

# 2025 Municipal Election Candidate Guide



**Election Day**  
**Monday, October 20, 2025**

# Preface

## Our Community

The County of Minburn has a population of 3,014 and is located in east-central Alberta in the parkland area east of Edmonton. The County covers an area of approximately 55 miles (88 km) east to west and 30 miles (48 km) north to south, encompassing 41 townships.

The County is made up of a large rural area, and includes the Hamlets of Lavoy, Ranfurly and Minburn. Within the County's boundaries is the Town of Vegreville and the Villages of Innisfree and Mannville.

The County of Minburn Council consists of seven (7) Councillors, one per electoral division, elected for a term of four (4) years.

## General Information

This Guide has been developed to answer the questions most frequently asked by candidates for Council. It is not a replacement for legal advice. It is the responsibility of each candidate to be familiar with the legislation. Copies of the *Local Authorities Election Act (LAEA)* and the *Municipal Government Act (MGA)* are available at:

Alberta King's Printer

Website: <https://www.alberta.ca/alberta-kings-printer>

If there are any questions, please contact:

County of Minburn Election Office

<https://www.minburncounty.ab.ca/p/2025-election>

Phone: 780-632-2082

Email: [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)

The Election Office is temporarily located at:

County of Minburn Administration Office

4909-50 Street

Vegreville, Alberta

Business hours are Monday to Friday (closed on statutory holidays) from 8:30 a.m. to 12 noon and 1 p.m. to 4:30 p.m.

## County of Minburn Returning Officer

A Returning officer is appointed for the purpose of conducting elections under the *Local Authorities Election Act (LAEA)*. The County of Minburn's Returning Officer for the 2025 municipal election is Director of Corporate Services Jason Warawa.

## **Election day and Nomination Day**

Election day is Monday, October 20, 2025, and Nomination Day is Monday, September 22, 2025.

### **Key Dates**

- January 2, 2025 First day to file nominations at the Election Office
- September 22, 2025 Nomination Day, nominations must be filed at the Election Office before 12 noon
- October 20, 2025 Election Day
- October 22, 2025 First day of orientation for Elected Officials
- October 24, 2025 Official election results posted
- October 30, 2025 Swearing-in ceremony for Elected Officials

Please note: the content of this Candidate Guide may be updated from time to time or supplemented by other guides. Please see the last page of this guide for a list of updates.

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## **ELECTED OFFICIALS: DUTIES AND RESPONSIBILITIES**

The *Municipal Government Act (MGA)* sets out the duties of the Reeve and Councillors and defines the role of a Council.

### **General duties of councillors**

s. 153, *MGA*

Councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interests of the municipality,
- 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 the policies and programs of the municipality;
- to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
- to obtain information about the operation or 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 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 (under section 146.1(1) of the *MGA*); and
- to perform any other duty or function imposed on Councillors by this or any other enactment or by Council.

### **General duties of the Reeve (Chief Elected Official)**

s. 154, *MGA*

A Chief Elected Official, in addition to performing the duties of a Councillor, must:

- preside when in attendance at a Council meeting unless a bylaw provides that another Councillor 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.

The Chief Elected Official may be a member of a board, commission, subdivision authority or development authority established under Part 17 of the *MGA* only if the Chief Elected Official is appointed in the Chief Elected Official's personal name.

### **Council's principal role in municipal organization**

s. 201, *MGA*

A Council is responsible for:

- developing and evaluating the policies and programs of the municipality, and

- carrying out the powers, duties and functions expressly given to it under this or any other enactment.

A Council must not exercise a power or function or perform a duty that is by this, or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

## **Opportunities and Challenges as an Elected Official**

County of Minburn Council members describe their work environment to be both rewarding and challenging. Key points that have been noted include:

- Rewarding opportunities to:
  - o guide the municipal organization at the policy level,
  - o provide leadership to the community;
  - o engage with citizens, community groups, and other regional shareholders,
  - o address the needs of the community;
  - o speak to complex municipal issues as part of the decision-making process,
  - o speak in public frequently; and
  - o engage with residents in a variety of ways, such as business openings, developer open houses, community events, etc.
- Challenges can include:
  - o being in the public eye, which may result in a lack of privacy,
  - o addressing citizens' concerns especially when matters are complex and multi-dimensional; and
  - o time demands and high stress levels which may place pressure on personal life and family.

## **Elected Officials Time Commitment**

Serving on Council, the hours of work are not typical business hours. Some obligations require attendance during evenings and weekends.

One of the key commitments for members of Council is attendance and participation at a variety of Council and Council committee meetings. These meetings can often extend into the evenings, and at times late at night for some public hearings. A calendar of meeting dates for October – December 2025 is attached to this guide as Appendix 3.

In a typical month, members of Council can expect up to two full days per month to attend Council and Committee of the Whole meetings, and several hours per month for additional committee meetings. Candidates should be prepared to spend several hours preparing for each meeting by reviewing agenda materials and reports.

A summary is provided below of the types of meetings you can expect to attend.

### **1. Council Meetings**

- Typically, one meeting per month on the third (3<sup>rd</sup>) Monday with a start time of 10 a.m. and an end time between 1 p.m. and 2 p.m.
  - Public hearings are held as part of Council meetings as required and begin shortly after 10 a.m.
  - Special Council meetings may be called to address emergent matters.
2. Committee of the Whole Meetings
    - The Reeve and all members of Council are members of the Committee of the Whole.
    - Typically meets the second (2<sup>nd</sup>) Wednesday of each month except for the months of May and September where they typically are on the same day as the Council meeting.
    - Monitors progress of Council's Strategic Plan, provides a forum for emerging topics and includes public presentations and open house sessions.
  3. Council Committees
    - All Councillors are appointed to serve on various committees established by Council and other external boards, committees and commissions to which County of Minburn is a member.
    - To the extent possible, appointments are made based on individual interest, as well as maintaining a balance in commitment of time. Committee meetings may be held throughout the day or evening.
    - The Reeve is an ex officio member of most Council committees. As an ex officio member, the Reeve has the right to attend and participate in meetings but does not have the right to vote.
    - The Reeve is specifically appointed to several committees, including those with a regional scope.
  4. Reeve and Deputy Reeve
    - The Reeve and Deputy Reeve are elected annually at the Organizational meeting.
    - The Deputy Reeve has the responsibility of filling in for the Reeve when absent.
    - The Deputy Reeve chairs Council meetings when the Reeve is absent.

### **Council Orientation and Training**

Council orientation is mandatory for all members of Council. It is important that all candidates commit to attending the orientation in the event they are elected.

Orientation and training will begin on October 22, 2025, and continues throughout late October and early November. Additional orientation dates may be scheduled within ninety (90) days of taking the Oath of Office. Additional training will be offered periodically during the four-year term.

The first few weeks after the election are very demanding. Candidates will be provided with an acknowledgement of the mandatory orientation sessions and 2025 Council meeting dates to sign when filing their nomination.

The orientation gives Councillors critical information about their roles and responsibilities, County functions, processes and plans, as well as providing an opportunity to become acquainted with fellow Councillors, senior leaders, County services, operations and facilities.

Councillors will also gain an understanding of the Strategic Business Plan and budget process as part of the orientation which is especially important given that the budget process begins in November shortly after the election.

### **Associations and Conferences**

County of Minburn is a member and active participant in associations that represent municipal interests to the provincial and federal governments. The County of Minburn is a member of the Rural Municipalities Association (RMA). The County is also a member of the Federation of Canadian Municipalities (FCM).

There are several conferences and conventions related to these associations that occur throughout the year. The Council meeting schedule takes these key events into consideration so that members of Council have an opportunity to attend.

For 2025, the RMA Fall Convention takes from November 17-20, 2025. In an election year, the conventions focus on education and sessions for new Reeves and Councillors. For this reason, Councillors should be prepared to attend these conferences.

In addition to these, there are other conferences and events related to the official role of Elected Official that members of Council may wish to attend. These events may conflict with the Council meeting schedule. Attending and participating in Council meetings is a primary responsibility for members of Council and should take priority over attendance at other events.

### **Business Plan and Budget Process**

Development of the County's Operating and Capital Budgets is one of the most critical initiatives undertaken by Administration each year. Developing the budget is a County-wide initiative requiring inputs from each department in the organization. It involves a collaborative effort between Council and Administration to ensure that municipal services are delivered in an efficient and effective manner and are in alignment with Council strategies, priorities and plans.

The budget process also incorporates the principles of priority-based budgeting and involves both an examination of the financial transactions that have occurred in years prior and well as the development of forward-looking projections that take into account levels of municipal services, property assessment levels, inflation, new initiatives and the ongoing maintenance and replacement of existing infrastructure.

Consistent with the requirements outlined in the MGA, County of Minburn compiles and recommends an operating and capital budget to Council for approval each year which includes a three-year operating plan and five-year capital plan. The approval

process has typically involved approving a preliminary budget in December of the preceding year and a final budget in April of the current year.

The two-staged budgetary approach provides more financial certainty in that the final budget allows the County to use actual property assessment data rather than estimates, to incorporate any impacts of provincial initiatives which are often released in late March and to consider any emergent items or changes resulting from procurement opportunities and intermunicipal negotiations that occur in the interim.

## **Remuneration and Benefits**

### **Remuneration**

Effective January 1, 2025 the salaries for Elected Officials are:

- \$56,300 per annum (fully taxable) for Councillors, and
- \$9,600 per annum (fully taxable) Honorarium for the Reeve, and
- \$4,800 per annum (fully taxable) Honorarium for the Deputy Reeve

Remuneration is for time spent at Council/Committee meetings, conferences, seminars, workshops, road and project evaluations and other Council duties. This includes reimbursement for all expenses excluding travel to regular or special Council or Committee meetings to perform County business within the County.

Earnings are subject to deductions as required by the Canada Revenue Agency. Council has the discretion to receive an annual salary increase each year based on the Cost of Living Increase (COLA) given to staff.

### **Automobile Allowance and Mileage**

Elected Officials receive mileage for travel outside of the County of Minburn as well as for attending the monthly Council and Committee of the Whole meetings.

The mileage reimbursement for business travel is the same as the Canada Revenue Agency (CRA) rate which is currently seventy-two cents (\$0.72) per kilometer.

### **Electronic Devices**

While in office, Elected Officials will be provided with a technology allowance for the purchase of a laptop or iPad and printer to assist with carrying out their duties, and for attendance at Council and Council Committee meetings.

### **Benefit Plans**

County of Minburn Elected Officials participate in the same employee benefits package, at the same employer contribution rates, as the County's municipal staff. Elected Officials are eligible to participate in employee benefit plans that at this time include:

**Basic Coverage (100% County paid):**

Basic Group Life	Coverage reduces to \$15,000.00 at age 70
Accidental Death & Dismemberment	Coverage terminates on your 70 <sup>th</sup> birthday
Dependent Life (spouse and dependent children)	Coverage terminates on your 70 <sup>th</sup> birthday
Extended Health Care	
Vision Care	
Dental Care	
Employee Assistance Program	
Flexible Spending Account	

**Optional Coverage (100% employee paid):**

Voluntary Accidental Death & Dismemberment	Coverage terminates on your 65 <sup>th</sup> birthday
Guaranteed Critical Illness	Coverage terminates on your 70 <sup>th</sup> birthday
Optional Critical Illness	Coverage terminates on your 70 <sup>th</sup> birthday
Optional Life for New Employees	No medical required
Optional Life/Spousal Optional Life	Medical evidence required
Retiree Benefits Package	Upon retirement (minimum age 55)

In an election year, Elected Officials who are:

- re-elected, will continue their benefit coverage without interruption,
- retiring or not re-elected, will have their benefit coverage continued until midnight on their last day in which they hold office, after which time they would be ineligible for benefit coverage through the County, or
- newly elected, will be eligible for benefit coverage on the first day of the month following the election with enrolment to be completed no later than December 1<sup>st</sup> of the same year.

Elected Officials will be required to complete the enrollment form for benefits through Human Resources.

**Retirement Savings Plan**

The County shall contribute an amount equal to fifteen (15) percent of Councillors' monthly remuneration to one of the following savings plans:

- Registered Retirement Savings Plan (RRSP)
- Non-Registered Savings Plan (NRSP)
- Tax-Free Savings Account (TFSA)

Elected Officials are not required to match the County's contributions and are responsible for the investment decisions made for their RRSP contributions.

# 2025 NOMINATION GUIDE

## Candidate Eligibility

### Qualifications of a candidate

s. 21, 47(1), LAEA

A person may be nominated as a candidate in the County of Minburn municipal election if on nomination day they are:

- at least 18 years of age,
- a Canadian citizen,
- a resident in the County of Minburn, **and** a resident of the Division (that they plan to run for Councillor) for the six (6) consecutive months before nomination day, and
- not otherwise ineligible or disqualified under the *Local Authorities Election Act (LAEA)*.

### Ineligibility for nomination and disqualification as a candidate

s. 22, 23, 23.1 LAEA

Instances of ineligibility and disqualification can be found in sections 22, 23 and 23.1 of the *Local Authorities Election Act (LAEA)*. Some examples of ineligibility include:

- a person is an employee of the County of Minburn and has not taken a leave of absence as set out in the *LAEA*,
- a person is indebted to the County of Minburn for taxes in default exceeding \$50.00, excluding current taxes or for arrears of taxes where the person has entered into a repayment agreement,
- a person is the auditor of County of Minburn, and
- a person has, within the last 10 years, been convicted of an offence under the *LAEA*, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act (Canada)*.

A candidate is disqualified if, between the time of filing a nomination and election day, they are convicted of an offence punishable by imprisonment for 5 or more years, or under section 123, 124 or 125 of the *Criminal Code (Canada)* or uses or expends a contribution in contravention of section 147.23 of the *Local Authorities Election Act (LAEA)*.

It is the responsibility of the candidate to ensure they are eligible for nomination.

### Employees of County of Minburn

s. 22, LAEA

County employees are eligible to be nominated as a candidate for the election if they notify their employer that they will be taking a leave of absence without pay. This notification can be given as early as January 1, 2025, and must be given before the

employee's last working day before nomination day. Under the *Local Authorities Election Act (LAEA)*, the employer must grant the leave of absence without pay.

If the employee is not elected, they may return to work on the fifth day after election day. If the fifth day after election day is not a working day, they may return to work on the first working day after the fifth day.

If the employee is elected, they are deemed to have resigned their position as an employee the day they take the official Oath of Office as an Elected Official.

### **Notice of intent to run process**

s. 147.22, LAEA

**New** for the 2025 election, prospective candidates are required to file a Notice of Intent to Run (form available on the website) with the Election Office. The notice must be filed before accepting campaign contributions or incurring campaign expenses. Once the notice is processed, the individual's name will be added to the Register of Candidates on County of Minburn's website.

Submitting a Notice of Intent does not replace the nomination process, nor does it mean you are officially nominated or will appear on the ballot.

### **What Happens After Filing a Notice of Intent**

- Your name will be added to the Register of Candidates, a public record on the County's website.
- You can begin accepting campaign contributions and incurring campaign expenses.

Candidates must adhere to election finance rules outlined in Part 5.1 of the *Local Authorities Election Act (LAEA)* and the Expense Limits Regulation.

If there are any changes to the information provided in the Notice of Intent, candidates must notify the Election Office within 48 hours.

## **Nomination Process**

### **Where to get Nomination Documents**

The required forms and instructions for filing a nomination are available on the County's website election page: <https://www.minburncounty.ab.ca/p/2025-election>.

### **What to Bring to Your Nomination Filing**

Required:

- Completed "Nomination Paper and Candidate's Acceptance" form
- Completed "Candidate Financial Information" form
- \$100.00 deposit
- \*Completed "Notice of Intent to Run" form
- \*\*Completed "Acknowledgement of Council Meeting Dates and Mandatory Orientation" form

\*If you haven't already submitted one. All prospective candidates are required to file a Notice of Intent with the Election Office, and it must be filed before accepting campaign contributions or incurring campaign expenses.

\*\*The *Municipal Government Act* requires the County of Minburn to offer orientation training to those elected as Councillor and requires each elected official to attend the training. The Acknowledgement will ensure candidates have sufficient notice to plan to attend this training.

Optional:

- "Candidate Information and Release" form
- "Official Agent Information and Release" form

### **Preparing to File Your Nomination**

1. Review the candidate qualifications in the *Local Authorities Election Act (LAEA)*.

Section 21 of the *LAEA* describes the qualifications for candidates. Sections 22, 23 and 23.1 describes circumstances that make a person ineligible for election or nomination. Please read these sections carefully. Candidates must read sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, and 151, and Part 5.1 of the Act before completing the "Nomination Paper and Candidate's Acceptance" form.

2. If you have not already submitted a "Notice of Intent to Run" form, complete that form. All candidates are required to file a Notice of Intent to Run with the Election Office and it must be filed before accepting campaign contributions or incurring campaign expenses as set out in section 147.22 of the *LAEA*. Once filed, the candidate's name will be added to the website.
3. Complete the "Nomination Paper and Candidate's Acceptance" form.
  - Must be signed by five (5) or more electors eligible to vote in the election.
    - A person is eligible to vote in the election if the person:
      - is at least 18 years old
      - is a Canadian citizen, and
      - resides in Alberta and their place of residence is located in the County of Minburn on election day (must also be a resident of the Division if signing a nomination for a candidate for Councillor).
  - Must be signed and sworn/affirmed by the candidate before a notary public or commissioner for oaths – this can be done at the Election Office at the time of filing if required.
4. Complete the "Candidate Financial Information" form.
  - Required fields include:
    - Full name and contact information of the candidate
    - The address of the place(s) where records are maintained
    - The address of the place where communications may be addressed

- Other fields include:
    - Name and address of the financial institution(s) to be used for the candidate's campaign account and name(s) of signing authorities for each account
      - Candidates are required to open a campaign account in the name of the candidate or the candidate's election campaign at a financial institution for the purposes of the election campaign at the time the candidate files their Notice of Intent to Run or as soon as possible once the total of all contributions exceeds \$1000.
      - If this information is not available at the time of submitting your nomination, email the Election Office to provide the information as soon as it is available.
5. Arrange for a \$100 CAD deposit payable to County of Minburn by cash, certified cheque, money order, e-transfer, debit card or credit card.
  6. Review and complete the "Acknowledgement of Council Meeting Dates and Mandatory Orientation" form.

### **Filing your Nomination**

1. Nominations can be filed at the Election Office between January 1, 2025 and twelve (12) noon on Nomination Day. You are encouraged to contact the Election Office to make an appointment to file. Bring all completed forms noted above along with your \$100 deposit.

### **Withdrawing a nomination**

s. 32, LAEA

1. A candidate may withdraw their nomination as a candidate:
  - a. before twelve (12) noon on Nomination Day (close of nomination period), or
  - b. within twenty-four (24) hours after the close of the nomination period, if more than the required number of candidates for the office are nominated.
2. Withdrawals must be filed with the Returning Officer in writing. For convenience, a "Withdrawal of Nomination" form is available at <https://www.minburncounty.ab.ca/p/2025-election>.

### **Examination of the "Nomination Paper and Candidate's Acceptance" Form**

s. 28, LAEA

The Returning Officer will reject a "Nomination Paper and Candidate's Acceptance" form if it is not:

- completed on the correct form,
- signed by at least 5 electors,
- sworn or affirmed by the person nominated (this can be done at the time of filing), and
- not accompanied by a \$100 deposit.

It is not the Returning Officer's responsibility to rule on the validity of the information contained in the nomination form. Ineligible nomination forms can be challenged by an elector.

Any person may request to examine the filed nomination form of any of the candidates at any time after the nomination period commences. This must take place during regular business hours, in the presence of the Returning Officer or their substitute Returning Officer. Personal information, such as addresses, will be redacted before viewing.

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

s. 30, *LAEA*

Deposits will be returned to the candidate if:

- the candidate is elected,
- the candidate obtains a number of votes at least equal to half of the total number of votes cast for the candidate elected to the office with the least number of votes, or
- the candidate withdraws in accordance with section 32 of the *Local Authorities Election Act (LAEA)*.

### **Election by acclamation**

s. 34, *LAEA*

At the close of Nomination Day, if the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the person nominated to be elected to the office for which they were nominated.

# ELECTION FINANCES AND CONTRIBUTION DISCLOSURE

## Campaign period

s. 147.1(b), LAEA

The campaign period for the 2025 municipal election began on January 1, 2025 and ends on December 31 immediately following the next general election.

## Election Finances and Contributions Disclosure

The *Local Authorities Election Act (LAEA)* is binding on all candidates running in this election. You must comply with the legislation, or you could face significant penalties.

This information is not intended to serve as legal advice. It is intended to provide general information about election finances and disclosure requirements. The information is not a replacement for reading the legislation or obtaining independent legal advice.

## Campaign expenses

s. 147.1, 147.22, 147.3, 147.34 LAEA, s. 1 *Expense Limits Regulation A.R. 171/2024*

**New** for the 2025 general municipal election, candidates must file a “Notice of Intent” with the Election Office (form available at <https://www.minburncounty.ab.ca/p/2025-election>) and the notice must be filed before incurring campaign expenses.

**New** for the 2025 general municipal election is the *Expense Limits Regulation*. The campaign expense limits for the 2025 election are set out in the table below:

Expense Limits for Candidates for Councillor	
Year before a general election	\$10,000
Year of a general election	\$20,000
First two years of next campaign period (2026-2027)	\$0

Campaign expenses are defined as 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 expenses include expenses incurred for, or non-monetary contributions 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 or in any other capacity,
- securing a meeting place,

- the conduct of election surveys or other surveys or research during a campaign period, or
- the production of a review engagement required by the *LAEA*.

Candidates must obtain receipts for every expense and keep records of their expenses for three (3) years following the date of the election. An itemized expense report must be included with the candidate's Disclosure Statement.

### **Campaign contributions**

s. 147.1, 147.13, 147.2, 147.22, 147.23, 147.24, 147.3, 147.82 *LAEA*

**New** for the 2025 general municipal election, candidates must file a "Notice of Intent" to run with the Election Office (form available at <https://www.minburncounty.ab.ca/p/2025-election>), and the notice must be filed before accepting campaign contributions.

Contributions include any money, personal property, real property or service provided to or for the benefit of a candidate's election campaign without fair market value compensation from that candidate. This does not include volunteer services.

Contributors are responsible for ensuring that they are in compliance with the *Local Authorities Election Act (LAEA)* before making a contribution. Every candidate and every person acting on behalf of the candidate shall make every reasonable effort to advise prospective contributors of the provisions under the *LAEA*.

Candidates may accept contributions from:

- individuals ordinarily residing in Alberta, to a maximum of \$5,000 in the aggregate to all candidates in County of Minburn during the campaign period;
- corporations (other than a prohibited organization – prohibited organizations are defined in s. 147.1(1)(f) of the *LAEA*), Alberta trade unions, or Alberta employee organizations, to a maximum of \$5,000 in the aggregate to all candidates in County of Minburn during the campaign period;
- from the candidate themselves to a maximum of \$10,000 during the campaign period, that is not reimbursed to the candidate.

Candidates may not accept contributions from:

- individuals residing outside of Alberta;
- prohibited organizations (prohibited organizations are defined in s. 147.1(1)(f) of the *LAEA*);
- trade unions or employee organizations other than Alberta trade unions or employee organization;
- anonymous individuals; and
- individuals, corporations, trade unions or employee organizations contributing funds that do not belong to them.

Candidates must issue a receipt for every contribution and records of contributions must be kept for a period of three (3) years following the date of the election. Contributions must be reported on the candidate's Disclosure Statement.

**WARNING:**

- Contributions accepted in contravention of the *Local Authorities Election Act (LAEA)* must be repaid to the contributor. If the contributor cannot be located, the value of the contribution must be immediately paid to County of Minburn or to a registered charity. A letter explaining why the contribution is being sent to the County must accompany the contribution.
- The *LAEA* sets out the offences relating to contributions in section 147.82. Contributors and candidates should be aware of these offences and ensure they follow the rules set out in the legislation.

**Duties of candidates**

s. 147.3, 147.32 *LAEA*

All candidates are responsible for opening a campaign account in the name of the candidate or the candidate's election campaign at a financial institution. This account must be opened at the time a candidate files a "Notice of Intent" to run with the Election Office, or as soon as possible after the total amount of contributions exceeds \$1,000.

Candidates must:

- deposit all contributions in the campaign account, once opened;
- use money in the campaign account only for the payment of campaign expenses;
- value contributions of real property, personal property, and services to issue receipts and report on the disclosure statement;
- issue receipts for every contribution;
- obtain receipts for every expense;
- keep records of contributions and expenses for three (3) years following the date of the election; and
- give proper direction to the candidate's Official Agent and any other person authorized to incur campaign expenses and accept or solicit contributions on behalf of the candidate.

**Fundraising functions**

s.147.31, *LAEA*

A "fundraising function" includes any social function held for the purpose of raising funds for the candidate's election campaign. The gross income from any fundraising function must be recorded by the candidate. If holding a fundraising function, candidates must review section 147.31 of the *Local Authorities Election Act (LAEA)* and ensure they follow the rules as set out.

## **Campaign disclosure statements**

s. 147.4 LAEA

**New** for the 2025 general municipal election, candidates must file a "Campaign Disclosure Statement" form every year, on or before March 1, if contributions were received in the previous year. For example:

- If contributions were received in 2024, a "Campaign Disclosure Statement" must be filed on or before March 1, 2025, and
- If contributions are received in 2025, a "Campaign Disclosure Statement" must be filed on or before March 1, 2026.

The form will be available at <https://www.minburncounty.ab.ca/p/2025-election> and must be submitted to the Election Office. The form asks for the following information:

- the total value of all contributions from contributors giving less than \$50 in the year,
- the total amount contributed, together with the contributor's name and address, for each contributor whose contributions during the year exceeded \$50 in the aggregate;
- the total amount a candidate contributed (maximum of \$10,000) during the campaign period that is not reimbursed to the candidate from the campaign account by the end of the campaign period;
- the total amount received from fundraising functions in the year;
- 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 expense report setting out the campaign expenses incurred by the candidate in the year;
- the total amount paid by the candidate out of the candidate's own funds in the year not reimbursed from the candidate's campaign fund;
- the total amount of any campaign surplus, including any surplus from previous campaigns (where the previous year is the election year); and
- the amount of any deficit (where the previous year is the election year).

Any candidate who has incurred campaign expenses or received contributions of \$50,000 or more must file a review engagement with the disclosure statement.

Once filed, the "Campaign Disclosure Statement" will be posted to County of Minburn's public website. Personal information such as addresses will be redacted.

## **Campaign surplus**

s. 147.5, LAEA

If a candidate's disclosure statement for a general election year shows a surplus, the candidate must, if the surplus is more than \$1,000, donate an amount to a registered charity that results in the surplus being less than \$1,000. The candidate may retain any portion of the surplus under \$1,000 or donate it to a registered charity. This must be done within 60 days of filing the disclosure statement.

After the sixty (60) day period referred to above, the candidate has thirty (30) days to file an amended disclosure statement with the Election Office showing that the surplus has been dealt with.

### **Campaign deficit**

s. 147.52, *LAEA*

If a candidate's disclosure statement for a general election year shows a deficit, the candidate must eliminate the deficit within 60 days of filing the disclosure statement. To eliminate the deficit, a candidate may:

- accept contributions (in accordance with the *LAEA*), not exceeding \$5,000 per contributor, and
- contribute up to \$10,000 of the candidate's own funds.

After the sixty (60) day period referred to above, the candidate has thirty (30) days to file an amended disclosure statement with the Election Office showing that the deficit has been dealt with.

### **Late filing**

s. 147.7, *LAEA*

A candidate who fails to file a disclosure statement by the deadline must pay a late filing fee of \$500 to the County of Minburn. If the late filing fee is not paid within 30 days after the date the fee was payable, the County will send a notice to the candidate indicating the amount of the late filing fee that is required to be paid. If the candidate fails to pay the late filing fee the County may file a copy of the notice with the clerk of the Court of King's Bench, and, on being filed, the notice has the same force and effect that may be enforced as if it were a judgment of the Court.

If a candidate fails to file a disclosure statement as required by the *Local Authorities Election Act (LAEA)*, a report will be presented to Council and will be made public on the County's website.

### **Campaign finance offences**

The *LAEA* sets out offences relating to campaign finance in sections 147.82, 147.83, 147.84 and 147.85. It is important that candidates review these sections and ensure that they comply with the rules.

## **CAMPAIGNING**

Campaigning for a municipal election refers to the activities and efforts undertaken by a candidate to promote their candidacy and seek support from voters for an elected position as a Councillor. Campaigning typically involves various actions within the framework of the *Local Authorities Election Act (LAEA)*, which governs municipal elections in Alberta.

Campaigning activities may include:

- Speaking with voters, door-to-door canvassing, distributing flyers, and attending community events.
- Using advertising mediums like social media, radio, newspapers, or posters to communicate policies and priorities.
- Participating in debates or public forums organized for candidates.

### **Campaign Period**

The campaign period for the 2025 municipal election began on January 1, 2025 and ends on December 31, 2025.

### **Candidate Contact Information**

The Election Office receives numerous requests from the media, organizers of election forums and the public for the contact information of candidates. Candidates have the option to submit a "Candidate information and release" form to the Election Office to allow their contact information to be shared publicly.

The contact information, including links to the candidate's websites will be posted on the County website election page.

### **Restrictions on campaign activities and advertising**

s. 116, 117 148, 150, 152, 152.1, 156 *LAEA*

It is important that candidates read the relevant sections of the *LAEA* and County of Minburn bylaws and understand the rules around campaigning. This section is intended to highlight some of the activities that are not allowed under provincial legislation or municipal bylaw. It is not a complete list.

Candidates or their representatives must not:

- engage in bribery as defined in the *LAEA*,
- commit the offence of undue influence as defined in the *LAEA*;
- display or distribute advertisements within a building used for a voting station or on the voting station property on election day or during the advance vote;
- canvass or solicit votes in a voting station or on the voting station property on election day or during the advance vote;

- use County of Minburn logos or other images/visuals owned by the County of Minburn in campaign materials; and
- print or distribute in any advertisement a form of ballot printed by the returning officer showing it to be marked for any candidate(s).

## **Signage**

In accordance with Section 4.4.1(viii.) of the [Land Use Bylaw](#), a development permit is not required for posting election signs along County roads provided that:

1. Signs are not placed prior to 7 a.m. of the day following nomination day
2. Signs are removed within 10 days of election day
3. Signs do not obstruct sight lines or visibility for pedestrian and vehicular traffic
4. Signs are not attached to utility poles

Guidelines for election signs on Provincial Highways can be found here: <https://www.alberta.ca/election-signs.aspx>

## **Maps**

Division maps are attached as Appendix 1.

The 2024 Land Ownership map can also be purchased from the County of Minburn Administration Office at a cost of \$21, GST included.

## **Campaign Personnel**

### Campaign Workers

The “Campaign Worker Proof of Identification” form can be completed by the candidate and provided to each worker to use as proof of identification. This form is for use by the candidate and campaign worker and does not need to be submitted to the Election Office.

### Official agent

s. 68.1, LAEA

Each nominated candidate may appoint an elector as their official agent on their “Nomination Paper and Candidate’s Acceptance” form. The official agent may act as a signing authority for the campaign bank account and/or manage aspects of the campaign. The duties of an official agent are those assigned to the official agent by the candidate.

No candidate may act as an official agent for any other candidate.

A person who has been convicted of an offence under the LAEA, the *Election Act* the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada) within the last 10 years is not eligible to be appointed as an official agent.

Official agents may complete and submit to the Election Office an "Official Agent Information and Release" form to allow their contact information to be shared with the public.

During the campaign period, if a candidate needs to appoint a new official agent, they must immediately notify the Election Office in writing and provide the contact information for the new official agent.

### Candidate's scrutineer

s. 69, LAEA

Candidates have the option to appoint scrutineers to observe the election processes at the voting stations and/or at the election office. Scrutineers must meet the eligibility requirements set out in section 69 of the LAEA. The following process must be followed:

- the candidate must provide each scrutineer or official agent with a completed "Appointment of Scrutineer" form;
- upon arriving at the voting station or central counting centre the scrutineer will present the completed "Appointment of Scrutineer" form to the election official; and
- the Presiding or Deputy Returning Officer will provide the scrutineer with a form, which must be completed prior to the scrutineer commencing his/her duties.

Note that only one representative per campaign (scrutineer, official agent or the candidate) can be present in each voting station during voting hours.

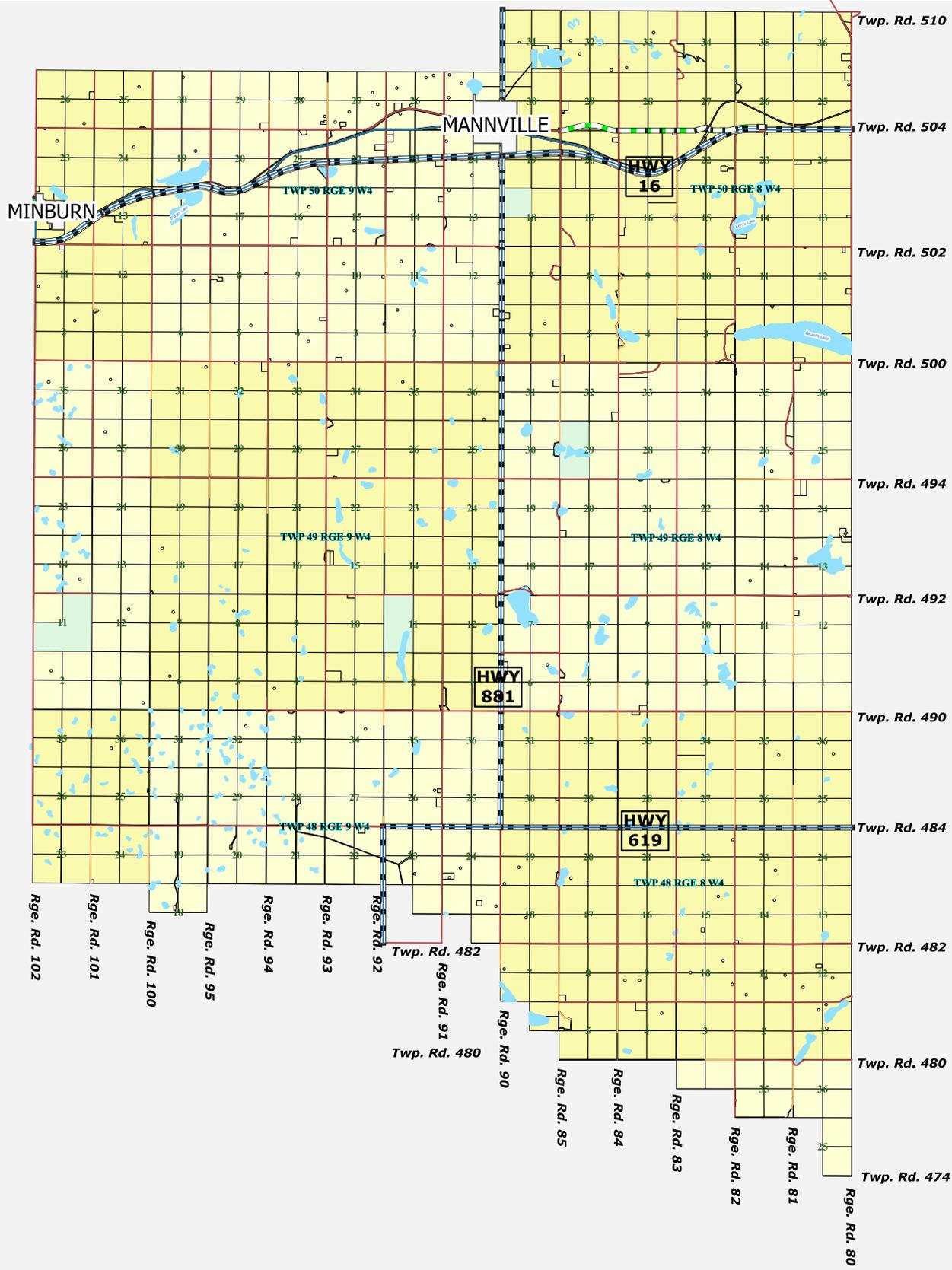
The Presiding or Deputy Returning Officer will designate a location in the voting station where a candidate, official agent, or scrutineer may observe the election process.

### **Forums**

A forum is an event where candidates are invited to share their positions on the issues.

The Election Office will publish a list of any forums it becomes aware of at <https://www.minburncounty.ab.ca/p/2025-election>.

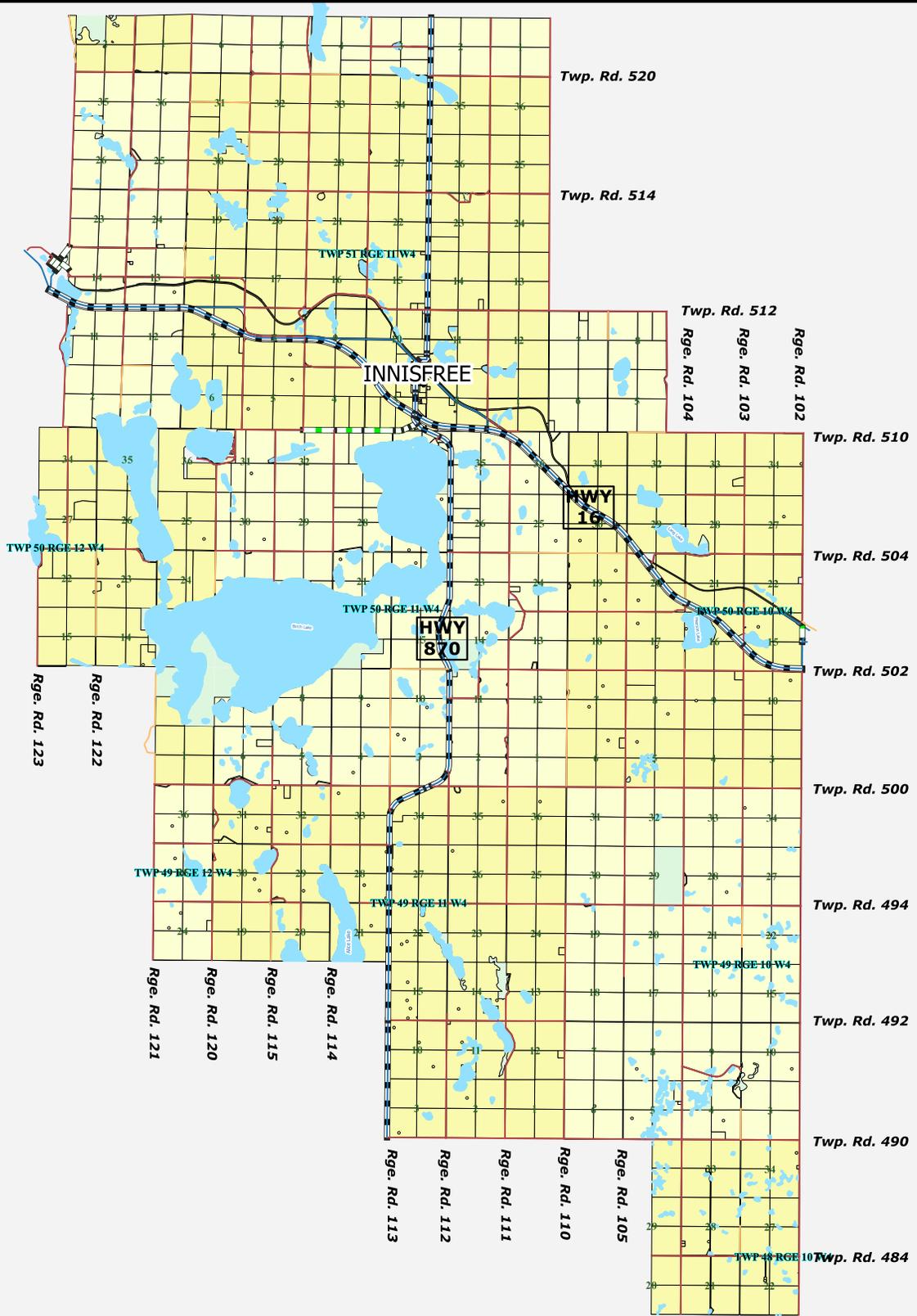
## **Appendix 1 – Division Maps**



**Legend**

- Oil Road
- Paved Highway
- Paved Road
- Lakes/Waterbodies
- Gravel Highway
- Gravel Road
- Unimproved Road

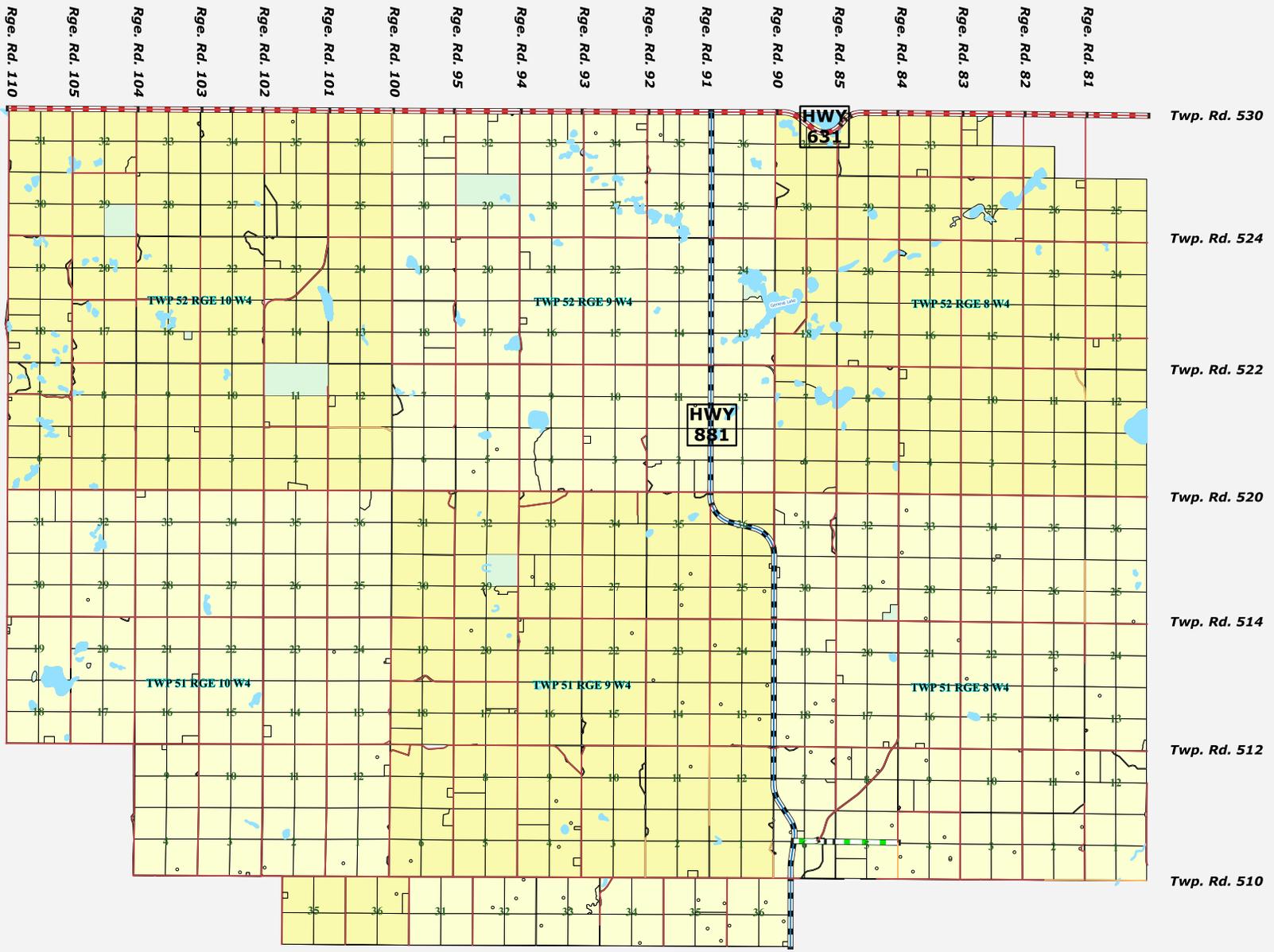
**County of  
Minburn  
Division 1**



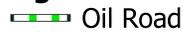
**Legend**

- Oil Road
- Gravel Road
- Gravel Highway
- Paved Road
- Paved Highway
- Unimproved Road
- Lakes/Waterbodies

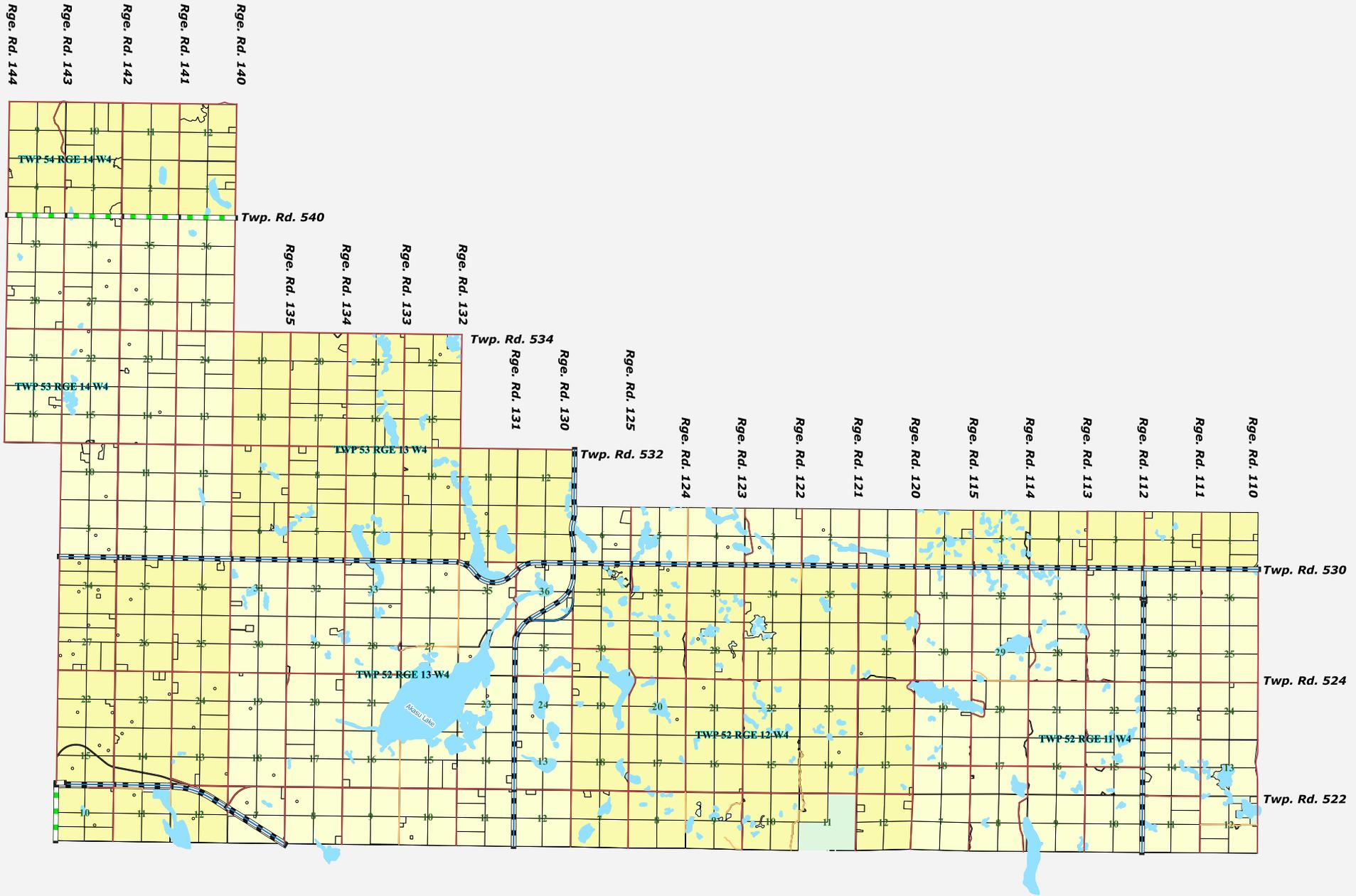
**County of  
Minburn  
Division 2**



**Legend**

-  Oil Road
-  Paved Highway
-  Paved Road
-  Unimproved Road
-  Lakes/Waterbodies
-  Gravel Highway
-  Gravel Road

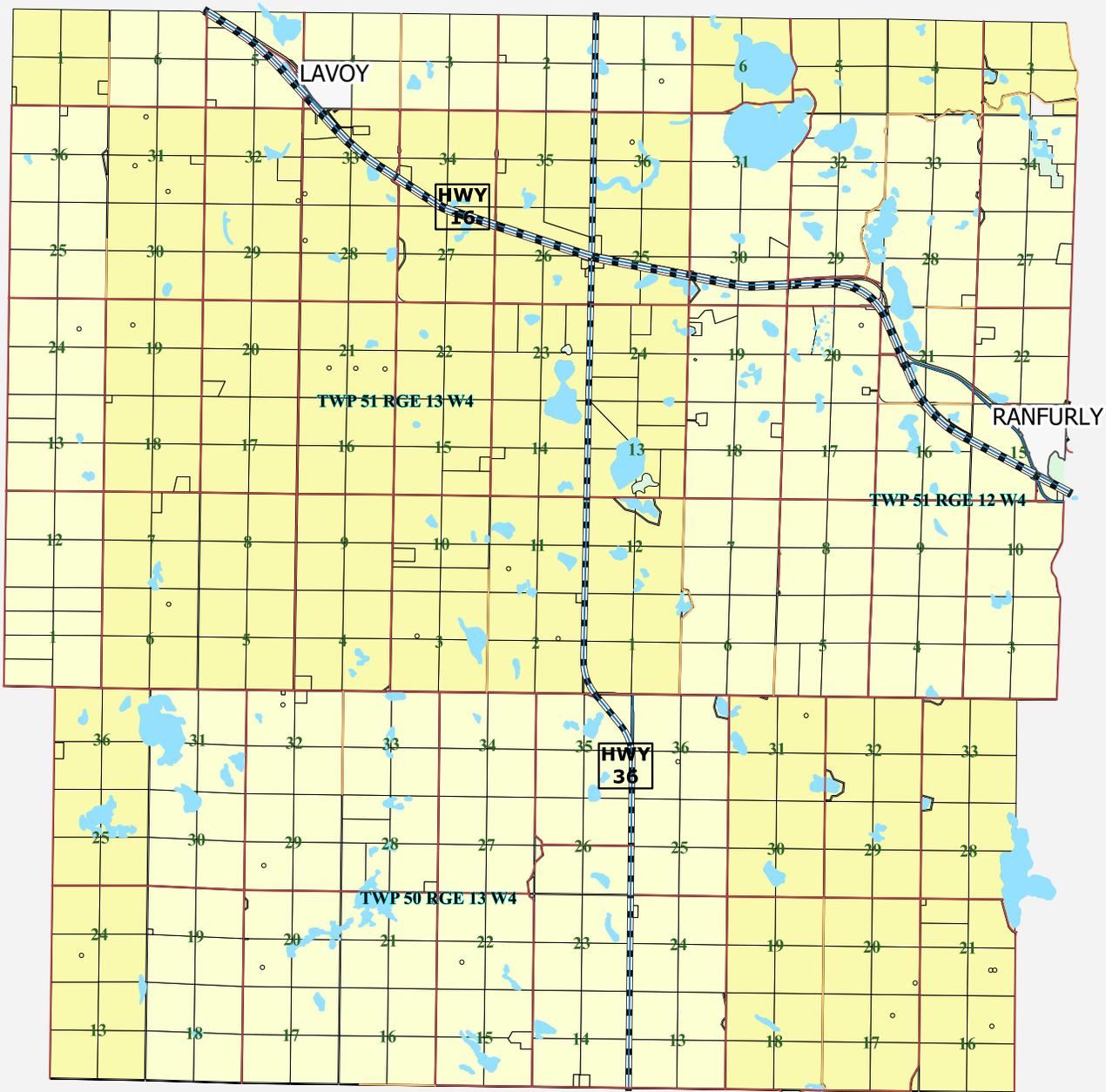
**County of  
Minburn  
Division 3**



**Legend**

- Oil Road
- Paved Highway
- Paved Road
- Lakes/Waterbodies
- Gravel Highway
- Gravel Road
- Unimproved Road

**County of Minburn  
Division 4**



Twp. Rd. 520  
 Twp. Rd. 514  
 Twp. Rd. 512  
 Twp. Rd. 510  
 Twp. Rd. 504  
 Twp. Rd. 502

Rge. Rd. 141  
 Rge. Rd. 140  
 Rge. Rd. 135  
 Rge. Rd. 134  
 Rge. Rd. 133  
 Rge. Rd. 132  
 Rge. Rd. 131  
 Rge. Rd. 130  
 Rge. Rd. 125  
 Rge. Rd. 124  
 Rge. Rd. 123

### Legend

- Oil Road
- Gravel Highway
- Paved Highway
- Gravel Road
- Paved Road
- Unimproved Road
- Lakes/Waterbodies

