

2025 MUNICIPAL ELECTION

Prospective Candidates Guide



Three Hills

232 Main Street
(403) 443-5822
ea@threehills.ca

<https://threehills.ca/p/election-2025>



Dear Candidates,

Thank you for your interest in running for Town Council in Three Hills! Putting your name forward is a big step, and it shows you care about your community and want to make a difference. Serving on Council is a unique opportunity — not only to represent the residents of Three Hills, but also to help shape the direction of our town's future.

It's important to understand what the role involves before jumping in. This guide is here to help. Inside, you'll find information about the election process, what's expected of Council members, and the eligibility requirements for becoming a candidate.

We hope this helps you decide whether running for Council is right for you. Talk with a previous or current member of Council or speak with me regarding questions you may have. Understanding what is involved with being on Council can ensure you have an enjoyable experience should you be elected. Further, if you would like to talk with me about being on Council, please do not hesitate to contact me at cao@threehills.ca or at (403) 443-5822. If you choose to run — great! I wish you the very best in your campaign.

I trust that you will find this information package helpful. If you have any questions about the election process, please contact Kate Forest, Returning Officer, at ea@threehills.ca or 403-443-5822.

Sincerely,

Ryan Leuzinger
Chief Administrative Officer

General Information

This document is designed to compliment the resources available through Alberta Municipal Affairs, and it includes helpful tools and timelines to assist you in deciding whether to run and preparing for a successful campaign.

Candidates are responsible for understanding and following all applicable laws, including the *Local Authorities Election Act* (LAEA), *Municipal Government Act* (MGA), and relevant municipal bylaws.

General Election Information can also be obtained through our website: [Town of Three Hills Elections Page](#)

Contact Information:

Returning Officer:

Kate Forest
PO Box 610
232 Main Street
Three Hills, AB T0M 2A0
Phone: (403) 443-5822
Email: ea@threehills.ca

Municipal Affairs:

Phone: (780) 427-2732
Email: lgsmail@gov.ab.ca
Website: <https://www.alberta.ca/municipal-affairs>

King's Printer

Copies of Provincial Legislation, including the *Local Authorities Election Act* (LAEA) and the *Municipal Government Act* (MGA), contact:

King's Printer
Park Plaza
Suite 700, 10611 98 Avenue
Edmonton, Alberta T5K 2P7
Phone: (780) 427-4952
Email: kings-printer@gov.ab.ca
Website: <https://www.alberta.ca/alberta-kings-printer>



Welcome!

About the Town of Three Hills

Three Hills is a vibrant, close-knit community located in central Alberta. With a population of approximately 3,466, it offers a mix of small-town charm and growing opportunities. The town is known for its strong community spirit, educational institutions, and its role as a regional hub for the surrounding rural area.

Important Election Dates

Nomination Period Opens	January 1, 2025
Nomination Day Closes	September 22, 2025, 12:00 PM (noon)
NEW Deadline to File Campaign Disclosure <i>(For contributions received between January 1 to July 31, 2025)</i>	September 30, 2025
Advance Voting Day	October 9, 2025 – 2:00 PM – 6:00 PM
Election Day	October 20, 2025



Before You File Your Nomination Papers

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



Are you Qualified? (LAEA s. 21)

To become a Candidate, you must be:

- At least 18 years of age on nomination day (September 22, 2025);
- A Canadian citizen; and
- A resident of the Town of Three Hills for 6 consecutive months immediately preceding Nomination Day (March 22, 2025, or before)

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

You are not eligible to become a Candidate under any of the following circumstances:

- If you are the auditor of the municipality;
- You are an employee of the Town of Three Hills (unless you are granted a leave of absence before Nomination Day);
- If your property taxes are in default of more than \$50 (excluding current taxes);
- If you are in default for any debt to the Town of Three Hills, in excess of \$500 for more than 90 days; or
- If within the previous 10 years you have been convicted of an offence under the *Local Authorities Election Act*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada).

Other Considerations

☒ Time Commitment

As an elected official elected for a four (4) year term, the demands on your time can be extensive:

- Regular and Special Meetings of Council;
- Committee of the Whole meetings;
- Strategic Planning sessions;
- Council Committee, Boards, and Agency meetings;
- Conferences, conventions, seminars, and workshops for training and discussion;
- Other social or community events promoting the Town;
- Reading agenda material; and
- Talking with residents, the Chief Administrative Officer (CAO), and other relevant stakeholders.

