



2025 General Election

**Information for
Candidates**



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RUNNING FOR MUNICIPAL OFFICE**October 2025**

The Province of Alberta requires all Municipalities to hold a general election every four years on the third Monday of October. For Foothills County, an election will be held on October 20, 2025. The upcoming electoral term is from 2025 to 2029. Most residents will have the opportunity to attend one voting station for all their voting – Foothills County Councillor and School Board Trustee.

This information package has been assembled for your assistance; however, it is not inclusive of all the information contained within the specific acts and other legislation. Any person wanting a complete copy of the *Local Authorities Election Act* (LAEA), the *Municipal Government Act* (MGA), or the *School Act* may obtain copies from:

The King's Printer, Publication Services: Main Floor, Park Plaza

Suite 700, 10611 – 98 Avenue NW, Edmonton, AB, T5K 2P7

Phone: (780) 427-4952 Fax: (780) 452-0668

E-mail: kings-printer@gov.ab.ca

MGA - open.alberta.ca/publications/m26

LAEA - open.alberta.ca/publications/l21

Copies of the Municipal Government Act, the Local Authorities Election Act, and relevant municipal bylaws are available for viewing at the Foothills County Administration office. If further information is required or for viewing of the Acts and bylaws, please contact the following:

Garity Stanley, Returning Officer

Phone: (403) 603-6203

Sherri Barrett, Substitute Returning Officer

Phone: (403) 603-6227

E-mail: elections@foothillscountyab.ca

Visit the Foothills County at www.foothillscountyab.ca for election information and updates and the Government of Alberta, Municipal Affairs at www.alberta.ca/municipal-elections

This is an information package only and has no legislative sanction. For certainty, the relevant statutes, regulations, and bylaws in their entirety should be consulted.

PURPOSE, POWER, AND CAPACITY OF MUNICIPALITIES

The Canadian Constitution delegates responsibility for municipal institutions to the Provinces. The Province provides the structure for local governments by statute, with the Municipal Government Act being the primary set of rules under which municipalities operate. The purpose, power, and capacity of municipalities are stated in the *Municipal Government Act* as follows:

- (3) The purposes of a municipality are
 - (a) to provide good government,
 - (a.1) to foster the well-being of the environment,
 - (a.2) to foster the economic development of the municipality,
 - (b) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
 - (c) to develop and maintain safe and viable communities.
 - (d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.
- (4) A municipality is a corporation.
- (5) A municipality
 - (a) has the powers given to it by this and other amendments,
 - (b) has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy, and
 - (c) has the functions that are described in this and other enactments.

Councillors' principal role in the municipal organization and their general duties are also stated in the *Municipal Government Act* as follows:

- (201) (1) A council is responsible for
 - (a) developing and evaluating the policies and programs of the municipality;
 - (b) repealed 2015 c8 s20;
 - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2) 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.

Understanding 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 employees can only be carried out if you can convince a majority of Council that it is a good idea.

All municipalities in Alberta are governed by the Provincial Municipal Government Act; therefore, it is imperative that the provisions of this Act are adhered to when making decisions at the local level. As previously mentioned on page 4, this Act is available through the King's Printer, and copies are available for viewing at the Municipal office.

Local Legislation

Local legislation is in the form of bylaws. Generally, these remain in effect until they are amended or repealed, so 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 tradition – and why it exists before you will be able to start discussing your changes.

Some examples of local documents you will often refer to are the Land Use Bylaw (available for viewing on the County's website at www.foothillscountyab.ca), Municipal Development Plan, Council Procedural Bylaw, the bylaw establishing the position of the Chief Administrative Officer, and the Policy Manual.

Administration of Municipalities

As a member of Council, you will establish policy for your municipality. The administration will implement the policy. Foothills County has a competent and dedicated administration team. Their support, advice, and assistance will

be very beneficial in helping you 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 (posted on the website at www.foothillscountyab.ca and minutes published weekly in the Western Wheel) and talking to current members of Council. Sit in on some Council meetings (held on Wednesdays; commencing at 9:00 a.m.). Please note that Council will be taking a summer break from July 9 – August 26, 2025. 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 do not do that kind of research now, you will have to do it after you are elected, and you probably have more time now than you will if you are elected.

Before You File

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

Are You Qualified?