**County of  
 Minburn  
 Division 5**

Twp. Rd. 530

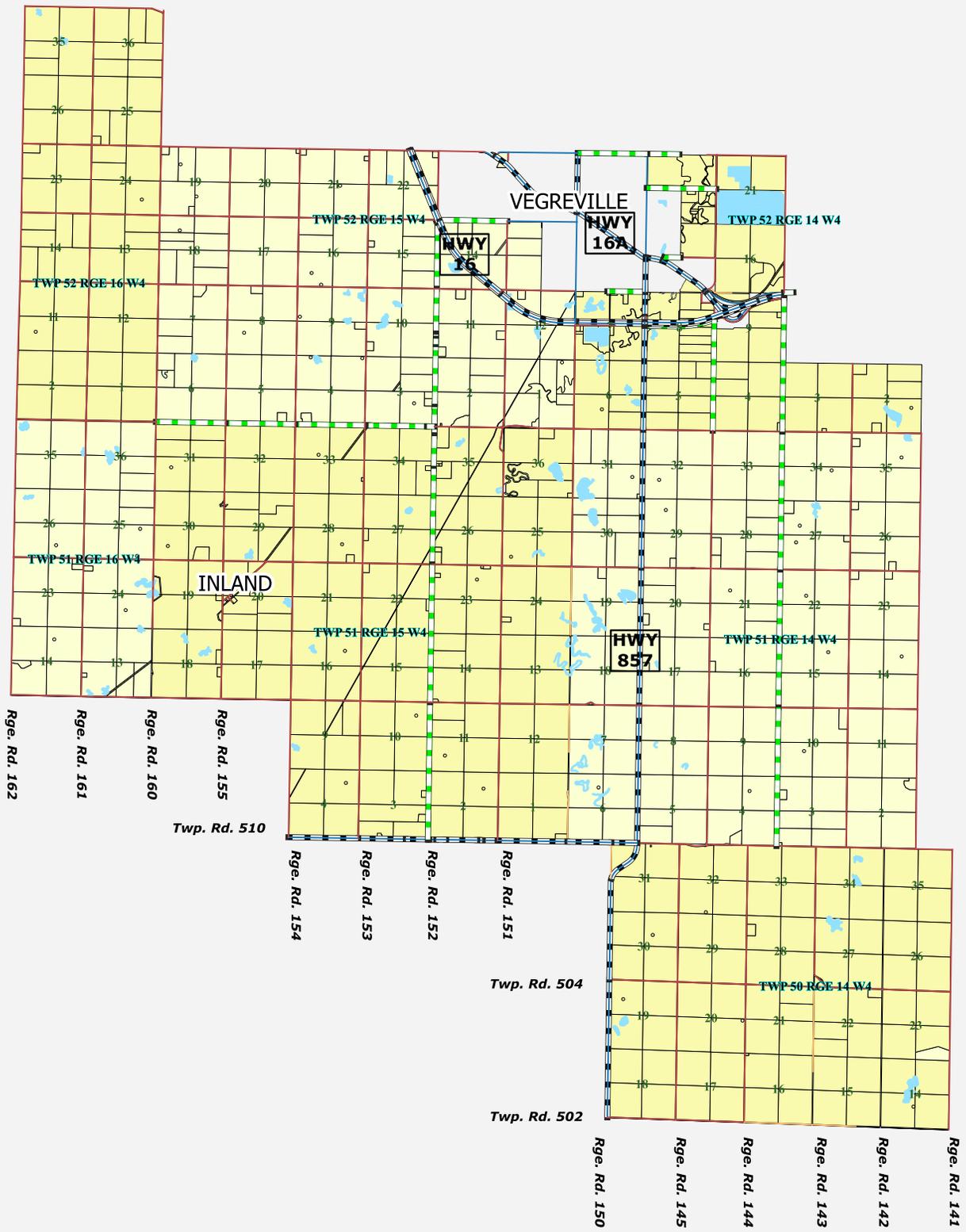
Twp. Rd. 524

Twp. Rd. 522

Twp. Rd. 520

Twp. Rd. 514

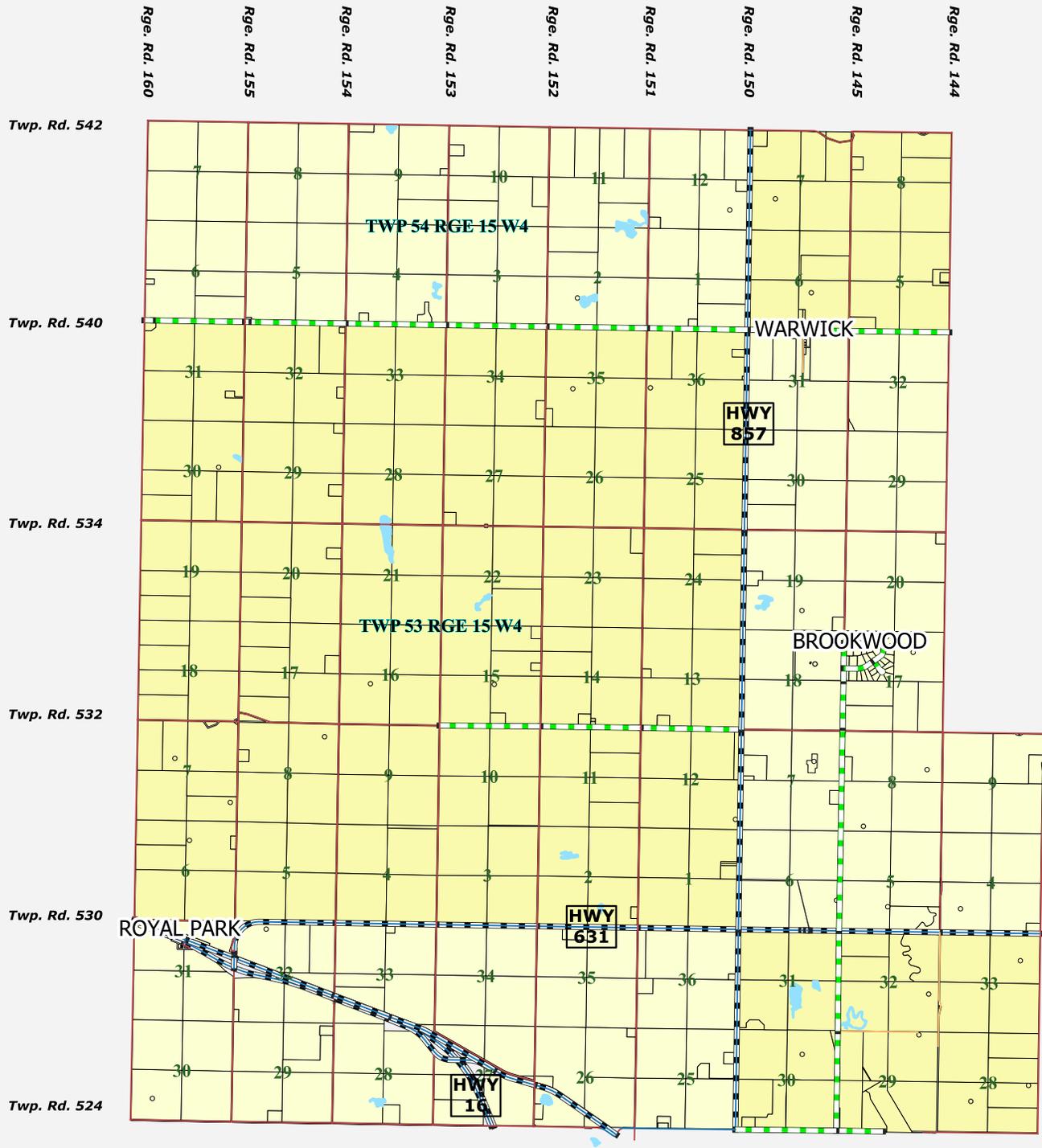
Twp. Rd. 512



### Legend

- Oil Road
- Gravel Road
- Lakes/Waterbodies
- Gravel Highway
- Paved Road
- Paved Highway
- Unimproved Road

**County of  
Minburn  
Division 6**



**Legend**

- Oil Road
- Paved Highway
- Paved Road
- Lakes/Waterbodies
- Gravel Highway
- Gravel Road
- Unimproved Road

**County of  
Minburn  
Division 7**

**Appendix 2 – 2025 Council Meeting Schedule  
(October – December)**

# OCTOBER

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13 <b>Thanksgiving Day</b>	14	15	16	17	18
19	20 <b>Municipal Election</b>	21	22 <b>Elected Official Training</b>	23 <b>Elected Official Training</b>	24 <b>Official Election Results Posted 12 Noon</b>	25
26	27 <b>Organizational Swearing In 10 am</b>	28 <b>Elected Official Training</b>	29	30 <b>Elected Official Training</b>	31	1

# NOVEMBER

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 <b>Elected Official Training</b>	5 <b>2026 Budget Meeting</b>	6 <b>Elected Official Training</b>	7	8
9	10	11 <b>Remembrance Day</b>	12 <b>Committee of the Whole Mtg 10 am</b>	13	14	15
16	17	18	19	20	21	22
	<b>Rural Municipalities of Alberta (RMA) Convention</b>					
23	24 <b>Council Meeting 10 am</b>	25	26	27	28	29
30						

# DECEMBER

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 Committee of the Whole Mtg 10 am	11	12	13
14	15 Council Meeting 10 am	16	17	18	19	20
21	22	23	24	25 Christmas Day	26 Holiday Closure	27
28	29 Holiday Closure	30 Holiday Closure	31 Holiday Closure			

## **Appendix 3 – Forms**



# Notice of Intent Election Date: October 20, 2025

Local Authorities Election Act, s. 147.22, No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice in accordance with this section.

Election Office **Email** [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) **Phone** 780.632.2082

An individual who intends to be nominated or has been nominated to run in a local jurisdiction as a candidate must give written notice to the local jurisdiction in which the individual intends to be or has been nominated. **Submitting a notice of intent is the first step; individuals are still required to submit a nomination form.**

### INSTRUCTIONS

1. The form is to be completed by the individual who intends to be nominated or has been nominated to run for election as a candidate in the 2025 Municipal Election.
2. File the completed form with the Election Office in person at 4909-50 Street, Vegreville, Attention: Returning Officer; or by emailing to [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca).

If there are changes to the information collected, notify the Returning Officer by email to [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca).

First Name	Middle Name	Last Name
Mailing Address with Postal Code		
Legal Address		
Phone Number	Email Address	
I intend to run for Councillor in the 2025 general municipal election for ( <i>select one</i> ): Division 1 <input type="checkbox"/>		
Division 2 <input type="checkbox"/> Division 3 <input type="checkbox"/> Division 4 <input type="checkbox"/> Division 5 <input type="checkbox"/> Division 6 <input type="checkbox"/> Division 7 <input type="checkbox"/>		
Address of place/places where records are maintained and where communication is addressed (if different place than above)		
Name of Financial Institution(s) and address where campaign contributions exceeding \$1000 will be deposited		
Name of Signing Authorities for Depository above		

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.

Signature	Date
Signature of Returning Officer	Date

Personal information is collected under the authority of Section 33(a), (c) of the *Freedom of Information and Privacy Act* and will be used for the administration of the municipal election. This form or parts thereof may be disclosed as permitted or required by law. If you have any questions about the collection, use or disclosure, please contact the Director of Corporate Services at 780.632.2082.



# Candidate Information and Release

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

## Instructions

1. Complete and sign the form below.
2. File the completed form with the Election Office in person, or by emailing to [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca)
3. When there are any changes to the information below, notify the Election Office in writing.

Candidate's name: \_\_\_\_\_

Campaign office address (if any):

\_\_\_\_\_

Phone number(s): \_\_\_\_\_ (Campaign office) \_\_\_\_\_ (Other)

Email address: \_\_\_\_\_

Website URL: \_\_\_\_\_

Social media accounts: \_\_\_\_\_ (Platform) \_\_\_\_\_ (Username)

\_\_\_\_\_ (Platform) \_\_\_\_\_ (Username)

\_\_\_\_\_ (Platform) \_\_\_\_\_ (Username)

I, the candidate named above, authorize the County of Minburn No. 27 to publish the personal information on this form to its public website and to release the personal information contained in this form to any interested person or organization, including the media, from the date of signing this release until the end of the campaign period for the 2025 municipal election.

\_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

By typing your name in the signature box above, this indicates that the information entered into this form is accurate and that you authorize its release.

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the election and may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of this information, please contact Corporate Services at 780-632-2082.



## Acknowledgement of Council Meeting Dates and Mandatory Orientation

*Municipal Government Act (Section 201.1)*

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

The *Municipal Government Act* requires the County of Minburn No. 27 to offer orientation training to those elected as Councillor and requires each elected official to attend the training.

I, \_\_\_\_\_ acknowledge  
(Candidate's name)

THAT the County of Minburn No. 27 will provide orientation training for anyone elected as Councillor in the 2025 general municipal election;

THAT the dates of the orientation are:

- October 22, 23, 28, 30
- October 27 (Organizational meeting and Swearing-in),
- November 4, 5, 6;

THAT additional dates may be scheduled within 90 days of taking the Oath of Office; and

THAT, if elected, I will attend the orientation as required by section 201.1 of the *Municipal Government Act*.

The approved Council meeting schedule for October – December 2025 is attached. This includes Committee of the Whole meetings, County Council meetings, 2026 Budget meeting, and Conventions that elected officials are expected to attend in the months immediately following the election.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

By typing your name in the signature box above, this indicates that you have read and acknowledge the information above.

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the local election. This form may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of this information, please contact Corporate Services at 780-632-2082.



# Candidate Financial Information

*Local Authorities Election Act (Section 27)*

Election Office

**Email** [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) **Phone** 780-632-2082

Election Date: October 20, 2025

Candidate's Full Name: \_\_\_\_\_

Candidate's Address and Postal Code:

\_\_\_\_\_

Address of place(s) where candidate records are maintained (per Section 147.3(1)(f) of the *Local Authorities Election Act*, records must be kept for a period of three years following Election Day):

\_\_\_\_\_

Name and addresses of financial institutions where campaign contributions will be deposited (if applicable):

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Address of Financial Institution)

\_\_\_\_\_  
(Name of Financial Institution)

\_\_\_\_\_  
(Address of Financial Institution)

Name 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.

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 Corporate Services at 780-632-2082.



## Official Agent Information and Release

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

### Instructions

1. Complete and sign the form below.
2. File the completed form with the Election Office in person, or by emailing to [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca).
3. When there are any changes to the information below, notify the Election Office in writing.

Official Agent's Name: \_\_\_\_\_

Official Agent for: \_\_\_\_\_  
(Name of Candidate)

Phone Number(s): \_\_\_\_\_  
(Primary) (Secondary)

Email Address: \_\_\_\_\_

I, the official agent named above, authorize County of Minburn No. 27 to publish the personal information on this form to its public website and to release the personal information contained in this form to any interested person or organization, including the media, from the date of signing this release until the end of the campaign period for the 2025 municipal election.

\_\_\_\_\_  
(Name) (Signature) (Date)

By typing your name in the signature box above, this indicates that the information entered into this form is accurate and that you authorize its release.

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of the local election. This form may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of this information, please contact Corporate Services at 780-632-2082.



# Nomination Paper and Candidate's Acceptance Councillor

*Local Authorities Election Act* (Sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151, Part 5.1)  
Page 1 of 2

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

Local jurisdiction: County of Minburn No. 27, Province of Alberta

We, the undersigned electors of County of Minburn No. 27 Division \_\_\_\_\_ nominate

\_\_\_\_\_ of  
 (Candidate's Surname) (Given Names)

\_\_\_\_\_  
 (Complete Address and Postal Code)

as a candidate at the election about to be held for the office of \_\_\_\_\_ Councillor  
 (Office Nominated For)

of County of Minburn No. 27.  
 (Name of Local Jurisdiction)

Signatures of at least **five (5) electors eligible to vote** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act*:

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 of the *Local Authorities Election Act* to be elected to the office;
- THAT I am not otherwise disqualified under section 22, 23 or 23.1 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and understand their contents;



# Nomination Paper and Candidate's Acceptance Councillor

*Local Authorities Election Act* (Sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151, Part 5.1)

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

THAT I am appointing the following individual as my official agent (if applicable):

Name: _____	Phone Number: _____
Email Address: _____	
Complete Address and Postal Code: _____	

THAT I will read and abide by the municipality's code of conduct if elected; and

THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election 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 in and for Alberta)

### 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

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 Corporate Services at (780) 632-2082.



# Nomination Paper and Candidate's Acceptance Councillor

*Local Authorities Election Act* (Sections 21, 22, 23, 23.1, 27, 28, 47, 68.1, 151, Part 5.1)

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-632-2082

THAT I am appointing the following individual as my official agent (if applicable):

Name: _____	Phone Number: _____
Email Address: _____	
Complete Address and Postal Code: _____	

THAT I will read and abide by the municipality's code of conduct if elected; and

THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election 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 in and for Alberta)

### 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

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 Corporate Services at (780) 632-2082.



# Withdrawal of Nomination

*Local Authorities Election Act (Section 32)*

Election Office

Email [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca) Phone 780-400-3800

## Instructions

1. Complete and sign the form below.
2. File the completed form with the Election Office in person or email to [info@minburncounty.ab.ca](mailto:info@minburncounty.ab.ca).

I, \_\_\_\_\_, of  
(Candidate's Full Name)

\_\_\_\_\_  
(Complete Address and Postal Code)

are hereby withdrawing my nomination as a candidate for the 2025 general municipal election for the office of

\_\_\_\_\_  
(Office Nominated For)

## Candidate's Acknowledgement

I, the above-named candidate, have read the relevant sections of the *Local Authorities Election Act* and acknowledge that:

- the returning officer may not accept this withdrawal if it is submitted within 24 hours after the close of nominations if fewer than the required number of persons for the particular office are nominated, and my name will remain on the ballot; otherwise
- my name will not be included on the ballot;
- I am still required to file a disclosure statement under section 147.4 of the *Local Authorities Election Act*; and
- I am still required to address any surplus or deficit shown on my disclosure statement as required by the *Local Authorities Election Act*.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

By typing your name in the signature block above, this indicates that the information entered into this form is accurate.

Personal information is collected under the authority of s. 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act*, and will be used in the management and administration of the local election. This form may be disclosed as allowed or required by law. If you have any questions about the collection, use or disclosure of this information, please contact Corporate Services at 780-632-2082.