☑ Remuneration

As an elected official, your remuneration is established in accordance with the **Council Remuneration and Allowance Policy – 220-A3**. This policy ensures that remuneration is fair, transparent, and consistent with municipal guidelines. The policy also defines what expenses are eligible for reimbursement and the process for submitting claims. For full details, please refer to Policy 220-A3 on our website.

Council Remuneration

Effective January 1, 2025, the Mayor, Deputy Mayor, and each Councillor will receive a basic salary per month, plus a per diem hourly rate:

- Mayor: \$1,672.80 per month
- Deputy Mayor: \$1,338.60 per month
- Councillor: \$1,070.88 per month
- Hourly Rate: \$45.04



Internet and Cell Phone Reimbursement

All members of Council may be reimbursed for internet and cell phone expenses:

- Internet: 50% of plan to a maximum of \$30 per month
- Cell Phone: 50% of plan to a maximum of \$30 per month

Benefits for Members of Council

We offer a group benefit package to elected officials. The Group Health Coverage includes:

- | | |
|--|------|
| • Extended Health and Dental and Vision Care | 100% |
| • Basic Life Insurance | 100% |
| • Direct Bill Prescription Card for Drug Purchases | 100% |
| • Employee Assistance Program | 100% |

For members of Council who have coverage through another group benefit plan, they may opt for a health care spending account for their entire family in the amount of \$3,000, which may be carried forward one year to a maximum of two years.

☑ Roles and Responsibilities of a Member of Council

The roles and responsibilities of the Mayor are set out in sections 153 & 154 of the **Municipal Government Act**.

The roles and responsibilities of a Councillor are set out in section 153 of the **Municipal Government Act**.



☑ **Roles and Responsibilities of Council vs. Administration**

Governance (Council) Determines the “what”	Management (Administration) Determines the “how”
“The creation of a setting in which Administration can manage effectively.”	“The making of operating decisions by Administration.”
Strategic Plan Development <ul style="list-style-type: none"> • Vision • Strategic Priorities • Strategic Objectives 	Strategic Plan Execution <ul style="list-style-type: none"> • Mission • Values • Strategic Actions • Departmental Business Plans
Develop Policies	Implement Policies (development of procedures)
Approve Bylaws	Enforce Bylaws
Approves Budget	Manages Budget
Set Direction	Provide Information & Recommendations
Key Relationships <ul style="list-style-type: none"> • Premiers, Members of Parliament, Members of Legislative Assembly, Cabinet Ministers, Reeves, other municipal Mayors and Councillors 	Key Relationships <ul style="list-style-type: none"> • Deputy Ministers, Provincial and Federal, Administration, Other municipal CAOs & Administration

☑ **How Else Can You Prepare?**

The best way to find out what the job is all about is to spend some time reading Council agendas and minutes and talking to current or former members of Council.

- Familiarize yourself with local bylaws and municipal legislation;
- Read past Council Agendas and Minutes;
- Sit in the gallery at Council Meetings; and
- Talk with Ryan Leuzinger, Three Hills’ CAO, about what other information is available.



The Nomination Process

Notice of Intent (LAEA s. 147.22)

New in 2025, the *Local Authorities Election Act* requires anyone who intends to run as a candidate to submit a written Notice of Intent ([Form 29](#)) to the Returning Officer.

Once your Notice of Intent form has been accepted by the Returning Officer, you are allowed to be a candidate, accept contributions, and incur campaign expenses according to the rules set out in the *Local Authorities Election Act* and the [Expense Limits Regulation](#).

Written notice must include:

- the full name, address, and contact information of the individual;
- the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed;
- the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual; and
- the names of the signing authorities for each depository.

Candidates or someone acting for a candidate shall not accept a contribution in respect of an election outside the campaign period for that election.

The Town will maintain a register of candidates who have given notice on our website.

IF YOU ARE PLANNING TO RUN IN THE ELECTION, YOU ARE ALSO REQUIRED TO FILE A NOMINATION FORM

Form of Nomination (LAEA s. 27)

Your nomination must be filed using the prescribed forms ([Form 4 - Nomination Paper and Candidate's Acceptance](#) and [Form 5 – Candidate Financial Information](#)).