To become a candidate you:

- (1) must be at least 18 years of age on nomination day;
- (2) must be a Canadian citizen;
- (3) must have been a resident of the electoral division Foothills County for which you intend to run for the six months preceding nomination day; and
- (4) are not otherwise ineligible or disqualified.

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 municipality.
- If you are an employee, 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, or any other debt in excess of \$500 to the municipality.
- If you have, within the previous 10 years, been convicted of an offence

under this Act, the Election Act, or the Canada Elections Act (Canada).

If you are a judge, Member of Parliament, senator, or Member of the Legislative Assembly, you must resign that position before you take office as a member of Council.

Further information regarding ineligibility is noted in Section 22 and 23 of the *Local Authorities Election Act*.

Duties Of Councillors

The term of office is four years, 2025–2029. Foothills County Council consists of seven (7) electoral divisions and each division is represented by one (1) Councillor.

The annual Organizational Meeting of Council is held in October each year, at which time the Reeve (Chief Elected Official) is chosen by vote of the elected Council. The 2025 Organizational Meeting is scheduled for Wednesday, October 29, 2025. The Reeve and Deputy Reeve hold their positions until the next annual organizational meeting, at which time they may be voted in again as Reeve or Deputy Reeve, or a new Reeve or Deputy Reeve may be chosen.

Relevant Legislation

The general duties of Councillors and the Chief Elected Official (Reeve) are stated in Sections 153 and 154 of the *Municipal Government Act*.

Time Commitment

The demands on your time will be heavy. During your four-year term of office, you will be required to attend:

- Council meetings. These have been held on Wednesdays, commencing at 9:00 a.m. and are normally full-day meetings. In preparation for these meetings, an agenda is prepared and ready for Council members on the Wednesday prior to the next Council meeting to allow time for reading and reviewing the issues. Council will set the meeting dates and times at the organizational meeting on Wednesday, October 29, 2025.
- Other meetings of Council committees and annual budget meetings, which are also held during the day, on separate days from Council meetings.

- Meetings of other boards and agencies to which you are appointed as Council's representative. Currently, Councillors are each appointed, as member or alternate member, to 15-22 committees. Meeting times for these boards and agencies vary from annual, quarterly, monthly, or on an as-called basis, and the time commitment varies depending on the committee or board.
- Conferences, conventions, seminars, and workshops for training and discussion.

Foothills County is a member of the Rural Municipalities of Alberta (RMA), an association consisting of members from all Alberta rural municipalities. This association's mission statement is "Strengthening rural Alberta through effective advocacy and valued services." Its vision statement is "Strong, uniquely rural communities and resilient rural lands that support and drive Alberta."

Bi-annual RMA Conventions are hosted in Edmonton in the spring and fall, which attract elected and administrative representatives from most rural municipalities. The convention held during an election year is geared toward newly-elected Council members. Successful candidates are encouraged to attend. The 2025 fall RMA Convention will be held November 17-20, 2025. Please mark these dates on your calendar.

- Social and other events promoting the municipality.

You will also need to read material and talk with residents, the CAO, and others. This will all be part of the necessary preparation for meetings so that you can make informed decisions.

Council Orientation

A day has been set aside for the new Council to become fully acquainted with the municipality's scope. This orientation will include an introduction to the administrative team and give you the opportunity to meet other council members and provide tools and information that will assist you in your decision-making on Council. Orientation is scheduled for Tuesday, October 28, 2025.

Filing Your Nomination Form

Your nomination must be filed on the prescribed form, which you will find enclosed with this package. This form must be signed by a minimum of five people, within the same division as you, who are “eligible” to vote in the election. To ensure the validity of the nomination paper, Foothills County asks that the candidate submit 10 names.

***IT IS IMPERATIVE THAT A PERSON WHO SIGNS NOMINATION PAPERS
IS ELIGIBLE TO VOTE.***

A person is eligible to vote in an election held pursuant to the *Local Authorities Election Act* if he/she:

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

- (a) is at least 18 years of age on nomination day;*
- (b) is a Canadian citizen; and*
- (c) resides in Alberta and the person’s place of residence is located in the local jurisdiction on election day. (Area is defined as the electoral division of Foothills for which the candidate intends to run.)*

For each elector, the form must include the person’s name, address (street address or *LEGAL LAND DESCRIPTION* of residence of the elector) and signature.

