

Running for Municipal Office in the Town of Pincher Creek 2025



A Guide for Prospective Candidates

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Introduction

Welcome to the 2025 information package on “Running for Municipal Office for the Town of Pincher Creek”!

This information package has been prepared primarily using information provided by Alberta Municipal Affairs <http://www.municipalaffairs.alberta.ca>.

Please remember that this information is for your assistance, has no legislative sanction and is subject to change without notice.

It contains:

- a) Answers to the most frequently asked questions regarding election procedures; and,
- b) Important facts that prospective candidates may want to be aware of.

Contacts

If you have any additional questions that are not answered in this package, please contact:

Communications
Alberta Municipal Affairs Local Government Services Division
17 Floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4
Phone: 780-427-2225 (Dial 310-0000 for toll-free connection)
Fax: 780-420-1016

the Chief Administrative Officer (CAO) for the Town of Pincher Creek:

Konrad Dunbar
Town of Pincher Creek
962 St. John Ave
Box 159
Pincher Creek, AB
T0K 1W0
Phone: 403-627-3156
Fax: 403-627-4784
E-mail: cao@pinchercreek.ca

Legislation

The following Acts are applicable to a General Municipal Election:

- Local Authorities Election Act,
- Municipal Government Act, and the
- School Act

It is in your best interest to become familiar with the applicable legislation.

Copies can be obtained through: Alberta King's Printer
Park Plaza
Suite 700, 10611 – 98 Avenue
Edmonton, Alberta T5K 2P7
Telephone: (780) 427-4952
E-mail kings-printer@gov.ab.ca.
Web Address www.alberta.ca/alberta-kings-printer

Candidate Registration, Contributions & Expenses

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 to the local jurisdiction. Individuals who intend to be nominated or who have been nominated to run for election must give written notice to the local jurisdiction in which they have been or intend to be nominated. Written notice must include:

- the full name, address and contact information of the individual;
- the address of the place(s) where records are maintained, and the place to which communications may be sent;
- the names and addresses of the financial institutions to be used as depositories for campaign contributions; and
- the names of the signing authorities for each financial institution to be used for campaign contributions.

No candidate or person acting for a candidate may accept a contribution for an election outside the campaign period for that election.

A campaign expense means any expense incurred (including a non-monetary contribution received) by a candidate to the extent that the property or service is used to directly promote or oppose a candidate during a campaign period. The expense or non-monetary contribution includes:

- the production of advertising or promotional material;
- the distribution, broadcast, or publication of advertising or promotional material in any media or by an 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*.

Candidate Self-funded Contributions

A candidate may contribute an amount of up to \$10,000 during the campaign period that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period to the candidate's own campaign expenses.

Contributions to Candidates

Candidates may accept contributions from any person, corporation (other than a prohibited organization), Alberta trade union or Alberta employee organization up to \$5000.

It is important to know the contributions of real property, personal property, goods and services have a value. Receipts must be issued for every contribution received and be obtained for every expense throughout the duration of the campaign.

All campaign records of contributions and expenses should be kept for a minimum of two (2) years following the general election.

Anonymous & Ineligible Contributions

If a candidate receives an anonymous contribution, the candidate must return the contribution to the contributor immediately (if the identity is known) or pay an amount equivalent to the contribution to a registered charity or to the local jurisdiction for which the candidate is running for election.

Before you file your nomination paper

Here are some things you should consider:

Are you qualified?

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

Are you eligible to be nominated?

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

- If you are the auditor of the municipality
- If you are an employee of the Town, unless granted a leave of absence.
- If your property taxes are more than \$50 in arrears or you are in default for more than 90 days for any debt in excess of \$500 to the municipality.
- If you have, within the last 10 years, been convicted of an offence under this Act, the *Election Act*, the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act*.

If you are a judge, Member of Senate or House of Commons of Canada, or Member of the Legislative Assembly, you must resign that position, before you take office as a member of a municipal Council.

Do you have the time?