Your nomination paper must be signed by **at least five (5) people** who are eligible to vote in the Three Hills election. The signatures collected must be of people who are residents of the Town of Three Hills on the date of signing the nomination, and include the voter's name, address (street address or legal description of residence) and signature.

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 you do not have the required number of signatures on your nomination form, your form will not be accepted by the Returning Officer.

Please ensure that the Candidate's Acceptance section is completed. How your name appears on the nomination form will be how it appears on the ballot.

Filing the Nomination Form

Every person who wishes to be a candidate must present his or her nomination papers in person to the Returning Officer by **12:00 noon on Monday, September 22, 2025** (Nomination Day) **at the Town of Three Hills Office (232 Main Street)**.

The Returning Officer **CANNOT** accept nominations after 12:00 noon on Nomination Day.

You, as the candidate, are responsible for ensuring that the nomination form is fully completed and meets the requirements for filing under section 27 of the ***Local Authorities Election Act***.

Official Agents and Scrutineers

Official Agents (LAEA s. 68.1(1) & 27(1)(c)(ii))

When filing nomination papers, candidates may appoint an official agent. The duties of the official agent are the same as those assigned by the candidate.

An individual cannot be appointed as a candidate's official agent if:

- that person is also a candidate; or
- that person is under the age of 18 years; or
- that person has been convicted of an offence under the *Local Authorities Election Act*, the *Alberta Election Act* or the *Canada Elections Act* within the previous 10 years.

NOTE: A candidate may only have one representative at a voting station at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time.

Scrutineers (LAEA s. 69 & 71)

Candidates may appoint a scrutineer for the Advance Vote and Election Day to observe the processes at the voting stations if you or the Official Agent cannot attend.

Candidates must complete the Candidate Scrutineer Appointment Form to provide written authorization of the appointment.

The Candidate, Official Agent and/or Scrutineer are not permitted to observe the marking of a ballot in a voting station.

At the voting station, a candidate may only have one representative at one time. Either the candidate, a scrutineer, or an official agent may be present at a voting station at one time. The presiding deputy at the voting station will inform candidates, scrutineers, and official agents where they may observe the voting process.



Campaign



Once you have filed your Notice of Intent Form, Nomination Form and signed your candidate's acceptance, there are several things to remember as you campaign to Election Day.

Is There Anything I Cannot Do During a Campaign?

There are a variety of provisions included in the **Local Authorities Election Act**; candidates are encouraged to review and understand all offence provisions in the Act.

Signage

Political campaign signs are a Temporary Sign as per the Town of Three Hills Land Use Bylaw 1458-20 Section 8.7.10., and as such:

- a) Temporary signs may be permitted provided that:
 - i. in a commercial district one (1) sign may be located immediately outside a business premises provided that:
 - ii. the sign does not disrupt pedestrian traffic on the sidewalk;
 - iii. the area of the sign does not exceed 0.6 m (2.0 ft wide) by 0.9 m (3.0 ft high); and
 - iv. the sign is removed on a nightly basis.
 - v. no temporary sign shall be permitted within roadway rights-of-way or on other public property, except where such roadway right-of-way or public property has been designated for such purposes by town Council;
 - vi. no temporary sign shall have a flashing device, animator, or flashing beacon attached to or operating in connection with it;
 - vii. signs shall be secured to prevent public hazard; and
 - viii. signs must be constructed of a material such that a rigid frame is provided.

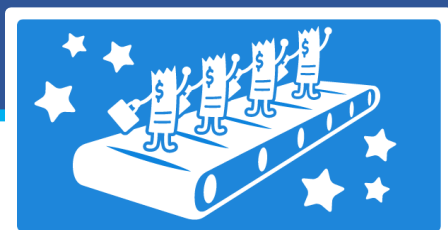
When distributing election campaign materials or literature, you cannot use the Town of Three Hills logo on any campaign materials; or post signage on electric lights, stop signs, or telephone poles and trees, or on private property without the consent of the landowner, or on Town property.

Canvassing on Election Day (LAEA s. 152)

Candidates, official agents, or campaign volunteers cannot canvass or solicit votes in or immediately adjacent to a voting station at an Advance Vote or on Election Day. In addition, campaign materials (posters, pins, signage, etc.) cannot be displayed or distributed inside or outside of a building used as a voting station.