Relevant Legislation

The requirements regarding the Deposit and Disposition of Deposit are stated in Sections 29 and 30 of the *Local Authorities Election Act*.

Foothills County requires a deposit of \$500 with the nomination form pursuant to the *Local Authorities Election Act*.

Candidate

The nomination form states that you must 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.

See Appendix A – Nomination Paper & Candidates Acceptance (Form 4)

Campaign Contributions and Expenses Disclosure

For candidates running for office, disclosure of campaign contributions and expenses are governed by rules set by the Province of Alberta in the Local Authorities Election Act, Part 5.1, Sections 147.34 to 147.4.

Nomination Day

Nomination Day is Monday, September 22, 2025. The completed form must be filed with the Returning Officer before 12 noon on Nomination Day at the Municipal Office, 309 Macleod Trail, High River, Alberta.

It is recommended that you file the form in person; however, anyone can file it on your behalf so long as the forms are complete and have been signed and commissioned.

After nominations have been closed on Nomination Day, the *Local Authorities Election Act* states:

34(3) At any time after 12 noon on Nomination Day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

Withdrawing

Within 24 hours of the close of nomination, 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. If you wish to withdraw, you must provide written notice to the Returning Officer.

Insufficient Nominations

If the number of nominations filed is less than the number of vacancies, the Returning Officer will be available to receive further nominations the next day (and for up to six days) from 10 a.m. until noon.

If, by noon on any of the days, the number of candidates nominated equals the number of vacancies, 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 holding an election.

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

No Late Nominations

The Returning Officer cannot accept nominations after noon on Nomination Day, so be sure to file your nomination on time.

Candidate Ineligibility

A person could be ineligible to be nominated as a candidate.

Relevant Legislation

Qualification of Candidates and Candidate Ineligibility is stated in Sections 21, 22 and 23 of the *Local Authorities Election Act*.

Disqualification Of Councillors

A Councillor could be disqualified from Council.

Relevant Legislation

The reasons for Disqualification are stated in Section 174 of the *Municipal Government Act*.

Advance Vote

FOOTHILLS COUNTY

ADVANCE VOTING STATION DATES:

Saturday, October 4, 2025 – 10 a.m. – 4 p.m.**Tuesday, October 7, 2025 – 1 p.m. – 8 p.m.****Thursday, October 9, 2025 – 1 p.m. – 8 p.m.****Thursday, October 16, 2025 – 1 p.m. – 8 p.m.**

Municipal Administration Office
309 Macleod Trail, High River, Alberta

Please check the County's website at www.foothillscountyab.ca and the Okotoks Western Wheel for updated information.

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

Every voting station will open promptly at 10 a.m. and will be kept open continuously until 8 p.m.

Election Process

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 Legislative Services department must store them sealed, in a protected area, until the time when the ballot boxes and contents may be destroyed (unless otherwise ordered by a judge, six weeks from the date of voting).

Unofficial results may be made available during and following the counting. The official results are announced at noon on the fourth day after the election – Friday, October 25, 2025.

If elected at a general election, you will take office at the annual Organizational Meeting of Council on Wednesday, October 29, 2025, beginning at 9 a.m.

Eligibility To Vote

A person must be eligible to vote and provide proof of elector eligibility to vote in the 2025 municipal election.

Relevant Legislation

Eligibility to Vote and Proof of Elector Eligibility are stated in Sections 47 and 53 of the *Local Authorities Election Act*.

Rules Of Residence**Relevant Legislation**

Section 48 of the Local Authorities Election Act states the rules of residence.

Voting Time for Employees**Relevant Legislation**

Voting Time for Employees is stated in Section 58 of the *Local Authorities Election Act*.

Candidates' Agents

A candidate may, by written notice to the presiding deputy, appoint one agent to represent him/her at each voting station. The agent shall be at least 18 years of age. The agent shall subscribe a Statement of Agent form before a deputy at the voting station.

If a candidate would like to, either personally or by way of an agent, observe the election process at one or more of the voting stations, the following process shall be followed:

Relevant Legislation

Option for Official Agent is stated in Section 68.1 of the *Local Authorities Election Act*, and Candidates Scrutineer is stated in Section 69 of the *Local Authorities Election Act*.

NOTE: Should you wish to appoint an Agent or Scrutineer, see Appendix A – Enumerator, Candidate, or Official Agent Proof of Identification (Form 11) and Statement of Scrutineer or Official Agent (Form 16)

Election Signage Next to Municipal Roads

Signs may be placed within road right of ways adjacent to roads under the jurisdiction, control, or ownership of Foothills County. This includes numbered streets, avenues, and other named roadways such as boulevards and drives. However, this does not apply to numbered provincial highways.

Please review [Bylaw 18/2006](#), which was enacted to regulate temporary signs within road rights of way adjacent to municipal roads. The general prohibitions and requirements are outlined in **Section 3**, with certain exceptions granted for election signs.

These exceptions include:

- An election sign may be displayed for more than 14 days, but a person shall not permit an election sign to be displayed more than 36 hours after the local polls have closed – Section 8(1)
- An election sign shall not exceed 3.0 square metres – Section 8(2)

Election Signage on Private Property

Election signs are permitted to be placed on private property. These signs are regulated by the **Foothills County Land Use Bylaw 60/2014**.

Section 4.2.1.39 explains that election signs are permitted on private property, to a maximum of 1 sign per lot provided that:

- Such signs are removed within seven (7) days after the election. Candidates must ensure that the site is returned to its previous condition; and
- the consent of the property owner or occupant is obtained prior to the signs being placed.

Election Signage Next to a Numbered Highway

The province of Alberta regulates election signs that are placed next to a numbered provincial highway.

In general, the maximum sign size permitted in a highway right-of-way (the existing highway limits) is 1.5 m² and must meet eligibility criteria set out by the province.

For more information on election signage next to a numbered highway, please visit [Election signs | Alberta.ca](#) and download the province's **Election Signs Recommended Practices Guide**.

Printing and Placement of Campaign Literature

Relevant Legislation

Printing of Campaign Literature is stated in Section 148(5)-(7) of the *Local Authorities Election Act*. Placement of Campaign Literature is stated in 4.2.1.39, 10.11.3 of the *Land Use Bylaw 60/2014*.

Foothills County is not responsible for any signs damaged for any reason.

Please Note: Call before you dig! ALBERTA ONE-CALL 1-800-242-3447

Advertisement Distribution

On Election Day

It is an offence to canvass or solicit votes in or immediately adjacent to a voting station. It is also an offence to display or distribute campaign material inside or on the outside of a voting station. No campaign signs are allowed on the properties or the entrance to properties where the voting stations are located. Relevant Legislation - Advertisement Distribution is stated in Section 152 (1)-(4) of the *Local Authorities Election Act*.

Interference With Posted Documents

Relevant Legislation

Interference with posted documents is stated in Section 153 of the *Local Authorities Election Act*.

List of Landowners for Candidates

Under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA), the Municipality must follow strict guidelines for using personal information.

The County will allow a mailout for candidates for the purpose of campaigning to landowners within their division, subject to the following:

- payment of \$750.00 + GST
- prepared envelopes plus postage must be provided by the candidate.

Please send your mail-out requests to elections@foothillscountyab.ca.

Upon receipt of the above, County staff will place appropriate address labels on this mail-out and arrange delivery to the post office.

Access to Information Act (ATIA)/Protection of Privacy Act (POPA)

What is ATIA?

The *Access to Information Act* came into force on June 11, 2025 and replaces part of the *Freedom of Information and Protection of Privacy Act*. The ATIA allows access to records held in public bodies in Alberta. It aims to strike a balance between the public's right to know information and protecting confidential information to ensure effective operations of government and public bodies.

Access to Information Act (ATIA)

The *Act* legislates open and accountable government, guaranteeing individuals the right to see their own information and other municipal records, with some specific exceptions. Exceptions apply where the release could:

- Be an unreasonable invasion of another's privacy
- Cause harm to another person or organization
- Interfere with public safety
- Harm law enforcement efforts

Protection of Privacy Act (POPA)

The *Act* prevents others from seeing an individual's personal information without his/her consent and ensures that it is protected from unauthorized collection, use or disclosure. Under the *Act*, the Municipality must follow strict guidelines for the use of personal information.

Are records of elected officials of municipalities excluded from the POPA Act?

Personal or constituency records of a Council member are excluded from the *Act* Section 4(1)(p)(q)(r). This exclusion is intended to cover:

- Records such as private correspondence of an elected official that has not been sent or received by the official in his or her capacity as a Council member, but which may be maintained in his or her office for convenience.
- Records relating to the election campaign of a council member (other than those records required to be submitted to the authority governing the election).

- Records relating to the private business activities of a Council member.
- Records dealing with the business of the municipality are covered by the Act even if they are stored at a Councillor's home.

For more information regarding ATIA and how it relates to you, contact the Foothills County Access to Information Coordinator, Sherri Barrett, at 403-652-2341.

Offences

Excerpts from the *Local Authorities Election Act*:

(148) (1) No person shall

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

(2) No person shall

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

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

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

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

(5) No person shall print or distribute or cause to be printed or distributed in any advertisement, handbill, placard, poster,

circular, pamphlet, newspaper or other paper a form of ballot printed by the returning officer, indicating or showing it to be marked for any candidate or candidates.

- (6) *Notwithstanding anything in this section, the returning officer may at any time after nomination day cause a facsimile of the ballot for chief elected official, member of an elected authority, bylaw or question to be published as often as the returning officer considers necessary in a newspaper circulating in the area, for the information of the electors.*
- (7) *A person who contravenes subsection (1), (2), (3), (4) or (5) is guilty of an offence and liable to a fine of not more than \$10,000 or to imprisonment for not more than 6 months or to both a fine and imprisonment.*
- (150) (1) *Every returning officer, deputy, constable and agent in attendance at a voting station shall maintain and aid in maintaining the secrecy of the voting at the voting station.*
- (2) *No person shall interfere with or attempt to interfere with an elector when the elector is marking the elector's ballot, or shall otherwise attempt to obtain at the voting station information as to which candidate or candidates any elector at that voting station is about to vote or has voted for.*
- (3), (4) *Repealed 2024 c11 s1(68).*
- (5) *No person shall display at the voting station or distribute or post in it a specimen ballot paper marked for a candidate or any other material purporting to explain to the electors how to vote or leave or post a ballot or other material in a voting compartment other than the material that is required to be posted in accordance with this Act.*
- (6) *No person shall communicate at any time to any person any information obtained at a voting station as to which candidate any elector at that voting station is about to vote or has voted for.*
- (7) *No returning officer, deputy, official agent or scrutineer in*

attendance at the counting of the votes shall communicate or attempt to communicate any information obtained at that counting as to which candidate or candidates any vote is given for.

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

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

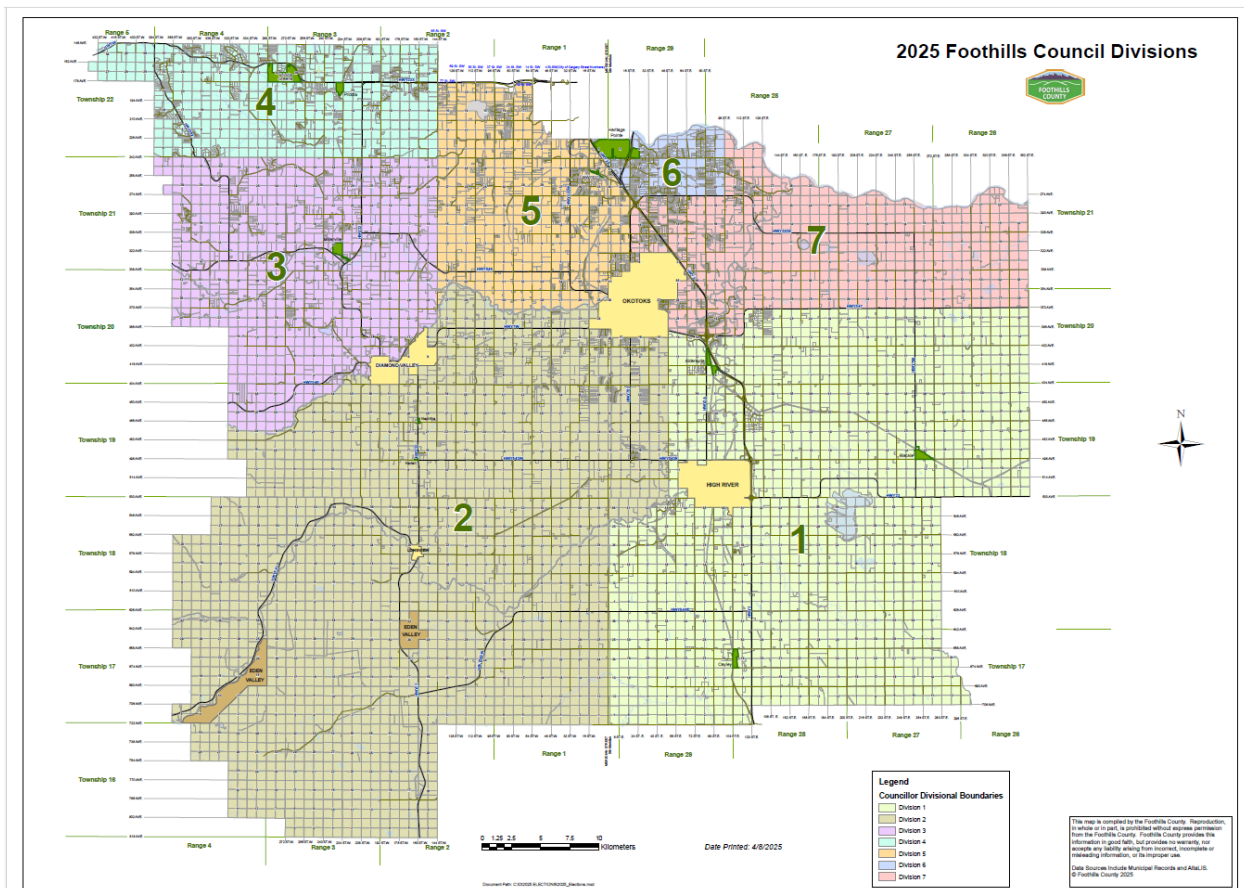
Important Dates

Below are some important dates to be aware of.

<i>January 1, 2025</i>	<i>Notice of Intent to Run and/or Nominations may be filed until Nomination Day</i>
<i>September 22, 2025</i>	<i>Nomination Day (nominations close at 12:00 p.m.)</i>
<i>October 4, 2025</i>	<i>Advance Poll day (10:00 a.m. – 4:00 p.m.)</i>
<i>October 7, 2025</i>	<i>Advance Poll day (1:00 p.m. – 8:00 p.m.)</i>
<i>October 9, 2025</i>	<i>Advance Poll day (1:00 p.m. – 8:00 p.m.)</i>
<i>October 16, 2025</i>	<i>Advance Poll day (1:00 p.m. – 8:00 p.m.)</i>
<i>October 20, 2025</i>	<i>Election Day (10:00 a.m. – 8:00 p.m.)</i>
<i>October 25, 2025</i>	<i>Official Election Results Confirmed</i>
<i>October 28, 2025</i>	<i>Council Orientation</i>
<i>October 29, 2025</i>	<i>Organizational Meeting – Swearing in of Council Orientation (Brownlee LLP)</i>
<i>November 17-20, 2025</i>	<i>Rural Municipalities of Alberta (RMA) Fall Convention</i>

Relevant Legislation

The requirement for Council Orientation is stated in Section 201.1 of the *Municipal Government Act*.





Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

Election Date: _____
date

I, _____, of

_____ complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

_____ name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:

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

Name(s) of signing authorities for each depository listed above (if applicable):

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

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Signature of Candidate

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

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

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





CONSENT TO DISCLOSE CANDIDATE'S INFORMATION

LOCAL JURISDICTION: Foothills County, Province of Alberta

ELECTION DATE: Monday, October 20, 2025

Foothills County will post prospective candidates' names and the division they are running for on www.foothillscountyab.ca.

Mr. Mrs. Ms. Other: _____

Candidate Name: _____
(as to appear on the County's website)

Candidate Information	
Candidate Photo (jpg format only) to be published	Yes No (please circle one)
Civic Address *Will not be published	
Phone number *to be published	
Email *to be published	
Website Link (if you have one) *to be published	
Other information *to be published	

- ☐ A Candidate photo has been provided
- ☐ A Candidate photo will be provided at a later date

☐ By checking this box and signing below, I agree that Foothills County may post my name and the position for which I submitted nomination papers to their website. I further consent that should I withdraw my nomination papers at any time, notification of my withdrawal will be posted to the County's website.

☐ I decline to permit Foothills County to post my name and nomination to the County website, as outlined above until all nominations are final. At that time, as per section 27(10) of the Local Authorities Election Act, all official candidates and the office for which they are running will be posted to the website.

I hereby agree to have my submitted information and provided image published on the County website www.foothillscountyab.ca and/or Foothills County social media pages at the sole discretion of Foothills County Administration.

CANDIDATE'S CONSENT	
Signature of Candidate	Date

The personal information on this form is being collected to support the administrative requirements of the local authority election process. It 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. This 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, use or disclosure of this personal information, please contact our FOIP Coordinator at Foothills County at 403-652-2341.

FORM 4

Nomination Paper and Candidate's Acceptance



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

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

FOIP Coordinator with Foothills County

(403) 652-2341

LOCAL JURISDICTION: Foothills County, PROVINCE OF ALBERTA

We, the undersigned electors of Foothills County, Division _____, nominate

_____ of
Candidate Surname Given Name(s)

_____ as a candidate at the election
Complete Address and Postal Code

about to be held for the office of Council Member of Foothills County.

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 section 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. **Foothills County suggests that each candidate obtain at least 10 signatures from their Division prior to submitting their nomination papers. This will ensure that, in the event that any of the signatures are deemed to be invalid, the candidate meets the minimum requirements of 5 valid signatures.**

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)

- I am eligible under sections 21 and 47 (and section 12, in the case of summer villages of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- I am not otherwise disqualified under Section 22 or 23 or 23.1 of the *Local Authorities Election Act*;
- I will accept the office if elected;
- I have read sections 12, 21, 22, 23, 23.1, 27, 28, 47, 68.1 and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) of the *Education Act* (if applicable) and understand their contents,
- I am appointing

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

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

Print name as it should appear on the ballot

Candidate's Surname

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

Commissioner for Oaths Stamp

Signature of Returning Officer or Commissioner for Oaths
Or Notary Public 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**

FORM 11

CANDIDATE OR OFFICIAL AGENT PROOF OF IDENTIFICATION FOR ACCESS

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

ELECTION DATE: _____

VOTING SUBDIVISION OR WARD (If applicable): _____

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

for _____
Name

of _____
Complete Address and Postal Code

serving in the capacity of _____
Office

This appointment is in effect for the 20 _____ campaign period.

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

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

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

Signature of Returning Officer or Deputy Returning Officer

Signature of Candidate or Official Agent named above

FORM 16

Statement of Scrutineer or Official Agent

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

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

Business Title/Organization _____ Business Phone Number _____

Address _____ City or Town _____ Province _____ Postal Code _____

LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA

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 purposes of an election, will act as scrutineer on behalf of _____
Name of Candidate
for the office of _____
Office for which Candidate was Nominated

OR

(b) For the purposes of a vote on a bylaw, will act as scrutineer for those persons who are interested in

(Check [✓] 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 OFFENCE TO SIGN A FALSE STATEMENT

MSD0760 Rev. 2025-01

FORM 5



Candidate Financial Information

*Local Authorities Election Act
(Section 27)*

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

FOIP Coordinator, Foothills County

403-652-2341

Title of the Responsible Official

Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____

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

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

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

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

LGS12180 Rev. 2021-02



FORM 26

Campaign Disclosure Statement and Financial Statement

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

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

Business Title/Organization		Business Phone Number	
Address	City or Town	Province	Postal Code
LOCAL JURISDICTION: _____, PROVINCE OF ALBERTA			
Calendar year of disclosure: _____			
Full Name of Candidate: _____			
Candidate's Mailing Address: _____			
_____ , Alberta			
Postal Code: _____			

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

Campaign Revenue for Calendar Year

CAMPAIGN CONTRIBUTIONS:

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

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

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

OTHER SOURCES:

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

TOTAL REVENUE

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

Campaign Expenditures for Calendar Year

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

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

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

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

ATTESTATION OF CANDIDATE

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

Date yyyy-mm-dd

Signature of Candidate

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

IT IS AN OFFENCE TO FILE A FALSE STATEMENT