to current members of council. You may also wish to:

- familiarize yourself with local bylaws and municipal legislation;
- read council agendas and minutes;
- observe council meetings from the gallery; and
- talk to municipal staff to find out what other information is available.

It is common practice in many municipalities to publish a prospective candidate's information guide. These guides will provide valuable insight into time commitments, practices and expectations of holding office in that municipality.

Researching now will help you in your campaign and prepare you for assuming office.



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# Nomination Papers

This section provides a brief overview of the information included on the nomination paper and the nomination day process.

## Form of Nomination

**LAEA  
s. 27**

Your nomination must be filed using the required forms (Form 4 – Nomination Paper and Candidate's Acceptance and Form 5 – Candidate Information). Contact the local municipal office to determine where to get the nomination form and to seek advice on filling out the form accurately. The CAO, returning officer, or municipal clerk will be able to help you.

**LAEA  
s.27(1)**

### What is included in the Form of Nomination?

Generally, your nomination paper must be signed by at least five (5) voters eligible to vote in the election. The signatures collected must be from people who are resident in the municipality on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature. You may begin to collect signatures at any time but cannot file your nomination papers with the returning officer until January 1 in the year of the election. In the case of a by-election, candidates may begin to file their nomination papers the day following when the resolution was made to set the date. In the case of summer villages, the council is required to set Election Day and nomination day will be four weeks prior to election at the times and location provided for through council resolution. It is often a good idea to obtain more than the required number of signatures in the event that one or more persons were not eligible to sign the nomination form.

**LAEA  
s.27(2)**

- Cities with a population of at least 10,000 may pass a bylaw increasing the number of voters' signatures required to a maximum of 100. Ensure you check with the municipality to determine the number of signatures you require for nomination.

**LAEA  
s.27(3)**

- If you are seeking election in a municipality with a division or ward system, the voters signing your nomination form must be residents in the ward or division that are you running in.

**LAEA  
s.12(b)**

In summer villages, the nominators must be:

- eligible to vote in the election;

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- 18 years of age;
- a Canadian Citizen; and
- either residents or those named on the certificate of title as the person who owns property within the summer village or is the spouse or adult interdependent partner of the person named on the title.

In addition to the signatures, the nomination paper must also be complete with the written acceptance signed in the prescribed form by the person nominated. If a candidate's information changes, that information must be updated with the local jurisdiction, in writing, within 48 hours of that change.

**LAEA  
s.28(4)**

The returning officer will not accept the following:

- A nomination that is not completed in the prescribed form.
- A nomination that is not signed by at least the minimum number of persons required to sign the nomination.
- A nomination that is not sworn or affirmed by the person nominated (your municipal office may have information regarding who the Commissioner for Oaths are in your area).
- A nomination that is not accompanied by a deposit (if required by bylaw).

**LAEA  
s.68.1**

### **Official Agent**

On the nomination form, you may choose to appoint an elector to be your official agent. This person may act as the signing authority for the campaign bank account and manage aspects of your campaign as directed by you. No candidate may act as an official agent for another candidate.

If you have appointed an official agent, you must include the information on the candidate's nomination form. If, at any time, the information changes or there is a need to appoint a new official agent, the candidate is required to notify the returning officer immediately.

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# Nomination Period

## Filing the Nomination Form

**LAEA  
s. 27**

Once you have completed the nomination form, the next step is to ensure that you file the Nomination Paper and Candidate's Acceptance Form (Form 4), as well as the Candidate Information Form (Form 5) during the nomination period, prior to the final Nomination Day.

**LAEA  
s.25**

## How do I file my Nomination Form?

Completed nomination forms can be filed with the returning officer at any time beginning on January 1 in the year of the general election and until four (4) weeks prior to Election Day. In the case of a by-election, the returning officer can begin to accept nomination papers the day following the day when the resolution was made by council setting the date for the by-election.

**LAEA  
s. 12(d)**

For summer villages, nominations for councillor must be received by the returning officer in June or July (or both), in the year of the general election. The date, time and location of where nomination papers will be accepted must be established by council.

**LAEA  
s.26**

Municipalities will advertise in one of three ways:

- in a newspaper, or another publication circulating in the area once a week for two weeks prior to the close of nominations,
- a direct mail-out or delivery of a notice to every residence at least one week prior to the close of nominations, or
- in accordance with their advertisement bylaw.

The advertisement will indicate where and when the returning officer will receive the nominations. It is important to check the advertisement or with your municipality for the time and location to file your nomination papers.

**LAEA  
s.28(3)**

## Do I have to file my Nomination Form in person?

Nominations shall be submitted to the returning officer, or their designate, at any time during the nomination period. It is best to deliver your nomination form in person; however, anyone may submit your nomination paper on your behalf. If you are unable to submit your

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nomination paper yourself, ensure that the forms are completed fully prior to it being filed with the returning officer because, as the candidate, it is your responsibility for ensuring that your forms are fully completed and meet the requirements for filing under section 27 of the *Local Authorities Election Act*.

During the COVID-19 pandemic, it is strongly recommended that candidates contact the local jurisdiction office to ask if the building is open to the public to accept nominations in person and if not, to inquire if there are alternative ways to submit the nomination forms. The specific requirement of the *LAEA* to submit nomination forms can be met by having forms mailed or delivered by courier. This could pose a risk for delivery guarantee that candidates should be aware of as it is the responsibility of the candidate to meet the requirements of the *LAEA* and have information submitted to the local jurisdiction office by the deadline on nomination day.

Local jurisdictions can also accept nomination forms at specific times set by the returning officer, by appointment, or at a secure drop box.

LAEA  
s.29  
Ministerial  
Order No.  
MSD:130/20

### **Do I have to pay a deposit to file my Nomination Form?**

Municipalities may pass a bylaw requiring a deposit to accompany nominations. The amount fixed in the bylaw may not exceed:

- \$1,000 in municipalities with a population over 10,000; and
- \$100 in all other municipalities.

When you inquire or pick up the nomination form from the municipality, ensure that you seek clarification on whether a deposit is required and the amount of the deposit.

If a deposit is required, it must be paid, in full, at the time you file your nomination form. A deposit must be payable to the municipality and may be paid using:

- cash,
- certified cheque,
- money order, or
- ~~debit or credit card.~~

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**LAEA  
s.30**

### **Will I get my deposit back?**

Your deposit will be returned to you if you:

- are elected,
- get at least one-half the number of votes of the person elected to office with the least number of votes, or
- withdraw as a candidate within 24 hours of the close of nominations.

**LAEA  
s.32**

### **Withdrawing Nominations**

Candidates may withdraw their nomination form at any time during the nomination period and up to 24 hours (48 hours in a summer village) after the close of the nomination period, provided the number of candidates nominated exceeds the number of positions for the office you are seeking.

If candidates choose to withdraw, they must provide written notice, in person, to the returning officer.

The returning officer cannot accept a withdrawal if the number of nomination papers received, equal the number of vacant offices.

**LAEA  
s.31**

### **Insufficient Nominations**

In the event that the number of nominations filed is less than the number of vacancies in the municipality, the returning officer will be available to receive nominations the next day from 10 a.m. to 12 p.m. This process continues for up to six business days (calendar days in summer villages) until an adequate number of nominations are received. If, at the end of the six-day period, insufficient nominations continue, municipalities are required to contact the Minister of Municipal Affairs.

**LAEA  
s.34**

### **Acclamations**

If, by noon on any of the six days described above, the number of candidates nominated equals the number of vacancies in the municipality, nominations will be closed and the returning officer will declare the candidates elected by acclamation (no election will be held).

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**LAEA  
s.35**

### **Requirement for Election**

If more than the required nominations are received by noon on any of the days, nominations will be closed and the election will be held according to process.

**LAEA  
s.12(d)**

### **Summer Villages**

In the case of a summer village, the returning officer will announce the time and place when further nominations will be received.

## **Late Filing of Nominations**

The returning officer **CANNOT** accept nominations after 12:00 p.m. on Nomination Day (four weeks prior to Election Day). Ensure you check with your municipality on the time and location for filing nomination forms and ensure you file your nomination paper well in advance at the location available. Despite the name of "Nomination Day", it is useful to think of it as a nomination deadline day. There is no need to wait until Nomination Day to file forms and if there is any question of your availability, be sure to file your forms prior to this date.

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## Candidate Contributions & Expenses

Candidates are strongly encouraged to read and understand Part 5.1 of the *Local Authorities Election Act* as it pertains to Election Finance and Contribution Disclosure.

### Contributions and Expenses

**LAEA  
s.147.1(1)(a)**

#### What are allowable campaign expenses?

At a basic level, a "campaign expense" is an expense a candidate makes in the course of a campaign to help get elected. Technically, this includes any expense incurred, or non-monetary contribution received, by a candidate to the extent that the property or service that the expense was incurred for, or that was received as a non-monetary contribution, is used to directly promote or oppose a candidate during a campaign period. "Campaign expense" includes an expense incurred for, or a non-monetary contribution, in relation to:

- The production of advertising or promotional material,
- The distribution, broadcast or publication of advertising or promotional material in any media or by any other means during a campaign period, including by the use of a capital asset,
- The payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer in any other capacity,
- Securing a meeting place, or
- The conduct of opinion polls, surveys or research during a campaign period.

**LAEA  
s.147.2(4)**

#### Can I self-fund my campaign?

Yes, candidates may choose to entirely self-fund their campaign; however, contribution limits apply to self-funded campaigns. A candidate may contribute up to and including \$10,000 to his or her own campaign.

Excluded from the \$10,000 would be any amounts that the candidate is reimbursed from the campaign account if it is reimbursed before the end of the campaign period and the funds were used to pay for campaign expenses.

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A candidate takes a risk by making expenditures based on anticipated future contributions, in the event that the future contributions don't materialize.

**LAEA  
s.147.2**

## **Contributions to Candidates**

No contributions may be accepted until the nomination period commences (January 1 of an election year for a general election and the day after the resolution/bylaw is passed for a by-election) and a candidate files nomination papers.

\*Although contributions cannot be accepted in the campaign period until a person has filed nomination papers, the legislation does provide the ability for a potential candidate to incur expenses and accept minimal contributions outside of the campaign period and prior to filing nomination papers. A person may accept up to \$5,000 annually in contributions outside of the campaign period, as well as contribute up to \$10,000 of their own funds outside of the campaign period.

**LAEA  
s.147.2(5)**

After a person files nomination papers in the campaign period, the person officially becomes a candidate and may accept contributions of up to \$5,000 from any person who is ordinarily a resident in Alberta.

Candidates cannot accept contributions from any prohibited organization, including a corporation or unincorporated organization.

Candidates, or those acting on their behalf, should not directly or indirectly solicit contributions if the candidate knows or ought to know that the potential contributor

- does not ordinarily reside in Alberta,
- is a corporation or unincorporated organization, or
- will exceed the contribution limits.

**LAEA  
s.147.3(1)(a)  
&  
LAEA  
s.147.3(1)(c)**

A candidate must open a bank account in the name of the candidate or in the name of the campaign as soon as possible after the amount of contributions from any person(s) exceeds \$1,000 in the aggregate, including any money paid by the candidate out of their own funds. Money in that account must then only be used for the payment of campaign expenses.

**LAEA  
s.147.1(1)(c)  
&  
LAEA  
s.147.3(1)(e)**

Contributions of real property, personal property, goods and services have to be valued. Throughout the duration of the campaign, receipts must be issued for every contribution received, and be obtained for every expense. Receipts will assist candidates in creating itemized expense reports and can be used as proof of contributions.



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**LAEA s.147.1(1)(c)** Campaign contributions do not include services provided by a volunteer who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or the time spent providing the services.

**LAEA s.147.3(1)(f)** All campaign records of contributions and expenses must be kept for a minimum of three (3) years following the date the disclosure statements were required to be filed. That date is on or before March 1 immediately following a general election, or within 120 days of a by-election.

**LAEA s.147.24** **Contributions Not Belonging to Contributor**

Individuals cannot contribute to a candidate if the funds they are contributing do not belong to that individual, or if the funds were given to the individual by another individual or a prohibited organization (corporations, trade unions, employee organizations, unincorporated organizations) for the purpose of making a contribution to a particular candidate. Candidates shall not solicit nor accept a contribution if they know or ought to know that it is prohibited.

**LAEA s.147.23** **Anonymous and Ineligible Contributions**

If a candidate receives an anonymous contribution, the candidate must return the contribution to the contributor immediately (if the identity of the contributor can be established), or donate the total contribution to a registered charity or the local municipality.

**LAEA s.147.31** **Fund-raising Functions**

"Fund-raising functions" includes any social function held for the purpose of raising funds for an election campaign.