Election Campaign Expenses



Candidates are responsible for reading and understanding Part 5.1 of the *Local Authorities Election Act* (LAEA) as it pertains to Municipal Election Finance and Contributions Disclosure.

Campaign Finances & Contributions (LAEA s. 147.22)

Candidates are required to complete and submit the Notice of Intent Form (Form 29) with the Returning Officer before accepting a campaign contribution or incurring a campaign expense. The Town will maintain a register of candidates who have given notice and submitted their nomination papers on our website.

Contributions and Expenses (LAEA s. 147)

☑ **What is a contribution?**

The *Local Authorities Election Act* defines a campaign contribution to include money, personal property, real property, or services provided to or for the benefit of a candidate's election campaign. This does not include volunteer services provided for the campaign.

☑ **What are allowable campaign expenses?**

Any expenses incurred (including non-monetary contributions) by a candidate to the extent that the property or service is used to promote or oppose a candidate during a campaign period, including:

- The production of advertising/promotional material and any distribution, broadcasting or publication in the media;
- The payment of remuneration or expenses for the services of a Chief Financial Officer;
- Meeting place rentals;
- Conducting of election surveys/research; or
- The production of a review engagement is required by the LAEA.

☑ **Candidate Self-funded Contributions**

A candidate may entirely self-fund their campaign up to and including \$10,000 in any campaign period.

☑ **Limitations on Contributions to Candidates**

Please refer to section 147.2 of the *Local Authorities Election Act* for information about limitations on contributions to Candidates.

☑ **Anonymous & 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 is known) or pay the total contribution to the municipality.

Campaign Disclosure Statements (LAEA s.147.4)

All candidates, whether elected or not, are required to file a campaign disclosure statement that meets the requirements of the *Local Authorities Election Act*.

☑ **Deadline to File**

The *Local Authorities Election Act* (LAEA) has been updated to require candidates for the 2025 General Election to submit a Campaign Disclosure Statement and Financial Statement (Form 26) by September 30, 2025, if they received contributions between January 1, 2025 and July 31, 2025.

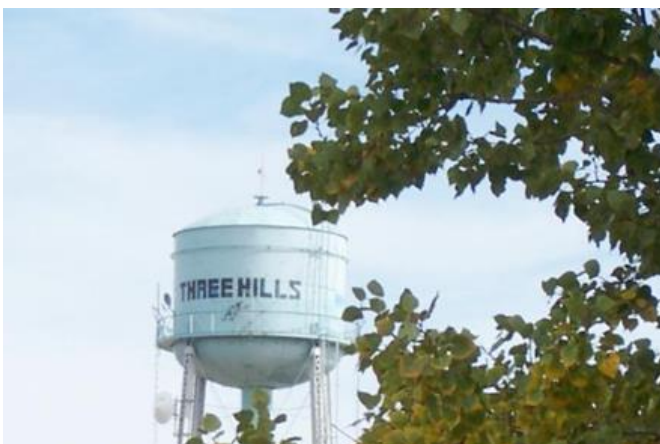
☑ **What is included in the Disclosure?**

The Campaign Disclosure Statement and Financial Statement (Form 26), must include:

- the total amount of all campaign contributions received during the calendar year that did not exceed \$50 in the aggregate from any single contributor;
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the calendar year exceeded \$50 in the aggregate;
- the total amount of contributions received under Section 147.2(4);
- the total amount from fundraising functions received in the year;
- the total amount of other revenue received in the year;
- the total amount of campaign expenses incurred in the year;
- an itemized campaign expense report setting out the campaign expenses incurred by the candidate in the year;
- the total amount of money paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund;
- where the previous year is the year in which the election was held, the total amount of any campaign surplus for the campaign period, including any surplus from previous campaigns; and
- where the previous year is the year in which the election was held, the amount of any deficit for the campaign period.

☑ **Late Filing and Non-Compliance**

All campaign disclosure statements submitted after the deadline will incur a late filing fee of \$500. If the fee is not paid within 30 days, the Town must send a notice to the candidate indicating the amount of the late filing fee to be paid. A failure to file a disclosure statement will result in the CAO filing a report with Council, which will be made public.