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

- Regular and Special meetings of Council
- Council committee meetings
- Meetings of other boards and agencies to which you are appointed as Council's representative
- Conferences, conventions, seminars and workshops for training and discussion
- Social and other events promoting your municipality

You will also need to spend time reading material and talking with residents, the Chief Administrative Officer (CAO), and other relevant stakeholders. This work will all be part of the necessary preparation for meetings so that you can make informed decisions. Don't forget the time you need for your personal life, work, etc.

Do you understand the position?

As a member of Council, you will have the opportunity to significantly influence the future of your community. Your effectiveness as a member of Council depends on your ability to be an active member of the team and to respectfully persuade the other members of Council to adopt and support your view. All decisions must be made at meetings, held in public, in which quorum is present.

As an individual member of Council, you will not have the power to commit your municipality to any expenditure or to direct the activities of the municipal employees.

Any promise you make as part of your election campaign that involves municipal expenditures or the activities of the employees, can only be carried out if you can obtain the support of your fellow Council members in carrying out that promise.

Do you understand the powers of a Municipal Council?

Your role regarding town employees is very limited; the Chief Administrative Officer (CAO) is the only employee of Council.

Are you familiar with local legislation?

The Canadian Constitution grants responsibility for municipal institutions to the Provinces. Through a variety of legislation, the Alberta Legislative Assembly has delegated some of its authority to Municipal Councils. The legislation you will use most often is the *Municipal Government Act* (MGA).

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

Some examples of local documents you will often refer to are the Council Procedural Bylaw, Land Use Bylaw, the bylaws establishing the positions of the Chief Administrative Officer and the designated officers, and the adopted Policies.

For additional information pertaining to local bylaws, please visit our website at PincherCreek.ca or contact the town office.

Do you know how the municipality is administered?

As a member of council, it will be your duty to **establish** policy for your municipality. It is the job of the administration to **implement** the policy direction. You will need the support, advice, and assistance of the CAO if you are to be an effective member of Council. Their training, experience, and understanding of how and why things have developed as they have, will be an important resource for you.

What other information should you have?

The best way to find out what the job is all about is to spend some time reading Council agendas and minutes, attending Council meetings, and talking to current members of Council. Talk to the CAO to find out what other information is available. This will help you in your campaign and will assist you in assuming office. If you don't do that kind of research now, you'll have to do it after you are elected, and you probably have more time now than you will if you are elected.

Ask how much time may be required for committee work and for Council appointments to other boards and agencies, over and above the time required for regular and special Council meetings. Once you are elected you have a duty to represent your community.

Town of Pincher Creek Council Meetings

Regular Council meetings are usually held on the 2nd and 4th Monday of each month commencing at 6:00 p.m., except for the months of July, August when meetings are held only on the fourth Monday of each month, and December when meetings are held only on the second Monday. When a statutory holiday falls on a Monday, the Council meeting will be moved to the following Tuesday.

Committee of the Whole meetings are held on the first Wednesday of each month commencing at 8:30 a.m.

Council Remuneration

- Mayor and Councilors will receive a monthly salary with a travel and subsistence allowance for the required attendance at Council and Committee meetings and various community events.
- Mayor and Councilors will receive remuneration for the required attendance at out-of-town functions as an official representative of the Town of Pincher Creek.
- Claims for meal and travel subsistence that occur from conducting out of town business may be made in accordance with the Travel & Entertainment Expense Policy.
- Council will set the remuneration for the Mayor and Councilors in the fourth year of a Council term by resolution of Council at a regular scheduled meeting prior to the annual budget meeting.
- Council members shall be paid on a monthly basis by direct deposit.

Remuneration and Allowances for Elected Officials

(Subject to Change)

Effective January 1, 2023

The following information is sourced from the Town of Pincher Creek Council Remuneration Bylaw (1578-22). Additional information can be found on the Town of Pincher Creek website under “Bylaws and Policies”.

Monthly Stipend

The Chief Elected Official (Mayor) shall receive a stipend of \$1,200.00 per month. The newly elected Chief Elected Official shall receive the first stipend for November in the year of election.

The Councilors shall receive a stipend of \$600.00 per month. The newly elected Councilors shall receive the first stipend for November in the year of election.

Meetings

The Chief Elected Official (Mayor) and Councilors shall receive \$235.00 per Regular and Special Meeting of Council.

The Chief Elected Official (Mayor) and Councilors shall receive \$120.00 per Committee Meeting up to (3) hours.

The Chief Elected Official (Mayor) and Councilors shall receive \$235.00 per Committee Meeting over four (3) hours in length.

Per Diem

Per diems shall be paid for out-of-town functions at the rate of \$120.00 for half day (up to 3 hours) and \$235.00 for full day. This claim can be made only in the event that members of Council are not already being remunerated for attending said function.

Transportation

When a Town of Pincher Creek Councilor is required to use a personal vehicle to go out of town on Town business, they shall be reimbursed at the rate of \$0.61 per km.

Details regarding expense remuneration for meals, out of town accommodation, and other expenditures can be found in the Travel & Entertainment Expense Policy (114-19), located on the Town of Pincher Creek website.

Filing your nomination

The Nomination Period is **Wednesday, January 01, 2025 to Monday September 22, 2025** at the Town of Pincher Creek Council Chambers located at 962 St. John Ave., Pincher Creek, AB. Nomination Day is 4 weeks before election day **September 22, 2025**.

Nomination Form

Your nomination must be filed on the prescribed form. The prescribed Nomination Paper (FORM 4) for the Office of Mayor or Councilor is attached for your convenience. Should additional Nomination Papers be required they are available at <https://www.alberta.ca/municipal-election-forms.aspx> or at the Town of Pincher Creek Administration Office (962 St. John Ave., Pincher Creek, AB).

For advice on filling out the Nomination Papers, please contact the Returning Officer.

Qualifications of Candidates

A person may be nominated as a candidate on nomination day if he or she;

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

Please see section 21, 22 and 23 of the Local Authorities Election Act for additional information on eligibility and ineligibility.

Candidate's Name

The candidate's name, as it appears in the Candidate's Acceptance portion, is to be printed in the same manner, as the name will appear on the ballot. Nicknames are acceptable on the ballot; however, titles such as Dr., Mr., Mrs., etc., **are not** acceptable.

Candidate's Acceptance and Affidavit

The candidate's affidavit at the bottom of the nomination form *may* be completed before a Commissioner for Oaths in advance of Nomination Day. A Commissioner for Oaths service is provided, free of charge, at the Pincher Creek Town Office (962 St. John Ave., Pincher Creek, AB). Otherwise, the nomination form is to be filed on nomination day, in the presence of the Returning Officer.

The affidavit states that the candidate has read and understands Sections 12, 21, 22, 23, 27, 28, 47, 68.1, 151 and Part 5.1 of the Local Authorities Election Act and Section 44(4) of the School Act if applicable.

Nominators

Your form must be signed by five people who are eligible to vote in the election and residents in the local jurisdiction on the date of signing of the nomination paper. To ensure that sufficient eligible electors have signed the nomination form, it is recommended that you have more than the required number sign the form.

For each nominator, the form must include that person's name, address (street address or legal description of residence) and signature.

Persons signing a candidate's nomination paper form must be **eligible electors** on the day of signing, in accordance with Section 47 of the Act.

Candidate

The nomination form states that you are required to make an affidavit saying that you are eligible for nomination, not disqualified from office and that you will accept the office if you are elected. You must swear or affirm that affidavit before a Commissioner for Oaths or the Returning Officer.

Under the Criminal Code (Canada), it is an offence to make a false affidavit and it is punishable by up to 14 years imprisonment.

Under the Local Authorities Election Act, it is an offence for a candidate for elective office to sign a candidate's acceptance form that contains a false statement, and it is punishable by a fine.

No late nominations

The Returning Officer cannot accept nominations after noon on nomination day. **Be sure that your nomination paper is filed on time.**

Deposit

The Town of Pincher Creek does **not** require that nominations be accompanied by a deposit.

Filing the form

The completed form is to be filed with the Returning Officer at any time during the nomination period

Candidates for the office of Mayor or Councilor must file their Nomination Papers with the Returning Officer in the Council Chambers at the Town of Pincher Creek Office, located at 962 St. John Ave., Pincher Creek, AB at any time during the nomination period of January 1, 2025 and 12:00 P.M. (Noon) on Monday, September 22, 2025. **Nominations cannot be accepted after 12:00 p.m. (noon).** The clock in the main office will determine the time of opening and closing of nominations. Prospective candidates who are not inside the Town of Pincher Creek Office by 12:00 p.m. (noon) are not permitted to file nominations.

You may want to file the form in person; however, if you are unable to personally attend, any person may file your appropriately signed and commissioned nomination paper with the Returning Officer on Nomination Day.

Alberta Municipal Affairs, which is responsible for the Local Authorities Election Act, has stated that FACSIMILE (FAX) transmission of Nomination Papers is **NOT** acceptable.

Withdrawing

Within 24 hours of the close of nominations (12:00 p.m., Tuesday, September 23, 2025), you may withdraw your nomination form, provided that more than the required number of candidates have been nominated for the office you were seeking. The Returning Officer **cannot** accept your withdrawal if it would result in less than the required number of candidates (1 for Mayor, 6 for Councilor).

If you wish to withdraw, you must provide a written notice, in person, to the Returning Officer at 962 St. John Ave, Pincher Creek, AB, before 12:00 p.m. (noon) on Tuesday, September 23, 2025.

A FAX Withdrawal Is Not Permitted.

Insufficient nominations

If the number of nominations filed is less than the number of vacancies in any particular office, the Returning Officer or deputy, will be available the next day (and for up to six days) from 10:00 a.m. until 12:00 p.m. (noon) to receive further nominations.

If, by 12:00 p.m. (noon) on any of the days, the number of candidates nominated equals the number of vacancies in any particular office, nominations will be closed, and the Returning Officer will declare the candidates elected by acclamation. That means the candidates are elected without the necessity of actually holding the election.

If more than the required nominations are received by noon on any of the days, nominations will be closed and the election will be held as originally planned.

Examination of Nomination Papers

BE SURE THAT YOUR NOMINATION PAPER IS FILED ON TIME

All Nomination Papers are available for inspection by qualified electors of the jurisdiction, during office hours and in the presence of the Returning Officer, deputy or secretary at 962 St. John Ave., Pincher Creek, AB.

IT IS NOT THE RETURNING OFFICER'S RESPONSIBILITY TO RULE ON THE VALIDITY OF THE INFORMATION CONTAINED IN THE NOMINATION PAPER.

(The Returning Officer may however, point out known discrepancies. The responsibility lies with the courts if the election or nomination is challenged by an elector).

After Filing

Campaigning

You will want your campaign style to match your municipality, your personality and your resources. The purpose of campaigning is to convince the electors that you are the best candidate for the position. You may want to do that by talking to people, preparing brochures or posters, and/or advertising in the media. Following are some rules regarding proper campaign procedures.

Bribery

It is an offence to give or promise to give money or any other valuable consideration (such as an office or job) to anyone in return for their voting or refraining from voting at an election. It is also an offence for anyone to accept money or any other valuable consideration in return for voting or not voting.

Undue Influence

It is an offence to use or threaten violence, injury, damage or intimidation to compel a person to vote or refrain from voting at an election or to obstruct a person from voting.

On Election Day

It is an offence to canvass or solicit votes in or immediately adjacent to a voting station

Campaign Advertising

Election Campaign Signs

An election sign is: A temporary sign which is issued for political advertising and campaigning during a period of a federal, provincial, municipal, school board election, referendum, or plebiscite, and includes information signs used to identify and direct traffic to polling stations.

Rules

(Subject to Change)

All election campaign signage proposals **must** be submitted to the Pincher Creek Town Office at 962 St. John Ave., Pincher Creek, AB for approval before posting. Proposals can be dropped off during office hours, or emailed to legislative@pinchercreek.ca.

According to the Town of Pincher Creek Sign Bylaw (1536A-09):

- No development permit is required for political posters provided all such signage is removed within 14 days after the completion of the relevant election or plebiscite.
- All signs shall be properly maintained in a manner which ensures they are not hazardous to public safety, or because of their dilapidated appearance, are detrimental to surrounding areas.
- For the purposes of this bylaw, Council may designate certain areas of the Town as sign clutter areas when, in the opinion of the Development Officer or Council, there exists an excess of signs. No new signs shall be erected in a sign clutter area unless and until the amount of existing signs have been reduced to the satisfaction of the Development Officer.
- No signs shall be allowed to be erected on a traffic control device or on the support structure of the traffic control device.
- No sign shall be erected so that it would be considered, in the opinion of the Development Officer, to be a traffic hazard, distract or obstruct the vision of vehicular traffic.
- The Town is not required to give notice for the removal of an unlawful election sign.

For additional information pertaining to election campaign signage, please refer to the *Guidelines for the Installation of Election Signs* pamphlet located on the Town of Pincher Creek website under the Municipal Elections tab.

*****NOTE*** Should campaign signs remain posted after the indicated time frame, the Town shall direct such signs to be removed with all costs being charged back to the corresponding candidate.**

Prohibition on use of a form of a ballot

Candidates are not allowed to use a facsimile or representative of the ballot produced for Election Day in their advertising. The use of only the candidate's name and an "arrow" beside it does not constitute a form of the ballot. If there are questions on the acceptability of planned material, please contact the Returning Officer.

Advertising on Election Day

Candidate advertising on Election Day is not permitted inside or on the outside of the Voting Station. The Presiding Deputy at the Voting Station will remove advertising, which contravenes this Section of the *Local Authorities Election Act*.

THE VOTING STATION FOR THE TOWN OF PINCHER CREEK 2025 GENERAL ELECTION SHALL BE DEFINED AS THE PINCHER CREEK TOWN OFFICE GYMNASIUM.

**Freedom of Information
and Protection of Privacy**

Under the *Act* the Municipality must follow strict guidelines for the use of personal information.

The personal information that is being collected under the authority of the Local Authorities Election Act will be used for the purposes under that Act. It is protected by the privacy provision of the Freedom of Information and Protection Of Privacy Act.

If you have any questions about the collection or use of personal information, please contact the Town of Pincher Creek FOIP Coordinator at (403) 627-3156.

Election Day

Election Day is Monday, October 20, 2025 between the hours of 10:00 a.m. and 8:00 p.m. at the Town Office Gymnasium, 962 St. John Ave., Pincher Creek, AB.

Election Day

Your Returning Officer is available to explain the election process to you. All ballot boxes are kept in the control of the Deputy Returning Officer in each voting station until the closing of the vote. The ballot boxes are sealed after the ballots are counted, then the secretary (CAO) must store them sealed, in a protected area until the time when the ballot boxes and contents may be destroyed. Unofficial results may be made available during and following the counting. The official results are announced at 12:00 p.m. (noon) on the fourth (4th) day after the election.

Candidates will NOT be contacted individually with the unofficial vote results. Candidates may contact the Returning Officer for this information at 403-627-3156 during regular business hours. The results will also be released to local media as soon as possible and posted in a conspicuous location at the Town of Pincher Creek Administration Office, 962 St. John Ave., Pincher Creek, AB, including the Town of Pincher Creek website at www.pinchercreek.ca.

If you are elected, you will take office at the organizational meeting of the Council, which is typically held at the Monday following election day.

Institutional Voting Stations

Candidates or their Agents or Scrutineers are permitted to be present at Institutional Voting Stations, including: Crestview Lodge, Pincher Creek Health Centre, Vista Village, and Whispering Winds Village.

Incapacitated Elector At Home

Candidates or their Agents or Scrutineers are permitted to be present at the home of an incapacitated elector, at the discretion of the elector.

Qualifications for an Elector

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

- a) is at least 18 years old,
- b) is a Canadian citizen, and
- c) reside in Alberta and the person's place of residence is located in the Town of Pincher Creek on Election Day.

Agents/ Scrutineers

You are entitled to have one agent or scrutineer at each voting station. The agent or scrutineer must be at least 18 years of age. Candidates may either personally or by way of an agent, observe the election process at one or more voting stations. The agent or scrutineer must present a written notice, signed by the candidate, to the presiding deputy at the Voting Station, and

- a) stating that the person presenting the notice is to represent that candidate as the candidate's agent at the voting station.

The candidate or his/ her agent or his/ her scrutineer are not permitted to be in the Voting Station at the same time during voting hours; and, **only one or the other is permitted to be present at the count of ballots.**

Candidate and/or Agent

The candidate or agent or scrutineer is permitted to observe the election procedures on election day except for the marking of a ballot by an elector.

The deputy may designate the place or places at a voting station where a candidate or an agent or scrutineer of a candidate, may observe the election procedure.

The candidate or agent or scrutineer may make objections to an elector being permitted to vote. The Deputy looking after the Voting Register and issuing ballots will record the objection and reasons; however, the elector is allowed to cast a vote.

Candidates or their agent or scrutineer may sign the Ballot Account and Result of Vote, Form 19, Alberta Election Forms Regulation. This form is the official result of the count of the ballots at the Voting Station.

Agents or scrutineers are not permitted to participate in the election process at a Voting Station, other than cast their own vote as an elector, if qualified. They are not permitted to handle forms or ballots used in the process. This applies during voting hours and during the count.

Post-Vote Procedures

Counting of Votes

Immediately after the close of the voting station, the Returning Officer will, in the presence of at least 1 and any additional officers that the Returning Officer considers necessary, and the candidates, agents or scrutineers, if any, ensure that each ballot box is opened and that the votes are counted.

A deputy shall not permit more than the candidate or the candidate's official agent or scrutineer, or more than 1 agent or scrutineer of either side of a vote on any by-law or question to be present at the same time in a voting station during the counting of the votes.

Void Ballots

- (1) A deputy shall examine the ballots and may reject a ballot:
 - (a) that does not bear the initials of the officer,
 - (b) on which more votes are cast than an elector is entitled to cast,
 - (c) on which anything is written or marked by which an elector can be identified,
 - (d) that has been torn, defaced or otherwise dealt with by an elector so that he can thereby be identified,
 - (e) which is not marked by an "X", or
 - (f) on which no vote has been cast by an elector,and the rejected ballots shall not be counted.
- (2) On the back of a ballot a deputy shall:
 - (a) endorse "rejected" if the deputy rejects it as void, and
 - (b) endorse "rejection objected to" if any objection is made to this decision,and shall initial each endorsement.
- (3) Notwithstanding subsection (1)(e), if a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the elector intended to vote, the deputy may count that ballot.

Note of Objection

- (1) A deputy shall in the prescribed form make note of any objection made by a candidate or the candidate's official agent or scrutineer in the case of a bylaw or question by any person authorized to attend, to any ballot found in the ballot box and shall decide any question arising out of the objection.
- (2) Every objection shall be numbered and a corresponding number shall be placed on the back of the ballot and initialed by a deputy.

Election Results

Declaration of Election Result

The Returning Officer may publish unofficial results of the counting of ballots after an election as the results are received.

The Returning Officer shall, at 12:00 p.m. (noon) on the 4th day after Election Day, at the office of each local jurisdiction for which an election was held, announce or post a statement of the results of the voting for candidates, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

The Returning Officer shall, if the result was announced, post in some conspicuous place a statement signed by him/her showing the number of votes for each candidate.

Candidate or Agent Recount Request

A candidate or an agent or scrutineer of a candidate may request the Returning Officer do a recount within **44 hours**, (4:00 p.m. Wednesday, October 22, 2025), of the close of the voting station and no later. The individual requesting the recount must show grounds that the **record of the result of the vote count at the voting station is inaccurate**. These grounds must be considered reasonable by the Returning Officer.

If a candidate or agent feels that a recount should be done under these circumstances, it is requested that contact be made with the Returning Officer as soon as possible because of the length of time required to complete the recount.

Candidates will be notified 12 hours in advance if there is to be a recount.

Judicial Recount

Within 19 days of the close of the voting station on Election Day, any elector may apply to the Court by Notice of Motion for a recount.

The elector shall file an affidavit with the Clerk of the Court alleging reasonable grounds for believing that the presiding officer at the voting station did improperly count or reject ballots.

The elector shall deposit with the clerk \$300 in cash, certified cheque, cash order or money order as security for the payment of costs and expenses.

The applicant, at least three (3) days prior to the application for a recount, shall serve a copy of the Notice of Motion and Affidavit on the secretary, returning officer, and all candidates for the affected office.

On hearing the application for a recount, a Judge may set the day, time, and place for the holding of a judicial recount.

The secretary shall be present at the judicial recount with the sealed ballot boxes and the ballot account, which were used at the election.

Results of the Judicial Recount: The Judge will certify the result of the recount and prepare a written statement declaring the result.

Forms (As Attached)

FORM 4 – “Nomination Paper and Candidate’s Acceptance”

Form 4 serves as an affidavit, which is a statement made under oath. It contains statements that are verified by the oath of the person, in this case the candidate, making the statement. Legal rights are therefore established. The importance of the affidavit is reflected in the Criminal Code which provides a maximum penalty of 14 years imprisonment for any person making a false affidavit.

The form serves as a vehicle for the electors nominating the candidate to record their name, address, and signature.

The form also serves as a vehicle for the candidate to appoint an official agent.

FORM 16 – “Statement of Scrutineer or Official Agent”

Form 16 serves as a statement made by a person who presents to the presiding deputy a written notice signed by a candidate, appointing the person to represent that candidate as the candidate’s scrutineer at the voting station.

When the “Statement of Scrutineer or Official Agent” has been made by the person, the person is then recognized by the presiding deputy as the scrutineer of the candidate.

The scrutineer is making a statement to act on behalf of the candidate, and to maintain the secrecy of the vote.

A person who makes a false statement is guilty of an offence and is liable to imprisonment up to six (6) months or a fine up to \$10,000 or to both a fine and imprisonment.

Appointment of Candidate’s Scrutineer or Official Agent

Candidates may also appoint a scrutineer to assist with the observing of the election process at the voting station. Each candidate can appoint as many scrutineers as they wish. Although scrutineers do not have to be electors, they do have to be at least 18 years of age. Only one, the candidate, an official agent or a scrutineer can be present in a voting station during voting hours.

The scrutineer must present the accepted form, *Appointment of Candidate’s Scrutineer and Official Agent* to the Presiding Deputy Returning Officer at the voting station. The statement is signed by the candidate. The scrutineer will then complete a Statement of Scrutineer – Form 16 in front of the Presiding Deputy Returning Officer at the voting station.

Nomination Paper and Candidate's Acceptance

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

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

_____ _____
 Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of
Candidate Surname Given Names

_____ as a candidate at the election
Complete Address and postal code

about to be held for the office of _____
Office Nominated for

of _____.
Name of Local Jurisdiction

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

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

Candidate's Acceptance

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

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

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

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

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

SWORN (AFFIRMED) before me
at the _____ of _____,
in the Province of Alberta,
this _____ day of _____, 20____.



Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)



RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

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

Statement of Scrutineer or Official Agent

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

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

Title of the Responsible Official Business Phone Number

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE (OR VOTE ON A BYLAW OR QUESTION): _____

I, _____
Name of Scrutineer or Official Agent

of _____
Complete Address and postal code

In the Province of _____, am at least 18 years of age and,
Name of Province

(a) For the purpose of an election, will act as scrutineer on behalf of _____
Name of Candidate
for the office of _____
Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in
(Check [] One) [] promoting the passing of Bylaw No. _____
[] opposing the passing of Bylaw No. _____

OR

(c) For the purposes of a vote on a question, will act as scrutineer on behalf of those persons who are interested in
(Check [] One) [] voting in the positive on the question set out.
[] voting in the negative on the question set out.

AND I will in all respects maintain and aid in maintaining the absolute secrecy of the vote.

Signature of Scrutineer or Official Agent

IT IS AN OFFINCE TO SIGN A FALSE STATEMENT