



2025 ELECTION

**MUNICIPAL ELECTED
OFFICIALS**

NOMINATION PACKAGE

INDEX

| | <u>Page #</u> |
|---|---------------|
| A. Information Guide for Candidates | <u>1</u> |
| 1. Introduction | <u>2</u> |
| 2. Before You File | <u>2-4</u> |
| 3. Nomination Period | <u>4</u> |
| 4. Nomination Day | <u>4</u> |
| 5. Advance Vote | <u>5</u> |
| 6. Election Day | <u>5</u> |
| 7. Who Can Vote | <u>5</u> |
| 8. On Election Day | <u>5</u> |
| 9. Candidates' Agent & Scrutineer | <u>6</u> |
| 10. Campaign Literature | <u>6</u> |
| 11. Voting Station Recount | <u>6</u> |
| 12. Judicial Recount of Votes | <u>6</u> |
| 13. Municipal Election Finance & Contribution Disclosure | <u>7-8</u> |
| B. Town of Stettler Information | <u>9</u> |
| 1. Mission Statement | <u>10</u> |
| 2. Council Appointments | <u>11-13</u> |
| 4. Mayor & Council Remuneration and Benefits | <u>14</u> |
| 5. Council Remuneration for Subsistence and Accommodation | <u>14</u> |
| 6. Council Attendance at Conventions, Workshops and Seminars | <u>14</u> |
| C. Election Signs Guidelines | <u>15</u> |
| 1. Excerpts from Town of Stettler Land Use Bylaw | <u>16</u> |
| 2. Alberta Transportation Sign Guidelines | <u>17-18</u> |
| D. Reference Material | <u>19</u> |
| 1. Excerpts from the Municipal Government Act | <u>20-23</u> |
| E. Candidate Forms | <u>24</u> |
| 1. Nomination Paper & Candidate's Acceptance Form 4 | to be added |
| 2. Candidate Information Form 5 | to be added |
| 3. Campaign Disclosure Statement and Financial Statement Form 26..... | to be added |

A. INFORMATION GUIDE FOR CANDIDATES

This nomination package is intended as general information only to supplement the Municipal Government Act (“MGA”), Education Act, recently amended Local Authorities Election Act (“LAEA”), and applicable Town bylaws. Please refer to the specific legislation when references are made to legislation in this handbook.

The content of this handbook is subject to change, please visit the Town of Stettler website often to check for updates.

**October 20, 2025
TOWN OF STETTLER
MUNICIPAL ELECTION**

**Graham Scott
Returning Officer
Phone: 403-742-8305**

1. Introduction

This information guide was prepared by the Returning Officer to assist you in your efforts to be elected as a Town of Stettler Mayor or Councillor.

- The guide provides information covering many areas of the upcoming election on Monday, October 20, 2025 including some of the regulations from the *Local Authorities Election Act* and the *Municipal Government Act*.
- Town of Stettler website: www.stettler.net. Click “2025 Election” on the homepage.
- Alberta Municipal Affairs has additional information for candidates on their website. If you have any questions about the rules for running for election, contact Alberta Municipal Affairs at:
 - Phone: 780-427-2225
 - Email: ma.advisory@gov.ab.ca
 - www.alberta.ca/municipal-elections
- For questions regarding nomination forms for School Trustees, contact:
 - [Clearview Public Schools](#)
 - [East Central Catholic Schools](#)

2. Before You File

Here are some things you should consider before you file a nomination paper:

Are you qualified?

To become a candidate, you must be:

- at least 18 years old on nomination day (Sept. 22, 2025);
- a Canadian citizen;
- eligible to vote;
- a resident of the Town of Stettler for the six consecutive months preceding nomination day (Sept. 22, 2025); and
- not otherwise ineligible or disqualified under the [LAEA](#) (sections 22, 23 and 23.1) or the [MGA](#) (section 174). Mainly this applies if you are an employee of the Town, are indebted to the Town, or have been convicted of an election related offense in the last 10 years.

Are you eligible to be nominated?

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

- If you are the auditor of the Town of Stettler.
- If you are an employee, unless granted a leave of absence.
- If your property taxes are more than \$50.00 in arrears or you are in default for more than 90 days on any other debt in excess of \$500 to the Town of Stettler.
- Within the previous 10 years you have been convicted of an offence under Alberta or Canadian Election legislation.

Do you have the time?