Election Day



You have filed your nomination papers, you've campaigned, and now you've reached Election Day! It is important to understand the process for Election Day and seek clarification on any questions you may have.

How long are voting stations open on Election Day?

Voting stations in the Town of Three Hills are open on Election Day, **Monday, October 20, 2025**, between the hours of **10:00 AM** and **8:00 PM**.

Advance Votes (LAEA s. 73)

Electors can vote in advance at the Town Office on **Thursday, October 9, 2025**, between the hours of **2:00 PM** to **6:00 PM**.

Who is eligible to vote? (LAEA s. 47)

A person is eligible to vote in a municipal election if the person:

- Is at least 18 years of age;
- Is a Canadian Citizen; and
- The person's place of residence is in the Town of Three Hills on Election Day.

Permanent Electors Register (LAEA s. 49)

The Town is required to prepare a permanent electors register containing the names of residents who are eligible to vote. The register is compiled and revised primarily using information received from Elections Alberta.

Voter Identification and Proof of Eligibility (LAEA s. 53 & 148(2))

Every person who attends a voting station must be permitted to vote if they are on the permanent electors register and they produce one piece of Canadian government-issued photo ID.

If they are not registered on the Permanent Electors List, they will need to complete a Form 13 – Elector Register and make a statement that they are eligible to vote, which also includes providing the elector's current address.

Every elector must also provide one piece of government-issued identification containing the elector's photograph, current residential address, and name.

Vouching (LAEA s. 53(4) – 53(8))

If a voter does not have acceptable ID, but is accompanied by another voter who is entitled to vote, has the appropriate identification, and is listed on the permanent electors register, the voter can be vouched for by that person using Form 14 – Statement of Voucher.

Vouching is only permitted for the validation of the person's residence. The statement sets out that:

- the elector knows the person;
- the elector knows the person resides at the address indicated in the person's statement; and
- the elector has not been vouched for.

Scrutineers are prohibited from vouching.

Are results made official on Election Night? (LAEA s. 97)

At the conclusion of the count, the Returning Officer will make unofficial results available. The official results are not posted until 12:00 noon on the fourth day following Election Day.



After the Election

Organizational Meeting and Swearing In

The newly elected members of Council will be sworn in at the first regular meeting of Council after the declaration of the official results of the election, which is set to take place on October 27, 2025.



Important Dates after the Election

Council Orientation & Training (Mandatory)

October 24, 2025

Organizational Meeting & Swearing-In

October 27, 2025

Alberta Municipalities 2025 Convention & Trade Show (Calgary)

November 12 - 14, 2025

Elected Officials Course for Emergency Management (Mandatory)

**December 10, 2025,
9:00 AM to 3:00 PM**

Deadline to File Campaign Disclosure

(For contributions received between January 1 to December 31, 2025)

March 1, 2026

Council Orientation (MGA s. 201.1 (1) & (2))

The *Municipal Government Act* states that municipalities must provide mandatory Council training on or before the Organizational Meeting. The topics must include:

- Role of Alberta Municipalities;
- Municipal organization & Function;
- Roles and responsibilities of Council and Councillors; and
- CAO & Staff roles & responsibilities.

A full-day regional orientation session with our neighbouring municipalities is planned for **Friday, October 24, 2025**. In addition, Town-specific training sessions will be scheduled after the Organizational Meeting.

Orientation on the following topics will be provided to you within 90 days of taking your oath of office.

- Key municipal plans
- Budgeting & financial administration
- Public participation
- Facility tours
- Any other topic prescribed by regulations.

Conclusion

Congratulations on taking the step to become a candidate in the Town of Three Hills election!

You are encouraged to review the **Local Authorities Election Act (LAEA)** in detail. If you have any questions about anything in this handbook or in the *LAEA*, you are encouraged to seek out additional clarification from the Returning Officer, Three Hills' CAO, your own legal counsel, or Alberta Municipal Affairs.

Good luck and enjoy the journey to becoming a candidate in the Town of Three Hills municipal election!