**LAEA s.147.31(2)** Candidates must ensure they record the gross income from any fundraising function held for their campaign. In addition, if the function is held by the sale of tickets, the amount of the contribution is to be determined using the following rules:

- LAEA s.147.31(3)**
- If the individual charge is \$50 or less, it is not considered a contribution unless the individual who pays the charge specifically requests it to be a contribution. If a request is made, half of the amount is allowed for expenses and half is considered a contribution. Even if the amount is not considered a contribution, the candidate may choose to still issue a receipt and keep a record of the transaction.

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- If the individual charge is more than \$50 but less than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution.
- If the contribution is more than \$100, 25 per cent of the amount is allowed for expenses and the remaining balance is considered to be a contribution.

LAEA  
s.147.32  
LAEA  
s.147.4(1)(b)

As a part of the candidate's responsibilities, they, or a person acting on their behalf, **must** issue a receipt for every contribution received. If a contribution is in excess of \$50, the name and address, and the amount of the contribution must be recorded because it is required to be included with the campaign disclosure statements.

LAEA  
s.147.33

## Loans

Candidates may borrow money only from a financial institution and shall record all loans and their terms. All loans and their terms must be reported accordingly to the local jurisdiction.

Only a person ordinarily resident in Alberta may make a payment on behalf of the borrower (the candidate) in respect to a loan. If the individual is not reimbursed by the borrower (candidate) before the candidate is required to file a disclosure statement, any payment made towards a loan becomes a contribution by that individual and a contribution accepted by the candidate.

LAEA  
s.147.34

## Campaign Expense Limits

The *Local Authorities Election Act* allows for the establishment of a regulation that sets out the amount of money that may be spent by candidates during the campaign period. There is no regulation for the purpose of the 2021 municipal election and therefore candidate spending is not restricted.

LAEA  
Part 8  
s.190-205

## Elections Alberta/Election Commissioner

As of August 1, 2019, the Alberta Election Commissioner, under Elections Alberta, has authority in local elections across Alberta. The Election Commissioner may investigate any matter that may constitute an offence under Part 5.1, Campaign Finance and Contribution Disclosure, or Part 8, Third-Party Advertising of the LAEA.

For more information regarding the authority of the Election Commissioner, including contact information, please visit:

[www.elections.ab.ca/compliance-enforcement/complaints/](http://www.elections.ab.ca/compliance-enforcement/complaints/).

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## Campaigning

Once you have filed your nomination form and your candidate's acceptance, there are several things to remember as you campaign to Election Day.

### How do I campaign?

There are no "standard" or legislative requirements for campaigning when it comes to municipal elections. A candidate's campaign style will want to match the uniqueness of the municipality to the candidate's personality and available resources.

The purpose of campaigning is to convince the electors you are the best candidate for the position. Candidates have used various strategies, like:

- door-knocking;
- signage;
- brochures or posters;
- participating in local candidate debates or forums;
- social media pages or websites; and
- hosting a meet and greet event.

### Is there anything I cannot do during a campaign?

There are a variety of offence provisions included in the *Local Authorities Election Act* that candidates should review and understand.

In addition, it is essential that candidates seek clarification from returning officers relating to campaign activities. Municipalities may have local bylaws that address campaign activities including, but not limited to, the use and placement of campaign signage throughout the municipality.

If candidates require additional interpretation or clarification, they should seek independent legal services if required.

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**LAEA  
s.116**

### **Bribery**

As a candidate, you cannot give, or promise to give, money or any other valuable consideration (such as an office or job) to anyone in return for their vote, or by agreeing to refrain from voting.

In addition, an elector or resident of the municipality cannot accept money or any other valuable consideration in return for voting or not voting during an election.

**LAEA  
s.117**

### **Undue Influence**

As a candidate, you cannot use, or threaten to use, violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election. You cannot obstruct the voting process or obstruct a person from accessing a voting station to vote during an election.

**LAEA  
s.150, 152,  
152.1**

### **Canvassing on Election Day**

Candidates, official agents, or campaign volunteers cannot canvass or solicit votes in a voting station or on the property used for a voting station on an advance vote or election day. In addition, campaign materials (posters, pins, signage, etc.) cannot be displayed or distributed inside or on the outside of a building used as a voting station.

**LAEA  
s.50**

### **Is there a voters' list?**

Municipalities may pass a bylaw allowing for the enumeration and use of a voters' list. You may wish to confirm with your municipality; it is not a common practice to use a voters' list in municipal elections in Alberta.