You will be elected for a four (4) year term of office. During that time you will be required to attend:

- regular meetings of council
- meetings of council committees
- 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 need to spend time reading material and talking with residents, the Town's CAO and other administration. This will all be part of the necessary preparation for meetings so that you can make informed decisions. There is also a [code of conduct for Town Councillors](#).

Do You Understand the Position?

As a Member of Council you will have the opportunity to significantly influence the future of your community. Your power as a Member of Council depends on your ability to persuade the other Members of Council to adopt your view. All decisions must be made at meetings, held in public, at which a 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 convince a majority of Council that it is a good idea.

Do You Understand the Powers of a Municipal Council?

The Canadian constitution delegates 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 act you will use most often is the Municipal Government Act.

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. Generally, Alberta municipalities have competent and dedicated Administrators. 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, and talking to current Members of Council. Sit in on some Council Meetings. 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 anyway, 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 Council Meetings. Remember; once you are elected, you have a duty to your community.

3. Nomination Period

The nomination period runs from January 1, 2025, to the close of the nomination period which is at 12 p.m. on September 22, 2025 (Nomination Day). Nomination papers (including forms 4, 5, and 26) should be accompanied by the required notice of intent information (please review on the Town's election webpage). The forms will be found in this package.

4. Nomination Day

- Your nomination must be filed on the prescribed forms enclosed with this package.
- Nomination forms will **NOT** be accepted if sent by facsimile transmission (Fax) or email.
- An accompanying cash deposit with the Nomination form is **NOT** required.
- The completed Nomination forms will be received by the Returning Officer or Substitute Returning Officers from **8:30 AM on January 2nd, 2025 – 12 Noon on September 22nd, 2025** at the Town of Stettler Office (5031 – 50 Street) during the regular office hours of 8:30 AM – 4:30 PM, Monday to Friday.
- A Nomination form must be signed by five people eligible to vote in the election (see #7 below).
- The Nomination form requires the completion of an affidavit by the nominee stating that he/she is eligible to be a candidate in the election, 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.
- The Returning Officer can sign your affidavit provided he has witnessed your signature; however, the completed Nomination form may be handed in by any other person on Nomination Day as long as the affidavit is signed by a Commissioner for Oaths.
- A candidate may withdraw at any time during the nomination period; if at the close of nominations, there are more candidates for any particular office, a candidate may withdraw within 24 hours of the close of the nomination period (by 12:00PM on Tuesday, September 23, 2025).
- Nomination forms may be examined by any elector during regular business hours and in the presence of the Returning Officer after 12:00 noon on Monday, September 22, 2025.

5. Advance Vote

The Advance Vote is scheduled to be October 14th to 17th.

6. Election Day

- Monday, October 20, 2025 at the Stettler Community Hall. The voting station shall open promptly at 10:00 AM and will be kept open continuously until 8:00 PM.

7. Who Can Vote

- A person is eligible to vote in the 2025 Municipal Election if the person:
 - is at least 18 years old on or before the date of the election (Oct. 20, 2025),
 - is a Canadian citizen,
 - resides in Alberta and the person's place of residence is located in the Town of Stettler on Election Day, and
 - has not already voted

Every person who attends at a voting station for the purpose of voting must be permitted to vote if the person is named on the permanent electors register, and the person produces one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the person.

OR

Every person who attends at a voting station for the purpose of voting must be permitted to vote if the person makes a statement that the person is eligible to vote as an elector in the presence of an officer at the voting station, in the prescribed form which must contain the address of the person's residence, and the person validates the person's identity and address of the person's residence in accordance with the LAEA.

Forms of acceptable proof of elector identification for voter vouching can be found in the LAEA.

8. On Election Day

- It is prohibited to canvass or solicit votes on property surrounding a voting station. It is also prohibited to display or distribute campaign material on property surrounding a voting station.
- Candidates, official agents and scrutineers are not allowed to speak to voters or interfere with the voting process - they are simply there to observe and must stay where the Presiding Deputy Returning Officer directs them. No campaign materials may be worn or displayed while inside the voting station (buttons, etc.).

9. Candidates' Agent & Scrutineer (Section 68.1(1) & 69 of the Local Authorities Election Act)

A candidate may also appoint scrutineers to observe the conduct of the vote at each voting station. Scrutineers must be at least 18 years old and provide a signed "Statement of Scrutineer" form to the Presiding Deputy Returning Officer at a voting station. A candidate may appoint as many scrutineers as they wish; however, only one representative of the candidate (the candidate, their Official Agent or a scrutineer) may be present in a voting station at any time.

A person who has, within the previous 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) is not eligible to be appointed as a Scrutineer.

Refer to the sections in the LAEA regarding Official Agents and Scrutineers.

10. Campaign Literature

- **Section 153** of the Local Authorities Election Act states:

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

- (a) if the person is an officer to a fine of not more than \$1,000, and
- (b) in any other case, to a fine of not more than \$200.

11. Voting Station Recount (Section 98, Local Authorities Election Act)

- Application must be made to the Returning Officer by the candidate, an agent, or scrutineer of a candidate during the 48 hours after the statement of results is announced or posted.
- Such application must be made by the candidate with the highest number of insufficient votes that fall within 0.5% of the total number of valid ballots.

12. Judicial Recount of Votes (Section 103, Local Authorities Election Act)

- Application must be made by an elector to the Court within 19 days of the close of the voting stations at 8:00 p.m. on Monday, October 20, 2025. A deposit of \$300 is required.

13. Municipal Election Finance and Contribution Disclosure

a) If a candidate is self-funded and expenses are kept under \$1000:

1. Candidates must give a “notice of intent” (Form 5 in this package should suffice) to the municipality before incurring any campaign expenses. The notice of intent should include:
 - i. the full name, address and contact information of the individual,
 - ii. the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed.
2. The candidate will also need to fill out a “disclosure statement” (Form 26, which will form a part of this package).

In summary, if a candidate is self-funded and expenses are kept under \$1000, then the candidate:

- Can avoid opening a dedicated bank account in the name of the candidate or the candidate’s election campaign,
- Can avoid issuing receipts, and keeping record of these for 3 years following the election,
- Should avoid accepting and recording of contributions

b) Alternatively, if a candidate DOES decide to accept contributions:

“Contribution” means: “any money, personal property, real property or service that is provided to or for the benefit of a candidate’s election campaign without fair market value compensation from that candidate, but does not include a service provided by an individual who voluntarily performs the services and receives no compensation, directly or indirectly, in relation to the services or time spent providing the services;”

1. Candidates must give a “notice of intent” (Form 5 in this package and additional information) to the municipality before incurring any campaign expenses or accepting contributions. The notice of intent should now include:
 - i. the full name, address and contact information of the individual,
 - ii. the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed.
 - iii. the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual, and
 - iv. the names of the signing authorities for each depository referred to above.
2. Candidates must open a dedicated campaign bank account when contributions reach \$1000, and must include monies contributed by the candidate for their campaign.
3. Every candidate or a person acting on behalf of the candidate must issue a receipt for every contribution accepted, in a form acceptable to the local jurisdiction.

4. Fundraising contributions are subject to contribution limits and disclosure requirements.
5. The candidate will also need to fill out a “disclosure statement” (Form 26, which will form a part of this package).

Other considerations:

- The Expense Limits Regulation has been created, which establishes campaign expense limits for candidates for Mayor and Councillors during the election cycle. The sections on slates and parties do not apply to the Town of Stettler election.
- No “prohibited organization”, individual ordinarily resident outside Alberta, or trade union or employee organization other than an Alberta trade union or Alberta employee organization shall make a contribution to a candidate.
 - A “prohibited organization” means a municipality, a corporation that is controlled by a municipality and meets the test set out in section 1(2) of the MGA, any non-profit organization that has received since the last general election any of the following from the municipality in which the election will be held:
 - a grant;
 - real property;
 - personal property;a provincial corporation as defined in the Financial Administration Act, including a management body within the meaning of the Alberta Housing Act, a Metis settlement, a board of trustees under the Education Act, a public post-secondary institution as defined in the Post-secondary Learning Act, a corporation that does not carry on business in Alberta, a registered party as defined in the Election Finances and Contributions Disclosures Act or the Canada Elections Act, or an organization designated by the Lieutenant Governor in Council as a prohibited organization.

For further information, see Part 5.1 Election Finances and Contributions Disclosure from the Local Authorities Election Act (Section 147). This includes information on fundraising (section 147.31(1)), receipts (section 147.32), value of contributions other than money (section 147.1), allowable contributions (section 147.24), anonymous and unauthorized contributions (section 147.23), loans (section 147.33(1)), campaign surplus & deficits (section 147.5(1) and 147.5(2)).

B. TOWN OF STETTLER INFORMATION





Mission Statement



We will provide
a high quality of life
for our residents and visitors
through leadership
and the delivery
of effective, efficient
and affordable services
that are socially and
environmentally responsible.

Council Appointments

As a member of the Town Council the responsibilities are both challenging and diverse. Councillors attend regular Council meetings, Council Committee of the Whole meetings and other Community Board/Committee meetings.

1. Council Meetings

Council Meetings are held on the first and third Tuesday of each month. It is at these meetings where formal resolutions are passed and bylaws are adopted. Council also establishes policies, sets goals and decides upon major issues at these meetings. Council often requires the input from various Committees and Boards when making decisions on items that are brought forward to these meetings. Here is the related [Council Procedure Bylaw](#).

2. Council Committee of the Whole Meetings

In order to more effectively address the numerous issues which Council has to deal with Committee of the Whole Meetings are held on the second Tuesday of each month. These meetings are advisory in nature with recommendations for decisions being forwarded to the Regular Council Meetings.

3. Other Community Boards and Committees

In addition to the regular Council meetings and the Council Committee of the Whole Meetings Councillors also are appointed annually to various other Community Boards and Committees to participate with other members of the public in advisory and/or decision-making capacities. These other Boards and Committees are as follows:

Ambulance Board

Two Councillors

Meetings: Minimum four times per year

Beautification Committee

Two Councillors

Meetings: Once a month (First Tuesday)

Citizens Recognition Committee

One Councillor

Meetings: Call of the Chair

County Of Stettler Housing Authority

One Councillor

Meetings: Once a month (Third Thursday)

Emergency Advisory Committee - Town

All Councillors

Meetings: Minimum once per year

Intermunicipal Development Plan (IDP)/Collaboration Framework (ICF)

Mayor & Two Councillors
Meetings: Call of the Chair

Parkland Regional Library

One Councillor
Meetings: Quarterly

Performing Arts Centre Advisory

One Councillor
Meetings: Call of the Chair

Police (RCMP) Liaison

Mayor
Meetings: Call of the Chair

Red Deer River Municipal Users Group

One Councillor
Meetings: Every Two Months

Red Deer River Watershed Alliance

One Councillor
Meetings: Call of the Chair

Regional Health Professionals' Attraction & Retention Committee

Mayor & One Councillor
Meetings: Call of the Chair

Regional Water Services

Two Councillors
Meetings: Call of the Chair

Shared-Use Recreation Facilities (SURF) Planning

Mayor & One Councillor
Meetings: Call of the Chair

Stettler Development Authority (MPC)

Six Councillors
Meetings: Call of the Chair

Stettler Family And Community Support Services

Two Councillors
Meetings: Once a month (Third Monday)

Stettler Health Services Foundation

One Councillor

Meetings: Call of the Chair

Stettler Municipal Library Board

One Councillor

Meetings: Once a month

Stettler Regional Board Of Trade & Community Development

Two Councillors

Meetings: Once a month (Second Tuesday)

Stettler Regional Fire Authority

Two Councillors

Meetings: Quarterly

Stettler Subdivision Authority

All members of Council

Stettler Town & Country Museum Board

One Councillor

Meetings: Once a month (third Monday)

Stettler Town & County Airport Advisory Board

One Councillor

Meetings: Quarterly

Stettler Waste Management Authority Executive Committee

Two Councillors

Meetings: Quarterly

Union Agreement Committee

Three Councillors

Meetings: Call of the Chair

Mayor & Council Remuneration and Benefits:

Effective Date Dec. 12, 2023 (see Policy II-3(b))

| | | |
|-----------|-------------|-----------------------------------|
| For Mayor | \$1,517.50 | Basic Pay every two weeks |
| | \$75 | Travel Allowance every two weeks |
| | <u>\$25</u> | General Allowance every two weeks |
| | \$1,617.50 | Total (Bi-weekly) |

\$42,054 Mayor Annual Remuneration

| | | |
|-----------------|-------------|-----------------------------------|
| For Councillors | \$ 758.75 | Basic Pay every two weeks |
| | \$25 | Travel Allowance every two weeks |
| | <u>\$25</u> | General Allowance every two weeks |
| | \$ 808.75 | Total (Bi-weekly) |

\$21,027 Councillor Annual Remuneration

Basic pay and Allowance is taxable.

Mayor & Council insurance policy:

Insurance coverage is provided to the Mayor and Councillors while “engaged in the performance of duties”. Details of the policy are provided to the elected officials.

Council attendance at conventions, workshops & seminars:

Members of Council are encouraged to enhance their skills and knowledge in regard to municipal affairs. Policy II-3b establishes guidelines in this regard.

Council remuneration for subsistence & accommodation:

Policy II-3b establishes reasonable and consistent travel, meal and accommodation allowances for Town Council members while on Town business.

Electronics for Councillors:

A draft policy is in the works for this. The intent is to provide a set amount toward Councillors purchasing their own preferred device for their use on Council.

C. ELECTION SIGN GUIDELINES

Election signs will not be permitted until after the closing of the nomination period at 12 Noon on September 22, 2025, and upon the announcement of the electoral candidates.

Excerpt from the Town of Stettler Land Use Bylaw:

Section 67: Election Signs

67.1 Election signs may be placed on private or public property (with the approval of the owner/public authority).

67.2 Election signs are permitted on municipal property only as designated by the Development Authority.

67.3 No encroachment of an election sign from private property onto municipal property will be permitted unless it is at a designated location.

67.4 Election signs must be located at least 3.0 m from the edge of the travelling surface of a roadway.

67.5 Election signs on public property may not exceed 4.5 m² in size nor 3.6 m in height.

67.6 Candidates shall remove their election signs from public and private property within 48 hours after the close of the voting stations on Election Day and ensure that the site is cleaned up and that the holes are filled with a mixture of topsoil and grass seed;

67.7 If a candidate fails to remove his or her election signs within 48 hours after the voting stations close on Election Day, the Bylaw Enforcement Officers may remove them and the candidate shall be liable for the cost of removal.

67.8 When an election sign interferes with work being carried out by Town work crews or contractors doing work on behalf of the Town, the crews may remove and dispose of such signs.

67.9 Bylaw Enforcement Officers employed by the Town may remove any election signs, which have been erected, affixed, posted or placed on any Town property in contravention of this bylaw.

67.10 A candidate whose name appears on an election sign, which is in contravention of this bylaw, shall be guilty of an offence under this bylaw.

Guidelines from the Province Regarding Election Signs: (<https://www.alberta.ca/election-signs.aspx>). These should be reviewed if putting signs in a provincial highway right-of-way.

Overview

You do not require a permit to install an election sign along provincial highways, however you must follow the provincial guidelines.

General guidelines

- the maximum sign size permitted in a highway right-of-way (the existing highway limits) is 1.5 m²
- election signs are temporary and are only permitted from the date the election is called until 3 days after the election
- signs must meet eligibility criteria (see ineligible election sign types below)

If a sign does not comply with these guidelines, a peace officer or a person authorized by Alberta Transportation may, without notice or compensation, remove the sign.

Ineligible election sign types

Election signs must not:

- display an intermittent flashing, rotating, or moving light
- be floodlit which could distract drivers
- have any moving or rotating parts
- imitate the wording of a standard or commonly used highway traffic sign, such as stop, stop ahead or yield
- imitate or resemble a traffic control device, such as a stop sign

Signs should also not include associated yard lights, area lighting and other lights that, are excessively distracting to the public or create a traffic hazard.

Location guidelines

Election signs should be placed as far from the shoulder line as practical, always allowing drivers to have an unobstructed view of the road.

When placing election signs, consider:

- signs must be placed no closer than 2 m from the edge of pavement (or, in the case of gravel roads, no closer than 2 m from the shoulder of the road)
- during winter conditions, there is a high probability that signs less than 6 m from the road will be either covered with snow or damaged during snow removal and sanding operations

No election signs:

- are allowed within the median of a divided provincial highway
- can be mounted on highway signs or sign posts (these signs will be removed immediately)
- can be placed in or within 500 m of construction zones
- are allowed to obstruct a driver's view of an intersection in an urban area or within 250 m of an intersection in a rural area

Read more about [installing election signs](#).

Safety precautions

Take precautions when installing election signs to ensure your safety and prevent driver distraction:

- anyone working near the highway must wear reflective vests and bright clothing
- election signs can only be installed during daylight hours
- vehicles used for transporting election signs must:
 - be parked to minimize the impact to drivers (preferably on an approach), as far as possible from the travel lanes
 - have 4-way hazard warning signals operating at all times

Sign removal

All election signs must be removed within 3 days after the election. The campaign office is responsible for installing and removing election signs.

Removal includes:

- the sign panel
- supporting structure
- any tie wiring used to install and support the sign

Signs that pose an immediate hazard to the public will be removed immediately by highway maintenance contractors without notification.

When the removal of an election sign is necessary due to safety or operational concerns, the appropriate district office will notify the responsible campaign office to take the required action:

- failure to respond within the specified time will result in the sign being removed
- signs will be stored at the nearest highway maintenance facility or district office
- the campaign office will be notified to arrange to have the signs picked up

We are not responsible for any signs damaged during the removal process.

D. REFERENCE MATERIAL

Again, this nomination package is intended as general information only to supplement the Municipal Government Act (“MGA”), Education Act, recently amended Local Authorities Election Act (“LAEA”), and applicable Town bylaws. Please refer to the specific legislation when references are made to legislation in this handbook.

Excerpts from the Municipal Government Act:

General duties of councillors

153 Councillors have the following duties:

- (a) 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;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) 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;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Pecuniary Interest Definitions

169 In this Division,

- (a) "corporation", "director", "distributing corporation", "officer", "shareholder", "voting rights" and "voting shares" have the meanings given to them in the *Business Corporations Act*;
- (b) "councillor's family" means the councillor's spouse or adult interdependent partner, the councillor's children, the parents of the councillor and the parents of the councillor's spouse or adult interdependent partner;

(b.1) “private interest” does not include the following:

(i) an interest in a matter that

- (A) is of general application,
- (B) affects a councillor as one of a broad class of the public, or
- (C) concerns the remuneration and benefits of a councillor;

(ii) an interest that is trivial;

(c) “spouse” means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

Disclosure of pecuniary interest

172(1) When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

(a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,

(b) abstain from voting on any question relating to the matter,

(c) subject to subsection (3), abstain from any discussion of the matter, and

(d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.

(3) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

(a) it is not necessary for the councillor to leave the room, and

(b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

(4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

(5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

(6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor

Reasons for disqualification

174(1) A councillor is disqualified from council if

(a) when the councillor was nominated, the councillor was not eligible for nomination as a candidate under the *Local Authorities Election Act*;

(b) the councillor ceases to be eligible for nomination as a candidate under the *Local Authorities Election Act*;

(b.1) the councillor

(i) fails to file a disclosure statement as required under section 147.4 of the *Local Authorities Election Act* before the end of the late filing period provided under section 147.7 of the *Local Authorities Election Act*, and

(ii) has not been relieved from the obligation to file a disclosure statement by a court order under section 147.8 of the *Local Authorities Election Act*;

(c) the councillor becomes a judge of a court or a member of the Senate or House of Commons of Canada or of the Legislative Assembly of Alberta;

(d) the councillor is absent from all regular council meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed, unless subsection (2) applies;

(e) the councillor is convicted

(i) of an offence punishable by imprisonment for 5 or more years, or

(ii) of an offence under section 123, 124 or 125 of the *Criminal Code* (Canada);

(f) the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment;

(g) the councillor contravenes section 172;

(h) the councillor has a pecuniary interest in an agreement that is not binding on the municipality under section 173;

(i) the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter;

(j) the councillor becomes an employee of the municipality;

(k) the councillor is liable to the municipality under section 249.

(2) A councillor is not disqualified by being absent from regular council meetings under subsection (1)(d) if

(a) the absence is authorized by a resolution of council passed at any time

(i) before the end of the last regular meeting of the council in the 60-day period, or

(ii) if there is no other regular meeting of the council during the 60-day period, before the end of the next regular meeting of the council,

or

(b) the absence is in accordance with a bylaw under section 144.1.

(3) For the purposes of this section, a councillor is not considered to be absent from a council meeting if the councillor is absent on council business at the direction of council.

(4) A councillor who is disqualified under this section is eligible to be elected at the next general election in the municipality if the person is eligible for nomination under the *Local Authorities Election Act*.

Requirement to vote and abstentions

183(1) A councillor attending a council meeting must vote on a matter put to a vote at the meeting unless the councillor is required or permitted to abstain from voting under this or any other enactment.

(2) The council must ensure that each abstention and the reasons for the abstention are recorded in the minutes of the meeting.

E. FORMS

To be updated by the Province. This package will be updated when they become available.

**NOMINATION PAPER &
CANDIDATE'S ACCEPTANCE (form 4)**

AND

CANDIDATE INFORMATION (form 5)

AND

**CAMPAIGN DISCLOSURE STATEMENT & FINANCIAL STATEMENT (form 26)
(Due on or before March 1, 2026)**