Three Hills



Appendix A: Council Boards and Committees



Town of Three Hills 2024 - 2025 Council Appointment to Boards and Committees

Central Alberta Economic Partnership (CAEP):	Miriam Kirk Byrne Lammle	Council Member Alternate Member
Committee of the Whole:	All Members of Council	
Community Futures Wild Rose:	Dennis Hazelton Miriam Kirk	Council Member Alternate Member
Intermunicipal Collaborative Framework Committee (ICF):	Ray Wildeman Byrne Lammle	Council Member Council Member
Intermunicipal Development Plan Committee	Byrne Lammle Miriam Kirk Marilyn Sept	Council Member Council Member Alternate Member
Kneehill Housing Corporation:	Byrne Lammle Dennis Hazelton	Council Member Council Member
Kneehill Medical Services Retention and Recruitment Task Force:	Miriam Kirk Marilyn Sept	Council Member Alternate Member
Kneehill Regional Emergency Management Advisory Committee:	Ray Wildeman Miriam Kirk	Council Member Alternate Member
Kneehill Regional Family & Community Support Services (FCSS):	Marilyn Sept Ray Wildeman	Council Member Alternate Member
Kneehill Regional Partnership (KRP):	Marilyn Sept Miriam Kirk	Council Member Alternate Member
Marigold Library System:	Miriam Kirk Marilyn Sept	Council Member Alternate Member
Municipal Planning Commission:	Ray Wildeman Byrne Lammle Dennis Hazelton	Council Member Council Member Council Member
Negotiation Committee (CUPE):	Ray Wildeman Dennis Hazelton	Council Member Council Member

Red Deer River Municipal Users Group (RDMUG):	Ray Wildeman Byrne Lammle	Council Member Alternate Member
Three Hills Detachment's Police Advisory Committee (PAC):	Marilyn Sept Dennis Hazelton	Council Member Alternate Member
Three Hills & District Chamber of Commerce:	Byrne Lammle Dennis Hazelton	Council Member Alternate Member
Three Hills Library Board:	Miriam Kirk Marilyn Sept	Council Member Alternate Member
Three Hills Community Memorial Centre Society:	Ray Wildeman Marilyn Sept	Council Member Alternate Member

Appendix B: Council & Committee Calendar

* Council meetings after the Organizational Meeting are tentative and will be set by the New Council.



Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
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.

NOMINATION PAPER AND CANDIDATE’S ACCEPTANCE

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

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

Business Title/OrganizationBusiness Phone Number

AddressCity or TownProvincePostal Code

LOCAL JURISDICTION: , PROVINCE OF ALBERTA

We, the undersigned electors of ,
Name of Local Jurisdiction and Ward (if applicable)
nominate of
Candidate's Surname and Given Names

Complete Address and Postal Code
as a candidate at the election about to be held for the office of
Office Nominated for
of
Name of Local Jurisdiction

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

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

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

CANDIDATE'S ACCEPTANCE

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

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

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

I will accept the office if elected,

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

I am appointing _____

Name, Contact Information or Complete Address and Postal Code, and Telephone Number of Official Agent

as my official agent (if applicable),

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

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

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

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

Candidate's Surname

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

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.



Signature of Candidate

Signature of Returning Officer or
Commissioner for Oaths

Commissioner for Oaths Stamp

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

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

Candidate Financial Information

Local Authorities Election Act
(Section 27)

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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

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

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

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

Campaign Disclosure Statement and Financial Statement

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

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

Business Title/Organization		Business Phone Number	
Address	City or Town	Province	Postal Code

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Calendar year of disclosure: _____

Full Name of Candidate: _____

Candidate's Mailing Address: _____

_____, Alberta

Postal Code: _____

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

1. Total amount of contributions of \$50.00 or less _____
2. Total amount of all contributions of \$50.01 and greater, together with the contributor's name and address (attach listing and amount) _____

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

3. Deduct total amount of contributions returned _____
4. NET CONTRIBUTIONS (line 1 + 2 - 3) \$0.00

OTHER SOURCES:

5. Total amount contributed out of candidate's own funds _____
6. Total net amount received from fund-raising functions _____
7. Transfer of any surplus or deficit from a candidate's previous election campaign _____
8. Total amount of other revenue _____
9. TOTAL OTHER SOURCES (add lines 5, 6, 7 and 8) \$0.00

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

11. Total paid campaign expenses _____
12. Total unpaid campaign expenses _____
13. Total campaign expenses (add lines 11 and 12) \$0.00

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

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

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd

Signature of Candidate

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT